MANIFESTATION

This is to acknowledge that I,

________________________
Printed Name

________________________
Program/Year Level

have received a copy of the Student Handbook, which stipulates the Colegio’s rules and regulations. These rules shall be construed as guidelines to uphold the highest standards of student decorum toward the advancement of the institutional thrust of Letran.

In this respect, I recognize my responsibility to fully understand its contents and pledge to abide by this. I also understand that because these policies are promulgated by the Colegio, the school reserves the right to add, amend, supplement, interpret, apply, and implement these policies.

This handbook shall continue in full force and take effect in Academic Year 2016-2018.

________________________
Signature and Date
Colegio de San Juan de Letran
Calamba
Bucal, Calamba City, Laguna, Philippines 4027
Tel. No. (049) 545-5453 / (049) 545-5420
www.letran-calamba.edu.ph

Culture of Conscience,
Discipline, and Excellence

STUDENT HANDBOOK

Collegiate Edition

REVISED 2016
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Dear Letranite,

Here is your handbook, your daily companion for the entire four or five years of your stay in Letran. It is your mentor in acquiring the spirit of a true Letranite according to the charism of its founder, St. Dominic. It is also your guide in shaping your behavior according to the expectations of the institution, which always aspires to imbue its children the culture of conscience, discipline, and excellence.

This handbook is your personal friend. Take good care of it.

Colegio de San Juan de Letran Calamba
General Information
As an Orphanage

In 1620, Don Juan Geronimo, a retired Spanish officer, transformed a hermitage home in Intramuros into an orphanage, inspired by the desire to educate and mold the orphans into good Christian citizens. It was called Colegio de Niños Huerfanos de San Juan de Letran.

At about the same time, a Dominican brother by the name of Diego de Santa Maria established Colegio de Huerfanos de San Pedro y San Pablo at the convent of Santo Domingo with similar purpose.

Having a common concern - that of caring for the orphaned children of Intramuros - and likewise linked by special bonds of friendship, the founders merged the two institutions into one in 1630 and became known simply as Colegio de San Juan de Letran.

The name San Juan de Letran was inspired by the Major Basilica of St. John Lateran Rome, the mother of all churches that granted many privileges to its chapel. St. John the Baptist, for whom the Basilica was named, became the patron saint of the College.

As a Molder of Illustrious Men

In the span of more than three centuries, Letran has made a name for itself being an Alma Mater to martyrs such as Saint Vicente Liem de la Paz, a Vietnamese scholar who died a martyr for his faith in his country in 1773, and Padre Mariano Gomez, one of the Filipino priests who were executed during the Spanish regime fighting for the Filipino cause.

It also produced distinguished alumni such as Manuel L. Quezon, Sergio S. Osmeña, Apolinario M. Mabini, Marcelo H. Del Pilar, Francisco Balagtas, and Emilio F. Aguinaldo who became the builders of the Filipino nation.
As an Extension Campus in Calamba

When the government declared its policy of decongesting Metro Manila, the Dominican Province of the Philippines, mainly in line with its program of expansion, responded to the call. A long-term plan, which included the establishment of an extension school in Laguna, was prepared by the Commission for the Planning of the Ministry of the Word.

An 11-hectare tract of land along the foothills of the legendary Mt. Makiling in Bucal, Calamba, Laguna was chosen as the site, a choice made more significant by the thematic link of Letran being the alma mater of renowned men with Calamba being the birthplace of our national hero, Dr. Jose Rizal.

Thus, Colegio de San Juan de Letran Calamba was born on March 11, 1979. Rev. Fr. Ramon Salinas, O.P. was the Project Director; Rev. Fr. Jesse Lorete, O.P. served as the Coordinator for Student/Personnel Services; and Mr. Jose Marcelino, Principal of the Grade School Department of Letran Intramuros, was the Academic Provost. Being an extension campus, Letran Calamba was placed under the supervision of Rev. Fr. Regino Cortez, O.P., the Rector of Letran Intramuros.

In its first year of operation (1979-1980), a total of 882 enrollees (First semester - 461; Second semester – 421) was listed in its initial four course offerings - A.B. Economics, B.S. Psychology, B.S. Commerce and B.S. Engineering.

With the school buildings still under construction, the first semester of its first school year saw Letran's pioneer instructors (most of whom commuted from Letran Intramuros) and students holding classes at the rented half-finished building of Laguna Polymedic Center, Inc., now known as the PAMANA Medical Center.

To smoothen the school operations, Rev. Fr. Patricio Apa, O.P., was designated the First Director of Letran Calamba in 1980. Assisting him as the Academic Provost was Mr. Constante Molina.

The year 1981 saw the blessing of the four-storey main building, the three-storey Engineering/Grade School/High School Building and the Shop. Various offices and services were expanded to ensure the implementation of the development plan and programs. The college departments had their first academic heads: Engr. Dominador Chua for Engineering and Commerce and Rev. Fr. Enrico Gonzales, O.P. for Arts and Sciences.
Sharing with other Dominican-run schools a commitment to participate in the evangelization mission of the Catholic Church the College has aimed for the total formation of individuals whose maturity and responsibility are firmly rooted in the Catholic faith, its teachings and values. With this as its objective, the school has actively devoted itself to the promotion of relevant programs in learning and teaching in the Grade School, high school and college.

As An Autonomous Institution

On August 7, 1986, Letran Calamba finally gained its autonomy from Letran-Intramuros with the installation of Rev. Fr. Tamerlane Lana, O.P., as its First President and Rector. With eight program offerings granted with government recognition, the institution's growth has been continuous.

Self-governing, the College has proven itself worthy of standing on its own. It has already produced graduates who brought laurels to the institution by passing the board examinations both in Mechanical Engineering, Electrical Engineering, Electronics Engineering, Accountancy, Education, and Nursing.

These young professionals who excel in their chosen careers have started making a name not only in Letran as well. They have successfully penetrated the CALABARZON occupying respectable positions in reputable companies, banks, universities and colleges, hospitals and government agencies. Moreover, enterprising alumni have become successful entrepreneurs. These Letranites, together with their peers, participate in community projects as they respond positively to the challenges of the times.

The challenge posed by Letran's philosophy of Culture of Conscience, Discipline, and Excellence has been seriously taken as manifested by the simultaneous enhancement of instruction and expansion of facilities that marked the continuous development of the institution. It is clearly evident that the institution's vision of obtaining full university status as well as becoming a Science and Technology Center in Region IV and a Center of Spiritual and Socio-Economic Development is gradually being realized. With strong leadership, commitment and unified effort, it need not take long before the institution's vision becomes reality.
Letran Calamba, Moving Onward

The Colegio has pursued various quality management efforts reflecting the institution's drive towards management of quality assurance. Letran Calamba has started its application with Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) for accreditation in November 2008. To date, the Federation of Accrediting Association of the Philippines (FAAP) awarded 50% of the Colegio’s programs Level 1 Status and 3.57% of the programs with Candidate Status. The Colegio was also awarded with the highest number of candidate programs in the Philippines for two consecutive years (2011 and 2012).

The Colegio’s pursuit for quality management continues with its recent engagement with ISO 9001:2008 certification. Letran Calamba was granted the certification on November 28, 2013. The quality management efforts of the Colegio prove the contention that quality is a continuous and a rigorous pursuit, which is worth doing well.

What Letran Calamba has achieved so far for the church and for the country has inspired its community of religious and lay participants in the mission of reflecting in all its endeavors the search for truth, justice, and peace for the glory of God, country, and self. DEUS, PATRIA, LETRAN!
OTHER DOMINICANS

St. Dominic de Guzman was born in the village of Caleruega in North Central Spain about 1170. He founded the Order of Preachers which has served the church for almost 800 years. To his Order, Mary J. Traeger, O.P. writes that: he bequeathed a vision which was innovative in his time and far – reaching enough to continue as a vital force to the present day.

Innovative, for Dominic proposed a democratic form of government in a time when the only form of government was the monarchy, and dedicated his Order to preaching at a time when no one but the bishops preached regularly. Far reaching and forceful until the present, the Order of Preachers, founded precisely for the sake of proclaiming the Word and the salvation of God’s people, has the whole world as its mission territory and lives the rule according to the uniqueness of each member, and to the varying needs of the times and the preaching mission.

To his followers, Dominic ordered preaching, study, and common life, the three elements of apostolic life which ought to proceed from an abundance of contemplation and prayer. Throughout Dominic’s lifetime, he modeled his vision – he lived the life he sought to establish.

St. Dominic’s legacy is summed by a spirituality uniquely his, yet generously shared and lived by his heirs:

- warm and joyful to the last breath;
- Christ-centered as one lives his baptismal vows to the full;
- missionary;
- gentle but strong in the search for truth;
- serene in spite of all the ups and downs; and
- zealous, eager to go and evangelize and bring faith and hope to the world.
Letranites, being children also of St. Dominic, should likewise understand and live by the spirit of the founding father to become the Gospel-persons they are envisioned to be.

**ST. JOHN THE BAPTIST**

St. John the Baptist is the patron saint of Letran Calamba. He is the son of the priest Zechariah and his wife Elizabeth. St. John was born a half-year before Jesus Christ. His birth and the most important aspect of his life’s work were foretold by the angel, Gabriel. His early life as a prophet was likewise foretold, and he spent his early years in a penitential manner in the Judean desert. By special grace, St. John was chosen by God as a prophet; a special mission was given to him since he was the last of the Messianic prophets and one whose mission would have a single focal point: the person of Jesus. This is solemnly narrated by the evangelist St. Luke who tells of the preaching and baptizing that St. John did and of his most solemn act of baptizing Christ.

St. John is called the bridge between the Old Testament and the New Testament, because he was raised in the Jewish tradition, underwent the same ritual of Mosaic circumcision, and was especially called to announce that “the God of Israel has visited His people.” He was the new Elijah; he was the bearer of the news of preparation of the kingdom that Christ would bring in the plenitude of redemption and grace. He was a witness, and he was to be more than a prophet for he gave testimony with his blood – the death of martyrdom imposed upon him by Herod Antipas. St. John the Baptist is most familiarly called the “precursor” of Christ, and he is honored for this work in the liturgy with a solemnity recalling his birth (June 24) and a memorial of his death (August 29).
OTHER DOMINICANS

St. Albert the Great

St. Albert the Great was born in the region of Ausgbourg, of parents rich in the goods of fortune. From the time he was a child, he manifested in his studies an unusual aptitude for the exact sciences. While he was still a boy, he had himself let down the side of a cliff to examine at close range an eagle’s nest which interested him. At the age of fifteen, he was already a student of the natural sciences and the humanities at Bologna.

In Cologne, St. Albert encountered Saint Thomas Aquinas, a disciple who alone among all of them would suffice for St. Albert’s glory. St. Albert already steeped in the highest theological studies, was silent among the others, to the point of being called by his fellow students “the Mute Ox of Sicily.” But Albert silenced them, saying, “The bellowing of this ox will resound throughout the entire world.”

St. John Macias

John Macias was born in Ribera, Spain in the year 1585. He was orphaned at the age of four and adopted by his uncle, for whom he tended sheep as a child. He experienced visions from heavenly patrons, the most significant and frequent being his namesake St. John the Evangelist.

Biographers called him the “Helper of the Poor Souls.” Every night, he offered three rosaries for them, praying on his knees despite bodily fatigue. On September 2, 1645, he became ill and was confined to a bed from which he was never to arise. He is buried in the church of St. Dominic alongside the bodies of Saint Rose of Lima and Saint Martin de Porres. Many cures and other favors have been performed at his tomb.


St. Lorenzo Ruiz

Lorenzo Ruiz was born in Binondo, Manila between 1600 to 1610. His father was a Chinese and his mother was a Filipino. He left the Philippines on June 10, 1636 with the aid of the Dominican Fathers and Domingo Gonzales.

In Japan, Christians were persecuted and put to death. St. Lorenzo Ruiz together with his imprisoned companions were captured and brought to Nagasaki on 10 July 1636. There they suffered incredible torture as they were hung by their feet and submerged in water till they neared death. They also suffered ‘water torture’ which brought some of St. Lorenzo’s companions to recant their faith. Needles were pressed in between their finger nails and skin and they were beaten unconscious. St. Lorenzo never lost his faith. He was elevated to sainthood and received canonization on 18 October 1987 by His Holiness Pope John Paul II in Vatican City, Rome.

St. Martin de Porres

St. Martin de Porres was born at Lima, Peru, in 1579. His father was a Spanish gentleman and his mother a colored freed-woman from Panama. At fifteen, he became a lay brother at the Dominican Friary at Lima and spent his whole life there-as a barber, farm laborer, almoner, and infirmarian among other things. St. Martin’s love was all-embracing, shown equally to humans and to animals, including vermin, and he maintained a cats and dogs hospital at his sister’s house. A close friend of St. Rose of Lima, this saintly man died on November 3, 1639 and was canonized on May 6, 1962. His feast day is November 3.
St. Thomas Aquinas

Perhaps, the best known Dominican is the great medieval theologian, whose writings still guide the expression of the Catholic faith, Thomas Aquinas. Saint Thomas is a Doctor of the Church and patron of Catholic education. He was born in Italy in 1225, trained by the Benedictines, and died in 1274. Thomas is the intellectual light of the Dominican Order. Thomas studied in Cologne and later at Paris under another renowned Dominican theologian and scientist, St. Albert the Great. For his entire life, Thomas gave himself to research, writing, teaching, and preaching. Thomas, in all his giftedness, remained always the humble friar. Overheard in his prayer when Christ from the crucifix asked Thomas what he wished for his reward, Thomas was heard to reply, “Yourself, Lord, nothing but yourself.”

St. Vicente Liem De La Paz

St. Vicente Liem De la Paz was born in the village of Tra-Lu, Tonkin to Antonio Daeon and Monica dela Cruz. For fourteen years, the future martyr labored tirelessly in administering the sacraments to the faithful. However, he was arrested for preaching the much outlawed religion in Tonkin on October 3, 1773, feast of the Holy Rosary. With two other native Christians and Fr. Castañeda, Vicente Liem De la Paz was sentenced to die. On November 7, 1773, they were tied to the stake and decapitated. He was beatified by Pope Pius X on May 20, 1906 and canonized on June 19, 1988. His feast has now been set on November 24 every year.
St. Vincent Ferrer

St. Vincent Ferrer is the patron saint of builders because of his fame for “building up” and strengthening the Church: through his preaching, missionary work, in his teachings, as confessor and adviser. At Valencia in Spain, this illustrious son of St. Dominic came into the world on January 23, 1357. In the year 1374, he entered the Order of St. Dominic in a monastery near his native city. He lived to behold the end of the great schism and the election of Pope Martin V. Finally, crowned with labors, he died on April 5, 1419. His feast day is April 5.

