

Handbook for College Students 2024



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Article 1: HANDBOOK COVERAGE

The Cordillera Career Development College (CCDC), popularly known as the CORDILLERA COLLEGE, promulgates this HANDBOOK FOR STUDENTS 2024 Edition to ensure harmony, continuity and consistency in the conduct of the multifarious functions of the institution as well as to enable its students to identify and associate themselves closely with its vision and mission. This Handbook shall apply to all College, including College of Law, and Graduate Programs effective SY 2024-2025. The existing laws, rules or regulation of the state, including that of the Commission on Higher Education (CHED), Technical Education Skills and Development Authority (TESDA) and Legal Education Board (LEB), shall be supplementary.

Article 2: CCDC PHILOSOPHY, VISION, MISSION, GOAL AND GUIDING VALUES

Section 1. PHILOSOPHY, VISION, MISSION, GOAL, GUIDING VALUES

PHILOSOPHY

The student is the center of the educational process. All efforts of the school are anchored on ensuring access of learners to quality education.

VISION

The center of quality education for culturally diverse and global learners.

MISSION

Deliver quality education and services through holistic, accessible, and inclusive learning experiences sustaining culturally sensitive and responsible global citizens and leaders.

GOAL

Leverage our key strengths for effective delivery of quality education and services in order to achieve the following:

1. World-class programs.
2. Committed, culturally aware, dignified and community oriented people.
3. Strong partnership, linkages and networks.
4. Productive, culturally sensitive, responsible, and innovative products/graduates.
5. A culture of excellence in policy and governance.
6. Adequate and adaptive physical plant and resources.

GUIDING VALUES

- C – Committed
- C – Culturally Aware
- D – Dignified
- C – Civic Oriented

Section 2. BRIEF HISTORY

The idea of putting up an institution propped during one casual conversation among close friends talking about daring challenges. At first, the concept was considered a “foolish joke”, considering the financial status of each one. However, it was taken seriously after each member reflected that, with their educational background and working experiences, each could play a major role in the management of one educational institution. Indeed, with mere guts and modest capital, the group has complied with the requirements of the Security and Exchange Commission-Baguio Branch to register the **Cordillera Career Development College (CCDC)** as a corporation on April 6, 1993 and incidentally making it the “**first private educational institution of higher learning in the BIMAK provinces!**”

The operation of CCDC started during the summer term of 1993 in rented classrooms of the Pelizloy Centrum at Km. 5, La Trinidad, Benguet with 59 students enrolled in modular computer courses, review class for the NTC examination, a typing class and remedial classes for grade school pupils in reading, writing and arithmetic.

Enrollment during the start of School Year of 1993-94 was a little more than 100 students during the first semester and increased to more than 200 during the second semester in the various programs: Auto- Diesel

Technology, modular classes in computer, Pre-school and Midwifery. The first graduation exercise was held at the Benguet Capitol Auditorium featuring those in the modular courses in computer and in the Pre-school.

Amazingly, with the opening of additional programs, the enrollment during the start of School Year 1994-1995 rose to more than 500 and further increased to 870 college students during the second semester. The new courses then were the Graduate School, Dental Hygiene, Computer Secretarial, Computer Technology, Computer Technician, Auto-Diesel Technology and Bachelor of Arts. Out of this number, a total of 157 students were among the first graduates in 1995 from the following courses: One-year Computer Secretarial; Two-year Computer Technician; Two-year graduate Midwifery and modular courses in computer.

CCDC was first envisioned merely to be a Pre-elementary, review and modular computer center. However, with efficient leadership coupled with sufficient educational experiences and warm encouragement from the community elders, the plan has been altered to include grade school, secondary, technical-vocational, tertiary and yes, even graduate education courses and a College of Law!

From then on, new programs were offered with the enrollment continuously increasing. The need for expansion was seen, hence, a three-storey main building was constructed in a 2,500 lot area in Buyagan Poblacion, La Trinidad in 1995. At present, the college has

three buildings and a gymnasium constructed in a 7,230 sq.m lot.

CCDC was not earlier meant to compete with older and bigger institutions but rather to complement and supplement their efforts in our common goal to educate our youth. However, because members of management have always kept in mind their responsibility to provide quality and relevant education, the performance of the institution's graduates are now at par or equal if not even better than the graduates of other institutions.

CCDC continues to bloom in its student population coming from all over the region and continues to adhere to the primary goal of providing quality education to the Filipino Youth, particularly to the Cordilleran.

Section 3. SCHOOL SEAL

The **TERRACES** remind us of the character of the Igorots behind the Natural Wonder. It emphasizes that industry, courage and hope are key elements to attain our goals.

The **SOLIBAO** reminds the Institution to be forever faithful to its calling of leading the way for the Filipino Youth, particularly the Cordilleran, to a promising future by providing quality and competitive education they so much deserve.

The beautiful and indigenous music from the **GONGS** describe the harmonious atmosphere within the academic community.

The various academic fields of the College are represented by the **LAMP, WHEELS, BOOKS, SATELLITE** and **TORCH**, while **MASKS AND BALLS**

represent sports and arts as integral part of the academic formation of students. The **ENTWINED BLANKETS** reiterate the importance of culture and the unity of all the Cordilleran tribes; these prove further that there is unity in diversity.

MAN and **WOMAN** represent THE CHILD who is the center of the educational process.

The **JAR** illustrates that these precious treasures are under the care of the fortified earthen vessel

Section 4. SCHOOL COLORS

Tangerine and Blue are the official school colors. Tangerine portrays the time of harvest characterized by thanksgiving and joy, while blue reflects heavenly authority, faithfulness and truth.

The school colors encourage the academic community to persevere in all endeavors with thanksgiving and joy. Capitalizing on good morals and positive values, the academic community never tires of doing good; for the hope of reaping what he has sowed will stimulate him even more to use his skills and talents to become even more productive. In the end, this will inspire others to follow the path he has taken.

Section 5. SCHOOL HYMN

(Lyrics: Rev. Rosendo Sagansay, Music: Patrick Matthew Pooten)

Lift thy banner high and lofty
O'er valleys, hills and plains
Wave it high to tell a story Of
a school that it proclaims

Cordillera College we love thy name
We will share your vision and dreams
And thy portals ne'er be forsaken
Till the world will know thy fame

You'll be proud of us as we take our place
Men and women of our race
And thy banner shall ne'er be folded
By the people thou hast made.

Onward then ye sons and daughters
And in one accord we sing
For her banner our lives we offer
To her ourselves we bring

In the land so blest with prosperity
Thy children loyal will be
In our hearts and minds we pledge thee
Cordillera College will stay

You'll be proud of us as we take our place
Men and women of our race
And thy banner shall ne'er be folded
By the people thou hast made.

Section 6. DIRECTORY OF OFFICES

CCDC derived the names of its buildings from local terms in Northern Luzon.

AHBUNAN is an Ifugao term to mean a meeting place. Such is the function of the Student Center.

ARANG is a Maducayan term for granary. When rice is harvested, it is stored in the *arang* for it to be ready for pounding. Our school building is like the *arang*, where students are prepared and equipped, for them to be ready to overcome challenges that may come their way.

DAKILAN consists of three stones placed equidistant to support a cooking pot over a fire. For every household a *dakilan* is used permanently for feasts for one household. However, if stones are to be moved, they are put aside but not thrown away. In the same way, molding of students and the education process in general, requires concerted efforts of many actors who put their talents, skills and efforts and their efforts are never in vain.

IYAMAN is an Igorot term to mean grateful. CCDC is grateful for all the blessings and challenges that it has gone through over the years.

JMM BUILDING is named after James M. Malaya, the institution's founding President.

ONJON is an Ibaloi term to mean unity or bond. In the same way, CCDC reiterates that unity and harmony among the stakeholders is key in the operations of the school and its future endeavors.

SALENG represents an aged pinewood, similar to that of an old oak tree. A pinewood becomes *saleng* as it ages, accumulating energy that

is sufficient to ignite fire.

TUPAY-YA is a festival beat popular in Abra performed during social gatherings and ceremonies. The CCDC Gymnasium Building, named *Tupay-ya*, is the main venue for most of the social gatherings of the school.

ADMINISTRATIVE OFFICES

President's Office:	Second Floor, Saleng House ccdc@ccdc.edu.ph Tel/Fax: 422-2221/0917-544-4545
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VP-Administration Office: Second Floor, Saleng House

VP-Academics Office: Third Floor, JMM Building
acad@ccdc.edu.ph

VP-Finance Office: Ahbunan Center
finance@ccdc.edu.ph

Accounting Office: Ahbunan Center
accounting@ccdc.edu.ph
0951-245-2254

Cashier's Office: Ahbunan Center
cashier@ccdc.edu.ph

College Registrar's Office: Second Floor, Saleng House
registrar@ccdc.edu.ph
0907-354-2067

Basic Education Registrar's Office: Second Floor, Arang Building
slsregistrar@ccdc.edu.ph

Human Resource Office: Second Floor, Saleng House
hrd@ccdc.edu.ph

Legal Office: Second Floor, Saleng House

Guidance & Counseling: Second Floor, Saleng House

	guidance@ccdc.edu.ph
Student Services Office:	Third Floor, JMM Building sso@ccdc.edu.ph
Quality Assurance Office:	Third Floor, JMM Building qualityassurance@ccdc.edu.ph qa@ccdc.edu.ph
Research :	Second Floor, Saleng House
External Affairs and Linkages Office:	Third Floor, JMM Building
Extension & Community Services Office:	Third Floor, Arang Building
NSTP-CWTS Office:	Fifth Floor, JMM Building
NSTP-ROTC Office:	Fifth Floor, JMM Building
Physical Education and Athletics Office:	First Floor, Tupay-ya Complex
Property Office:	Second Floor, Tupay-ya Complex
Business Office:	Ahbunan Center bus_office@ccdc.edu.ph

General Services Office: First Floor, Saleng House

Alumni Office: First Floor, Saleng House

Cordillera Bulletin Office: First Floor, Arang Building

Security Office: First Floor, Saleng Building

ADMIRALS Farm Park Office: Pinalyok, Pico-Lamtang Rd, LTB
admiralsfarmpark@ccdc.edu.ph
0910-660-3483

CCDC Entrepreneurship Center: Second Floor JMM Building

Community Legal Aid Center: Second Floor JMM Building

COLLEGE/DEPARTMENT OFFICES

Graduate School: Second JMM Building
gradsch@ccdc.edu.ph

College of Accountancy: Third Floor, JMM Building
accountancy@ccdc.edu.ph

College of Business Education
& Administration: Fifth Floor, JMM Building
cbea@ccdc.edu.ph

College of Criminal Justice Educ.: Third Floor, JMM Building
ccje@ccdc.edu.ph

College of Teacher Education:	Third Floor, JMM Building cte@ccdc.edu.ph
College of Health Education:	Third Floor, JMM Building healtheducation@ccdc.edu.ph
College of Social Work:	Third Floor, JMM Building sw@ccdc.edu.ph
College of Law:	Third Floor, JMM Building ccdclaw@ccdc.edu.ph
Elementary Department / Primary & Intermediate School:	Second Floor, Onjon Building elem@ccdc.edu.ph
Junior High School Department: (Grades 7-8)	Third Floor, Arang Building mhs@ccdc.edu.ph
Junior High School Department: (Grades 9-10)	Third Floor, Arang Building jhs@ccdc.edu.ph
Senior High School Department:	Second Floor, Dakilan Building ccdcseniorhigh@ccdc.edu.ph

CCDC Hotline

0917-544-4545

HALLS

Tupay-ya Complex:

First Floor, Saleng House

JMM Hall:	Sixth Floor, JMM Building
Iyaman Hall:	Fifth Floor, Dakilan Building
Ahbunan Center (Student Center):	Second Floor, Tupay-ya Complex
Board Room:	Third Floor, JMM Building

FACILITIES

Food Center:	Second Floor, JMM Building
Entrepreneurship Center:	Second Floor, JMM Building
Chapel:	First Floor, Arang Building
ADMIRALS Farm Park:	Pinalyok, Lamtang, Puguis, LTB
Kampaw Station:	Pinalyok, Lamtang, Puguis, LTB
Firing Range:	First Floor, Saleng Building
Medical & Dental Clinic:	First Floor, Saleng House clinic@ccdc.edu.ph
Birthing Clinic:	Second Floor, Saleng Building Extension birthing_clinic@ccdc.edu.ph
Main Library:	Third & Fourth Floor, Tupay-ya Complex library@ccdc.edu.ph
Basic Education Library:	4th Floor, Dakilan Building

LABORATORIES

Chemistry Lab:	Second Floor, Saleng Building
Computer Lab:	Second Floor, Arang Building
Crime Lab:	Fourth Floor, Saleng Building
Crime Scene Room:	Fifth Floor, Saleng Building
Front Office Lab:	Fourth Floor, Arang Building
Housekeeping Lab:	Fourth Floor, Arang Building

Kitchen Lab:	Fourth Floor, Arang Building
TLE Lab:	Fourth Floor, Arang Building
Nursing Lab:	Fifth Floor, Saleng Building
Speech Lab:	Fourth Floor, Saleng Building
Micro Teaching Lab:	Fifth Floor, Saleng Building
Community Legal Aid Center:	Second Floor, JMM Building

ARTICLE 3: STUDENT RIGHTS AND RESPONSIBILITIES

Section 1. STUDENT RIGHTS

Subject to the limitations prescribed by the rules and regulations of the institution and the laws of the land, students shall enjoy the following basic rights:

- a. the right to relevant education through quality instruction;
- b. the right to organize, join and participate in organizations and societies recognized by the institution;
- c. the right to freedom of expression and assembly subject to regulations to ensure the proper exercise and enjoyment of the same freedom by all members of the academic community;
- d. the right to publish, as their sole responsibility, a student paper and/or similar publications;
- e. the right to invite resource persons during assemblies, symposia and other relevant activities which do not interfere with or disrupt classroom instruction or other academic activities of the College.
- f. the right to access their individual student records and issuance of the official certificates, transcript of records, grades and transfer credentials subject to school rules and regulations; and,
- g. the right to be free from involuntary contribution except those approved by their own organizations or associations and the institution.

Section 2. STUDENT RESPONSIBILITIES

The following are the responsibilities and obligations of students:

- a. achieve the highest possible academic performance that they are capable of;

- b. uphold the basic principles and ideals of the institution and to contribute to the attainment of its objectives;
- c. exercise their rights in a responsible manner, with due regard and respect for the rights of others;
- d. promote and maintain the peace and tranquility in the institution by obeying the rules on discipline and by exerting efforts to attain harmonious relationships with fellow students, faculty members and administration personnel; and,
- e. follow and abide by all rules and regulations of the state and/or the institution.

ARTICLE 4: ACADEMIC REGULATIONS

Section 1. SCHOOL TERMS

An Academic Year consists of two regular semesters and one short term.

1.1. Regular Semesters

CHED and LEB prescribe a minimum of 18 weeks in each of the two

semesters, inclusive of legal and special holidays and days for special activities, but exclusive of approved vacations. There shall be a minimum of 100 class days in each semester, exclusive of all holidays and registration days, and suspended class days due to natural or man-made causes.

1.2. Short Term

Short term consists of six weeks which follows the second semester.

Section 2. ADMISSION

2.1 Criteria for Enrollees

Admission to CCDC is open to all students who meet the admission requirements and who agree to abide by its policies, rules and regulation. Accepting transferees are subject to the recommending approval of the concerned CCDC Department Dean and final approval by the Registrar, as the primary admission officer. When deemed necessary, the Registrar refers specific cases to the President.

The Registrar and Admissions Office also anchors its policy on Republic Act No. 9442 or the Magna Carta for Persons With Disabilities. As such, no student shall be denied admission to programs offered on account of a handicap or disability or additional requirements be imposed upon them. Further, special enrollment assistance shall be accorded them bearing in mind their special needs such as, but not limited to, priority in admission services.

Any specific learning requirements, special needs or physical disabilities of the student should be declared at the application stage. It will be assessed by the school authorities on a case-to-case basis and in certain circumstances, that the institution does not have the resources or expertise to deal with certain levels of need, this will be communicated to the student or parents concerned after proper consideration by the school authorities.

As a general rule, the following are not eligible for admission to CCDC:

- a. those without transfer credentials;
- b. those previously admitted to the College but had been expelled or excluded due to disciplinary and/or academic reasons;
- c. those suffering from highly infectious and communicable diseases;
- d. those transferring from private schools without either government recognition or permit; and,
- e. high school graduates who have academic deficiencies.

2.2 **Entrance Requirements.** Applicants for admission are required to submit the following during admission and enrollment process:

- a. **For Freshmen:** CCDC Application for Admission duly accomplished, Report Card (Form 138) and Permanent Record

(Form 137/SF-10), Certificate of Good Moral Character, Clear Photocopy of PSA Birth certificate, Results of Interest test and other pertinent institutional proficiency exams, PSA marriage certificate for married female students, 1 long brown envelope. (Other requirements may be required such as medical clearance).

For Graduate Programs: CCDC Application for Admission form duly accomplished, Transfer Credentials, Clear Photocopy of PSA birth certificate and/or PSA marriage certificate for married female students, certificate of good moral character, a notarized copy of permit to study for Government Employees, 1 long brown envelope.

For College of Law: CCDC Application for Admission form duly accomplished, Passed PhilSat Exam, Transfer Credentials, Certificate of Good Moral Character, certified true copy of College Diploma, 2 copies of authenticated PSA Birth Certificate, result of entrance or qualifying exam, 1 long brown envelope, and other pertinent institutional proficiency exams.

For Old Students: Student's copy of grades for the semester last attended and evaluation issued by respective Deans or Department Heads to ensure that students comply with the prerequisite subjects prior to enrollment in higher/advanced courses.

- b. **For Transferees:** All transferees shall undergo an interview by

the Dean or designated school official to determine admission or non-admission to CCDC. Upon recommendation of the Dean, the transferee accomplishes the CCDC Application for Admission Form, and submits transfer credentials, report on final grades, clear photocopy of PSA birth certificate, and certificate of good moral character from the last school attended and 1 long brown envelope

College of Law Transferees: Transfer credentials including certificate of eligibility for admission into law course (CEL) from school of origin, 2 copies of authenticated PSA Birth Certificate, letter of intent to transfer, duly accomplished CCDC application for admission, certified true copy of diploma, certificate of good moral character from the last school attended and 1 long brown envelope

Graduate School and Foreign Student (from Philippine School) Transferees: Duly accomplished CCDC application for admission form, certificate of eligibility to transfer, clear photocopy of PSA birth certificate, certificate of good moral character from the last school attended, and 1 long brown envelope

- c. **For Cross enrollees:** Cross-enrollment Permit from the mother school, duly signed by the School Registrar. Admission of cross-enrollee is subject to the approval of the Registrar, in coordination with the concerned Dean.

- d. **For Foreign Students (FS):** Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's foreign country of origin or legal residence; photocopy of data page of the student's passport showing the date and place of birth, student visa, and birth certificate or its equivalent duly certified by the Philippine Foreign Service Post, located in the student applicant's country of origin or legal residence, police clearance/report and a notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the FS' accommodation and subsistence, as well as the school dues and other incidental expenses.

2.3 Re-Admission

As for those who were not enrolled for the previous enrollment or with broken enrollment, the student shall file for a leave of absence (LOA) through accomplishing the LOA form at the Registrar's Office and write a Letter of Undertaking, duly signed and noted by the dean during the enrollment.

2.4 Placement of Students

As the student-applicant for admission submits the admission documents, he/she shall be interviewed by the Student Development Officer when necessary for proper guidance on what academic program to enroll. The student shall be assisted in his/her final decision based on the academic credentials and interest.

Section 3. ENROLLMENT

- 3.1 **Effects of Enrollment.** Enrollment is the formal act of the institution to admit a person who applies as a student. It is effected upon payment of the required fees and completion of the registration process by the applicant as prescribed by school rules and regulations, to qualify him to attend classes. Once complied with, the reciprocal relationship between the student and the institution – involving rights, duties and responsibilities for both begins and is likewise terminated upon graduation, exclusion, expulsion, dropping and the like.
- 3.2 **Enrollment Period.** All students seeking admission, regardless of degree, shall enroll during the prescribed period. A fee, to be determined by the VP, will be charged to old students for late enrollment or within two calendar weeks from the start of classes. No enrollment shall be allowed after a lapse of two weeks following the first day of classes, unless the enrollment period is officially extended by the President.
- Any absence incurred by the student due to late enrollment shall be considered as unexcused.
- 3.3 **Terms of Enrollment.** Enrollment in any of the College courses of CCDC is understood to be for one semester or term.
- 3.4 **Cross Enrollment.** Students, regardless of degree, enrolled in other institutions of learning may be admitted to CCDC upon submission of a written permit from the Registrar of the school

where they are principally enrolled. This permit shall state the subject/s and the total number of units they are authorized to cross-enroll at CCDC and other admission requirements as prescribed in this handbook.

Cross-enrollment period coincides with the enrollment period. Further, any student who cross enrolls at CCDC is bound to obey, in addition to that of the home school, CCDC rules and regulations.

- 3.5 Cross Enrollment to other Institutions.** A CCDC student may be allowed to cross-enroll in other schools if the subject/s he/she needs for graduation are not offered in the institution during a particular term, provided he/she secures approval from his respective Dean as per department policies, and a permit to cross-enroll from the Registrar. In such a case, the school where the student cross enrolls becomes an extension of CCDC, and the student is bound to obey the rules of both the CCDC and the institution where he is to cross enroll. A student is only allowed a maximum of six (6) units but not exceeding the number of units the student is enrolled in at CCDC. Further, in no way should the total number of units enrolled in both schools exceed the number of units prescribed in the curriculum.

It is the responsibility of the student who cross-enrolls in another school, to forward the official certificate of grades indicating the incurred grade in the cross-enrolled subject to the CCDC Registrar seven (7) days after the last day of CCDC's final exam for non-graduating students; three (3) days after the last day of CCDC's

final exam for graduating students. Failure to submit on time will nullify the credit units of the subject/s cross-enrolled in the other school.

Section 4. WITHDRAWAL, CHANGE OF MATRICULATION, PETITION FOR OPENING OF SUBJECTS

- 4.1. **Withdrawal.** A student who, after having paid for tuition and other college fees or the required down payment, wishes to withdraw all his academic load and obtain a refund, must do so before the start of classes or within two weeks counted from the first day of classes during the regular semester and within six days after the first day of classes during the short term.
- 4.2. **Procedures for Withdrawal.** The student is to submit a letter indicating the intention and reason/s along with the student's copy of the Certificate of Registration to the Dean and interview the student, and possibly consult with parents. If approved by the Dean as indicated by a signature on the student's letter of intention, the student submits it to the Registrar, then to the Student Development Office for an exit interview. Once approved by the VP Finance and President, the student surrenders to the Registrar's Office all documents released (e.g. ID, certificate of registration, student handbook, etc.) The Accounting Office then prepares the corresponding refund, if any, based on rules and regulations.

The student should ensure that the name is canceled from the rolls in the database as if the student never enrolled.

- 4.3. **Change of Matriculation.** A student, regardless of degree, who wishes to remove/and/or change/add any subject/s may do so within the late enrollment period or within two calendar weeks from the first day of classes.

Valid reasons for change of matriculation will be conflict of schedule, overload and newly opened subjects for underloads or justifiable reasons as approved by the dean.

In the case of dissolved subjects, students affected still undergo the Change of Matriculation but are free of any fees. Forms are acquired from the specified lane in the Registrar's Office.

4.4. Procedure for Change of Matriculation.

1. Students who wish to drop and/or change/add enrolled subjects, as proven by their Certificate of Registration (Student's Copy) are to pay the required fee at the Cashier's Office for every form. A valid Change of Matriculation Form is when the previous certificate of registration has been canceled and a new certificate of registration has been issued by the Registrar's Office reflecting the changes made. The new certificate is also marked as officially enrolled.
2. Additional and detailed procedures are posted in strategic places during the Change of Matriculation period.

4.5. Petition for Opening of Subjects. Any student or group of students may file for a petition with the Dean's Office to open additional course offerings which will be accepted within the regular enrollment period. A petitioned class should consist of at least 20 students. These

students shall be given priority enrollment when the petition to open the course is approved by the Registrar's Office. Petitioned subjects that do not meet the minimum class size of twenty (20) shall be dissolved, unless the petitioning students sign an undertaking that they are willing to handle the additional payment to cover the lacking number of students to fill the class being petitioned.

4.6. Procedure for Petition for Opening of Subjects

1. Students shall fill-out the petition form for opening of subjects which they can avail from the Registrar's Office. It must be in three (3) copies - for the Registrar's Office, Accounting Office, and Dean's Office. The student has to attach a copy of his/her evaluation form from the student's department for reference.

2. Students shall process the petition by seeking the approval of their respective department dean, then of the Registrar's Office, followed by the Accounting Office. Approval of petitioned subjects is based on the reason/s by the requesting party, room, time, and availability of subject teacher, and the recommendation by the Department Dean. The latter will be recommending the class schedule and the subject teacher who will be handling the class.

3. Fee/s to be paid by the students will be based on each subject's units (e.g. 3 units). On a case-to-case basis, computations for a petitioned class with less than 20 students will be charged with an additional amount, depending on the lacking number of students and qualified teacher's professional rate who will be handling the petitioned class.

4. Fully approved petition forms shall be submitted immediately to the Registrar's Office for the opening of the course in the enrollment system.

4.7 The Registrar's copy of the certificate of registration reflects subjects officially enrolled. Any changes (e.g. changes in subjects, schedule, among others), without undergoing the required procedures during the designated period shall be given a failing grade therein and required to pay in full the total assessment for the subject/s dropped/ changed, as the case may be.

Section 5. CLASS HOURS

5.1 Generally, one unit of credit is equivalent to one class hour or three hours of laboratory work per week. A 3-unit lecture is required to meet for three hours in one week. The dean shall set the percentage for in-person and virtual and/or modular.

5.2. Students and faculty are to attend classes on time. In all classes, regardless of the length of the class, when the faculty member is not around after 15 minutes following the school time, without any notification to students or the Dean, the faculty member is considered absent, hence, class president or any student shall report the case to the Dean's Office, who shall take immediate action and give students an activity. However, if the teacher notifies and advises the students to wait, then they will have to wait for the teacher.

5.3. Make-up classes are conducted through the initiative of the faculty

member, however, such is scheduled only when at least 90% of the class members are available. It is the Dean who approves these make-up classes.

- 5.4. Students can also complain to their respective Deans any faculty member who frequently dismisses early or comes to class late to their disadvantage for this is considered under time.
- 5.5. Regular classes are conducted during preliminary assessment but not during major examinations (first grading, midterms, finals).

Section 6. ACADEMIC LOAD

- 6.1. According to the Manual of Regulations for Private Schools, no student may be permitted to carry a load more than the prescribed units under the school's approved curricular offerings. Graduating students may be allowed a maximum overload of six (6) units beyond the prescribed units in the appropriate curriculum.
- 6.2. Academic loads of students who have failing marks in the previous semester are subject to deloading as provided by Section 13, *Academic Retention*, of this Handbook. Generally, regular load is based on the curriculum.
- 6.3. Students should take all subjects as prescribed and sequentially arranged in their respective curriculum.
- 6.4. For DepEd employees enrolling in the Graduate School, a maximum of nine (9) units shall be allowed for the student in a regular semester and six (6) units during short term. However, for regular

students, a maximum of twelve (12) units shall be allowed in a regular semester and during short term.

Section 7. GUIDELINES ON STUDENT ATTENDANCE

- 7.1 CHED requires that every school should keep records on attendance of all students so that the data on enrollment, attendance, tardiness, transfer and separation from schools can be easily and speedily checked. The standards of attendance should be maintained to prevent giving of school credits to students who do not meet the minimum attendance requirements. The checking of attendance is the responsibility of the faculty from the start of classes to the last day, inclusive of scheduled exams. The CCDC Portal provides means to check attendance, or faculty may opt to check attendance manually.
- 7.2 Students, regardless of degree, are required to attend their classes from the first day of school. In the case of late enrollees, absences incurred thereof are considered unexcused.
- 7.3 Absences may be classified as excused or unexcused. It is the Student Development Officer who will determine whether the reason for the absence is excused or not. For excused absences, a student may make-up for any work missed within 10 days upon return. However, for unexcused absences, any missed class work and activity will be given a zero score.

Absences during the major examinations are considered serious. Excused students will be allowed to take the removal examination.