Blessed Jordan of Saxony

Blessed Jordan was born at Burgberg, Westphalia, around the year 1185. While studying in Paris, he was attracted to the Order by Blessed Reginald and received the habit from him in 1220. On the death of Saint Dominic, the friars elected him Master of the Order. For fifteen years, he ministered to his brothers and sisters by his preaching, his letters, his edition of the Constitutions, his frequent visitations and the example of his life. More than one thousand novices were attracted to the Order during the tenure of his office. He directed Blessed Diana and her community in the way of perfection and governed all his subjects with gentleness and kindness. Blessed Jordan was shipwrecked and drowned on February 13, 1237.
Blessed Margaret of Castelo

Blessed Margaret was born blind, lame, deformed, and hunchback midget. When she was six years old, her noble parents walled her up beside a chapel; she could not get out, but could attend Mass and receive the Sacraments. After 14 years of imprisonment, her parents took her to a shrine to pray for a cure. When none occurred, they abandoned her. She became a lay Dominican, and spent her life in prayer and charity. When she died, the townspeople thronged her funeral, and demanded she be buried in a tomb inside the church. The priest protested, but a crippled girl was miraculously cured at the funeral, and he consented.

Bro. Gregorio Hontomin

At the choir loft of Sto. Domingo Church in Quezon City stands its huge pipe organ. This pipe organ is a monument to a humble cooperator brother, Gregorio Hontomin, a genius par excellence incapable of boasting any university degree, but who left an indelible mark on the hearts of those whose lives he has touched.

When Fray Goyong died one cloudy afternoon in 1982, the Philippine Dominican Province mourned the passing of a practical wizard. He was born in Sabitug, in the island-town of Sabtang on November 21, 1909 and was baptized in the Dominican parish of San Vicente Ferrer. He was the eldest of six children of Angel Hontomin and Anatolia Lima, poor yet pious and zealous Ivatans. Being the first-born, he chose to help his parents maintain their simple household. At the same time, Goyong made himself available for the Spanish Dominicans of the Province of the Holy Rosary who stayed in their parish. Goyong worked for the Spanish friars as a handyman.
Fray Goyong lived a life of generous service to the needs of his Dominican priest-brothers who, because of their hectic teaching and pastoral activities, had little time to attend to their personal necessities. He personally chose not to take any degree; serving the brethren itself gave him greater joy. He was a very humble friar. He was more than a repairman. Fray Goyong was also a clever inventor. Most of what he created, it must be noted, were for the sick people of University of Santo Tomas Hospital. Not a single invention of his was for the sake of gaining any recognition – he hesitated having them patented. Everything he created was in the name of service and charity.

**Fra Angelico**

Fra Angelico ("the Angelic Friar") was an Italian painter of the early Renaissance who combined the life of a devout friar with that of an accomplished painter. He was called Angelico (Italian for "angelic") and Beato (Italian for "blessed") because the paintings he did were of calm, religious subjects and because of his extraordinary personal piety.

This Dominican was as well known for his sanctity of life as for his excellence in Christian art. The task of a religious artist is not to re-write the Gospel, but to present it as ever living and present, because the Gospel tells of a man who died and rose from the dead and therefore continues to live in the Spirit in every age and culture. Fra Angelico’s motto was: “To paint Christ, one must live Christ.”

**Girolamo Savonarola**

Girolamo Savonarola (Ferrara, then Duchy of Ferrara, September 21, 1452 – Florence, May 23, 1498), also translated as Jerome Savonarola or Hieronymus Savonarola, was an Italian Dominican priest and, briefly, ruler of Florence, who was known for religious reformation, anti-Renaissance preaching, book burning, and destruction of art.
On May 13, 1497, he was excommunicated by Pope Alexander VI, and in 1498, he was simultaneously hanged and burned, in the same place and manner that he had condemned others. He was charged with uttering prophecies, sedition, and religious error. In the twentieth century, a movement for the canonization of Savonarola began to develop within the Catholic Church, particularly among Dominicans, with many judging his excommunication and execution to have been unjust.

Humbert of Romans

Very little is known about the life of Humbert of Romans prior to his election as Master of the Order of Friars Preacher on 31 May 1254. Humbert was born into a large family in the city of Romans in Dauphine, France. Humbert of Romans wrote prolifically. Among the many commentaries, expositions and fourteen encyclical letters are: Epistola de tribus votis substantialibus religionis, Expositio Regulæ B. Augustini, Expositio in Constitutiones (unfinished), De Officiis Ordinis, De Eruditione predicatorum, De Dono timoris, and De Praedicatione Crucis contra Saracenos. He also wrote a life of St. Dominic, a dogmatic and historical account of the Council of Lyons, and multiple works dealing with the administration of the Order. Humbert finally died in his hometown of Romans on July 14, 1277.

Jean-Baptiste-Henri Dominique Lacordaire

Fr. Henri Dominique Lacordaire, O.P., (1802-1861) had the task of rebuilding the Dominican Order in France after the French Revolution. Lacordaire's reputation as a preacher was phenomenal. His Lenten sermons at the Cathedral of Notre Dame in Paris were a great success. Once questioned why he chose to be a Dominican, he said, “The Order has nothing ancient but its history, nothing better adapted to our times and our wants, than the rule of St. Dominic.”
Bartolome de las Casas

A historian, and a theologian, Bartolome de Las Casas spent a large portion of his life fighting for the rights of native peoples of the New World. He was born on the 16th century at Spain. His father was a merchant who sailed with Columbus on his second voyage to the Americas. He served in a Spanish militia against Moorish rebels in Grenada. He was also schooled in his Spanish birthplace and hometown. After attending the Cathedral Academy in Seville where he studied Latin and theology, he achieved the status of lay teacher of Christian doctrine. He wrote a historical study about the history of early Spanish conquests of the New World and later gained experience that enabled him to be a champion for the rights of Indians. His first-hand knowledge helped him to speak extensively and argumentatively about the conditions in which Indians lived under the encomienda system. He himself renounced possession of his own encomienda, where he used the forced labor of Indians to prosper as a planter.
LETRAN SYMBOLS

The Letranite is personified by the **Knight**, who goes through rigid tests from being a Page to a Squire when his heart and soul are many times tested for purity before he qualifies for the most trying challenge and then granted knighthood. As a knight, he carries the shield and the lance to protect not his body but his ideals as he fights for them with a pure heart.

The shield, which carries the Silver Cross on a blue and red field encircled by a wreath of green laurels symbolizes the pattern by which the spirit must grow – the silver purity of true and noble goals alone can triumph over difficulties; victory follows with a wreath of laurels.

Blue and red (not red and blue) symbolize the nobility of the mind and the spirit before bravery and courage are fired by a cause.

**DEUS•PATRIA•LETRAN**

Fit only for a knight, his motto embodies his manner of offering deeds - to GOD first, the Country next, and Letran where his ideals are born.
DOMINICAN BLESSING

May God the Father bless us;
May God the Son heal us;
May God the Holy Spirit enlighten us,
and give us eyes to see with,
ears to hear with,
and hands to do the work of God with,
feet to walk with,
and mouth to preach the word of salvation with,
and the angel of peace
to watch over us and lead us at last
by the Lord's gift to the Kingdom,
Amen.

STUDENT'S PRAYER
St. Thomas Aquinas

Lord, true source of light and wisdom,
give me a sharp sense of understanding,
a retentive memory,
and ability to grasp things correctly.
Grant me the talent of being
exact in my explanations
and the ability to express myself
with thoroughness and charm.
Point out the beginning,
direct the progress,
and help in the completion. Grant
this through Christ our Lord.

Amen.
VISION

In a Culture of Conscience, Discipline, and Excellence, we envision Letran Calamba as a University, a center of Science and Technology, as well as a vital formation center in the religious and socio-economic development of the region.

MISSION

We, the Colegio de San Juan de Letran Calamba, a Catholic educational institution, commit ourselves to the total human development and better quality of life of our students, faculty and school staff and the promotion of a genuine community through an education that is Filipino, Dominican, and Christian in orientation.

INSTITUTIONAL QUALITY POLICY

To realize the institutional vision and to fulfill the mission of Letran Calamba, the Colegio commits itself to deliver consistently quality education to its students and quality service to its stakeholders through a relevant outcomes-based instruction, sustained research and community extension culture, and continually improved quality management systems.
INSTITUTIONAL PRINCIPLES

A culture of Conscience, Discipline, and Excellence inspired by Filipino, Dominican, Christian ideals and values

INSTITUTIONAL QUALITY OBJECTIVES

1. To develop qualified and productive professionals who can effectively contribute to the growth of the nation

2. To maintain and continually strive for a corps of competent administrators, faculty, employees, and alumni who shall endeavor to attain the Colegio’s mission and vision

3. To promote solidarity with the larger community through programs that are responsive to its needs

4. To provide a wholesome and conducive educational environment for the Letran community
ALMA MATER

Alma Mater, Letran esplendente
Como el sol es tu gloria, sin fin,
Y perfuman los lauros tu ambiente
Como exhala su aroma el jasmin
Orgullosos desde ti y de tu historia
Nuestras almas desde hoy juraran
Conquistar por tu honor nuevas glorias
Y jamas olvidarte, Letran!

Solo:
En el majico eden Filipino
Fuiste entorch de luz y saber
Y atraves de su augusto destino
De esperanza seras rosicler;
Pues lograste, segun to modelo
Tantos hombres ilustres formar,
Que semejan estrellas del cielo
En la noche serena al brillar.

HIMNNO NG LETTRAN CALAMBA

Isinalin sa Tagalog nina Fr. Regino O. Cortez, O.P.,
Fr. Rolando V. dela Rosa, O.P. at G. Jovito V. Cariño

Alma Mater Letran aming hirang!
Karunungan, kabayanihan,
Pag-ibig sa Dyos at Inang Bayan
ang pamanang aming kinagisnan.
Kayamanan ng iyong kasaysayan
yakap lagi sa aming isipan.
Aming tanging mithi at pangarap
Itanghal Deus, Patria, Letran!

Solo:
Sa lupang Perlas ng Silanganan
Ilaw kaang aming tinitingnan
Pagkalinga sa aming kabataan,
ang pag-asa nitong Inang Bayan.
Sa paghubog ng aming puso’t diwa
sa hugis ng pagkadakila
tulad mo ay tala sa karimlan
bantay namin at laging tanglaw
LETRAN MAGPAKAILANMAN

Letran naming mahal, 
magpakailan pa man

Alay sa Maykapal, Sa
bayan ring mahal
Magkaisa’t magdamayan
At kung katalinuhan ng mga kabataan
Ang kailangan ng bayan, ating ibigay.

Isigaw ang mabuhay!
Sana ay mapakinggan
Alay sa Maykapal at bayan …
(Letran naming mahal….ibigay)
LETTRANITE’S CODE OF HONOR

As a Letranite who is a Gospel person in words, thoughts, and deeds, I
ordain myself, thus:

1. I am a believer in God, I honor His name, and I live for all that He
stands for.
2. I am truthful and honest even if those around me lie, cheat, and
steal.
3. I am fair to all in the midst of unfairness and injustice.
4. I am loyal to those I am committed to even if it is so easy to betray
them.
5. I love those whom I am bound to love, and I respect the rights of all
those who come my way.
6. I am accountable for my behavior, and I refuse to blame the world
for my failures and shortcomings.
7. I work for the betterment of mankind by being of service to others.
8. I choose the path of excellence over the quick and easy road to
mediocrity.
9. I always give my best though I may not always succeed in what I
may have set up to do.
10. I discipline my mind and my body, for success without discipline is
impossible
11. I shield my name from dishonor and shame.
12. I hold my word as sacred as my honor, and when I give it, I shall
never break it.
13. I respect the life of nature around me and defend it from abuse and
destruction.
14. I say NO to what is wrong even when those around me are saying
YES. If it means I must stand alone to do what is right, then STAND
ALONE I WILL.

This is my conviction!
This is my value commitment!
THIS IS MY CODE OF HONOR!
Collegiate Schools
SCHOOL OF EDUCATION, ARTS, AND SCIENCES

Vision

The School of Education, Arts, and Sciences is envisioned to cultivate Christian spirituality, academic creativity, and artistry in a conscientious mind and disciplined body toward achieving excellence among students.

Mission

The School of Education, Arts, and Sciences is committed to be the intellectual heart that pumps academic strength and energy to the different schools and institute of the Colegio by providing general education faculty committed and dedicated to help carry out the educational goals and objectives across all disciplines.

Quality Objectives

1. To promote and implement Dominican programs which are quality focused, industry-aligned, and competency based, preparing students to be glocally competitive
2. To continually enhance the support services that will effectively and efficiently contribute to the delivery of programs
3. To maintain qualified and productive academic administrators, and teachers and support personnel
4. To help in nation building by producing professionals with focus in the fields of education, arts, and sciences
5. To cultivate 21st century skills among students to prepare them for a globalized work place.
6. To improve academic performance of students in terms of research, instruction, and extension services
7. To upgrade educational environment including classrooms, laboratories, and other facilities
ACADEMIC PROGRAMS

BACHELOR OF ARTS IN COMMUNICATION

Program Educational Objectives (PEO)

The Program intends to prepare the graduates to achieve the following educational objectives:

1. Manifest high quality of job performance and apply a well-rounded communication process in the workplace with focus and emphasis on media and communication professions;

2. Assume career works in areas as excellent media and communication practitioners, leaders, advertising managers, multimedia designers, researchers, communications analysts, technical writer, and professionals in jobs related to the field of mass communication; and

3. Display a deep level of understanding of the role of communication in social change over time and across the globe; expanding integrated perspective on complex media systems, technologies, communication strategies, and communication theory and history.

Program Outcomes (PO)

Students graduating from the AB Communication Program can meet 21st century communication challenges and issues with confidence, creativity, and adaptability. In consultation with the experts in the field and its constituents, the AB Communication Program sets its Program Outcomes as follows:

1. Apply the knowledge of complex and various areas of communication so that they will be able to:

   • Describe and analyze communication principles, theories, cases, and techniques; and
   • Simplify communication process personally, socially, and professionally; synthesize complex communication encounter, and construct and reconstruct a research related to the field of media and communication.
2. Master some refined skills so that they can:

- Engage in self-directed or small group projects and collaboratively and successfully work in a team; and
- Design and complete any form of multimedia project, which benefits both organization and community.