- 7.4 Faculty members who check attendance manually are required to refer students to the Student Development Officer, by filling up the Referral Form on Student Absences, who has incurred the alarming number of absences:

NUMBER OF ABSENCES TO CAUSE DROPPING			
Class Schedule	WARNING: Counseling/Inform Parent	Call Parent	Totally Dropped (Final Grade: DR)
<u>3 units subject</u> (1.5 hour per class hour)	2 consecutive absences or 3 non-consecutive absences	6 absences	7 absences
<u>3 units subject</u> (3hrs per class hour)	1 absence	3 absences	4 absences

** All succeeding absences shall be referred immediately to the Student Development Office**

In the case of the **College of Law and Graduate School**, faculty members are required to refer the students to the Dean by submitting referral slips, who have incurred the following absences, excused or unexcused.

NUMBER OF ABSENCES TO CAUSE DROPPING			
Class Schedule	FIRST WARNING: (Students are warned of Absences)	LAST WARNING	TOTALLY DROPPED (final grade: DR)

<u>3 units subject</u> (1.5 hour per class hour)	2 consecutive absences or 3 non-consecutive absences	6 absences	7 absences
<u>3 units subject</u> (3hrs per class hour)	1 absence	3 absences	4 absences
<u>3 units subject</u> (2 units lec. and 1 unit lab)	2 consecutive absences or 3 non-consecutive absences	6 absences	7 absences
<u>5 units subject</u> (3 units lec and 2 units lab)	2 consecutive absences or 3 non-consecutive absences	6 absences	7 absences

- 7.5 A student who will be absent from class to officially represent the school in competitions, symposiums and other similar activities as manifested by the approved activity permit which indicates the name of the student as official delegate, shall not be considered absent but rather, on OFFICIAL BUSINESS. An excuse slip issued by the Student Services, through the Student Development Officer, shall be given to the teacher by the student before or immediately after the activity and will serve as notice to the teacher, and the student shall be given make-up activities for missed work within 10 days upon return.
- 7.6 A student who has incurred absences of 20% or more of the total number of class hours (excused and unexcused), except exempt absences, in any subject during the regular or short term shall be

dropped automatically from the rolls and be given final mark of DR (dropped).

In instances where the student appeals in writing for re- admission due to circumstances beyond the control of the student, the following may be considered for exemptions:

- a. Death of an immediate family member or legal guardian, or adoptive parent/guardian- 3 days maximum in a semester;
- b. Serious calamities or disasters (e.g. isolation of residence due to landslide) where the student is prevented from reporting to his classes- 3 days maximum;
- c. Hospital confinement of the student provided it is supported by a medical abstract - number of days in the hospital plus 3 days maximum for rest; and,
- d. Other analogous cases, as may be determined by the Student Development Officer (e.g. Required attendance to court hearings or other agencies, therapy, counseling, etc.) – 3 days maximum in a semester.
- e. Mental Health Related with diagnosed paper/psychological Assessment duly signed by his/her respected therapist

7.7 When a student has incurred the maximum number of absences, the student shall be dropped from the class. The faculty shall

accomplish a referral form for dropping and personally submit the same to the Student Development Officer. The Student Development Officer will notify the parent/guardian of the student concerned. A notification form will be provided to involved personnel. The student shall only be allowed to re-enter his class upon presenting his re-admission slip duly signed by the Student Development Officer. It is the responsibility of the faculty to inform the students whose name has been dropped to the Student Development Officer.

- 7.8 In case the referral for dropping had not been acted upon or the student failed to report to the Student Development Officer for two weeks from the day the student has been dropped, or on the first day on the final examination, whichever comes earlier, the Student Development Officer shall inform the Dean and the Instructor immediately and the student shall be given a final grade of DROPPED in the particular subject. The SDO shall maintain all records pertaining to the process involved.

In the case of the College of Law and Graduate School, the Dean or the program coordinator is responsible for issuing warnings to the concerned student.

- 7.9 A tertiary student may be readmitted on the first and second dropping for valid reasons as may be determined by the Student Development Officer. In case of re-admission, the Student Development Officer shall inform the faculty concerned and shall issue a re-admission slip to the student who will submit the same to the teacher concerned.

Procedure for Dropping of Students

Absences	Action points
First Warning	When a teacher determines that a student has accumulated the necessary number of absences to warrant a first warning, they must initiate the following steps. First, the teacher personally delivers a referral slip to the Student Development Officer (SDO). Second, the teacher informs the student in writing about their dropped status and directs them to report to the SDO. Lastly, the teacher creates a formal record of the notification process, specifying the date, method of communication, and the student's acknowledgment of the notification.
	The SDO will meet with the student to discuss their absences. Based on this meeting, the SDO will either excuse or confirm the student's absences and issue a first written warning.
	The SDO issues a readmission slip to the student who will present the same to the teacher. The student shall be readmitted to the class.
	Teacher personally drops the student for the second time to SDO by accomplishing the dropping form. Teacher informs the student of the dropped status and advises students to report to SDO.

Subsequent absences up to last warning	The SDO conducts conferences with the student, including the parent or guardian. If given another chance or last warning, the SDO informs the teacher and a re-admission slip shall be issued to the student who will submit the same to the teacher.
Totally Dropped	Student is totally dropped and is considered an academic delinquent. The teacher personally informs the SDO. Conference between the teacher and SDO shall be conducted to validate the incurred absences. Once validated, the SDO informs the student and the parent/guardian of the student. In this case, DR is reflected on the appropriate grading period.

- 7.10 Students, regardless of degree, are marked late if they arrive within five (5) to fifteen minutes after the start of class. Students who go out after the roll call and do not return, or who only return at the end of the period are considered absent. Three tardy marks are equivalent to one hour of absence.
- 7.11 During class hours, a student can be excused for a few minutes only if an official call slip issued by the Dean or any school official is presented to the faculty member.
- 7.12 To maintain the integrity of the aforementioned class hours, students are not to be sent out on errands by the faculty member. Further, students should avoid excusing themselves to leave the classroom during class hours.
- 7.13 Students can be dropped for academic delinquency. Academic

delinquency shall mean the inability of the student to meet the required number of attendance as per CHED policy of at least 80% of the total number of hours per subject per term.

- 7.14 A student who incurred a grade of DR, NG, and 70 during the final grading in six (6) or more units will be referred by the Dean to the Student Development Officer for evaluation and for possible deloading for the succeeding academic term. The Student Development Officer shall take the necessary actions to determine appropriate intervention for the said student and shall coordinate with appropriate school officials for implementation of any interventions.

Section 8. SUSPENSION OF CLASSES

- 8.1 Only the President or the Vice President for Administration is the authorized school personnel who can suspend classes through printed communication.
- 8.2 During Bad Weather Conditions. CHED Memo 15, s. 2012 prescribes the automatic suspension of classes at the collegiate level, including graduate schools, are automatically suspended or canceled when Tropical Cyclone Wind Signal (TWCS) No. 3 is raised in the area.
- 8.3 In the absence of typhoon signal warnings from PAGASA, unforeseen events necessitating the cancellation of classes and holding of offices, the official CCDC announcement will come from the Office of the President thru the vice president and/or designated school official. Localized cancellation or suspension of classes may also be implemented by local chief executives, as chairman of Local Reduction Risk Management Council (LDRRMC).

- 8.4 In cases where there are no or lower typhoon signals but of bad weather conditions where parents/guardians may feel some imminent danger, parents/guardians discretion to allow or not to allow their child/ward to attend school are to apply. In such cases, parents/guardians are to prepare an excuse letter to be submitted by the child/ ward to their adviser/teacher upon return to school.
- 8.5 Others. Other special announcements regarding suspension of classes will be announced by the President through the various official channels to include its official fb page CCDC (Cordillera College), official departmental pages, radio, among others.
- 8.6 Preventive Suspension. Preventive suspension is the temporary exclusion of a student from the school premises or any part of it. It is not an administrative or penalty sanction. It is an emergency measure taken in self-defense or for the purpose of avoiding an imminent and continuing danger of a serious evil to the academic community
- 8.6.1 Preventive Suspension from the Classroom. A teacher may dismiss a student if in his honest opinion, there is imminent and continuing danger to the safety and well-being of the class or any of its members arising from his continued presence or attendance for the duration of the class hour for the unruly behavior or acts disruptive of classroom instruction. However, preventive suspension beyond three class hours requires approval of the President or duly appointed representative.

8.6.2 Preventive Suspension from the School Premises. In order to prevent an imminent or continuing danger of a serious evil to the school or any of its member arising from the presence or attendance of a student/s, the Dean may temporarily or preventively bar him/her/them from the school premises for a maximum of eight days during the regular semester or four days during the summer term but with proper permission from the President, until such time that proper action is given in order to protect the safety of the academic community. Beyond this point, preventive suspension shall come from the President or any of his duly appointed representatives.

However, in the event of a finding of innocence in a subsequent hearing, the absences incurred during the period of preventive suspension shall not be counted against the student and he shall be allowed to take any major examination missed, if any.

Section 9. PHYSICAL EDUCATION

9.1. Completion of PE subjects, subject to curricular requirements, is a requirement for graduation. Under no circumstances shall PE be substituted for other courses or activities (eg. varsity).

9.2. There shall be no exemptions in PE. Students with Additional Needs (SWANs) and students with prohibitive medical conditions that have been diagnosed by a physician, supported with a medical certificate, shall have the teaching-learning activities modified accordingly to suit their needs and abilities.

9.3. No student is allowed to take more than one (1) PE subject per school term.

9.4. Final grades in PE are included in the computation of General Weighted Average (GWA) for all students, especially for academic scholarship and scholastic honors.

Section 10. NATIONAL SERVICE TRAINING PROGRAM

10.1 National Service Training Program (NSTP) refers to the program aimed at enhancing civic consciousness and defense preparedness of the youth, by developing the ethics of service and patriotism while undergoing training in any of the three program components:

- a. Reserve Officers' Training Corps (ROTC). Refers to the program component, institutionalized under Sections 38 and 39 of Republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.
- b. Literacy Training Service (LTS). Refers to the program component designed to train students to teach literacy and numeracy skills to school children, out of school youths and other segments of society in need of their services.

- c. Civic Welfare Training Service (CWTS). Refers to the Program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.

- 10.2 All incoming freshmen students, male and female who are enrolled in any baccalaureate and in at least two year technical-vocational or associate courses are required to complete NSTP, based on the institution's curriculum, as a graduation requirement. Transferees who finished NSTP in other schools shall submit to the Registrar's Office their respective NSTP serial numbers officially issued by their respective schools for crediting, otherwise shall be required to re-enroll said subject/s.
- 10.3 Each of the NSTP components shall be undertaken for an academic period of two semesters. It shall be credited for three units per semester, for 54 to 90 training hours per semester.
- 10.4 No fees shall be collected for any NSTP component except basic tuition fees which should not be more than 50% of the charges of the school per academic unit.
- 10.5 Final grades in NSTP are included in the computation of General Weighted Average (GWA) for all students, especially for academic scholarship and scholastic honors.

Section 11. EXAMINATION

- 11.1. There are three major examinations scheduled each semester (first grading, second grading and final examination) and one preliminary assessment except for the College of Law and Graduate School which only have two examinations (midterms and final examination).

During the short term, there are only two examinations for all classes (midterm and final examinations). These are reflected in the school calendar. Schedule of examinations will be strictly followed by both faculty and students unless a formal written consent by the Dean states otherwise and approved by the Vice President for Academics. No student is exempted from any of these examinations.

- 11.2. Preliminary assessment is to be taken within the class period and it is included in the class standing.
- 11.3. No examination shall be conducted outside the campus except an approved online examination.
- 11.4. An examination permit is a prerequisite for taking any scheduled examination. It is a permit to show both financial and non-financial compliance of the student to school policies. However, in cases when a student is not able to pay the prescribed fee, to merit him to take any examination, the Accounting Office issues a permit provided that the student presents a promissory note signed by the parent or guardian stating the date when he/she plans to pay his dues. Identification card bearing the signature of parent/guardian is required.

- 11.5. Guidelines for the issuance of examination permits. The Accounting Office is the office in charge of the issuance of examination permits.
- 11.6. Procedures in the issuance of permits are posted and disseminated by the Accounting office in strategic locations.
- 11.7. In cases where the student has not been able to take the first grading and second grading examinations, the grade earned for the grading period shall be NG (No Grade) and can only be quantified by students through a written Removal Examination. The student shall fill out a Removal Examination form from the Registrar's Office, pay its corresponding fee at the Cashier's Office, and process it at his/her department. No student who failed to take a major examination can earn any credit, not even a zero score.
- 11.8. Removal Examination. The Removal Examination is a written examination taken by students who failed to take the scheduled major examination (first or second grading exam). The removal examination may be taken after the final grading examination but within the completion period prescribed, in order to determine the corresponding grade or quantify the NG in either or both first and second grading. In the case of graduating students, the removal exam may only be taken within three calendar days from the last day of scheduled final examinations for graduating students. The Removal Examination shall be prepared by the concerned faculty member.

The student who incurred an unexcused absence can obtain a highest score, that is, 75% of the actual score while a student with an excused absence can obtain a highest score, that is, 90% of the actual score. The same applies with class standing (CS) due to excused or unexcused absences. Note: excused or unexcused

reason for not taking the major exam as scheduled shall still follow the formula in the computation of the 1st grading and 2nd grading grades (See Sec. 12).

The student should present to the concerned faculty member the official receipt showing payment of the Removal Examination fee, where the faculty member should schedule a date for the said examination on a date not later than the prescribed completion period. Special examination (1st grading and 2nd grading) is within ten (10) days from the last day of the regular examination schedule. Missed final examination can be taken within one (1) month from the last day of the regular final examination schedule.

- 11.9. Removal Examination Fee. Removal fee will be determined by the VP Finance which is on a per subject per grading basis, where 60% of which will proceed to the faculty member as part of his/her honorarium.
- 11.10. A student who has taken the final exam but still earned an NG in his/her final grade due to No Examination in either/both of his/her first grading and second grading grade, shall pay the REMOVAL EXAMINATION FEE.
- 11.11. Completion of Requirements. A student who fails to submit requirements, aside from examinations, in order to attain a passing mark in his final grade, may be given the chance to complete upon the discretion of the faculty member subject to the approval of the Dean. A completion period every semester shall be set by the Registrar's Office and is present in the academic calendar of every school year. However, in the case of graduating students, they are to submit requirements within three calendar days from the last day of scheduled final examinations.