3. Demonstrate positive values and attitudes so that they can:

- Accept, respect, and agree with the perspective of others intellectually and professionally; and
- Volunteer to help, participate and engage in meaningful projects and conversations, and contribute to the growth and development of other people and the community.
BACHELOR OF SCIENCE IN PSYCHOLOGY

Program Educational Objectives (PEO)

The BS Psychology program intends to achieve the following educational objectives for the graduates three to five years after graduation from the program:

1. Practice the professional and ethical conduct of Psychology in the Filipino and International context;
2. Apply theoretical and professional knowledge, skills and Christian values in psychological assessment and interventions;
3. Communicate the results of psychological assessment and interventions to both specialist and non-specialist audiences;
4. Demonstrate a higher level of analytical, critical thinking and research skills specific to the discipline of psychology; and
5. Undertake further training for the continuous development of existing skills and acquire higher level of competencies through formal graduate education and employment.

Program Outcomes (PO)

After completion of the program of Psychology, the students are expected to have the following competencies:

1. Demonstrate basic knowledge and skills to successfully pass the board exam to qualify for professional practice;
2. Apply theoretical knowledge and ethical conduct as psychology graduate practitioners;
3. Use appropriate assessment procedures and interventions in various psychological cases;
4. Undertake research using the knowledge and skills in psychology, and communicate the results of such research to improve the profession.
5. Engage in continuous training to develop relevant skills; and
6. Adopt Christian values and attitude of practicing the profession consistent with the mission-vision of Colegio de San Juan de Letran.
BACHELOR OF SCIENCE IN GUIDANCE AND COUNSELING

Program Educational Objectives (PEO)

The Guidance and Counseling program is designed so that future human services counselors receive training in several areas of competency. The eight areas of competency are:

1. Professional Orientation and Ethical Practice;
2. Social and Cultural Diversity;
3. Human Growth and Development;
4. Career Development;
5. Helping Relationships;
6. Group Work;
7. Assessment; and

Program Outcomes (PO)

An individual who completes a bachelor's degree in Guidance and Counseling is able to demonstrate the major generic knowledge, skills, and attitudes that are required in all human service work. The training and preparation of the individual worker within this framework may vary as a function of the work setting, the specific client population served, and the level of organization work.

Specifically, an individual who completes a bachelor’s degree in Guidance and Counseling should be able to:

1. Adhere to established professional code of ethics that define the professional context within which the counselor works, in order to maintain professional standards and safeguard the client;
2. Analyze multicultural and pluralistic trends and use a variety of technology in the delivery of school counselling core curriculum activities;
3. Identify appropriate psychosocial and biological principles that influence personal growth and development, given a particular context or situation;
4. Examine career opportunities, labor market trends, and global economics, and use various career assessment techniques to help clients understand their abilities and career interests;
5. Adapt counseling strategies to the individual characteristics of the client, including but not limited to, disability, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status;

6. Design and conduct structured group lessons to deliver the guidance curriculum effectively and in accordance with clients’ developmental needs;

7. Interpret and report standardized tests results and other assessment data to guide clients in individual goal setting, planning, and decision-making; and

8. Plan, organize, implement, and evaluate a comprehensive, developmental, results-based school counselling program that aligns with the Philippine School Counseling Model.
BACHELOR OF ELEMENTARY EDUCATION WITH SPECIALIZATION IN
PRE-SCHOOL EDUCATION

Program Educational Objectives (PEO)

Three to five years after graduation, the graduates of Bachelor of
Elementary Education major in Pre-school Education are expected to:

1. Manifest basic and higher level literacy, communication, numeracy,
critical thinking, and learning skills needed for higher learning;
2. Demonstrate and practice the professional and ethical requirements of
the teaching profession;
3. Facilitate learning of diverse types of learners in multicultural learning
environment;
4. Create and innovate alternative teaching approaches, take informed
risks in trying out these innovative approaches, and evaluate the
effectiveness of such approaches in improving student learning;
5. Assume leadership role in one's career, profession, and community;
6. Engage in continuing professional development by pursuing post
graduate studies and building professional links with colleagues to
enrich teaching practice; and
7. Maintain stature and behaviour that uphold the dignity of teaching in
addition to being competent and dedicated Filipino Christian teachers.

Program Outcomes (PO)

Immediately after graduation, the graduates of Bachelor of Elementary
Education major in Pre-school Education are expected to:

1. Apply theories and concepts, principles and strategies in teaching pre-
school education;
2. Use information on the learning styles and needs of pre-school learners
to design and select learning experiences;
3. Integrate Christian values by fostering the holistic development of
pre-school learners;
4. Create situations that encourage learners to use higher order thinking
skills;
5. Establish learning environments that respond to the aspirations of the
community;
6. Keep abreast of current educational trends, changes and issues through
professional training and development and research related activities; and
7. Engage in outreach program using one's talent and skills
BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH AND MATHEMATICS

Program Educational Objectives (PEO)

Three to five years after graduation, the graduates of Bachelor of Secondary Education, Major in English and Mathematics are expected to:

1. Manifest basic and higher level literacy, communication, numeracy, critical thinking, and learning skills needed for higher learning;
2. Demonstrate and practice the professional and ethical requirements of the teaching profession;
3. Facilitate learning of diverse types of learners in multicultural learning environment;
4. Create and innovate alternative teaching approaches, take informed risks in trying out these innovative approaches, and evaluate the effectiveness of such approaches in improving student learning;
5. Engage in continuing professional development by pursuing post graduate studies and building professional links with colleagues to enrich teaching practice;
6. Maintain stature and behaviour that upholds the dignity of teaching in addition to being competent and dedicated Filipino Christian teachers; and
7. Assume leadership role in one's career, profession, and community.

Program Outcomes (PO)

Immediately after graduation, the graduates of Bachelor of Secondary Education, Major in English and Mathematics are expected to:

1. Demonstrate meaningful and comprehensive knowledge of the subject matter they will teach;
2. Use information on the learning styles and needs of learners to design and select learning experiences;
3. Integrate Christian values by fostering the holistic development of learners;
4. Create situations that encourage learners to use higher order thinking skills;
5. Establish learning environments that respond to the aspirations of the community;
6. Keep abreast with recent developments in education through professional training and development and educational researches; and
7. Engage in outreach program using one's talent and skills.
BACHELOR OF PHYSICAL EDUCATION MAJOR IN SCHOOL PHYSICAL EDUCATION

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba alumni of Bachelor of Physical Education major in School Physical Education (BPE-SPE) shall:

1. Manifest skills and values of well-rounded educators who value physical activity for health, enjoyment, challenge, self-expression, and/or social interaction;
2. Demonstrate, practice, and sustain physical fitness and lifelong learning activities essential to the development of professionals in physical education;
3. Uphold the values of education that is Filipino, Dominican and Christian in orientation;
4. Correctly apply the theories, principles, concepts, and skills of Physical Education in the educational setting; and
5. Compete globally in the area of physical education.

Program Outcomes (PO)

A graduate of Bachelor of Physical Education major in School Physical Education (BPE-SPE) program must be able to:

1. Develop assessment and evaluation tools in planning and preparing physical education activities, sports, and wellness programs;
2. Create and organize programs and activities for physical education, sports, tourism, wellness, and cultural programs;
3. Acquire, practice develop the pedagogical skills in dealing with and teaching all types of students and clientele in the educational setting;
4. Recognize and promote active lifestyle, value fitness, and experience lifelong recreational activities;
5. Demonstrate physical skills, leadership and managerial capabilities in all activities and programs for both normal and differently abled individuals;
6. Produce good quality research, study, and work outputs that will contribute to the development and enhancement of physical education, sports and exercise; and
7. Create feasible and workable plan for organization, supervision, and management of physical education and sports competitions and other related activities.
BACHELOR OF PHYSICAL EDUCATION MAJOR IN SPORTS AND WELLNESS MANAGEMENT

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba alumni of Bachelor of Physical Education major in Sports and Wellness Management (BPE-SWM) shall:

1. Manifest skills and values of well-rounded fitness and wellness specialists who value physical activity, exercise, sports and recreation for health, enjoyment, challenge, self-expression, and/or social interaction;
2. Demonstrate, practice and sustain physical fitness and lifelong learning activities essential to the development of professionals in Sports and Wellness Management;
3. Upholds the values of education that is Filipino, Dominican and Christian in orientation;
4. Correctly apply the theories, principles, concepts and skills of physical education, recreation, exercise and sports in the fitness and wellness industry; and
5. Compete globally in the area of sports and wellness.

Program Outcomes (PO)

A graduate of Bachelor of Physical education major in Sports and Wellness Management (BPE-SWM) program must able to:

1. Develop assessment and evaluation tools in planning and preparing physical education activities, sports, and wellness programs;
2. Create and organize programs and activities for physical education, sports, tourism, wellness, and cultural programs;
3. Acquire, practice and develop the pedagogical skills in dealing with and teaching all types of students and clientele in the educational setting;
4. Recognize and promote active lifestyle, value fitness, and experience lifelong recreational activities;
5. Demonstrate physical skills, leadership and managerial capabilities in all activities and programs for both normal and differently abled individuals;
6. Produce good quality research, study, and work outputs that will contribute to the development and enhancement of physical education, sports and exercise; and
7. Create feasible and workable plan for organization, supervision and management of physical education and sports competitions, and other related activities.
SCHOOL OF BUSINESS, MANAGEMENT, AND ACCOUNTANCY

Vision

The School of Business, Management, and Accountancy envisions itself as a Center of Development in the field of business education in the region, a leader in providing competent professionals, and entrepreneurs who are fully aware of their social responsibility.

Mission

The School of Business, Management, and Accountancy commits itself to develop professionals and entrepreneurs who are responsive to the technological developments, economic conditions, stakeholders needs, and caring of nature and environment, by providing an education imbued with Filipino, Dominican, and Christian attitudes and principles.

Quality Objectives

1. To continually develop curricular programs that are industry aligned and competency-based
2. To assure compliance with required quality standard of education through periodic review of programs
3. To continually and consistently equip students with competencies that will prepare them to meet the industry requirements
4. To provide a sustainable venue for self-discovery and personal
development of student that will give them a Knight advantage of being
cultured and refined professionals, entrepreneurs and service providers
trained in Filipino, Dominican, and Christian orientation
5. To sustain continual development of administrators, faculty and
personnel through continuing professional growth and total human
development
6. To develop research capability that responds to glocal and industry
demand
7. To inculcate the sense of corporate social responsibility through
involvement in community extension services
ACADEMIC PROGRAMS

BACHELOR OF SCIENCE IN ACCOUNTANCY

Program Educational Objectives (PEO)

The Bachelor of Science in Accountancy aims to train individuals to become competent, ethical, and glocal financial and accounting practitioners who can:

1. Perform professional auditing, assurance, and accounting and financial services anchored on professional ethics and moral values;
2. Objectively design, develop and evaluate accounting systems;
3. Conduct accounting and finance related research in organizing people and resources to create value;
4. Contribute to the economic development as responsible partners of the government and stakeholders through managing and/or establishing income generating centers where they portray the roles of strategic business partners and change agents and/or consultants, as entrepreneurs, or managers in government agencies such as those in internal revenues, finance, and trade and industries; and
5. Impart and share expertise to those in the academe and those pursuing continuing professional development.

Program Outcomes (PO)

Upon completion of the Bachelor of Science in Accountancy, the graduate, who is trained in a culture of conscience, discipline, and excellence with Filipino, Dominican, and Christian orientation must be able to:

1. Apply business knowledge, management concepts and ethical knowledge and skills to perform quality work in the field of accounting, auditing and finance;
2. Continue to update himself/herself through professional affiliation, training and further studies to acquire proficiency in international perspective;
3. Manifest the value of Christian stewardship by providing accurate and fairly presented financial and non-financial reports to stakeholders; and
4. Communicate effectively as a professional accounting, finance, and management practitioner.
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

Program Educational Objectives (PEO)

The Bachelor of Science in Business Administration, major in Marketing Management, aims to train individuals to become marketing and management practitioners who will be able to:

1. Develop and implement a comprehensive marketing plan for any type of product, service or business competently and guided by Christian values and ethical practices;
2. Serve the greater good by creating innovative and beneficial products and services for the Filipino people;
3. Utilize the marketing mix to solve marketing problems and identify marketing opportunities;
4. Conduct marketing research and utilize marketing intelligence system in organizing people and resources to create value;
5. Contribute to the economic development as responsible partners of the government and stakeholders through managing and/or establishing income generating centers where they portray the roles of strategic business partners and change agents and/or consultants, as entrepreneurs, or managers in government agencies such as those in trade and industries; and
6. Impart and share expertise to those in the academe and those pursuing continuing professional development.

Program Outcomes (PO)

Upon completion of the Bachelor of Science in Business Administration, major in Marketing Management, the graduate, who is trained in a culture of conscience, discipline, and excellence, with Filipino, Dominican, and Christian orientation, must be able to:

1. Apply business knowledge, management concepts, and ethical knowledge and skills to perform quality work and be a trailblazer in the marketing field;
2. Continue to update himself/herself through professional affiliation, training and further studies to acquire proficiency in international perspective;
3. Manifest the value of Christian stewardship in creating new products and services beneficial to people; and
4. Communicate effectively as a professional marketing and management practitioner.
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT

Program Educational Objectives (PEO)

The Bachelor of Science in Business Administration, major in Human Resource Management Development, aims to train individuals to become competent and ethical global HR professional and management practitioners who can:

1. Perform human resource development functions proficiently;
2. Serve as change leaders in organizational development;
3. Provide human resource consulting to different organizations;
4. Serve as labor relations mediator; and
5. Contribute to the economic development as responsible partners of the government and stakeholders through managing business organizations where they portray the roles of strategic business partners and change agents and/or consultants, as entrepreneurs, or managers of government agencies such as those in the department of labor and employment.

Program Outcomes (PO)

Upon completion of the Bachelor of Science in Business Administration, major in Human Resource Management Development, the graduate, who is trained in a culture of conscience, discipline, and excellence, with Filipino, Dominican, and Christian orientation, must be able to:

1. Apply business knowledge, management concepts and ethical leadership skills to guide the organization in people development;
2. Continue to update himself/herself through professional affiliation, training and further studies in human resource development and labor relations;
3. Manifest the value of Christian stewardship in creating a safe and fair working environment compliant with regulatory agencies' standards;
4. Design the program that will enhance the organization's management of its people and processes; and
5. Communicate effectively as a professional and management practitioner.
Vision

We envision Letran Calamba School of Engineering as a dynamic school and center of excellence in engineering education and technology of the region.

Mission

We commit ourselves to produce God-centered, loyal to the country, locally and globally competitive Letranite engineers through quality curricular programs and facilities, competent and committed personnel.

Quality Objectives

1. To attain excellence in the students’ chosen field of specialization and to produce quality engineers who will glocally fill the manpower needs
2. To provide theoretical, practical, and realistic approaches to Engineering problems both in their local and global dimensions
3. To encourage faculty members to pursue graduate and professional studies related to their field of specialization
4. To sustain continual development of administrators and employees and to produce quality engineers through continuing professional growth and total human development
ACADEMIC PROGRAMS

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING PROGRAM

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba Mechanical Engineering alumni shall:

1. Advance their practice in the field of mechanical engineering;
2. Assume a high ranking position in the same or related field of endeavor;
3. Manifest proper ethical principles and values founded on Filipino, Dominican and Christian orientation;
4. Contribute goodwill in the country and other nations; and
5. Pursue advance education and professional trainings to become world class professionals.

Program Outcomes (PO)

The graduate of Bachelor of Science in Mechanical Engineering (BS ME) Program must be able to:

1. Apply knowledge of mathematics, science and engineering appropriate to the field of practice;
2. Design and conduct experiments, as well as to analyze and interpret data;
3. Design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints in accordance with standards;
4. Work effectively as an individual or as a member or leader in multi-disciplinary and multi-cultural teams;
5. Identify, formulate, and solve engineering problems;
6. Practice professional, social and ethical responsibility;
7. Effectively communicate orally and in writing using the English language;
8. Analyze the effects of engineering solutions in a comprehensive context;
9. Engage in life-long learning;
10. Apply knowledge of contemporary issues and the consequent responsibilities relevant to professional engineering practice;
11. Use techniques, skills, and modern engineering tools necessary for engineering practice; and
12. Utilize engineering and management principles as a member and a leader in a team, to manage projects in multidisciplinary environment.
BACHELOR OF SCIENCE IN COMPUTER ENGINEERING PROGRAM

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba Computer Engineering alumni shall:

1. Advance their practice in the field of computer engineering or information technology;
2. Acquire a high level position in the same field or related endeavor;
3. Manifest proper ethical principles and values founded on Filipino, Dominican and Christian orientation;
4. Contribute goodwill in the country and other nations as well; and
5. Pursue advance education and professional training to qualify as world class professionals.

Program Outcomes (PO)

The graduate of the Bachelor of Science in Computer Engineering (BS CPE) program must be able to:

1. Apply knowledge of mathematics, science and engineering appropriate to the field of practice;
2. Design and conduct experiments, as well as to analyze and interpret data;
3. Design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints in accordance with standards;
4. Work effectively as an individual or as a member or leader in multi-disciplinary and multi-cultural teams;
5. Identify, formulate, and solve engineering problems;
6. Practice professional, social and ethical responsibility;
7. Effectively communicate orally and in writing using the English language;
8. Analyze the effects of engineering solutions in a comprehensive context;
9. Engage in life-long learning;
10. Apply knowledge of contemporary issues and the consequent responsibilities relevant to professional engineering practice;
11. Use techniques, skills, and modern engineering tools necessary for engineering practice; and
12. Utilize engineering and management principles as a member and a leader in a team, to manage projects in multidisciplinary environment.
BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING PROGRAM

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba Industrial Engineering alumni shall:

1. Advance their practice in the field of industrial engineering;
2. Assume a high ranking position in the same or related field of endeavor;
3. Manifest proper ethical principles and values founded on Filipino, Dominican and Christian orientation;
4. Contribute goodwill in the country and other nations; and
5. Pursue advance education and professional trainings to become world class professionals.

Program Outcomes (PO)

The graduate of Bachelor of Science in Industrial Engineering (BS IE) program must be able to:

1. Apply knowledge of mathematics, science and engineering appropriate to the field of practice;
2. Design and conduct experiments, as well as to analyze and interpret data;
3. Design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints in accordance with standards;
4. Work effectively as an individual or as a member or leader in multi-disciplinary and multi-cultural teams;
5. Identify, formulate, and solve engineering problems;
6. Practice professional, social and ethical responsibility;
7. Effectively communicate orally and in writing using the English language;
8. Analyze the effects of engineering solutions in a comprehensive context;
9. Engage in life-long learning;
10. Apply knowledge of contemporary issues and the consequent responsibilities relevant to professional engineering practice;
11. Use techniques, skills, and modern engineering tools necessary for engineering practice; and
12. Utilize engineering and management principles as a member and a leader in a team, to manage projects in multidisciplinary environment.
BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba Electronics Engineering alumni shall:

1. Advance their practice in the field of electronics engineering;
2. Assume a high ranking position in the same or related field of endeavor;
3. Manifest proper ethical principles and values founded on Filipino, Dominican and Christian orientation;
4. Contribute goodwill in the country and other nations; and
5. Pursue advance education and professional trainings to become world class professionals.

Program Outcomes (PO)

The graduate of Bachelor of Science in Electronics Engineering (BS ECE) program must be able to:

1. Apply knowledge of mathematics, science and engineering appropriate to the field of practice;
2. Design and conduct experiments, as well as analyze and interpret data;
3. Design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints in accordance with standards;
4. Work effectively as an individual or as a member or leader in multi-disciplinary and multi-cultural teams;
5. Identify, formulate, and solve engineering problems;
6. Practice professional, social and ethical responsibility;
7. Effectively communicate orally and in writing using the English language;
8. Analyze the effects of engineering solutions in a comprehensive context;
9. Engage in life-long learning;
10. Apply knowledge of contemporary issues and the consequent responsibilities relevant to professional engineering practice;
11. Use techniques, skills, and modern engineering tools necessary for engineering practice; and
12. Utilize engineering and management principles as a member and a leader in a team, to manage projects in multidisciplinary environment.
BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING

Program Educational Objectives (PEO)

Three to five years after graduation, the Letran Calamba Electrical Engineering alumni shall:

1. Advance their practice in the field of electrical engineering;
2. Assume a high ranking position in the same or related field of endeavor;
3. Manifest proper ethical principles and values founded on Filipino, Dominican and Christian orientation; and
4. Contribute goodwill in the country and other nations; and
5. Pursue advance education and professional trainings to become world class professionals.

Program Outcomes (PO)

The graduate of Bachelor of Science in Electrical Engineering (BS EE) program must be able to:

1. Apply knowledge of mathematics, science and engineering appropriate to the field of practice;
2. Design and conduct experiments, as well as to analyze and interpret data;
3. Design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints in accordance with standards;
4. Work effectively as an individual or as a member or leader in multi-disciplinary and multi-cultural teams;
5. Identify, formulate, and solve engineering problems;
6. Practice professional, social and ethical responsibility;
7. Effectively communicate orally and in writing using the English language;
8. Analyze the effects of engineering solutions in a comprehensive context;
9. Engage in life-long learning;
10. Apply knowledge of contemporary issues and the consequent responsibilities relevant to professional engineering practice;
11. Use techniques, skills, and modern engineering tools necessary for engineering practice; and
12. Utilize engineering and management principles as a member and a leader in a team, to manage projects in multidisciplinary environment.
SCHOOL OF NURSING

School Logo

Vision

The School of Nursing envisions itself as a Center of Development providing globally competitive nursing education.

Mission

The School of Nursing of the Colegio de San Juan de Letran commits itself to provide quality nursing education with Filipino and Dominican Orientation, within the context of human development and quality of life.

Quality Objectives

1. To produce graduates who are professionally competent and socially responsible in their area of specialization thru quality nursing education.
2. To ensure that all faculty, employees, and students are integrally formed and highly disciplined individuals as well as contributive members of the Colegio and society at large.
3. To establish linkages with other national and international institutions and agencies – government and non-government, and communities for the theoretical and Related Learning Experiences (RLE) of the students and the placement of its alumni
4. To actively participate in the research activities and utilization of research findings in the Colegio and health care institutions
5. To participate in the programs and services of the Colegio for community development
ACADEMIC PROGRAM

BACHELOR OF SCIENCE IN NURSING PROGRAM

Program Educational Objectives (PEO)

After the completion of the academic program, the graduates of Bachelor of Science in Nursing program are expected to:

1. Practice Professional Nursing to individuals, families, and groups of any socio-demographic origin, in any setting – institutional or community, of any phase of the health-illness continuum in the areas of disease prevention, health promotion, restoration and maintenance, and even during the time of death;
2. Conduct research and apply research findings to improve the theoretical base of the profession, as well as nursing practice;
3. Use critical thinking process in decision-making in rendering care to clients;
4. Provide community services to meet health care needs of specific clients and utilize government and non-government agencies and resources;
5. Practice the value of pursuing development programs for personal and professional enhancement through exposure to seminars and training workshops;
6. Endeavor to continually enhance one's professional competencies in their area of specialization; and
7. Assume leadership roles and responsibilities in varied practice settings.
Program Outcomes (PO)

The graduate of the Bachelor of Science in Nursing (BSN) shall have the following attributes/competencies:

1. Beginning Nurse's Role on Client Care
   1.1 Practices in accordance with legal principles and the code of ethics in making personal and professional judgment.
   1.2 Utilizes the nursing process in the interdisciplinary care of clients that empowers them and promotes safe quality care.
   1.3 Maintains complete and up-to-date recording and reporting system.
   1.4 Establishes collaborative relationship with colleagues and other members of the team to enhance nursing and other health care services.
   1.5 Promotes professional and personal growth and development.

2. Beginning Nurse's Role on Management and Leadership
   2.1 Demonstrates management and leadership skills to provide safe and quality care.
   2.2 Demonstrates accountability for safe nursing practice.
   2.3 Demonstrates management and leadership skills to deliver health programs and services effectively to specific client groups in the community settings.
   2.4 Manages a community/village based health facility/component of a health program or a nursing service.
   2.5 Demonstrates ability to lead and supervise nursing support staff.
   2.6 Utilizes appropriate mechanism for networking, linkage building and referrals.

3. Beginning Nurse's Role on Research
   3.1 Engages in nursing health related research with or under the supervision of an experienced researcher.
   3.2 Evaluates research study/report utilizing guidelines in the conduct of a written research critique.
   3.3 Applies the research process in improving client care in partnership with a quality improvement/quality assurance/nursing audit team.

4. Dominican Identity
   4.1 Demonstrates the values of a true Letranite in his/her personal and professional life.
SCHOOL OF COMPUTER STUDIES AND TECHNOLOGY

Vision

The School of Computer Studies and Technology envisions itself as Center of Development in Information Technology Education by year 2019, sustaining its commitment through producing faith-centered, competitive, and well equipped students.

Mission

The school commits itself to holistically develop students’ ICT computing skills and other stakeholders’ professional competencies for their productive careers that will continuously contribute to the development of the country through technological leadership that is Filipino, Dominican, and Christian orientation.

Quality Objectives

1. To continually enhance departmental services and outcomes-based curricular programs which are aligned to the growing demands of different industries
2. To continually develop students who are well-versed in the field of information technology
3. To strengthen the faculty members’ technical and professional competencies needed to continuously deliver quality education to achieve the best possible client satisfaction
ACADEMIC PROGRAM

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Program Educational Objectives (PEO)

Three to five years after graduation, the BS Information Technology alumni shall be able to:

1. Advance their expertise in Information Technology and/or in their chosen field inspired by Dominican culture of Conscience, Discipline, and Excellence; and
2. Contribute to the improvement of quality of life through technological solutions.

Program Outcomes (PO)

Program outcomes cover the competencies presumably gained by the student immediately after graduating from his/her chosen degree program. Listed below are the program outcomes of BS Information Technology:

1. Apply knowledge of computing and mathematics appropriate to the discipline;
2. Analyze a problem, and identify and define the computing requirements appropriate to its solution;
3. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs;
4. Function effectively on teams to accomplish a common goal;
5. Practice professional, ethical, legal, security and social responsibilities related to one's career;
6. Communicate effectively with a range of audiences;
7. Analyze the local and global impact of computing on individuals, organizations, and society;
8. Engage in continuing professional development;
9. Use current techniques, skills, and tools necessary for computing practice;
10. Use and apply current technical concepts and practices in the core information technologies;
11. Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems;
12. Effectively integrate IT-based solutions into the user environment;
13. Appraise best practices and standards and their application in one’s career; and
14. Assist in the creation of an effective project plan.
BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Program Educational Objectives (PEO)

Three to five years after graduation, the BS Computer Science alumni shall be able to:

1. Advance their expertise in Computer Science and/or in their chosen field inspired by Dominican culture of Conscience, Discipline, and Excellence; and
2. Contribute to the improvement of quality of life through technological and/or innovative solutions.

Program Outcomes (PO)

Program outcomes cover the competencies presumably gained by the student immediately after graduating from his/her chosen degree program. Following are the program outcomes of BS Computer Science:

1. Apply knowledge of computing and mathematics appropriate to the discipline;
2. Analyze a problem, and identify and define the computing requirements appropriate to its solution;
3. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs;
4. Function effectively on teams to accomplish a common goal;
5. Practice professional, ethical, legal, security and social responsibilities related to one’s career;
6. Communicate effectively with a range of audiences;
7. Analyze the local and global impact of computing on individuals, organizations, and society;
8. Engage in continuing professional development;
9. Use current techniques, skills, and tools necessary for computing practice;
10. Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices; and
11. Apply design and development principles in the construction of software systems of varying complexity.
BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Program Educational Objectives (PEO)

Three to five years after graduation, the BS Entertainment and Multimedia Computing (BS-EMC) alumni, specializing in Digital Animation Technology/Game Development shall be able to:

1. Advance their expertise in Entertainment and Multimedia Computing and/or in their chosen field of specialization inspired by the Dominican culture of Conscience, Discipline, and Excellence. Contribute to the improvement of quality of life through technological and/innovative design projects.

Program Outcomes (PO)

Program outcomes cover the competencies presumably gained by the student immediately after graduating from his/her chosen degree program. Listed below are the program outcomes of BS Entertainment and Multimedia Computing:

1. Apply knowledge of mathematics, physical sciences, computing sciences to the practice of one’s discipline
2. Formulate and solve computing problems
3. Design, build, improve, and deploy products that meet client needs within realistic constraints
4. Use the appropriate techniques, skills, and modern computing tools necessary for the practice of being a professional in one’s field.
5. Analyze project requirements, design and implement project prototypes
6. Function effectively in multi-cultural and multi-disciplinary teams to accomplish a common goal
7. Practice professional, ethical, legal, security and social responsibilities related to one’s career
8. Communicate effectively with a range of audiences
9. Engage in continuing professional development
10. Subscribe to accepted industry standards that create a positive impact to society
11. Demonstrate original creative and innovative outputs
12. Demonstrate client-centric service.
13. Create or use modified artifacts in consideration of intellectual property rights of the author.
SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT

Vision

The School of Tourism and Hospitality Management envisions itself to be recognized as the School of International Tourism and Hospitality Management and the Center of Development in Tourism and Hospitality Management in the region in year 2020.