Section 12. GRADING SYSTEM

- 12.1 Grading Periods. There shall be three grades issued for every term, the first and second grading and the final grade. However, the College of Law and Graduate School will only be issuing the Midterm and Final Grades.
- 12.2 Grading System. The grading system for the CHED Baccalaureate Programs, College of Law, and Graduate Programs is cumulative. It is expressed as follows:

For CHED Baccalaureate Programs and the College of Law:

75-99 – passing grades

74 and below – failing

For Graduate Programs:

85-99 – passing grades

84 and below- failing grades

- 12.3 Computation of Grades. In general, grades for the Baccalaureate Programs has the following distribution per grading period:

Class standing or CS (assignments, seat works, quizzes, recitations and other similar activities) = 60%

Exams (minor and major exams) = 40%

To compute the grades per grading, the ratio is two-thirds of the current grading period grade and one-third of the previous grading period is taken. Grade computation is part of the syllabus and should be clearly explained by the faculty at the beginning of

every term.

$$\textbf{1st Grading Grade} = \text{CS} \times 60\% + \text{Major Exam} \times 40\%$$

2nd Grading Grade

$$= \frac{(\text{CS} \times 60\% + \text{Major Exam} \times 40\%)^2 + \text{1st Grading Grade}}{3}$$

Final Grade

$$= \frac{(\text{CS} \times 60\% + \text{Major Exam} \times 40\%)^2 + \text{2nd Grading Grade}}{3}$$

The Deans, however, can increase the cut-off passing grade in their respective departments, when deemed necessary and with the approval of the Administration, and the same is clearly stated in the course syllabus and that the students are properly informed at the start of the semester.

For the College of Law:

Grading system shall be provided per course.

For the Graduate School:

The general cut-off grade is 60% for both the midterm and final grading.

Computation of Grades

Midterm Grade= CS x 60% + Midterm Exam x 40%

Final Grade=
$$\frac{(CS \times 60\% + \text{Final Exam} \times 40\%)^2 + \text{Midterm Grade}}{3}$$

12.4 Reporting of Final Grades in Grading Sheets

Final grades are reflected in the Grading Sheet submitted by the Faculty Member. Final Grades from 75 and above are considered passing, while all grades below 75 will be reflected as 70, which is failing.

In cases when the faculty places grades such as 71, 72, 73 or 74 in the Final Grading Sheets, the Registrar is authorized to convert them to 70.

The final grade or rating given to a student should be based solely on his scholastic performance. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed.

For the Graduate School:

In cases when the faculty places grades below 85 such as 84, 83, 82, 81 in the Final Grading Sheets, the Registrar is authorized to convert them to 80.

The completion period is one calendar month from the last day of final examination. In such a case, the accomplished completion

form should be submitted to the Registrar's Office at exactly one calendar month from the last day of the final examination. Completion of NG Final Grades should be within the completion period, which is 30 days from the last day of final examinations, and is only applicable to non-graduating students. This is also true for the College of Law. **Graduating students** have to complete/comply fully with all requirements three days from the last day of scheduled final examinations for graduating students.

- 12.5 Completion of No Grade (NG) Final Grades. A No Grade (NG) in the final grading means non-completion of any class requirement, or no final exam. All incurred NG will not be removed or replaced. Rather, if the student completes said grade within the completion period, the completion grade will be reflected ADJACENT to the NG mark incurred. In the same way, should a student fail to complete their grade within the completion period, the Registrar is authorized to place a 70 mark ADJACENT to the NG mark incurred, or 80 for the graduate school. As such students are advised to enroll in the subject again. Re-enrollment of subjects is not free and shall be charged accordingly.

All corresponding NG and the remarks on completion, either a passing or failing mark, will be reflected in the database, grade sheets, certificate of grades, Official Transcript of Records and the like.

- 12.6 In no case is an officially dropped (OD), withdrawn with

permission (WP), Dropped (DR), 70 grade reflected in the grade sheet signed by the faculty eligible for completion. In such cases, the completion form shall be automatically invalidated.

12.7 Supplementary Marks. The following marks may appear on a student's record:

NG (No grade). This mark is given to a student who is unable to take a major exam or has not submitted a major requirement. A student is only given one calendar month from the last day of final examination to remove the NG mark, otherwise the NG shall be converted to 70 by the Registrar. A student has to repeat the subject where he obtained such a mark.

DR (Dropped). This mark is given to a student who has exceeded the number of allowable absences as indicated in Article 4, section 7 or has not claimed his/her class card from the Student Development Office. In computing the General Weighted Average (GWA), a DR mark is equivalent to 70.

12.8 Finality of Grades. All final grades are submitted by the Registrar's Office to CHED/TESDA/LEB. Final grades, once submitted to the Registrar's Office, cannot be altered or modified without written permission of the President. Such permission may be given only if: 1) the faculty member certifies in writing to the President through the Dean that he has committed a clerical or any inadvertent error, and; 2) the grade has not yet been submitted to CHED/TESDA/LEB.

In relation to the foregoing, students are advised to know their final grades and take necessary action should they have any complaint within 30 days from the last day of final examination; otherwise, any complaint thereafter shall no longer be entertained.

- 12.11. Complaints of Grade. Any complaint on final grades should be in written form submitted by the student to their respective Dean within the first two weeks after the release of grades or 30 days from the last day of final examinations, whichever comes earlier. For graduating students, complaints on grades coincide with the three-day posting period for the list of graduating students. These are only entertained by the Dean upon submission of pertinent supporting documents. The Deans are to validate the complaint and if justified, may make necessary adjustments and these shall be reflected in the grade sheets submitted to the Office of the Registrar.

Section 13. ACADEMIC RETENTION

- 13.1. Academic Requirement for Continued Residence. Every student must maintain at least the required minimum academic standing as a prerequisite to continued residence or readmission in the institution.

For College of Law, every student is required/ shall possess the following requirement as prerequisite to continued residence or readmission in this institution:

- a. Must take a minimum of six (6) units per semester except for graduating students.
- b. A student who has failed at least 50% of the total units enrolled shall be allowed to enroll for the next semester on the condition that such student will be placed under probationary status.
- c. Any student placed under probationary status for two (2) consecutive terms will be denied re-enrollment for the following semester.
- d. Subjects which were dropped without permission shall be considered as failed for the implementation of this policy.

13.2 Automatic Exclusion. A student who has incurred a dropped or failing grade of 100% of his total units for one semester may be denied readmission/enrollment. However, if this is incurred for the first time with reasonable grounds, the student is given the chance provided that he/she signs an Undertaking to improve his/her academic performance and shall voluntarily subject himself/herself to counseling or educational guidance program of CCDC. The policy of the institution on retention may, from time to time, be changed to suit the objectives of the institution.

For the College of Law, a student excluded for academic deficiencies under this article shall be entitled to the issuance of

Certificate of Eligibility to transfer.

- 13.2. Warning. A student who fails in six (6) academic units or less in one semester shall be placed under warning status and be admonished by the respective Dean, to improve his academic performance and to take short classes. The students may also be referred to the Student Development Officer for counseling and intervention.
- 13.3. Deloading. Deloading of students during a particular semester is generally aimed at improving the academic performance of students. Deloading is implemented with a stern warning and appropriate intervention to help improve their school performance. This is determined by the respective Deans during enrollment. In the case of:
- a. a student who fails in 7 to 9 academic units for a semester, said student is subject to deloading of at least three (3) academic units in the succeeding semester;
 - b. a student placed under warning status during the previous semester, and fails again in any subject, is subject to deloading for the succeeding semester of at least three (3) academic units;
 - c. A student who fails in 10 academic units or more is deloaded of 6 academic units or cannot enroll in more than 21 units, PE and NSTP included, in the succeeding term; and,
 - d. A list of deloaded students and the corresponding

deloaded units are forwarded by the Dean to the Student Development Office office for appropriate action.

- 13.4. Exclusion after Warning/Deloading. A student placed under warning/deloading status who fails again in more than one-third of his academic load for the next school year shall be excluded from the institution. Exclusion means forfeiture of the right to readmission without prejudice to the allowing the student to transfer to another college or department.
- 13.5. Short Term Performance. Academic performance during the short term shall not be considered for exclusion or warning purposes.
- 13.6. Transfer to Another College or Department in CCDC. As part of the school's Placement Program, a student excluded for academic deficiencies from a particular College or Department of the Institution may be admitted in another College or Department subject to the approval of the Dean concerned, if his transcript of records as determined by the institution so warrants.
- 13.7. Certificate of Transfer Eligibility. A student excluded for academic deficiencies under this article shall be entitled to the issuance of certificate of Honorable Dismissal/transfer credentials.

Section 14. GRADUATION

- 14.1. Graduation. Only senior students who have satisfactorily completed the required courses and have incurred at least one year residence in CCDC shall be eligible for graduation. For transferee, a one or more year residence if required for eligibility to graduate.
- 14.2. Zero Academic Deficiency. Effective SY 2011-2012, candidates for graduation in all levels must have zero academic deficiency in order for them to be allowed to take part in the Commencement Exercise and be part of the graduating class.
- 14.3. Period of Filing for Application. All applications for graduation must be filed with the Dean concerned upon enrollment of the student for his last semester. One month after the start of classes, the Dean shall coordinate with the Registrar's Office and submit a list of applicants to ensure application of Special Orders (SO) required for graduation.
- 14.4. Two weeks after the second grading examinations or semester/term, the Deans shall convene concerned faculty members to deliberate from the list of applicants on who, based on the applicant's second grading grades and their list of completed units, are eligible for graduation. The tentative list shall be posted in the departmental bulletins within ten days from the last day of midterm examinations, for information of all concerned. After which, the Deans shall forward the list to the Vice President for information and reference.
- 14.5. Four days after the last day of final examination for graduating

students every semester/term, the Vice President for Academics shall convene the Deans and the Registrar to finalize the list of graduates based on the final grades of the current semester. After the deliberation, the VP, or duly designated official, forwards the list to the President at least two (2) weeks prior to the scheduled graduation rites for final approval. Once approved, the list of graduating students shall be posted in the bulletin board.

Section 15. HONORS AND SPECIAL ACADEMIC AWARDS

- 15.1 Honors. Honors shall be given to students who shall graduate with the corresponding weighted average which is measured in terms of general weighted average based on all academic subjects credited in the course/study program pursued, provided that the student has at least three (3) years of consecutive residency.

For Bachelor's Degree, including College of Law:

- a. **Summa Cum Laude.** Weighted average rating of at least 94.00%, with no grade lower than 80.00%.
- b. **Magna Cum Laude.** Weighted average rating of at least 92.00% to 93.99%, with no grade lower than 80.00%.
- c. **Cum Laude.** Weighted average rating of at least 90.00% to 91.99%, with no grade lower than 80.00%.

For Master's Degree:

- a. **Summa Cum Laude.** Weighted average rating of at least 97.99 % to 98.00 % with no grade lower than 91.99 % to 92.00 % including proposal and final oral defense rating.
- b. **Magna Cum Laude.** Weighted average rating of at least 95.99 % to 96.00 % with no grade lower than 91.99 % to 92.00 % including proposal and final oral defense rating.
- c. **Cum Laude.** Weighted average rating of 93.99 % to 94.00 % with no grade lower than 91.99 % to 92.00 % including proposal and final oral defense rating.

- 15.2 Additional Requirements. Additional requirements may be imposed by the Awards Selection Committee provided that the rules and requirements shall be posted in conspicuous places at least two months before the date of deliberation, provided further that the additional requirements are reasonable, relevant and done in good faith. In the computation of academic honors, dropped (DR) and similar grades shall be considered "70".
- 15.3 The Awards Selection Committee. This committee is composed of the Vice President for Academics as Chairperson; Head of Student Services as Vice-Chairperson; and the Registrar and Various Deans as members. A secretary is designated by the committee. Also, a tabulator is appointed if necessary.
- 15.4 The rules and criteria for evaluating and selecting the awardees are compiled in a separate school document, the Handbook for Awards, which are also disseminated from time to time.

- 15.5 Leadership Awards. Leadership awards are classified as Gawad JMM Presidential Leadership Award and Gawad Dean's Leadership award.

Gawad JMM Presidential Leadership Awardee is one who shall be deemed to have displayed leadership behavior and traits which had an impact in the CCDC campus, the community and majority of the students.

Gawad Dean's Leadership Awardees are those who shall be deemed to have displayed leadership behavior and traits which had an impact in the department he/she belongs to, and to a certain degree to the community and majority of the students in his/her department.

Certificate of Merit. This is awarded to a graduating student who had manifested special leadership qualities but could not qualify for any of those mentioned above; however, the Award Selection Committee strongly believes that such a student deserves an award in recognition of an achievement or performance in leadership.

- 15.6. Loyalty Awards. A loyalty award may be granted to graduating students who have shown steadfast allegiance to the school for at least four consecutive years.

- 15.7. Student Service Awards. Student Service Awards shall be given to qualified students who have served the CCDC as Student Assistants.

- 15.8. Athletic Awards. Athletic Awards are granted to graduating varsity students who have manifested special athletic qualities in a specified field of sport and have brought honor and prestige to the institution.
- 15.9. Departmental Academic Awards. Honorable mention is granted to graduating students who have shown exemplary academic performance.
- 15.10. Other Awards. Other Awards may be given to graduating students during graduation ceremonies provided that a College Memorandum on the matter shall then be posted in bulletin boards around the campus for at least two weeks, provided, the actual giving of the first award under the same shall not be earlier than 90 days from end of the 2 week posting period.

Section 16. RELEASE OF SCHOOL CREDENTIALS

- 16.1 Appropriate application forms and clearances are required in the release of school credentials. The issuance of school credentials must be applied for seven (7) working days prior to release.
- 16.2 Access of grades from the database is only made available to students who have been cleared by all pertinent offices as proven by the Clearance imposed on the students before the final examination.
- 16.3 Transfer Credentials is released after five (5) working days from date of application. The application of transfer, to be given due merit must be cleared from pertinent offices including the

Accounting Office, Guidance, Library, Laboratories and the Property Office or as specified in the Clearance Form. However, transfer credentials are issued only upon request of the school where the student has transferred.

- 16.4 Issuance of Good Moral Character Certificates and other certifications requested is released within 1-3 working days from the day of application and after being cleared from all offices concerned.

School credentials requested online shall be processed upon payment of fees by the student and upon verification by the records officer of the student's clearance of his/her school responsibilities and completion of his/her school admission requirements. Releasing of the same shall follow the working days allotted for each (7 days for Transcript of Records; 5 days for Transfer Credentials, 1-3 days for Certifications).

Section 17. TUITION AND OTHER FEES

- 17.1* Schedule of Fees. The schedule of tuition fees and other school charges are posted on bulletin boards.

Manner of Payment of Tuition Fees. Assessed fees shall be paid either in installment or full, in cash or by postal money orders, cable or telegraphic transfers, manager's or cashier's checks. Personal checks will not be accepted.

A student who opted to pay on installment basis shall pay a minimum of Four Thousand Pesos (P4,000) except for Graduate School, Juris Doctor, BS Nursing and BS Midwifery who shall pay

a minimum of Five Thousand pesos (P5,000) as down payment upon enrollment. The remaining balance is to be paid on the following schedule:

- Prelim: 45% of the total fees should have been paid.
- First Grading: 65% of the total fees should have been paid.
- Second Grading: 85% of the total fees should have been paid.
- Finals: 100% of the total fees is paid.

For Graduate School and Juris Doctor, which have only two examinations (midterm and final examinations) and during the short term, the midterm assessment fee is 70% of the total fees that should have been paid and full payment during final examination.

17.2 Fine for Late Enrollment. A student who enrolls late and/or pays his fees after the first day of classes shall be fined according to the rate approved by the School President.

17.3 Application for Refund.

In case of withdrawal of enrollment, the following rules shall be applied on the refund of downpayment:

Refund With Deduction.

- a.1. If the student files the required Withdrawal Form before the opening of classes, he/she shall be entitled to a refund of what

he /she has paid, minus 10% of his total assessment.

- a.2. A student who files the required Withdrawal Form within one week after opening of classes shall be likewise entitled to refund of what he/she has paid minus 20% of total his assessment.
- a.3. A student who withdraws after one week but within two weeks after opening of classes shall be likewise entitled to a refund of what he/she has paid minus 40 % of total assessment.
- a.4. If the student files the required Withdrawal Form after two weeks and beyond, he/ she shall pay the FULL AMOUNT of the total assessment. In case the amount paid is insufficient, the deficit shall be paid.

The refund shall be released at least one week from the date of filing.

17.4 Refund Without Deduction. The corresponding refund or credit adjustment without deduction shall be made within two weeks from the start of classes in the following cases:

- The class has been dissolved.
- The student has already taken and passed the subject.
- Other reasons recommended by the Dean/Department Head concerned and duly approved by the President.

Section 18. SCHOLARSHIPS AND TUITION FEE DISCOUNTS

CCDC brings education closer to the people through the following discounts,

grants, and aids to deserving students:

- 18.1 Tuition fee waivers to fresh graduates in the senior high school levels. Graduates with the following academic rating shall be granted the appropriate tuition waivers depending upon their over all rank:

Top 1-3- P10,500

Top 4-6 - P7,875

Top 7-10 - P5,250

Tuition waivers granted in this section shall be limited to 21 units or actual units enrolled whichever is lower on the first semester the applicant joins CCDC.

The following steps shall be followed by the applicant to avail of the above stated grant:

a. Upon enrollment, the applicant shall submit to the Accounting office an original certification from the Principal of his/her Alma Mater showing that the applicant graduated with honors indicating also the rank, General average, (highest grade average) out of the over all Graduates during the said year in the said school

b. The Accounting Office shall assess the discounted tuition waivers upon presentation of the certification

- 18.2 Tuition discounts for siblings simultaneously enrolled at CCDC. The following tuition discount scale shall apply:

a. Four siblings – three shall pay in full, one shall enjoy a 100%

- discount on tuition at 21 units or actual enrolled units whichever is lower;
- b. Three siblings – Two pays in full, the third enjoys a 50% discount on tuition at 21 units or actual enrolled units whichever is lower; and,
 - c. Two siblings – One pays in full, the other enjoys a 10% discount in tuition on tuition at 21 units or actual enrolled units whichever is lower.

Tuition discounts shall be enjoyed by the younger sibling during the school year or semester the siblings are enrolled.

The following steps shall be followed by the applicants to avail of the discount:

- a. Upon enrollment, the applicants shall submit photocopies of PSA/NSO birth certificates of the siblings to the Accounting Office;
- b. The Accounting Office shall immediately assess the discounted tuition waivers upon presentation of the birth certificates.

18.3 Band Members and Varsity Players. Varsity Players and band Members shall enjoy the following tuition and miscellaneous discounts depending on their class.

- a. Class A-1 – free tuition for 24.5 bachelor's degree units including Physical Education and NSTP/ROTC or actual units enrolled whichever is lower and full miscellaneous

- fee waiver .
- b. Class A – free tuition for 24.5 bachelor's degree units including Physical Education and NSTP/ ROTC or actual units enrolled whichever is lower.
 - c. Class B - 50% tuition discount for 24.5 bachelor's degree units including Physical Education and NSTP/ ROTC or actual units enrolled whichever is lower.
 - d. .
 - e. Class C - 25% tuition discount for 24.5 bachelor's degree units including Physical Education and NSTP/ ROTC or actual units enrolled whichever is lower.

For medical courses, the per unit rate on their General subjects shall be the basis in computing their tuition waiver/discount.

18.4 Student Assistants. Qualified Student Assistant shall enjoy the following grants:

For the Office Assistant, Student Marshal and General Services Assistants, the amount of their total fee waiver depends on the total hours to be rendered multiplied by the rate per hour.

18.5 Cordillera Bulletin Staff. Deserving staff members of the Cordillera Bulletin shall enjoy the following grants, however, funds for the purpose shall be charged to the CB funds:

- a. Editor-in-Chief – enjoys P7,975 tuition waiver;
- b. Senior Staff – enjoys P 5,250 tuition waiver
- c. Junior Staff – enjoys P2,625 tuition waiver

Criteria for and manner of selection as well as retention of

band members, Varsity Players, Student Assistants, and Cordillera Bulletin Staff shall be governed by the respective rules and regulations promulgated by the offices in charge subject to applicable provisions of this handbook.

- 18.6 General Provisions. Scholarship grants, as stated in this handbook, shall be renewable every semester provided that grantees shall not have any failing or unofficially dropped grade during the semester they enjoyed the grant. In case of failure or unofficial drop in any of the subjects enrolled during the said semester, the grantee shall be obliged to pay the corresponding tuition. In case of failure or unofficial dropped incurred in any of the subjects enrolled are more than 6 units, the grantee shall be obliged to pay for the corresponding tuition and shall not be eligible for the grant for the next succeeding semester, provided, that if he/she still insists to become band member, varsity player, student assistant or Cordillera Bulletin Staff, he/she may be allowed to do so, but shall not enjoy the benefit of tuition waivers, provided further that, in special cases the President may make exceptions upon the recommendation of the officer-in-charge.
- 18.7 Presidential Scholars shall be granted to talented and deserving students upon the approval of the President. Tuition grants and duration thereof shall depend on the discretion of the President.
- 18.8 Academic Scholars. Students with high scholastic ratings while in college are entitled to tuition waivers subject to the approval of the Screening Committee:

Weighted Average:	Discount:	Category:
a. 97.6-100	- 100%	Full Academic
b. 95.1-97.5	- 75%	Partial Academic
c. 96.6-95	- 50%	Partial Academic
d. 90.0-92.5	- 25%	Partial Academic

In determining whether the applicant is qualified for academic scholarship, the following rules shall apply:

- a. The applicant must have had a total load in the CCDC of not less than 21 units in the course or study program provided that the number of units taken is not less than the number of units required in the curriculum for the immediately preceding semester he/she is being considered for academic scholarship; units taken less than the 21 unit- minimum may be considered provided that it is the regular number of units prescribed by their respective curriculum (e.g. SW with 18- 20 u in a regular sem).
- b. The applicant must not have a final grade lower than 80% in the semester being considered for scholarship.
- c. The applicant must not have incurred any NG or DR marks or a failing grade in the semester being considered for scholarship;
- d. The applicant must be a member of at least one duly recognized student organization in CCDC;
- e. Subjects taken in the College of law, Graduate School and those students who have graduated from a degree program and pursuing a

second degree program in CCDC, as well as those with broken enrollment shall NOT be eligible for this grant;

Manner of Selection. The following steps shall be followed in the selection of Academic Scholars:

- a. applicants shall duly accomplish the application forms from the Registrar's Office and submit the same before the deadline to be set by the Registrar's Office otherwise the application shall not be acted upon;
- b. the Screening Committee, composed of the Vice President and/or Head of Academic Council as Chairperson, and the Head for Student Services, Registrar, and all academic deans as members, shall convene within one week after the deadline for the submission of applications to deliberate on the qualifications of the applicants;
- c. recommendations from the Screening Committee as well as the supporting documents shall be submitted to the President for final approval; and,
- d. upon approval, the grant shall take effect during the current semester.

18.9 Guidelines in the Application of two or more Scholarships.

1. For students enjoying two or more grants, specifically one external and internal grant, the external grant shall apply first, and the remaining amount shall be charged to the internal CCDC grant.

2. For varsity players, CB staff and Academic scholars whose external grants cover their tuition and miscellaneous fees; they may enjoy and be recognized in their status as varsity players, academic scholars and CB staff members. However, their slots may be given to other deserving members of the team/group.
3. For student assistants (marshals, GS assistant, office assistant) with external scholarships (e.g. TES), the external grant shall be applied to their miscellaneous fees, laboratory fees, RLE, uniforms, books and other fees not covered under the 21 unit tuition fee waiver. Any excess from the external grant shall be refunded to the scholar based on existing policies of the school.
4. Students who are recipients of **more than or several external scholarships**, may be allowed to enjoy all provided that the sponsoring agencies do not prohibit other scholarships. Otherwise, the student shall be given the freedom to choose one external scholarship only (usually the one with the higher/highest benefits). The other external scholarships shall be reverted to the funding/sponsoring agency, together with the signed waiver from the student.
5. For faculty/employee dependents with external scholarships (ESC/FAPE, SH voucher, etc), the external grant shall apply first and the remaining amount of the tuition fee not covered by the external grant and at least 50 % of the miscellaneous

fees shall be charged to the faculty/employee dependent grant /scholarship.

6. Special discounts extended by the President for special circumstances may be revoked once the student qualifies for external or other scholarships (e.g. TES)

Example: RLE discounts granted to BS Mid 3 & 4 working students shall be deducted from the TES grant once the student is granted TES scholarship or other external scholarship.

ARTICLE 5: STUDENT SERVICES

Section 1. GENERAL OBJECTIVES. The Head for Student Services is indispensable in helping develop the full potentials of the studentry. This office seeks to ensure adequate basic services and academic support services for students to attain their holistic development.

Specifically, it aims to:

- ensure and promote the well-being of students;
- provide activities for students to enhance and develop their potentials for leadership, personal development, and social responsibility;
- proactively respond to the student's basic health, food, shelter, safety, and security concerns .

STUDENT WELFARE. These are basic services that are necessary to serve the well-being of students. This includes information, Orientation, Guidance and Counseling, Career and Placement, Economic Enterprise and Development, and Student Handbook Development.

Section 2. INFORMATION AND ORIENTATION SERVICES. These are services designed to facilitate student adjustment to life in tertiary or higher education. An orientation program is conducted every start of

the semester for all students and for freshmen and transferees.

Section 3. GUIDANCE AND COUNSELING. This offers services on guidance, counseling, appraisal, follow-up, and referral.

2.1. Counseling Services. It provides students intervention programs to facilitate positive change in their behavior, feelings, and attitude.

2.2 Individual inventory Services. It is a systematic collection, evaluation, and interpretation of data to identify the characteristics and potential of students to be used to proactive services and programs

2.3 Consultation Services. It refers to the professional assistance to students, parents, and teachers in order to support the overall well-being, academic success, and personal development of students.

2.4 Follow-up. It is the systematic monitoring of guidance and counseling services in order to determine their effectiveness and possibilities for referral.

2.5 Referral. Special needs of students are referred to specialists.

Section 4. PLACEMENT SERVICES. This includes exploring options and empowering them to make informed choices that support their adjustment.

Academic Placement. It involves guiding students to find their right educational setting that aligns with their academic goals. It aims to match students' abilities, interests, needs, and aspirations with suitable programs.

Career Placement. It assists students and graduates on their employment fitness. It includes linkages to industries, career programs, and networking to relevant agencies for career and job placement for students.

Section 5. ECONOMIC ENTERPRISE FOR STUDENTS. It caters to the economic needs of students such as entrepreneurship, income generating projects, cooperatives, and savings.

Section 6. STUDENT HANDBOOK DEVELOPMENT. Representatives from the students are encouraged to join in the updating and enhancement of the student handbook.

STUDENT DEVELOPMENT. These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility which include Student Organizations and Activities, Special Interests, Leadership Training Programs, Student Council / Government, Student Discipline, and Student publication/media.

Section 7. STUDENT ACTIVITIES. It is the policy of the institution on the approval, supervision, and monitoring of all activities involving students within or outside the school campus. Student activities within and outside the campus require an approved activity permit by the President at least 3 days before the intended schedule.

Section 8. STUDENT ORGANIZATIONS. It is the policy of the institution on the recognition / accreditation, supervision, and monitoring of student groups and their activities.

Section 9. LEADERSHIP TRAINING. These are programs of the institution to provide leadership training opportunities for students and to student organizations.

Section 10. STUDENT COUNCIL / GOVERNMENT. The HEI recognizes the right of students to govern themselves as a student body. They will be the representative of the whole studentry on matters where students need to be consulted.

Section 11. STUDENT DISCIPLINE. This refers to the policies and procedures of the school on the implementation of rules and regulations governing student behavior and conduct. (See Art. 8)

Section 12. STUDENT PUBLICATION. The institution supports the establishment and implementation of student publication and provides training and scholarship for students interested in campus journalism.

INSTITUTIONAL PROGRAMS AND SERVICES: These are programs and activities offered by the institution to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign or International Students, Services for Persons with Special Needs, Sports, Arts, and Socio-civic involvement.

Section 13. ADMISSION SERVICES These are the services offered to take care of the processing of students' entrance and requirements. (See Art. 4 Sec. 2)

Section 14. SCHOLARSHIP AND FINANCIAL ASSISTANCE. The

school offers scholarship opportunities for deserving students. The institution has the programs and policy on the management, generation, and allocation of scholarship funds.

Section 15. FOOD SERVICES The school ensures the availability of adequate and safe and healthy foods within the campus. The institution has the policies and standards for its canteen concessionaires in accordance with the policies set by the Department of Health and Department of Education. The school clinic monitors the compliance of the said policies.