Mission

In line with the Colegio’s mission, the School commits to provide Tourism and Hospitality Management education imbued with Filipino, Dominican, and Christian values. The school endeavors to produce globally competitive graduates in the field of Tourism and Hospitality Management through competency-based curriculum, industry-simulated facilities, and specialized instruction.

Quality Objectives

1. To equip students with theoretical knowledge and practical training relevant to the tourism and hospitality industry
2. To continually enhance personnel competency, curricular programs and academic support services
ACADEMIC PROGRAM

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

Program Educational Objectives (PEO)

Three to five years after graduation, the graduates of BS Hotel and Restaurant Management are expected to:

1. Analyze challenges and respond with creativity and innovation as they manage successfully the daily operations in the workplace;
2. Communicate effectively in a multi-cultural environment
3. Keep updated through training, professional affiliation, research, and practice;
4. Integrate Christian service and professional ethics in various areas of their career and profession; and
5. Assume competent management role in the hospitality business and other related enterprise.

Program Outcomes (PO)

Upon the completion of the BS Hotel and Restaurant Management, graduates must be able to:

1. Create an effective service plan to meet operational goals and targets based on international standards;
2. Provide satisfactory and professional customer service in multi-cultural setting;
3. Communicate effectively their service plans and timely reports;
4. Creatively solve daily challenges in the workplace with professional competence;
5. Conduct an up-to-date research in their field of specialization through observation, training and practice; and
6. Articulate one's knowledge of the hospitality business.
BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

Program Educational Objectives (PEO)

Three to five years after graduation, the graduates of BS Tourism Management are expected to:

1. Analyze challenges and respond with creativity and innovation as they manage successfully the daily operations in the workplace;
2. Communicate effectively in a multi-cultural environment;
3. Keep updated through training, professional affiliation, research, and practice;
4. Integrate Christian service and professional ethics in various areas of their career and profession; and
5. Assume competent management role in the tourism business and other related enterprise.

Program Outcomes (PO)

Upon the completion of the BS Tourism Management, graduates must be able to:

1. Create an effective service plan to meet operational goals and targets based on international standards;
2. Provide satisfactory and professional customer service in multi-cultural setting;
3. Communicate effectively their service plans and timely reports;
4. Creatively solve daily challenges in the workplace with professional competence;
5. Conduct an up-to-date research in their field of specialization through observation, training and practice; and
6. Articulate one's knowledge of the tourism business
CAMPUS MAP

Legend
1 Bartolome delas Casas Bldg.
2 San Lorenzo Ruiz Bldg.
3 Sto. Tomas de Aquino Bldg.
4 Security Office
5 Margaret de Castelo Bldg.
6 San Juan Macias Bldg.
7 San Vicente Ferrer Bldg.
8 San Juan Bautista Bldg.
9 San Vicente Liem dela Paz Bldg.
10 Fray Gregorio Hontomin Bldg.
11 St. Albert the Great Chapel
12 Fra Angelico Hall
13 St. Martin de Porres Bldg.
14 Blessed Jordan of Saxony Bldg.
15 LCFI Building
16 Plaza de Innocencio
17 Plaza de Pio
18 Plaza de Benedicto
19 Fra Angelico Hall (New)
20 Paseo de Rosa
21 Via de Jacinto
22 Via de Reginaldo
23 Via de Jordano
24 St. Dominic de Guzman Bldg.
25 Sewage Treatment Facility
FACILITIES

Bartolome de las Casas Building. The School of Education, Arts, and Sciences and School of Business, Management, and Accountancy are housed in this building. Offices of various support services are located at the ground floor of the main building.

Blessed Jordan of Saxony Building. This building houses the Electrical Engineering, Mechanical Engineering and Electronics Engineering laboratories.

Blessed Margaret de Castelo Building. This is the building where the HRM and Tourism laboratories are situated. It serves as the mini-hotel of the HRM and Tourism students.

Bookstore. The bookstore supplies the school uniforms, P.E. uniforms, student textbooks, and other classroom materials.
**Classrooms.** Letran provides the students with fully air-conditioned classrooms that can accommodate more than 50 students.

**Clinic.** The College maintains air-conditioned medical and dental clinic to check periodically on the health of the students. Physicians, nurses, and dentists handle cases which call for immediate medical attention. Clinic hours are from 7 a.m. to 8 p.m. from Monday to Friday, and 9 a.m. to 6 p.m. on Saturdays.

**Computer Laboratory.** It is located at the Santo Tomas de Aquino Building where students enrolled in various computer laboratory classes perform hands-on activities.

**ECE Laboratory.** It is housed at the Blessed Jordan of Saxony Building where ECE students use laboratory hardware to demonstrate the principles and concepts in electronics and communications systems.
EE Laboratory. It provides the fundamental basis for hands-on activities of all major courses in the Electrical Engineering program.

Fra Angelico Hall or Gymnasium. Literary-musical programs, athletic activities, P.E. instruction, certain religious activities, and other various student activities are held in the gymnasium.

Fray Gregorio Hontomin Building. This serves as Letran’s carpentry and livelihood center. It also houses the Office of the Property Management Department.

Media Center. The Media Center is an audio-visual room located at the fourth floor of the Bartolome de las Casas Building. It is a fully air-conditioned hall equipped with multimedia and overhead projectors. It provides modern facilities for audio-visual learning. It serves as the laboratory for the Communication Arts students.
HRM and Tourism Laboratory. The HRM and Tourism Laboratory serves as a training ground for every student to develop their skills prepare them for the hospitality industry. It has a fully furnished Resto Bar wherein the Food and Beverage Service Management and Bar Service Management is held.

For some special function like small gathering and/or any occasion, the Resto Bar is also used for its spacious receptions area that can accommodate 40 guests at a time.

Humbert Hall. The Humbert Hall is another audio-visual room situated at the third floor of the San Juan Bautista Building.

Lacordaire Hall. The Lacordaire Hall, located at the fourth floor of San Lorenzo Ruiz Building, serves as the office of the Culture and Arts Department.

Library. The library provides the students with books, periodicals, and reference materials for studying and research purposes. The library is open from 7 a.m. to 8 p.m.
Material Recovery Facility. This facility is being utilized in recycling, decomposing, and disposal of the Colegio’s solid wastes.

ME Laboratory. Situated in Blessed Jordan of Saxony building, it serves as the laboratory of ME students.

Nursing Skills Laboratory. The Nursing Skills Laboratory (NSL) is situated at San Lorenzo Ruiz Building. It is used by nursing students in their Related Learning Experience (RLE). It is designed and equipped with necessary equipment, materials, and supplies for their simulated practice.

Psychology Laboratory. It is located at the fourth floor of the De las Casas Building where experiments and other laboratory activities of the Psychology majors are being conducted.
**Radio Station.** Nestled on the third floor of the Blessed Jordan of Saxony Building, the radio station serves as an acoustics laboratory for ECE students and practicum area in radio broadcasting for AB COMM students.

**San Juan Bautista Building.** It is the building where the Guidance and Counseling Services Office and the Student Affairs and Development Department are located.

**San Juan Macias Building.** The San Juan Macias Building houses the canteen for students, faculty members, and employees. The Second floor provides classrooms for Tourism & Hotel and Restaurant Management students.

**San Lorenzo Ruiz Building.** Engineering students hold their classes in this extension building.

is open from 8 a.m. to 8 p.m., Monday to Friday, and 8 a.m. to 5 p.m. on Saturdays.
**San Vicente Ferrer Building.** It is a place where the Recognized Student Organizations and Student Council can hold their meetings, assemblies and other relevant activities. It is also called the Letran Student Center.

**San Vicente Liem de la Paz Building.** The classrooms of Grade School and high school students are located in this building.

**Santo Tomas de Aquino Building.** It is also known as Information Technology and Computer Center (ITCC). It is a three-storey building, which houses 12 computer laboratories with close to 540 workstations. Its facilities and equipment provide the students with the latest technology for learning. Further, two laboratories with 135 workstations are specifically designated for Internet browsing. The Internet laboratory
Science Laboratories. The school maintains up-to-date fully equipped, well-ventilated laboratories serving students enrolled in all science laboratory classes.

Speech Laboratory. This is a 50-seater facility at the third floor of the ITCC Building that caters to the needs of the AB Communication majors and the rest of the collegiate Speech and Communication classes.

St. Albert The Great Chapel. The Chapel serves as venue for holding Mass and other religious activities.

St. Martin de Porres Building. The college library and classrooms of the Nursing students are found in this building. The office of Center for Professional Services and Continuing Development and the office of Graduate School and Professional Services are also found in this building.

is open from 8 a.m. to 8 p.m., Monday to Friday, and 8 a.m. to 5 p.m. on Saturdays.
St. Dominic de Guzman Building. The classrooms for the Grade School students are located in this building.

Sewage Treatment Facility (STF). This facility treats the domestic waste of the Colegio and ensures that the waste water leaving the treatment facility conforms to the standards set by the government environment agencies. This is part of Letran Calamba's commitment to become a leading environment-friendly institution in the region.
### CALAMBA CITY EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Fire Station</td>
<td>(049) 545-1695</td>
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<tr>
<td>Police Station</td>
<td>(049) 545-1694</td>
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<tr>
<td>Barangay Hall-Bucal</td>
<td>(049) 545-0218</td>
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<tr>
<td>JP Rizal Hospital</td>
<td>(049) 545-4173</td>
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<tr>
<td></td>
<td>(049) 545-0082</td>
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<tr>
<td>Calamba Medical Center</td>
<td>(049) 545-2934</td>
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<td></td>
<td>(049) 545-9261</td>
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<td>Calamba Doctor’s Hospital</td>
<td>(049) 545-1512</td>
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<td></td>
<td>0914, 0915</td>
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<tr>
<td>Pamana Hospital</td>
<td>(049) 545-6858</td>
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<tr>
<td></td>
<td>(049) 502-8712</td>
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<td>St. John Hospital</td>
<td>(049) 545-7528, 7529</td>
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### LETRAN CALAMBA CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Letran Calamba</td>
<td>(049) 545-5453/545-5420</td>
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<tr>
<td>Student Affairs and Development Department</td>
<td>Local 2047, 2048</td>
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<tr>
<td>Guidance Office (College)</td>
<td>Local 2041, 2042</td>
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<tr>
<td>Registrar’s Department</td>
<td>Local 2051, 2052</td>
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<tr>
<td>Accounting Office</td>
<td>Local 5006</td>
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<tr>
<td>Finance Office</td>
<td>Local 5002, 5003, 5004</td>
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<tr>
<td>Admissions and Scholarships Office</td>
<td>Local 2038, 2039</td>
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<tr>
<td>Security Office</td>
<td>Local 4009</td>
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<tr>
<td>School of Education, Arts, and Sciences</td>
<td>Local 2017, 2018</td>
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<tr>
<td>School of Business, Management, and Accountancy</td>
<td>Local 2023, 2024</td>
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<tr>
<td>School of Engineering</td>
<td>Local 2029, 2030</td>
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<tr>
<td>School of Nursing</td>
<td>Local 2035, 2036</td>
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<tr>
<td>School of Computer Studies and Technology</td>
<td>Local 2027</td>
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<tr>
<td>School of Tourism and Hospitality Management</td>
<td>Local 2053</td>
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<tr>
<td>Operator / Information</td>
<td>Local 0</td>
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Section 1
Admission and Enrollment
1. Admission

It is the policy of Letran Calamba to admit qualified applicants in accordance to the policies and standards set by the Colegio and the existing rules and statutes of and Commission on Higher Education (CHED).

1.1 Admission Requirements

1.1.1 College Freshmen

1.1.1.1 Applicants must comply with the following admission requirements:

1.1.1.1.1 Three 1”x1” recent ID pictures;
1.1.1.1.2 Photocopy of NSO birth certificate;
1.1.1.1.3 Certificate of candidacy for high school graduation; and
1.1.1.1.4 Accomplished application form.

1.1.1.2 Applicants must obtain at least an average rating in the Dominican Province of the Philippines, Inc. (DPPI) Entrance Examination; otherwise, they may only be accepted on a probationary status for one semester.

1.1.1.3 For Philippine Examination Placement Test (PEPT) qualifiers, applicants must submit the following:

1.1.1.3.1 Authenticated copy of the Certificate of Rating
1.1.1.3.2 Certification issued by the Department of Education

1.1.1.4 Applicants must have a general weighted average (GWA) of 80% to qualify for the following programs: Industrial Engineering, Computer Engineering, and Nursing; GWA of 85% to qualify for the Mechanical Engineering, Electrical Engineering, Electronics Engineering, and Accountancy programs.

1.1.1.5 BS Nursing applicants should be at least five feet in height, without any physical defect. Moreover, the students must not have any failing grades in fourth year high school.
1.1.2 Transferees

1.1.2.1 Applicants must comply with the following admission requirements:

1.1.2.1.1 Three 1"x1" recent ID pictures;
1.1.2.1.2 Photocopy of NSO birth certificate;
1.1.2.1.3 Photocopy of certified true copy of grades; and
1.1.2.1.4 Accomplished application form.

1.1.2.2 Applicants must not have more than 12.5% units of failure nor with more than 40% of their previous records accredited in the chosen course to be enrolled.

1.1.2.3 Applicants must pass the Letran College Admission Test (LCAT).

1.1.2.4 Applicants must enroll at least 60% of the total units of their preferred program in the Colegio.

1.1.2.5 Applicants must obtain at least an average rating in the Letran College Aptitude Test (LCAT); otherwise, they may only be accepted on a probationary status for one semester.

1.1.2.6 Third year applicants for BS Nursing Program must have completed all the course requirements on the 1st and 2nd years, and pass the pre-enrollment physical examination requirements.

1.1.3 Foreign Applicants (Schools/Institute admission policy shall be applied except for the admission requirements)

1.1.3.1 Applicants must comply with the following admission requirements:

1.1.3.1.1 Three 1"x1" recent ID pictures;
1.1.3.1.2 Student study permit;
1.1.3.1.3 Photocopy of updated passport and visa if applicable;
1.1.1.4 The academic head has the prerogative to endorse applicants with special cases provided justification is made.

1.1.1.5 The endorsement form for student applicant shall be endorsed by the Academic Head to the Vice President for Academics.