Section 16. HEALTH SERVICES. These are services offered by the school for the provision of primary health care and wellness for students. The School Medical Clinic is open from 7:00 am to 5:00 pm, with no noon break, to attend to health problems of the academic community. The School Physician is available for consultation from 8:00 am to 12 noon from Mondays to Fridays. In cases when the School Physician is unavailable, a School Nurse is present to attend to patients. Dental Services is also available, with free oral prophylaxis, from 8:00 am to 5:00 pm, Monday to Fridays.

Section 17. SAFETY AND SECURITY SERVICES. To provide a safe and secure campus for the academic community, the institution deploys security guards and installed security defenses and devices. Earthquake and fire evacuation drills are regularly conducted in compliance with R.A. 10121. The No ID, No Entry Policy is implemented by the School to protect peace and order in the campus. Visitors will be given visitor's passes upon submitting an Identification Card with the Security

Personnel at the gate. Students are provided minimal parking space subject to College Memorandum issued from time to time. Further, peace and order policies in this Handbook for Students are imposed by the Security Personnel. However, students are responsible for their personal belongings and will be held accountable for whatever loss they may incur inside the campus. Also, for security of school records, release of class schedules or grades or any other information are subject to the Data Privacy Act and related policies of the school.

Section 18. STUDENT HOUSING AND RESIDENTIAL SERVICES.

The school provides assistance to students for their access to safe, clean, and affordable housing facilities or boarding houses through its partnership with the apartment and boarding house owners within the locality.

Section 19. MULTI-FAITH SERVICES. The school, as a non-sectarian, supports the free exercise of religion and religious activities within the school campus. It also offers the free utilization of its facilities subject to availability and compliance to the school policies.

Section 20. SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES The school adheres to the principle of inclusive education. It accommodates students or learners with personal disabilities and special needs.

Section 21. CULTURAL AND ARTS PROGRAM. The school promotes the conservation of national culture and multi-cultural heritage through the integration of culture and arts to various school activities as well as

creation of arts clubs for students.

Section 22. SPORTS DEVELOPMENT PROGRAM. The school provides opportunities for physical fitness and wellness of students through the regular conduct of intramurals, sports fest, and sports day for students. Training of student athletes is open to interested enrolled students for free upon accomplishing the waiver of training and presenting a medical certificate that they are fit to join sports training. The school supports students in the local, regional, and national competitions for various sports events such as ball games, combatives, athletics, and others. The school offers opportunities for students to be selected as varsity scholars through try-outs and clinics.

Section 23. SOCIAL AND COMMUNITY INVOLVEMENT PROGRAM. The school is an advocate of volunteerism and social responsibility thus providing opportunities for students for their socio-civic engagement. The school involves students in its community extension services and its participation in community affairs.

Section 24. SCHOOL FACILITIES AND EQUIPMENT. The musical instruments, sound system, audio-visual materials, halls, gym, and other equipment and facilities may be used provided that this is approved by proper school authorities. The Property Office implements the first come, first serve policy, provided that these are to be used for school activities and are used within the school premises.

In cases when this will be used for personal purposes and will be used outside school premises, special permission from the President through

the property officer will have to be acquired.

Section 25. COMMUNICATION SERVICES. CCDC has established a hotline number, 0917-544-4545, for emergencies or for inquiries, however, for the safety of students, no personal or academic information will be released via phone conversation. Also, the school has free wifi spots for research and communication purposes.

Section 26. IDENTIFICATION CARDS. Each student shall secure immediately after enrollment the prescribed identification card which he/she shall carry and wear at all times while inside the school premises. In case of loss, this shall be reported immediately to the Student Services Office, together with an Affidavit of Loss and payment of required ID replacement fee to facilitate immediate replacement.

Section 27. LIBRARY

1.1 LIBRARY OBJECTIVES

- a. To provide access to learning resources and information services in support of teaching, learning, and research activities of the academe.
- b. Well-trained library staff to provide efficient library services.
- c. Sustainable linkages with other libraries that foster cooperation for efficient and effective use of library resources.
- d. To serve as a training ground for securing information.
- e. To serve as a place for conducive learning.

1.2. HOURS OF SERVICE

Regular Semester:

- a. Monday to Saturday, 7:30 A.M.-5:30 P.M.
- b. The library is closed during Sundays and Holidays.

Short Term:

- a. Monday to Saturday, 7:30 A.M.-5:00 P.M.
- b. The library is closed during Sundays and Holidays.

Note: The library closes fifteen (15) minutes before the closing time to enable the staff members to straighten out the loan records and to keep the collection in order for the next day's work.

1.3. LIBRARY GENERAL RULES AND REGULATIONS

- a. Silence is observed at all times inside the library.
- b. Gadgets shall be in silent mode while inside the library.
- c. Anyone caught defacing, mutilating, or stealing any library property is obliged to replace it with the same material destroyed or stolen, or pay the full cost of the lost/damaged library material.
- d. Cleanliness should always be observed.

1.4. BORROWING AND RETURNING PROCEDURES

In order to borrow books, all students are required to secure the Library Borrower's Card at the Library Office.

Requirements:

- a. 1 copy 1x1 ID Picture (white background)
- b. Certificate of Registration or Valid School ID

** Detailed Library Policies are posted and disseminated in*

Section 28. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES.

Both co-curricular and extra-curricular activities are encouraged as an active means of learning.

10.1. Description. In general, co-curricular activities are characterized by learning activities outside of the classroom that are explicitly stated as part of the learning activities in the course syllabus and are activities initiated by the faculty. On the other hand, extra-curricular activities are still learning avenues outside of the classroom that seek to enhance the non-academic skills and talents of students. Extra- curricular activities are usually initiated by recognized student organizations of CCDC under the advisorship of a CCDC faculty. These, however, do not include related learning experience and practicum or any similar out-of-the classroom experiences which have equivalent units in the course curriculum.

10.2. Participation. Participation in co-curricular and extra-curricular activities (both within and outside the school premises) should NOT be part of a student's class standing nor have equivalent points in any examination or should not affect the students grades.

Hence, these are never compulsory. Reference to Sec. 107 of MORPHE

Though CCDC strongly agrees that such activities are imperative for the holistic development of students, CCDC believes that in inculcating the significance of these activities, students and their families themselves can initiate similar learning activities, but not necessarily the same

activities, for their children and wards.

10.3. Planning. All co/extra-curricular activities includes but not limited to field trips, tree planting activities, nature walks, seminars , has to comply with the guidelines set by CHED, TESDA and with the following guidelines:

- ✓ it has to be included in the Calendar of Major Activities issued before or within the first three weeks at the beginning of every first semester or School year, or should be duly approved at least one month before the said date.
- ✓ it shall be scheduled one week after every preliminary and grading exams and that said activities shall not be allowed if scheduled one week before the start of final exam;
- ✓ the activity must have to be included/ part of the syllabus which correlates to the subject matter;
- ✓ co- and extra-curricular activities through the Faculty or Officer-in-charge should comply with necessary prerequisites, procedures, guidelines and issuances of the duly authorized government agencies including, but not limited to, CHED, TESDA, DOTC, DepED and those set by the institution to ensure optimum learning experience, security and safety and cost effectiveness.
- ✓ Every activity should have an Activity Permit to be signed by

concerned school authorities which should have been approved by the President at least three (3) days before the activity date, together with the necessary attachments such as:

- a) activity design/background or rationale;
 - b) itinerary of the activity;
 - c) parent's waiver and consent;
 - d) financial matters;
 - e) letter from the company allowing students to conduct co and extracurricular activities;
 - f) road safety certificate for vehicles to be used
 - g) consultation with the students and parents/guardians incase the activity entails additional cost to the students;
 - h) contract executed between the travel agency and the school authority who heads the co- or extra-curricular activity.
- ✓ And finally a formal letter together with the requirements must be submitted to the proper school authorities for verification and recommendation and to be signed by the President for approval.

ARTICLE 6: STUDENT ORGANIZATION & ACTIVITIES

Section 1. STUDENT ACTIVITIES ENCOURAGED. It is the policy of the institution to encourage students to join recognized student organizations that will supplement their formal education, serve as vehicles

for practical and meaningful experiences, greater productivity and creative endeavor.

Students are encouraged to assemble, provided that these activities are done with proper authorization, specifically:

- a. When the activity is held along public roads within La Trinidad, Mayor's permit should be acquired first;
- b. When the activity is held within the school campus, permit from the Student Services Office should be acquired first;
- c. All student activities should be participated only by bonafide CCDC students, unless consent has been given by the College President or any designated representative.

Section 2. CONDUCT OF STUDENT ACTIVITIES. All student activities should respect class hours. Scheduling of departmental extra- curricular activities should not affect class hours.

It is recommended that extra-curricular activities be done for a maximum of four hours per day, unless justified in the activity/training/seminar design.

Collection of fees for extra-curricular activities is to be monitored and regulated. The following are the suggested fees, where payments for resource speakers at approximate P600/hour:

Acquaintance parties held within the school premises- not exceed P150, regardless of the number of students. Outside venues must be justified and approved prior to the activity..

Seminars for approximately 4 hours with less than 50 participants-P40/participant

Seminars for approximately 4 hours with more than 50 participants-P35

Seminars/trainings for approximately 7 hours with less than 50 participants-P70

Seminars/trainings for approximately 7 hours with more than 50 participants-P60

Student activities should be attached in the SSO Form: Activity permit with their respective training design or program of activities which includes the rationale, objectives, date, time, venue of the seminar, participants, program of activities, budget among others. Should the venue be inside the school campus, appropriate reservation form should also be accomplished. For activities which have resource speakers etc., attach his/her brief background or CV. Certificate/s of appreciation should also be attached in the activity permit to facilitate efficient flow of the documents. If the activity, where a guest lecturer is needed, is part of class, a Guest Lecturer/Speaker form must be accomplished. For off-campus activities, there shall always be a teacher or supervisor to oversee the activity. Teacher to student ratio must be considered in order

to facilitate supervision.

Section 3. GUIDELINES ON ISSUANCE OF CERTIFICATES.

Certificate of Recognition is given to individuals and organizations to recognize awards and accomplishments in certain fields. These include awardees in sports, academics, among others.

Certificate of Appreciation is given to individuals and organizations who have extended the following but not limited to: effort, time, talent, skills to assist students and stakeholders of the school. Such include those who served as resource speakers and event organizers.

Certificate of Participation is given to individuals who have joined or attended the entire duration of a certain event to include, but not limited to: seminars, workshops, training and other co- and extra-curricular activities.

Certificates should reflect the extent/coverage of the event, whether it is school-wide, departmental, or regional activity. It should also include the number of days and hours.

Signatories of certificates are the following:

- a. Signatories of speakers who are from CCDC- VP Admin
- b. Signatories of certificates for students/participants-Dean/Program Coordinator and VP Admin
- c. Signatories of certificates for faculty/employees-Dean/Program Coordinator and VP Admin
- d. Signatories of certificates for parents, external guests and speakers-Head of the Institution.

Section 4. GUIDELINES ON THE ISSUANCE OF OFFICIAL COMMUNICATIONS

External Communication: CCDC letterhead should be used for all external communication. Invitations for resource speakers should be signed by the Dean and the VP Admin. Communications to parents should be signed by source (Guidance Office, SSO, Dean/Program Coordinator. Letters of students to external agencies (e.g. research purposes) should be signed by the students and the Dean. All communication for other heads of institutions, reports to various agencies should be signed by the source department (registrar, Dean/Program Coordinator) and Head of the Institution.

Internal Communication: invitation for departmental activity involving one department should be signed by the Dean/Program Coordinator/Office Head. Invitations for inter-departmental activity/school-wide activity should be signed by the VP Admin, noted by the Head of Institution.

Students and employees going out of the school to represent the school in various events (e.g. competitions, seminars, and meetings) should have a letter of authority. Students going out for competitions should have a letter of authority which serves also as a letter for teachers to excuse authorized students.

Section 5. RULES GOVERNING STUDENT ORGANIZATIONS.

The establishment and operation of student organizations are governed by the basic requirements prescribed in this Handbook, the

provisions of the Rules and Guidelines on Student Activities and Student Organization under the Student Services Office from time to time, subject to the laws of the republic.

Section 6. AUTHORITY TO OPERATE. The President shall have the authority to regulate the establishment and operation of student organizations upon their compliance with certain rules and regulations that may be prescribed. A Certificate of Recognition, duly signed by the head for student services and the President is issued to any recognized student organization which will serve as its authority to operate within the school campus.

Section 7. SUPREME STUDENT COUNCIL. CCDC recognizes the Supreme Student Council as the highest governing body in the College level. It shall exercise supervisory and regulatory authority over all other student organizations and this organization shall be governed by its own constitution and by-laws duly promulgated and ratified.

ARTICLE 7: SCHOOL PUBLICATIONS

Section 1. CORDILLERA BULLETIN. This is the official publication of the students.

Section 2. RESEARCH JOURNAL. This is the official publication of CCDC research articles and noteworthy lecture papers and speeches from the members of the academic community.

Section 3. CCDC PRIMER. A yearly publication released every January to inform prospective students about the academic program and services offered by the school.

Section 4. HANDBOOK FOR STUDENTS. A guide for students containing relevant information regarding the school, implemented rules and regulations as well activities.

Section 5. HANDBOOK FOR FACULTY. A guide for all teaching personnel regarding school policies and regulation.

Section 6. HANDBOOK FOR NON-TEACHING STAFF. A guide for all non-teaching personnel regarding school policies and regulation.

Section 7. HANDBOOK FOR MANAGEMENT OFFICERS. A guide for all personnel with managerial functions regarding school policies and regulation.

Section 8: DISTRIBUTION OF OTHER PRINTED MATTER.

Other printed matter including leaflets, handbills, posters and the like, may be issued, distributed upon prior approval of the President.

ARTICLE 8: CODE OF DISCIPLINE

The Constitution mandates all educational institutions to teach the rights and duties of citizenship, strengthen ethical and spiritual values,

develop moral character and personal discipline.

CCDC considers this as both a right and a duty. It also affirms the “loco parentis” or special parental authority over its students. Nevertheless, parents and guardians should continue to play the primary responsibilities and duties as stated in existing laws of the state.

Further, CCDC strongly emphasizes all of its bonafide students to practice their rights and responsibilities in accordance with the laws that govern them.