1.1.1.6 The applicants are required to submit the following enrollment requirements in original copy on or before scheduled enrollment:

1.1.1.6.1 Grade School – College Freshman
   1.1.1.6.1.1 Report Card
   1.1.1.6.1.2 Certificate of Good Moral Character

1.1.1.6.2 Letran graduates are only required to submit original report card (Form 138) as enrollment requirement.

1.1.1.6.3 Transferee
   1.1.1.6.3.1 Certified True Copy of Grades
   1.1.1.6.3.2 Certificate of Eligibility to Transfer
   1.1.1.6.3.3 Certificate of Good Moral Character

1.1.1.7 Submitted requirements of new students must be forwarded to the Guidance Office, Records Office, and Registrar’s Department at most two weeks after the last day of enrollment.

1.1.1.8 Submitted requirements of transferees must be forwarded personally to the Registrar’s Department prior to the evaluation of grades.

1.2 Admission Procedures

1.2.1 College Level (New)

1.2.1.1 Proceed to the Admissions and Scholarships Office (AdScO) for queries.

1.2.1.2 Submit the following admission requirements:

1.1.3.1.4 Photocopy of birth certificate;
1.1.3.1.5 Certificate of candidacy for promotion to next level; and
1.1.3.1.6 Accomplished application form

1.1.4 The academic head has the prerogative to endorse applicants with special cases provided justification is made.

1.1.5 The endorsement form for student applicant shall be endorsed by the Academic Head to the Vice President for Academics.

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   1.1.6.3.2 Certificate of Eligibility to Transfer
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1.2 Admission Procedures

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1.2.1.1 Proceed to the Admissions and Scholarships Office (AdScO) for queries.

1.2.1.2 Submit the following admission requirements:

1.1.3.1.4 Photocopy of birth certificate;
1.1.3.1.5 Certificate of candidacy for promotion to next level; and
1.1.3.1.6 Accomplished application form

1.2.1.2 Submit the following admission requirements:

1.1.3.1.4 Photocopy of birth certificate;
1.1.3.1.5 Certificate of candidacy for promotion to next level; and
1.1.3.1.6 Accomplished application form
1.2.1.3 Secure portfolio checklist and examination permit

1.2.1.4 Take the entrance exam on the scheduled date and time

1.2.1.5 Get the exam results from Guidance and Counseling Services Office on the schedule date of release

1.2.1.6 If qualified, submit the following enrollment requirements to the AdScO:
  • Report card
  • Certificate of good moral character or its equivalent

1.2.1.7 Secure and accomplish the following forms if applicable:
  • Physical and dental examination form
  • Probationary contract (for probationary students only)
  • Student Discount and Endorsement for Discount forms (for siblings, alumni, and other Colegio’s sponsored scholarships)

1.2.1.8 Secure Official Enrollment Form (OEF) from the AdScO

1.2.1.9 Proceed to the Cashier’s Office for payment of fees

1.2.2 College Transferee

1.2.2.1 Proceed to the Admissions and Scholarships Office (AdScO) for queries

1.2.2.2 Submit the following admission requirements:
  • Photocopy of Certified True Copy of grades or Computerized Card
  • Three 1”x1” recent ID pictures
  • Photocopy of NSO birth certificate
  • Accomplished application form

1.2.2.3 Secure portfolio checklist and examination permit after the initial evaluation of grade

1.2.2.4 Take the entrance exam on the scheduled date and time
1.2.2.6 If qualified, submit the following requirements at the Admissions and Scholarships Office (AdScO):

- Original Certified True Copy of grades
- Certificate of Eligibility to Transfer or Honorable Dismissal
- Certificate of good moral character or its equivalent

1.2.2.7 Secure grade evaluation form from the Admissions and Scholarships Office (AdScO) and proceed to the Registrar’s Department

1.2.2.8 Secure evaluation results from the Registrar’s Department

1.2.2.9 Secure and accomplish the following forms if applicable:

- Physical and dental examination form
- Probationary contract (for probationary students only)
- Student Discount and Endorsement for Discount forms (for siblings, alumni, and other Colegio’s sponsored scholarships)

1.2.2.10 Proceed to enrollment and secure Official Enrollment Form (OEF) from the Accounting Office

1.2.2.11 Proceed to the Cashier’s Office for payment of fees

2. Enrollment

2.1. Procedure for Computerized Enrollment

2.1.1 Click on Login.
2.1.2 Input Username and Password in the Student Login window.

![Login Screen]

Username: Student number
Password: Use the given temporary computerized generated password

Note: It is required to change Password every semester
Changing Password Procedure

1. Click on “YES” for changing Password on the Student Login window.

2. Input Old Password and newly assigned Password.

Old Password: given temporary computerized generated password

New Password: assigned new Password with a maximum of eight (8) characters.
Retype New Password: retype new password

2.1.3 View the Enrollment Process Main Screen.

2.1.4 Enlist in subjects.
2.1.5 Click the View Assessment button to view the Assessment and billing information.
2.1.6 Choose Mode of Payment.
2.1.7 Click Finalized button.

2.1.8 Choose an option when the system will prompt if you have a scholarship or if you are availing yourself a discount.

2.1.9 All enrolled and adjusted load should be VALIDATED within THREE WORKING DAYS or else it will be DELETED.

2.2 Procedure for Adjustment

2.2.1 Click on Login.

2.2.2 Input Username and Password in the Student Login window.

2.2.3 View the Adjustment Enrollment Process Main Screen.
2.2.4 Adjust Subjects.

2.2.5 Click the View Assessment button to view assessment and billing information.

2.2.6 Choose Mode of Payment.

2.2.7 Click Finalized button.

2.2.8 Choose an option when the system will prompt if you have a scholarship or if you are availing yourself a discount.
2.2.9 All enrolled and adjusted load should be VALIDATED within THREE WORKING DAYS or else it will be DELETED.

3. Application for Leave of Absence (LOA)

A student who will not be able to enroll for a semester must apply for a Leave of Absence on or before the first day of classes of the said semester for record purposes. Although he/she may be allowed to file for LOA without limit, it must be noted that an approved LOA is valid for one semester only.

The procedures or the filing of Leave of Absence (LOA) are as follows:

3.1 The student secures an application form for Leave of Absence (LOA) from the Registrar’s Office.

3.2 He/She accomplishes it in four copies with his/her parent’s / guardian’s signature before seeking the approval of the Dean.

3.3 He/She submits the form to the Dean for approval.

3.4 Once the application is approved, the student forwards the form to the different concerned offices.

If a student-on-leave enrolls within a year, he/she does not have to request for re-admission. However, if he/she re-enrolls after a year, he/she has to apply for re-admission to have his/her records activated. A student who fails to file for Leave of Absence (LOA) has to request for re-admission even if he/she re-enrolls within a year.

4. Transfer of Credits

The Colegio recognizes the right of the students to choose their own program based on their interest and capabilities. Thus, the Colegio assists them in case they wish to shift to another program at the end of the semester. The Colegio also welcomes students who wish to continue their tertiary education in any of the schools as long as they can comply with all the standard requirements.
4.1 Letran students who were dismissed because of academic failures or violation of school rules and regulations shall no longer be allowed to shift to another program. The same policy shall also apply to all transferee applicants.

4.2 Courses taken and passed by the applicant shall be evaluated by the Records Evaluator, based on the curriculum being enforced by the Colegio at the time of his/her application.

4.3 The basis in crediting subjects are:

4.3.1 **Descriptive title and course coverage** –Course to be credited and the course required in the desired program must have the same descriptive title or must at least have the same course coverage.

4.3.2 **Number of Units** –The number of units of the course to be credited must be equal or greater than the units of the required course in the desired program.

4.4 Transferee applicants who have not yet applied for transfer credentials from the school they last attended must present a certified true copy of grades to the Registrar’s Office for evaluation of credits. Class cards and/or computerized cards will not be honored. However, before enrolment they must be able to submit the said transfer credentials to the Admissions and Scholarships Office.

4.5 Courses previously taken and passed may be given credit if included in the curriculum of the desired program.

4.6 **Maximum Number of Credits.**

4.6.1 For transferee applicants, the total number of credits must not exceed 40% of the total number of required academic units for residency purposes. General education course shall be the first to be credited followed by the professional course with higher ratings.

4.6.2 For shiftee applicants and second degree earners, all courses
4.7. **Maximum Number of Failures.**

4.7.1 To be admitted, transferee applicants must not incur failure more than 12.5% of the total units in the desired program of enrollment.

4.7.2 Unauthorized Withdrawal or UW and incomplete or INC ratings are considered failures.

4.8. **Accreditation of courses.**

4.8.1 For board programs, a final rating of at least 80% is required in order for the professional courses to be credited in the School of Education, Arts, and Sciences and School of Engineering.

4.8.2 For BS Accountancy applicants, no professional courses, business law, and taxation courses taken from other school shall be credited.

4.8.3 For courses with no co-requisite to a course with co-requisite, the office may allow transfer of credit provided the applicant submits a full description of the course to be credited and the coverage must be almost the same as that of the course to be credited.

4.8.4 For transferee applicants, all courses previously taken and passed from a school with the same or of higher accreditation status than the Colegio can be credited in the desired program.

4.8.5 In case of doubt, whether a course can be credited or not, the office shall require the transfer applicant to submit a detailed description of the course from the school he/she last attended.

4.8.6 Transfer applicants who have completed 8 units of Physical Education and 12 units of Religious Education courses shall be given credits regardless of course description and proper sequence. That are taken and passed and are included in the curriculum of the desired program can be credited.
4.8.7 Earned units of a transfer applicant from any TESDA programs shall be given credit to degree programs provided:

a. The TESDA program is offered by the Collegio; and
b. The transfer applicant passes the validation exam to be administered by the Guidance and Counseling Services Office.

4.8.9 No transferee shall be allowed to enroll in newly offered programs unless they are willing to enroll as freshmen student.

4.8.10 Second degree earners shall be admitted in recognized programs only.

4.8.11 Shifting from one program to another is allowed only for two times during the duration of the student's entire stay in the college.

4.8.12 Students who wish to shift to another program must process their application before the enrollment period. The procedures are as follows:

a. Proceed to the Registrar's Office and present school ID to secure payment slip
b. Pay the necessary fee at the Cashier's Office
c. Present the official receipt (OR) to secure shifting to another program form.
d. Submit the accomplished shifting form to the Records Evaluator for evaluation of academic records.
e. Proceed to the Guidance and Counseling Services Office for interview and aptitude test
f. Proceed to the respective Academic Dean/Head for interview and final action
g. Return the application form to the Records Evaluator for unlocking of student’s enrollment account
h. Proceed to the Accounting Office for updating of billing code and to the MIS for replacement of school ID
must be at least 83% for subjects offered in the
School of Education, Arts, and Sciences and School of
Engineering.

4.9.2 For BS Accountancy applicants, no major accounting,
business, law and taxation subjects taken from other
school shall be credited.

4.9.3 For BS Nursing applicants, only general education and
professional courses can be credited as accredited by
the new curriculum.

4.10 In case of doubt, whether a subject can be credited or not,
the office shall require the transfer applicant to submit a
detailed description of the subject from the school he/she last
attended.

4.11 Transfer applicants who have completed 8 units of Physical
Education and 12 units of Theology subjects shall be given
credits regardless of course description and proper sequence.

4.12 Earned units of a transfer applicant from any vocational school
or from schools with TESDA programs, with the exception of a
ladderized course, P.E., and NSTP program, shall not be given
credit unless the applicant passes the validation examination
to be administered by the Guidance and Counseling Services
Office.

4.13 The Office may allow accreditation of subject with no co-
requisite to a subject with co-requisite provided the applicant
submits a full description of the subject to be credited and
whose topic coverage is almost the same as that of the subject
to be credited.

4.14 Subjects previously taken and passed but with pre-requisite
subject in the curriculum of the desired course, which the
applicant has not yet taken and passed, shall not be credited
regardless of the grade obtained.
4.15 No transeree shall be allowed to enroll in newly offered courses unless they are willing to enroll as new freshman student.

4.16 Shifting from one course to another is allowed only for two times during the duration of the student's entire stay in the college.

4.17 Students who wish to shift to another course must process their application before the enrollment period and follow the following procedures:

4.17.1 Secure payment slip and shifting form at the Registrar's Office

4.17.2 Pay the corresponding fee at the Accounting Office

4.17.3 Present the official receipt and accomplished shifting form for evaluation and validation at the Registrar's Office

4.17.4 Proceed to the Guidance and Counseling Services Office for interview and aptitude test

4.17.5 Go to the respective dean for interview and final action

4.17.6 If approved, proceed to the MIS for ID replacement

4.18 Failure of students in subjects which are not part of their current program shall not be counted and made part of the total number of units which they have failed.

5. Fees, Payments, and Refunds

5.1 The students are required to pay the tuition fees and other payments prescribed by the school. Students will not be admitted in classes unless they are officially enrolled.
5.1.1. All payment made at the Cashier’s Office from Mondays to Fridays at 7am to 6pm, no lunch break and 9am to 12nn and 1pm to 3pm during Saturdays. ATM, Debit and Credit cards are accepted at the Cashier’s Office.

5.1.2. The following authorized banks are allowed to accept tuition payments as per instruction and postings from MAFSD:

- Rizal Commercial Banking Corporation (RCBC) Calamba Branch,
- Philippine National Bank (PNB) Calamba Branch,
- Security Bank Calamba Branch,
- Eastwest Bank Calamba Branch,
- Union Bank Calamba Branch,
- Banco de Oro Canlubang i-Mall Branch

Corresponding deposit slip indicating the Student Name and Student Number must be sent through any of the following:

  Email: rpalomeno2011@yahoo.com
  Telefax No. (049) 545-5474 (Attn: Ms. Rosario M. Palomeno)

5.1.3. Online payment is facilitated through the Bank of the Philippine islands (BPI).

5.2 Application of discounts shall be made within scheduled enrollment period using the Student Discount Form (FD:01-00-FO-03 Rev. 01 012513) or Personnel Discount Form (FD:01-00-FO-03 Rev. 02 060115)

5.3 **Refunds**


“When a student registers in a school, it is understood that he is enrolling for the entire semester for collegiate course. A student who transfers or otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month may be charged ten percent of the total amount due for the term if he
withdraws within the first week of classes or twenty percent if within the second week of classes regardless of whether or not he has school fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reason, the student shall be charged the pertinent fee only up to and including the last month of attendance.”

5.4 Policy on Student’s Refund

The Colegio recognizes the Manual of Regulation for Private Schools (MRPS) Rulings and TVET Manual on student’s refund (Section 66, MRPS and Section 104, TVET Manual) for purposes of computation. Processing of student refund shall be done upon filing of written request for refund by parent or guardian.

5.4.1 Refund of school fees to student who wish to withdraw his/her enrollment regardless of whether or not he has actually attended classes, shall be made in accordance with the Manual of Regulations for Private Schools (MRPS) and hereby stated as follows:
   a. within the first week after the official start of classes – 90%
   b. within the second week after the official start of classes – 80%
   c. after the second week of classes – no refund
   d. miscellaneous and other school fees are not refundable

5.4.2 Request for student refund shall be supported by a written request from student’s parent/guardian. This is to ensure that they are informed of and has initiated the refund.
   a. two weeks after filing of written request for refund of student who dropped all his subjects
   b. three weeks before the scheduled final examination for those students who are enrolled for the current term
   c. for students who are enrolled for the current term,
the deadline of the submission of written request for refund is two weeks prior to the scheduled final examination.

5.4.3 Release of refunds for those who have dropped all his/her courses shall be within two (2) weeks after his/her filing of the written request for refund.

5.4.4 Student enrolled for the current term, his/her refund is released either in cash or check or outright deduction to the next term depending on the amount of his/her refund:

a. Refund below P 100 and below will be deducted automatically to the next enrollment term.
b. Refund of P 100 to P 1500 is released in cash through the cashier’s office.
c. Refund of more than one thousand five hundred pesos is released through check in the name of the student’s parent/guardian.

5.4.5 Refund of student with siblings in other program may be credited to his brother or sister upon submission of a written request for application of refund to his/her sibling’s account.

5.4.6 Request for refund due to overpayment resulting from check payment may be filed after the check clearing from the bank.

5.4.7 Release of refund other than those due to overpayment may be done on or before the final term to ensure that all accountabilities and/or adjustments have been settled subject to 5.4.4 (b and c).

5.5. **Policy on Imposition of Penalty due to Overdue School**
Fees

To make sure that funds are available to support school requirements and activities as scheduled, the Colegio shall impose penalty on late payment of school fees. The penalty shall be applied on the amounts overdue and shall automatically be debited/posted on the student ledger accounts and settled/applied with priority over current dues.

As clients enrolled to the school, an implied agreement is executed by both of them. The Colegio agrees to provide quality education and all the needed facilities to its enrollees, whereas the student/parent, in turn, to pay the school its dues on the dates specified on the Official Enrollment Form (OEF). This is manifested in the acknowledgement portion in the Official Enrollment Form (OEF), which reads: "In affirmation of my cooperation and support, I hereby affix my signature and promise to abide by the rules and regulations of the COLEGIO DE SAN JUAN DE LETRAN-CALAMBA particularly on fees, refunds and terms of payment, and all other policies pertaining to my enrollment in the Colegio."

5.5.1 Penalty is equivalent to ten percent (10%) of the overdue fees for the period. Penalty shall not be cumulative.
5.5.2 Student's parents/guardians are required to file promissory notes whenever they cannot settle their tuition dues as scheduled, this shall be subject to the policy on promissory note.
5.5.3 Due date is set every first week of the month, however the Colegio is giving its clients until the last working day of the month (as grace period) to settle their accounts due for the period without penalty before the system generated penalty is processed.
5.5.4 Debit memorandum and/or adjustments of students are not assessed penalty charges.
5.5.5 Penalty processing is system generated, which is
scheduled after the payment closing time of every end of the month processed by the Accountant for Accounts Receivable.

5.5.6 Penalty is automatically debited to the student ledger for the period.

5.5.7 Penalty charges shall automatically be credited first, when payment is made.

5.5.8 Because penalty charging is system generated, charges may be waived due to the following reasons:

5.5.5.1 The student is a grantee of any of the following scholarships
   a. Full merit CHED, municipal or city scholars
   b. St. Martin de Porres scholars
   c. St. Albert the Great scholars
   d. Letran’s working students with automatic tuition crediting agreement.
   e. Full Varsity Scholars
   f. Other scholarship with existing Memorandum of Agreement (MOA)

5.5.5.2 There is late posting of bank payments by the cashier/teller.

5.5.5.3 There is an incorrect posting of payment type by the cashier/teller.

5.5.9 Waiving of penalty charges is done through the credit memorandum supported by the duly accomplished Penalty Waive Requisition Form (FD:01-00-FO-05 Rev. 1 111914) by the Cashier and Treasury Officer or Accountant-Accounts Receivable.
Section 2
Academic Matters
1. Students' Attendance

1.1 Students are required to attend classes regularly and punctually starting from the first day of school.

1.2 The maximum allowable number of absences per semester is not more than 20% of the school days except for valid reasons (Education Law and the Private Schools). A student incurring absences beyond 20% of the number of school days is considered dropped from the subject unless otherwise decided by the Academic Head.

1.3 A student who incurs absences in class due to sickness or other valid reasons shall be accepted in the class; however, his/her previous absence/s shall be marked unexcused if he/she fails to present a medical certificate and/or excuse letter signed by parents or guardian and noted by the Dean.

1.4 A student who arrives in class within 10 minutes after the start of the class schedule is considered “Late”. Three instances of tardiness without valid reasons are equivalent to one absent. A student who arrives in class beyond 10 minutes after the start of the class is considered absent.

1.5 A student shall not be allowed to sit in a class unless he/she is enrolled for credit in the said class or has secured written permission from the Registrar's Office for auditing.

1.6 The Academic Heads may exercise prerogative to impose additional sanction to students due to absences in institutional/departmental activities.

1.7 Class hours lost by late enrolment are considered as absences.

1.8 If the student has three tardiness or two absences with no valid reasons in one subject, he/she shall be referred to the Academic Dean where the student belongs.

1.9 The Academic Dean shall talk to the student and give verbal reprimand after which an admission slip shall be given to the student.
1.10 Repetition of tardiness and absences in the same subject shall mean referral to the Guidance and Counseling Services Office for counseling and value clarification sessions.

1.11 The Academic Dean shall conduct a case conference together with the parent/guardian of the student respondent. Repetition of the same misdemeanor shall mean a ground for suspension record after the counseling and value clarification sessions shall have been given to the student respondent.

1.12 Attendance in unofficially enrolled courses is considered null and void regardless of the student’s status and year level.

2. Student Load

The study load and sequence of subjects of students shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted in individual cases taking into account the best interest of the student and the objectives of the Colegio’s educational system.

2.1 The regular load of college students shall be based on the prescribed load for a particular semester of a year level as indicated in the approved curriculum.

2.2 The regular load during summer term is 9 units; however, graduating students may be allowed to take a maximum load of 12 units.

2.3 Students are not allowed to take advanced courses without first finishing the pre-requisite courses or subjects; if they do so, the advanced courses shall not be given credit regardless of their performance in it. However, the actual grade obtained shall still be reflected in their computerized card and transcript of records with zero credit for the units earned.

2.4 Students who are graduating at the end of the school year maybe allowed to simultaneously enroll in a pre-requisite and advanced courses under the following conditions:

2.4.1 If the pre-requisite is a repeated subject;
2.4.2 If the student has a good academic standing.
2.4.3 On a case to case basis, non-graduating students may also be allowed to do simultaneous enrollment.
2.5 Students with good academic standing may be allowed to take an overload of 3-6 units beyond their regular semestral load but not exceeding 30 units on the following conditions:

2.5.1 A maximum overload of 3 units may be allowed among students who have no failure and with general weighted average (GWA) of 80% - 84% in the immediately preceding semester.

2.5.2 A maximum overload of 6 units may be allowed among students with no failure and with GWA of 85% and above in the immediately preceding semester.

2.6 Students who are graduating at the end of the academic year shall be allowed a maximum of 6 units overload or a maximum of 30 units load whichever is favorable to them. This special student load shall be allowed only if the student has a good academic standing or has no failures during the preceding semester.

2.7 Upper year level students who are placed on probation because of more than 12.5% accumulated units of failure shall only be allowed to enroll a maximum of 18 units of subjects excluding P.E., NSTP, and College Orientation. Graduating students with more than 12.5% accumulated units of failure will no longer be placed on probation.
3. College Grading System

The Colegio upholds the provision in the Education Law and the Private Schools (Sarmiento, 2006) which provides the basis for the grading:

Article XV Grading System, Section 79. Basis for Grading. The final grade or rating given to a pupil or student in a subject should be based solely on his/her scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed except as may otherwise be explicitly provided for by an individual school in an appropriate issuance or publication, and provided further that such adjustments are relevant to the subject content and requirements.

3.1 The grading system of the college is averaging using numerical or percentage system which ranges from 65 (lowest mark) to 100. (MRPS Sec.80)

96 % - 100% = Excellent
90% - 95% = Very Good
85% - 89% = Good
80% - 84% = Fair
75% - 79% = Needs Improvement
65% - 74% = Failed

AW = Authorized Withdrawal
UW = Unauthorized Withdrawal
P = Passed
F = Failed

3.1.1 The transmutation system of 0 as 50% for periodical exams, quizzes, and periodical grades shall be observed.

3.1.2 The preliminary and midterm grades are rounded up to the nearest two decimal places while the final grades are rounded to the nearest whole number.
3.1.3 A final grade of 75% is necessary for the course to be considered passed and for the unit/s to be credited.

3.1.4 A final grade lower than 65% shall be automatically converted by the e-Grading system to 65%.

3.2 The periodical and final grades for lecture and laboratory courses during regular semesters and summer are computed in the following manner:

<table>
<thead>
<tr>
<th>Grade Type</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Grade</td>
<td>Average of Quizzes + (2) Prelim Exam + Class Standing</td>
</tr>
<tr>
<td>Midterm Grade</td>
<td>Average of Quizzes + 2 (Midterm Exam) + Class Standing</td>
</tr>
<tr>
<td>Periodical Final Grade</td>
<td>Average of Quizzes + 2 (Final Exam) + Class Standing</td>
</tr>
<tr>
<td>FINAL GRADE</td>
<td>Prelim Grade + Midterm Grade + Periodical Final Grade</td>
</tr>
</tbody>
</table>

3.2.1 Final exam need not be written and may be given equivalency.

3.3 For special courses such as College Orientation (CO), National Service Training Program (NSTP), and Personality Development (PD) with 1 unit credit, a grade of either Passed or Failed shall be given to students in the final rating.

3.3.1 For CO, only the final rating shall be encoded in the system.

3.3.2 For NSTP and PD, the grading system as stipulated in items 3.1 and 3.2 shall be observed.

3.3.3 A final grade of 75 and above, and 65 to 74 shall be converted automatically by the e-Grading System to passed and failed, respectively.

3.3.4 Schedule of encoding of grades for CO, NSTP and PD with 1 unit may be requested by the Chair or may be set by the Registrar.

3.4 For courses which require one time encoding of term of grades or encoding of final grades only, a justification letter approved by the VP Academics must be submitted by the concerned Academic Head to Office of the Registrar before
it could be affected in the e-Grading course code maintenance.

3.5 A minimum of two quizzes is required per term or grading period.

3.6 For the class standing, the teacher has the prerogative to determine its components, at least three as provided below, and assign its corresponding weights as long as it is reflected in the course syllabus and will yield a total of 100%:

a. Recitation
b. Reports (Oral/Written)
c. Assignments
d. Seat/Board Works
e. Compositions
f. Research Works
g. Project/s
h. Oral Defense
i. Debate
j. Laboratory Exercises/Practices
k. Laboratory Activity Participation
l. Practical Exam/Exercises
m. Core Values (i.e. Disciplined, Punctual, Obedient, Respectful, Creative and the like)

Teachers may opt to assign different class standing components for every periodical term.

3.7 A student may be given a failing mark or unauthorized withdrawal (UW) equivalent to 65%, if s/he incurs absences of more than 20% of the prescribed number of class or laboratory periods. For classes scheduled once and twice a week meeting, students are allowed to be absent only for 3 and 6 times, respectively. Those who will incur more than the allowable number of absences shall be given a UW remark.

Excused absences shall not form part of the 20% allowable number of absences.

3.9 The formula for computing the general weighted average is:

\[ GWA = \frac{\sum \text{final grade} \times \text{no. of units}}{\text{Total number of units}} \]
3.10 The student’s complete academic performance is encoded and processed through the e-Grading system. Students may access the Student Information System (SIS) at the Information Technology and Communications Center (ITCC) after the closing of the e-grading to view their term and final ratings.

3.10.1 The schedule of final examinations for graduating students is two weeks ahead of the schedule for non-graduating. Before the final exam, a copy of the list of candidates for graduation will be given by the Office of the Registrar to the different academic offices to serve as guide for their respective faculty members. All graduating students enrolled in graduating or non-graduating sections must be given the final examinations on the dates scheduled by the office of the Registrar.

3.10.2 Grades of all enrollees in graduating sections, that is 4th year sections under the Schools of Education, Arts and Sciences (EAS), Business Management and Accountancy (BMA) except for accountancy, Computer Science and Technology (CST), Nursing, Tourism and Hospitality Management (THM), and 5th year sections for Engineering and Accountancy must be encoded on the dates scheduled for special e-Grading as reflected in the school calendar. Non-graduating students enrolled in subjects/courses for graduating students are also required to take the final exam on the dates scheduled for graduating students.

3.10.3 For the undergraduate sections with enrolled graduating students, only the names of candidates for graduation will appear on the e-grading screen during special e-Grading. During regular e-Grading schedules the names of the candidates for graduation shall no longer appear on the screen. However, their names and final ratings will still be included in the final grade reports.

3.10.4 Special e-Grading is scheduled for two days and will commence two working days after the final
examinations for graduating students.

3.10.5 To safeguard the grades that shall be used as basis for the deliberation, all grades encoded during the special e-Grading shall be locked on the last day of encoding of grades at exactly 8:01 p.m.

3.10.6 Computerized cards (COMPCARD) shall be processed, printed and released to the students within a week after the e-Grading system has been locked, while the parents’ copy of grades shall be mailed within one month after the printing of compcards.

3.11 For the computation of the periodical and final grades for Health and Science Education and professional Nursing courses, the guidelines set by the School of Nursing shall be followed.

3.12 For the Student Research and On-the-job training program grading system, the standards set by the Research Department and the Academics Division, respectively shall be adopted. Only the final grades shall be encoded for all research and OJT courses.

3.13 For BS Accountancy, particularly for accounting, auditing, taxation, law and financial management courses, a zero based grading system shall be adapted and shall use the transmutation table.

4. Student Examinations

4.1 The examination schedules are announced through the Office of the Registrar at least two weeks before the actual examinations. Examination permits are issued by the Accounting Office at least one week before a scheduled examination and after all accounts are cleared for the particular period.

In compliance with CMO no. 2 s. 2010 Appeal to HEIs for Flexibility in the Implementation of the “No Permit, No Examination Policy,” students who are not issued examination permits by the Accounting Office must see the Academic Dean before the scheduled test.
Examinations in college are usually scheduled by the Registrar for four days based on the actual class schedule so as not to have conflicts. Examinations for academic subjects are neither scheduled in advance nor late except in cases like PE and laboratory practical exams, which are given one week before the exams for academic lecture subjects.