CCDC is a drug free campus. It recognizes that drug abuse is a significant health hazard for students, detrimentally affecting the overall health, behavior, learning ability, reflexes, and the total development of each individual. To address and foster a drug free environment, and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth, it shall promote a drug free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building. It shall also adopt a MANDATORY DRUG TESTING POLICY, consistent with the CHED Memorandum Order No. 18, Series of 2018, on the implementing guidelines for the conduct of drug testing for students in all higher education institutions (HEIs), in accordance with Section 8(n & o) of RA 7722, THE Higher Education Act of 1994 as amended, in relation to Section 36 (c), of RA 9165, the Comprehensive Dangerous Act of 2002.

A mandatory drug testing may be required from students on the

following: a. requirement for admission and retention; requirement for internship/fieldwork/on the job training; and when the student is believed/suspected, based on verified reports, to be involved or using prohibited drugs and substances. If in case the test result is confirmed positive, it shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the school's rules and regulation. The school through the guidance office shall immediately inform the parent and the student concerned through a conference. Appropriate counseling, therapy, treatment, intervention, and/or rehabilitation deemed necessary may be recommended/required. Follow-up testing may also be required by the school for effective monitoring. Refusal or failure to cooperate on the interventions shall be considered a serious offense.

Random drug testing or unannounced conduct of actual drug testing may be done anytime during the duration of the school year, in the same manner as the mandatory drug testing. Refusal of the student to undergo the drug testing shall be considered a serious offense.

All records of students shall be strictly held confidential and shall not be used for any criminal proceeding. The school also ensures that provisions of the Data Privacy Act/ RA10173 and its implementing rules and regulations (IRR) shall be observed in processing the personal information of students to protect vital important interests of the data subject, including his life and health.

Also, CCDC strives to be gender responsive and commits to integrate the principles of gender equity, gender sensitivity, non-discrimination

and human rights in its governance, curriculum, instruction, student services and all student activities, including research and extension programs. Consistent with the policy of the CHED, as stated in Memo 1 s. 2015, of the Department of Education and of UNESCO, it shall undertake gender mainstreaming in education to address both enduring and emerging gender and sexuality-related issues, to promote the protection of children and students from all forms of gender-related violence, abuse, exploitation, discrimination and bullying, and to promote gender equity and non-discrimination in the campus.

Section 1. CONDUCT IN SCHOOL

For continued peaceful and harmonious relationships among fellow students, teachers, personnel and administration, each student should conduct himself in a decent manner at all times, abiding with every school regulations. He should uphold the good customs and morals that speak well of the Cordilleran values.

Each student is responsible for keeping campus peace, order, security and safety. He is also responsible for promoting good health and sanitation inside the campus, which the School hopes he would apply in the community.

The following are emphasized rules within the campus and violation of any of the following are deemed improper student conduct, hence, will be subject to appropriate disciplinary sanction.

1.1. Identification Cards should be worn at all times at chest level

while inside the CCDC Campus and should be presented to all offices for any school transaction.

Offense: Not wearing identification cards while inside the school premises at chest level.

Penalty: Type A minor Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.2. All students should be properly dressed while inside the campus. Prescribed departmental uniforms shall be worn as scheduled. Students should not enter the classroom, library or school building wearing slippers, tattered and unwashed clothes and earrings (for male students, multiple earrings for females).

Offense: Improper grooming. Entering the school premises wearing slippers, tattered and unwashed clothes and for males, wearing earrings.

Penalty: Type A minor Offense

1st offense – warning 2nd

offense – suspension 3rd

offense – exclusion

- 1.3. Mobile equipment such as cell phones and other gadgets are to be used responsibly. These are turned in silent mode once inside the school premises.

Offense: Using mobile equipment or any gadget loudly and in a disturbing manner . Eating and or chewing gum during class hours

Penalty: Type A minor Offense

1st offense – warning 2nd

offense – suspension 3rd

offense – exclusion

- 1.4. Eating and chewing gum are not allowed during class time. This is to minimize disruptions to the learning environment.

Offense: Disrupting the learning environment through eating or chewing gum during class time.

Penalty: Type A minor Offense

1st offense – warning 2nd

offense – suspension 3rd

offense – exclusion

- 1.5. All students should observe good behavior inside the campus. Improper behavior, including acts of rowdiness and disturbances that disrupts school functions or adversely affects classroom instruction which may or may not be accompanied by violence shall not be tolerated.

Offense: Improper behavior, including acts of rowdiness and disturbances that disrupts school functions or adversely affects classroom instruction

Penalty: Type B Serious Offense
1st offense – suspension
2nd offense – exclusion

- 1.6. All students, teachers, personnel or any school authority commands respect. Any form of defamation expressed in any form or abusive behavior or physical assault or discourtesy committed against those mentioned or his agents will be sanctioned.

Offense: Committing any form of defamation expressed in any form or abusive behavior or physical assault or discourtesy committed on any member of the academic community.

Penalty: Type B Serious Offense
1st offense – suspension
2nd offense – exclusion

- 1.7. Students should respect the rights of every member of the academic community. No student should prevent, in any manner, school officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights.

Offense: Preventing in any manner, school officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights.

Penalty: Type B Serious Offense

1st offense – suspension

2nd offense – exclusion

- 1.8. Students should respect school properties. Theft and acts of vandalism, including tearing of books, notices, circulars, memorandum, destroying toilet bowls, fans, laboratory equipment, water foundations, air conditioners, clock, including tampering with electrical connections, switches, generators, motors, air conditioners, electric fans, lights, and giving false alarms, shouting, banging of doors, walls, tables, desks, chairs and other similar acts will be sanctioned accordingly.

Offense: Disrespect to school properties.

Penalty: Type B Serious Offense

1st offense – suspension

2nd offense – exclusion

- 1.9. To promote a healthy school environment, smoking, vaping and chewing, spitting of betel nuts, tobacco is prohibited at any time in the school premises.

Offense: Contributing to an unhealthy school environment such as littering and chewing of betel nuts within the school premises and non-adherence to school solid waste management policies and waste reduction.

Penalty: Type C Very Serious

Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.10. Discipline in disposing one's own garbage is necessary to maintain good sanitation inside the campus. All garbage should be disposed of properly in designated places. This includes strict adherence to school policies on solid waste management and waste reduction.

Offense: Contributing to an unhealthy school environment such as littering within the school premises and non-adherence to school solid waste management policies and waste reduction.

Penalty: Type A minor Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.11. As responsible global citizens, each should be practicing eco-friendly and sustainable development practices inside the campus.

Students and all members of the academic community should comply with sustainable practices imposed by the school, to include use of water bottles instead of bottled water, none use of styrofoam and plastic cups, among others.

Offense: Violation of environment friendly and sustainable practices in the school.

Penalty: Type A minor Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.12. Non-classroom curricular and extra-curricular activities inside the campus are essential aspects of the CCDC curriculum to achieve the vision of holistically developing students. Hence, discipline in attending school activities is important.

Offense: Not attending school functions that require his presence.

Penalty: Type A minor Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.13. Posting, distributing or disseminating school-related notices, posters, leaflets, broadsheets, or any electronic or printed should have prior approval of the President or designated School Officials.

Offense: Posting, distributing or disseminating notices or any printed material without the prior approval of the concerned school authorities.

Penalty: Type A minor Offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.14. Students are prohibited from taking photos or videos of any class activity or occurrence without explicit permission. Sharing any recorded material that violates the privacy of students, faculty, or staff is strictly forbidden. Additionally, recording lectures or class discussions is not allowed without the instructor's prior consent.

Offense: Unauthorized recording: Taking photos, videos, or audio recordings of class activities without permission.

Unauthorized sharing: Distributing recorded material that reveals private information about students, faculty, or staff.

Unauthorized recording of lectures: Recording lectures without the instructor's consent can be considered a form of intellectual property infringement.

Penalty: Type B serious Offense

First Offense: suspension

Second Offense: exclusion

- 1.15. The school maintains a strong commitment to upholding its reputation and protecting the dignity of its employees. Unauthorized posting on any social media platform that maligns the school or its employees is strictly prohibited and will be subject to disciplinary action.

Unauthorized posting refers to any published content on social media platforms, including but not limited to Facebook, Twitter, Instagram, TikTok, and other similar platforms, that:

- a) Directly or indirectly identifies the school or its employees,
- b) Contains false, misleading, or defamatory information, about the school or its employees,
- c) Harms the reputation or image of the school or its employees,
- d) Creates a hostile or disruptive environment within the school community, and
- e) Violates any applicable laws, rules, or regulations.

Offenses: The following acts are considered specific offenses under this policy: Posting false or misleading information about the school's policies, programs, or activities; Posting personal information about students or employees without their consent; Making threats or engaging in harassment of school personnel or students; Using the school's name or logo without authorization; and Engaging in cyberbullying or online harassment of school personnel or students.

Penalty : Type B serious Offense

First Offense: suspension

Second Offense: exclusion

- 1.16. Students, based on the provision of this handbook, may be recommended to undergo mandatory or random or actual conduct of drug testing.

Offense: Refusal of the student to undergo mandatory or random drug testing.

Penalty : Type B serious Offense

First Offense: suspension

Second Offense: exclusion

- 1.17. Students, if found to be positive for drugs or are drug dependent, shall be required to undergo immediate appropriate interventions.

Offense: Refusal to cooperate and failure to undergo required interventions.

Penalty : Type B serious Offense

First Offense: suspension

Second Offense: exclusion

- 1.18. Students should use the school name, officials, facilities, equipment with proper permission.

Offense: Using the school name, officials, facilities and equipment without prior permission.

Penalty: Type B Serious Offense
1st offense – suspension
2nd offense – exclusion

- 1.19. Soliciting money, donation or contribution in kind should have prior approval of the institution.

Offense: Soliciting money, donations or contribution of any kind without prior permission to school authorities.

Penalty: Type C Very Serious Offense
1st offense – suspension
2nd offense – exclusion

- 1.20. To ensure proper manner of payment of school fees, students should only give payments to the school cashier or those duly authorized to receive payments only.

Offense: Abetting misappropriation of funds.

Penalty: Type A minor Offense

1st offense – warning.

Note: The school shall not be liable for the replacement of the paid amount.

2nd offense – suspension

3rd offense – exclusion

- 1.21. Aligned with the school policy on no permit, no exam, student should take examinations or attend classes where they are duly enrolled and with required permit

Offense: Tampered or falsified permit

Penalty: Type C Serious offense

1st offense – warning

2nd offense – suspension

3rd offense – exclusion

- 1.22. Students shall abide by the laws of the land. Any production, possession and distribution of the following are prohibited inside the campus and its vicinity:

- a. any printed, audio-visual materials that are offensive to the morals and contrary to law.
- b. any form of explosives
- c. dangerous drugs or their derivatives, including vape or paraphernalia
- d. gambling paraphernalia
- e. any intoxicating beverage

Offense: Producing, possessing and distributing any of the following: any printed, audio-visual materials that are offensive to the morals and contrary to law; any form of

deadly weapon, explosives, dangerous drugs or their derivatives or paraphernalia; gambling paraphernalia and any intoxicating beverage.

Penalty: Type C Very Serious Offense

1st offense – expulsion

- 1.23. To uphold the peace and order of the campus, no student should instigate, incite, provoke, lead, take part in illegal and/or violent demonstrations or activities, or give active support thereto in any form or manner whether financial, physical or material.

Offense: Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstrations or activities, or give active support thereto in any form or manner whether financial, physical or material

Penalty: Type C Very Serious Offense

1st offense – expulsion

- 1.24. Students are not allowed to engage in lewd, indecent, obscene or provocative acts or other acts constituting scandalous, reprehensible conduct, intoxication and gambling.

Offense: Engaging in lewd, indecent, obscene or provocative act or other acts constituting scandalous, reprehensible conduct, intoxication and gambling.

Penalty: Type C Very Serious Offense
1st offense – expulsion

- 1.25. Students shall observe honesty at all times. Any form of cheating in any academic requirements such as examinations and quizzes, bribery or affecting any change of grades without proper authority, plagiarism including attempts to falsify, tamper, lend, borrow, and/or forge receipts or payment, account/enrollment forms, Identification Cards, class cards, clearance certificates, admission requirements, or other documents; or otherwise committing, allowing or abetting acts of misrepresentation for the purpose of entering school premises, enrolling, securing permits or taking examinations is not allowed.

Offense: Cheating, bribery or any act affecting change of grades without proper authority, plagiarism, including attempts to falsify tamper, lend, borrow, and/or forge receipts of payment, accounting/enrollment forms, identification cards, class cards, clearance certificates, admission requirements or other documents; or otherwise committing, allowing or abetting acts of misrepresentation for the purpose of entering the school premises, enrolling, securing permits or taking examination.

Penalty: Type C Very Serious Offense
1st offense – expulsion

- 1.26. Wearing or displaying on garments, caps, objects, emblems, tags and the like that promotes violence, use of prohibited drugs, pornography, religious or political protest, evil worship etc.

Offense: Use or displaying of objects that promote values contrary to school values and generally accepted positive values.

Penalty: Type C Very Serious Offense
1st offense – expulsion

- 1.27. Students who are tasked to take care of funds belonging to the institution or any recognized organization should properly account for said funds and should submit during the prescribed period the necessary documents to the Student Services Office to show proof of good stewardship.

Offense: Misappropriation of funds belonging to the institution or recognized organization.

Penalty: Type B Serious Offense
1st offense – suspension
2nd offense – exclusion

1.25 Other offenses analogous to the foregoing shall be determined by the SSO and calls for action by the school depending on the gravity of the act.

Section 2. CONDUCT OUTSIDE SCHOOL PREMISES

Upon enrollment the student is automatically identified with the school. It is then the personal responsibility of every student to conduct himself in public in a manner that would reflect the positive values that the school inculcates in its students.

The student is encouraged to participate in whatever worthwhile activity that supports the good values imbibed by the school while abiding by all the laws that govern the republic.

Although the school will not be held responsible for any bad conduct of the student outside school premises, the school can still impose disciplinary sanction to students on a case to case basis for bad conduct in public.

Section 3. DISCIPLINARY SANCTIONS

Disciplinary administrative sanctions may be imposed on a student for the commission of any offense defined in the Code of Discipline of this Handbook. Such sanctions may take the form of:

- 3.1. **Warning.** These are sanctions meted out for reprehensive conduct or by way of admonishing the erring student that repetition of the offense would subject him to more severe disciplinary measures.
- 3.2. **Suspension.** As a penalty imposed for an offense committed, a student may be barred for a certain period from a particular class or from CCDC.
- 3.3. **Exclusion.** This is a disciplinary measure which allows an erring student to finish the semester or term but is therefore excluded from returning to the College or when the penalty or expulsion can not for any reason, extraneous or otherwise, be enforced.

- 3.4. Expulsion. This is an extreme disciplinary sanction. As distinguished from exclusion, it is imposed and implemented during the semester or term when the offense was committed which requires the approval of CHED for Tertiary Education and TESDA for Post-Secondary (Technical /Vocational) Courses.

Section 4. PROCEDURES FOR DISCIPLINARY MEASURES

4.1 All formal complaints or incident reports alleging offenses against a student shall be in writing and duly signed by the complainant or person concerned, and submitted to the Dean of the college/department where the student complained of belongs within five (5) days from the date of the incident arising to the complaint or alleged offense; otherwise, it shall be dismissed outright by the Dean.

4. 2 The Dean may conduct an investigation to establish the veracity of the complaint or alleged offense.

4. 3 The Dean shall inform the student in writing about his/her alleged offense. The student shall submit his/her written explanation or response to the issue together with evidence he/she may adduce within three (3) days from receipt of such information from the Dean.

4.4 If the offense is with a corresponding sanction of “warning” as stated in the Student Handbook:

- a. The Dean, within (three) 3 days from receipt of written explanation or response from the student, shall issue to the student a written “warning”;
- b. At the same time, the Dean shall transmit an accomplished *Referral Form for Guidance Service* to the Student Development Officer (SDO) who shall call the student for guidance service.

4. 5 If the offense is with a corresponding sanction of “suspension”, “exclusion”, or “expulsion” as stated in the Student Handbook, the following procedure shall be followed:

- a. Procedure no. 1, 2, and 3 as above mentioned shall apply.
- b. The Dean shall transmit the records of the matter to the Director of Student Services Office (SSO) within (three) 3 days from receipt of written response from the student.
- c. The Director of SSO shall convene the Board of Discipline for a conference with the student (with the presence of his/her parent/guardian). The Dean and the Director of SSO shall collaborate as to the schedule of the conference. The Dean is responsible for confirming with the student about the schedule of the conference while the Director of SSO shall be the one to inform the SDO and the other members of the Board of Discipline.

During the conference, the facts about the alleged offense shall be heard and the Board of Discipline shall come up with the recommended sanction.

Note: The Board of Discipline shall compose of:

- Director of SSO (Chairman)
- College Dean
- Two (2) members from among the teaching or non-teaching personnel, of known neutrality and independence of judgment, and identified by the President

In a conference on alleged offenses on Sexual Harassment Act and the Safe Spce Act, the Board of Discipline members shall designate among themselves a female who shall serve as the chairman. This will serve as the committee for decorum and investigation.

In the conference, those present aside from the Board of Discipline are:

- The student, with his/her parent or guardian
- Student Development Officer (who shall sit-in to hear the facts of the matter as vital information for the provision of guidance service to the student).

Note:

- After the conference, the Student Development

Officer may call for the student for guidance service.

- Gender sensitive individual and group counseling shall be provided by a licensed Guidance Counselor (CMO 9 s. 2013).

- d. The Director of SSO, within (three) 3 days from the date of the conference, shall transmit the record of the conference to the Vice President for Administration who may concur with or modify the recommended sanction and who shall transmit the same to the President for final decision. The decision made by the President is final and executory.

Note: If the sanction meted is expulsion, the President's Office will take further action.

- e. As finally decided upon by the President that the sanction meted is suspension or exclusion, the Director of SSO, within (three) 3 days from receipt of the record from the President, shall transmit an accomplished copy of *Student Sanction Form* together with the records of the case to the Dean who shall issue immediately a copy of the *Student Sanction Form* to the student concerned. If the sanction meted is suspension, the Dean shall specify with the student the date/s by which the student shall serve the suspension. If the sanction meted is exclusion, the Dean

shall note it on the student's record for non-readmission on the next enrollment.

- f. The Dean shall file a copy of the records.

Note: An offense with a meted sanction of suspension, exclusion, or expulsion shall be stated in any certification of good moral character that may be requested by the student concerned.

ARTICLE 9: GRIEVANCES

Section 1. GRIEVANCE AGAINST FELLOW STUDENTS

1. Any grievance against any fellow students who belong to the other College/Departments as that of the complainant shall be addressed to the head for student services, who shall inform the concerned Deans. The head of student services shall do necessary preliminary investigation and settle the issue. If unable to do so shall forward the case to the President, who shall convene if deemed appropriate a Board of Discipline, who shall make recommendations to the President.
2. The functions and composition of the Board of Discipline is based on the directive of the President, but generally to conduct further investigation and come up with recommendations for the president's final decision.
3. Any appeal on the decision of the Board of Discipline shall be forwarded to the President for review and final decision.

4. All records of the matter shall be forwarded to the Student Services Office.

Section 2. GRIEVANCE AGAINST ANY FACULTY OR SCHOOL PERSONNEL. Any grievance against any faculty member or school personnel shall be directed to the complainant's respective Deans. Upon receipt of such a complaint, the Dean shall conduct a preliminary investigation and submit facts and recommendation to the Vice President for Academics. If unresolved, the latter refers the matter to the Legal Officer for any appropriate action and recommendation to the President. A copy of the decision of the President shall be furnished to the respondent. All records of the matter shall be forwarded to the HR Office.

Section 3. GRIEVANCE AGAINST THE DEAN. Any grievance against the Dean shall be brought to the attention of the Vice President for Academics. Otherwise, this will be forwarded to the Legal Officer for further review and submit his/her recommendation to the President for decision. All records of the matter shall be forwarded to the HR Office.

Section 4. GRIEVANCE AGAINST THE VICE PRESIDENT. Any grievance against the Vice President shall be forwarded to the President, who shall conduct, with the help of the Legal Officer, an investigation and settle the case. All records of the matter shall be forwarded to the HR Office.

Section 5. GRIEVANCE AGAINST THE PRESIDENT. Any grievance against the President shall be filed formally to the Board of Trustees, addressed to the Chairman of the Board through the Board Secretary, the body that shall decide on the matter. Such a decision will be final and executory.

ARTICLE 10: EFFECTIVITY

The provisions in this Handbook for Students 2024 Edition shall be effective starting First semester School Year 2024-2025 to the succeeding school years unless revoked by an order from the President.

ARTICLE 11: AMENDMENT

Any provision of the Handbook for Students may be amended, modified or changed in the interest of academic excellence and/or discipline or as changing circumstances may require through a written and distributed memorandum from the President.

RISK REDUCTION REMINDERS:

WHAT TO DO IN CASE OF AN EARTHQUAKE

BEFORE	DURING	AFTER
Although there are no guarantees of safety during an earthquake, identifying potential hazards ahead of time and planning can save lives and significantly reduce injuries and	Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to	✓ Check yourself for injuries. Often, people tend to others without checking their own injuries. You will be better able to care for others if you are not injured or if you have received first aid for your injuries.
property damage. Repairing deep plaster cracks in ceilings and foundations, anchoring overhead lighting fixtures to the ceiling, and following local seismic building standards, will help reduce the impact of earthquakes.	a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe. If indoors ✓ DROP to the ground; take COVER by getting under a sturdy table or	✓ Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves. This will protect you from further injury by broken objects. ✓ After you have taken care of yourself, help injured or trapped persons. Call

WaystoPlan Ahead 1. Check for Hazards in school 2. Identify Safe Places Indoors and Outdoors ✓ under sturdy furniture such as a heavy desk or table. ✓ Against an	other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table nor desk near you, cover your face and head with your arms and crouch in an inside corner of the building. ✓ Stay away from glass, windows,	emergency hotline numbers then give first aid when appropriate. Don't try to move seriously injured people unless they are in immediate danger of further injury. ✓ Look for and extinguish small fires. Eliminate fire hazards. Putting out small fires quickly, using available resources, will prevent them from spreading. Fire is the most
inside wall. ✓ Away from where glass could shatter around like windows, mirrors, pictures, or where heavy bookcases or other heavy furniture	outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. ✓ Stay in bed if you are there when the earthquake strikes. Hold on	common hazard following earthquakes. ✓ Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. Avoid the hazard of a chemical emergency. ✓ Open closet and cabinet doors cautiously. Contents

could fall over. ✓ In the open, keep away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways. ✓ Interior columns and beams, which can serve as safe zones.	and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place. ✓ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway. ✓ Stay inside until	may have shifted during the shaking of an earthquake and could fall, creating further damage or injury. ✓ Inspect your building or room for damage. Get everyone out if your building or room is unsafe. Aftershocks following earthquakes can cause further damage to unstable buildings. If your building has experienced damage, get out before aftershocks happen. ✓ Help students who may require special assistance.
3. Educate Yourself ✓ Contact your local emergency management or local Red Cross chapter for more information on earthquakes.	shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the	Elderly people and people with disabilities may require additional assistance. People who care for them may need additional assistance in emergency situations. ✓ Listen to a portable, battery- operated radio (or television) for updated

✓ know how and when to call hotlines, police, or fire department & w/c radio station to tune in for emergency info. ✓ Identify escape routes within the building. 4. Have Disaster	building or try to leave. ✓ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. ✓ DO NOT use the elevators. If outdoors: ✓ Stay there. ✓ Move away from buildings, streetlights, and	emergency information and instructions. If the electricity is out, this may be your main source of information. Local radio and local officials provide the most appropriate advice for your particular situation. ✓ Expect aftershocks. Each time you feel one, drop, cover, and hold on! Aftershocks frequently occur minutes, days, weeks, and even months following an earthquake. ✓ Watch out for fallen power lines or broken gas lines, and stay out of damaged areas. Hazards caused by
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Supplies on Hand ✓ Flashlight and extra batteries . ✓ First aid kit and manual. ✓ Emergency food & water. 5. Develop an Emergency Communication Plan ✓ In case students are separated from one another during an earthquake develop a plan	utility wires. ✓ Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. If in a moving vehicle ✓ Stop as quickly as safety permits	earthquakes are often difficult to see, and you could be easily injured. ✓ Stay out of damaged buildings. If you are away from home, return only when authorities say it is safe. Damaged buildings may be destroyed by aftershocks following the main earthquake. ✓ Use battery-powered lanterns or flashlights. Kerosene lanterns, torches, candles, and matches may tip over or ignite flammables inside. ✓ Inspect the entire length of school carefully for damage. Unnoticed damage could lead to fire or injury from falling debris during an aftershock. Cracks in buildings can be the cause of hazards years later. ✓ Take pictures of the
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for reuniting after the	and stay in the vehicle.	damage, both to the buildings and its contents,
disaster. ✓ Find a well-known meeting place in the case that during the earthquake students become separated. 6. Help Your Community Get Ready ✓ Localize the information by printing the phone	Avoid stopping near or under buildings, trees, overpasses, and utility wires. ✓ Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake. If trapped	for insurance claims. ✓ Avoid smoking inside buildings. Smoking in confined areas can cause fires. ✓ When entering buildings, use extreme caution. Building damage may have occurred where you least expect it. Carefully watch every step you take. ✓ Examine walls, floors, doors, staircases , and windows to make sure that the building is not in danger of collapsing. ✓ If you smell gas or hear a blowing or hissing

numbers of local emergency services offices, the local Red Cross, and hospitals. ✓ Provide tips on conducting	under debris ✓ Do not light a match. ✓ Do not move about or kick up dust. ✓ Cover your mouth with a handkerchief or	noise, open a window and quickly leave the building. ✓ If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse
earthquake drills in the school.	clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.	box or circuit breaker, call an electrician first for advice. ✓ If you suspect sewage lines are damaged, avoid using the toilets. If water pipes are damaged, avoid using water from the tap. You can obtain safe water from undamaged water heaters or by melting ice cubes. ✓ Watch for loose plaster, drywall, and ceilings that could fall.

		✓ Use the phone only to report emergencies.
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WHAT TO DO IN CASE OF FIRE

BEFORE	DURING	AFTER
The following are a few safety tips to help keep you safe from a fire break out.	Knowing what to do before a fire occurs can save your life. Below are a few tips that will help you escape if you are in a building during a fire:	When a fire strikes in, your life will suddenly be turned around. Often, the hardest part is where to begin.
Remember - "Practice Makes Perfect!" Practice your fire escape plan at least twice a year. Have everyone memorize the emergency phone number of the fire department. 1. Create a Fire Escape Plan: (same as Earthquake Evacuation Plan) ✓ Fire can grow and spread throughout your school quickly.	1. If a fire occurs and the room door is CLOSED: ✓ Keep low. ✓ Crawl to the door. ✓ Feel the door. Use the palm of your hand to feel the lower, middle and upper parts of the door to be sure it is not hot. ✓ Brace yourself against the door and open it very slowly. Toxic gas or fire may be on the other side. <u>Caution:</u>	Cautions: ✓ Do not enter the damaged site. Fires can rekindle from hidden, smoldering remains. ✓ Normally, the fire department will see that utilities (water, electricity and natural gas) are either safe to use or are disconnected before they leave the site.

It is important that you be prepared to react as soon as the emergency alarm sounds.	Some doors may not get hot or may feel only warm due to their construction, so be very careful when opening any door when there is a fire. ✓ If smoke or hot gas rushes into the room when you	Do not attempt to turn on utilities yourself. ✓ Be watchful for structural damage caused by the fire.
✓ Familiarize yourself with the exit plans of the building. ✓ Make sure that you understand the escape plan. ✓ Agree on a meeting place outside where everyone can meet after they've escaped.	open the door, quickly close it and seek another method of escape. ✓ If it is safe to leave the room, get below the smoke and get out by the quickest and safest route. ✓ Once you are out of the burning building, stay out! Do not go back into the building. ✓ If it is safe to leave,	Roofs and floors may be damaged and subject to collapse. ✓ Food, beverages and medicine exposed to heat, smoke, and water should not be consumed.

2. Fire Extinguishers : ✓ If you know how, and when,	cover your nose and mouth with a cloth (moist if possible). Get low and get out quickly.	
to use the portable fire extinguishers , you can save lives and property	✓ If there is smoke or fire, immediately close the door and use an alternate escape route. ✓ STOP, DROP and ROLL:	to use the portable fire extinguishers, you can save lives and property
	where you are. Running will only make the fire worse since fire feeds on oxygen	
	DROP... to your knees and then to the ground. ROLL... over and over or from side to side, covering your eyes, nose, and mouth with your hands, if possible, roll until	

	you're sure the fire is out. This will help smother the flames. Once the flames are out, cool the burned skin with water for 10 to 15 minutes and get medical attention.	
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CCDC Exit Route