4.2 Examination permits are required for every subject taken. Failure to show the permit may give the student two options:
   • Take the test but grade will be withheld;
   or
   • Take a special test with the approval of the Dean.

4.3 Other evaluative measures such as cultural presentation, immersion, recitation, or quizzes must be reflected in the class record with corresponding weight or percentage to complete the FINAL grade. Quizzes must be explicitly written on the class record and shall always be part of the quarterly grade. Project not included in the syllabus or in lieu of examination is not allowed.

4.4 Teachers who opt to give exemption during the final examinations must explain ahead of time (e.g. during the orientation meeting / first class meeting) the mechanics of exemption. This must be part of the syllabus.

4.5 Examination papers (Prelim, Midterm) shall be returned to the students five days after the date of the examination for re-evaluation or re-checking. Complaints in addition or checking can be entertained before the final recording on the class record. Final examination papers are submitted to the Dean’s Office and any doubt about the grade can be verified at the Dean’s Office.

4.6 **Missed Examinations.** A student who misses a major examination automatically obtains a raw score of zero unless his/her failure to take the test is excused.

4.7 **Special Examinations.** Special examination may be given to a student who missed a major examination upon presentation of
5.4 Students on final probationary status who have failed to meet stipulations of the probationary contract due to either excessive failure and/or withdrawal either Authorized (AW) or Unauthorized (UW), or misconduct shall be disqualified from readmission.
6. Probationary Status of Students

6.1 The following students shall be placed on probationary status:

6.1.1 First Year students who are on probationary admission status due to low entrance test results;

6.1.2 Those who failed half of their total load in a given semester; and

6.1.3 Those who have an accumulated number of failures equivalent to or more than 12.5% but not more than 25% of the total number of units of their particular course.

6.2 Incoming first year probationary students must accomplish the Enrollment Contract for Freshmen on Probationary Admission Status to be issued by the Admissions and Scholarships Office before they are allowed to enroll.

6.3 Students under probation shall only be allowed by the system to enroll a maximum load of 18 units excluding Physical Education (P.E.), National Service Training Program (NSTP), College Orientation (C.O.), and Personality Development (P.D.) with one unit credit.

6.4 Incoming first year probationary students may have full load given the approval of the Academic Head.

6.5 Lifting of Probationary Status

6.5.1 The probationary status of students may be lifted in the succeeding semester if they will be able to pass all their currently enrolled courses. However, their ratings of failure will remain and cannot be removed from their academic records.

6.5.2 First year students, whose probationary status has been lifted, may apply for a change of status at the Guidance
and Counseling Services Office.

6.6 For retention purposes, failure of students in courses which are not part of their current program shall not be counted and made part of the total number of units which they have failed.

7. Correction of Grade

7.1 In case of clerical errors (incorrect addition of points or error in transcribing grades), a teacher/student may request for a correction of grade provided, it is processed and approved by proper authorities within a month after the release of computerized cards. In the same way, students who failed to take the final examination during the regular schedule up to the last day for encoding of final grades, may also be allowed to file for a correction of grade provided s/he has taken the final “special” examination and the Request for Correction of Grade is processed and approved within the allowable period of time.

The following procedure is to be observed in filing for a correction of grade:

7.1.1 Filing of correction for prelim and midterm ratings allowed within three weeks after the last day of encoding of grades (Based on QP dated July 14, 2016)

7.1.2 Teachers may opt to give their students a removal exam if their final rating is 73 to 74%. Those who pass the exam can only get a final grade of 75%. However, the teacher must secure first the approval of the student’s academic head in writing prior to giving of removal exam.

7.1.3 For final ratings, correction is allowed only within one month after release of compcard.

7.1.4 On a case to case basis, special considerations may be given to students who filed for correction of grade after the deadline set by the Office of the Registrar.

7.2 Final grades may be put on hold to “no exam permit” and will be reflected in the Semestral/Summer Ratings for Finals and Computerized Cards as “GOH” or Grade on Hold. GOH will remain as it is until compliance to the deficiency/ies are affected.
7.3 Student Appeal for Review of Grade

Students are permitted to appeal to the Academic Head for review of grade in case of disputes that cannot be resolved with the teacher. Grades are not changed without first consulting the instructor and obtaining the approval of the Academic Head of the student's school of enrollment. The academic head will authorize a correction of grade only when there is compelling evidence that the faculty member acted out of hostility toward the student or the student's grade is clearly out of line with those of other students in the same course who produced work of similar quality. In the absence of such evidence, the Academic Head will respect the judgment of the teacher.

In such cases, the following steps must be followed:

1. Student communicates to the academic head in writing his/her petition for appeal or review of grade. Proof of evidence/s must be attached to the petition.

2. The academic head informs the concerned faculty of such petition and calls for a conference together with the program chair and the student who filed for appeal. A review of the student's work and the basis used for the computation of the final grade shall be made.

3. The academic head or the program chair or an assigned second faculty member reviews the student's work and the basis used for the computation of the final grade.

4. If there is a compelling evidence that would warrant a change of grade, a request for a correction of grade shall be forwarded by the academic head to the office of the Registrar within 30 calendar days after the release of the COMPCARDS for approval and correction of final grade.

7.3 Grades in the official grading sheets become final after one month grace period of correction of grade.
8. Physical Education Policies

A college student must undergo a rigid medical / physical examination administered by the College Physician before being officially admitted to the Colegio where he/she intends to pursue his/her academic interest.

Initially all first year students are enrolled in PE 002 (Physical Fitness and Other Related Activities). This is a prerequisite to all other PE courses and is usually offered every first semester.

If the incapability to participate in PE activities has been determined by the College Physician or made known by the student concerned, the case shall be turned over to the PE Chair for his/her appropriate action.

Instructional program is offered as follows:

PE 022 (Rhythmic Activities) – every 2nd semester
PE 032 (Individual / Dual Sports) – every 1st semester
PE 042 (Team Sports) – every 2nd semester

8.1 Registration

A student may enroll in 1 PE subject only on a per semester basis. There is no PE offering during Summer term.

8.2 Advance or Transfer Credits

A student may apply for advance or transfer credit for PE courses taken in another institution upon presentation of credentials to Registrar’s Office showing that he/she has passed in another institution courses fully equivalent to those given in the Colegio for which credit is sought.

8.3 Time Limit

A student is advised to finish his/her PE courses during his/her first two years of stay in college so as not to hamper his/her future academic schedule. All PE classes are scheduled based on First and Second Year’s semestral schedule of classes.

8.4 Attendance

8.4.1 A student is required to attend PE classes regularly
and punctually. Because each class is conducted only once a week at two hours per meeting, everybody is encouraged to formulate a daily exercise program to supplement the required number of hours for fitness program.

8.4.2 The maximum allowable number of absences of student per semester is two meetings. Students incurring absences equivalent to three sessions or more is considered dropped. They will get:

UW – if not withdrawn within the prescribed period
AW – if withdrawn on or before the prescribed period

8.4.3 Last day of accepting PE students is during the third week of every semester.

8.4.4 Adding, dropping, and changing of PE courses / schedule are governed by the rules and regulations of the Registrar’s Office. The PE Chair should be furnished with a copy of such form duly filled-out and signed by all parties concerned.

The office discourages disruption of PE classes due to other activities (e.g. college days, field trips, academic rehearsals, etc.). The approval of such should be sought at least a week before the actual activity.

9. Educational Trips and Related Off-Campus Activities

An educational tour or trip is an experiential way of instruction that will enable the students to have on-site and practical exposure pertaining to subject matter or course on hand. Since this kind of field activity involves substantial amount of money, time and effort on the part of students and/or the Colegio, it is fitting and proper that careful planning should be done so as not to waste mentioned resources and that it may result to optimum utilization of the results of the activity.

9.1 General Policies

9.1.1 All educational trips and other related off-campus
activities must be conducted only when there is written approval by the Colegio.

9.1.2 The activity should be aligned with the course and/or subject. The proposed activity should be in consonance with the description and objectives of the course.

9.1.3 The said activity should form part of the syllabus of the particular subject and be one of the academic requirements of the particular course. The weight to be given to such activity shall be indicated therein.

9.1.4 As much as possible, the proposed activity should be scheduled on such date and days that will limit its adverse effect to other academic activities.

9.1.5 At no instance shall the educational tour or trip or related off-campus activity be conducted without the consent of the parent, guardian or spouse, whichever is applicable.

9.1.6 Since the educational tour or trip or off-campus activity forms part of the academic requirement, no student will be exempted without valid reasons duly documented.

9.1.7 As a matter of security, any student who is not officially enrolled in the subject or course where the activity is to be utilized shall not be allowed to join the said educational tour, trip or related off-campus activity.

9.1.8 In all dealings pertaining to the educational tour or trip or related off-campus activity, transparency in transacting the activity should be observed by all parties concerned.

9.2 Students' Safety Requirement

9.2.1 Ocular inspection of the place to be visited should
be made by the faculty- in-charge and the Academic Head, if possible.

9.2.2 Parent's/ Guardian's/Spouse's/ Consent and Other Information

9.2.2.1 When the service provider is already identified and the final itinerary is already drawn, the written consent of the parent/ guardian/ spouse has to be submitted to the concerned faculty for submission to the Office of the Academic Head.

9.2.2.2 Other information pertaining to health condition must be provided by the parent/ guardian/ spouse.

9.2.2.3 The letter to the parents, duly signed by the faculty-in-charge should indicate the following information:

9.2.2.3.1 Place (s) to be visited
9.2.2.3.2 Duration/ time of the activity;
9.2.2.3.3 Objectives of the activity;
9.2.2.3.4 Costs and deadline of payment;
9.2.2.3.5 Reply slip from parents with deadline for submission;
9.2.2.3.6 Other relevant data pertaining to the activity.

9.2.2.4 The faculty-in-charge should require concerned students to submit the required documents not later than one month prior to departure. For international tour, non-presentation of the passport one month prior to departure date will disqualify a student from joining the activity.

9.2.2.5 An orientation among accompanying faculty shall be done two weeks prior to departure for activity and venue familiarization.
9.2.2.6 An orientation during class period shall be conducted regarding the activity at least three (3) days before departure. It should include:

9.2.2.6.1 Assembly time
9.2.2.6.2 Itinerary
9.2.2.6.3 Reiteration of the activity objectives
9.2.2.6.4 Decorum and discipline.
9.2.2.6.5 Additional documents needed, if any
9.2.2.6.6 Other requirements, if any.

9.3 **Duties and Responsibilities of Joining Students / Teachers Joining the Educational Trip**

9.3.1 Check every student’s waiver and full payment before the activity.
9.3.2 Pay the activity cost to the designated person or the Finance Office as the case may be, on or before the set deadline for payment.
9.3.3 Ensure that the necessary documents are intact.
9.3.4 Always stay with the group.
9.3.5 Bring the proper clothes, food; carry the cash allowance throughout the activity.
9.3.6 Do not bring alcoholic drinks, illegal drugs, and deadly weapons during the entire activity.
9.3.7 Stick to the bus / room lists, as much as possible, to avoid head count confusion.
9.3.8 Act in accordance with the school regulations and behave properly all throughout the activity.
9.3.9 Inform the joining faculty / personnel of any untoward incident right away.
9.3.10 Attend the orientation and follow the schedule.
9.4 Implementing Guideline for the Sourcing of Service Provider

9.4.1 Request to Source Service Provider

9.4.1.1. The Academic Head shall forward the request to source a service provider to the Treasurer's office/Auxiliary Business at least:

- Metro Manila – 1 month before scheduled trip
- Domestic trips – 2 to 3 months before scheduled trip
- International trips – 3 to 4 months before scheduled trip

9.4.1.2. The following documents should be attached to the request:

- Confirmed list of students – noted by subject faculty and Dean
- Copy of Duly Accomplished Request for Educational Trip
- Copy of Waiver
- Detailed itinerary – approved by Dean and VPAR
- Names of accompanying faculty – noted by Dean

9.4.1.3. The subject faculty/coordinate should take into consideration the lean/peak season of a proposed destination in order that best price can be availed from the service provider.

4. The faculty in-charge/coordinate should make sure that it meets the minimum guaranteed number of students. In the event that there shall be less number of students, the Colegio will not be relieved to pay the total contract price as stipulated in the agreement upon the confirmation of the contract.
9.4.2 Waiver

The following information must be included in the waiver:

- Proposed itinerary
- Cost of tour package
- Schedule/Deadline of payment
- Cancellation procedure

The waiver must be issued by the faculty in-charge / coordinator noted by the Dean / Academic Head, approved by the Vice-President for Finance, a day after winning service provider has been determined because a 50% down payment is required upon signing of contract. The waiver should be returned by the student to the faculty in-charge/coordinator and pay 50% of the cost at least one (1) week after waiver has been issued.

9.4.3 Payment Collection

Payment shall be made at the Accounting office. Since it is an academic requirement, it is the responsibility of the faculty in-charge / coordinator to enjoin students to follow the schedule of payments to avoid cancellation of reservation and/or booking. Only FULLY PAID students shall be allowed to join the educational tour / trip.

Payment schedule:

A. Large Groups (100 students and above) and International Trip / Tour

- 50% of total cost together with the return of waiver
- (1 week after)
- 50% balance paid in full at least 1 month prior to departure

B. Small Groups (less than 100 students)

- 25% of total cost together with the return of waiver (1 week after)
- 75% balance paid in full at least 2 weeks prior to departure
9.4.4 Cancellation / Re-booking / Refund

1. All cancellations must be made in writing within the period stipulated in the signed Agreement. Cancellations should be coordinated with the Treasurer's office / Auxiliary Business for proper coordination with the service provider.

2. Cancellation made upon confirmation of the contract does not relieve the contracting party to pay the total contract price to cover payments with the airline, shipping line, bus company and/or hotel. Therefore, cancellations made after arrangements have been finalized will be subject to the policy of the contracted tour provider.

3. A student is not exempted from paying the cancellation fee if he/she cancels because of illness.

4. In case full payment or partial payment has been made, the cancellation fee shall be deducted from the payment made.

5. In case cancellation is due to the failure of the student to pay in full, the student is required to pay the cancellation fee. In the event that partial payment has been made, the cancellation fee shall be deducted from his/her payment.

6. In cases of cancellation, the following documents should be submitted to the Treasurer's Office/Auxiliary Business for processing:
   • Letter of cancellation signed by parents and endorsed by Academic Head
   • Copy of official receipt
   • Copy of medical certificate (if applicable)

7. In case of “no show”, there will be no refund.

8. In case of group cancellation, the cancellation and rebooking policy of the affected company will be adopted.
10. Related Learning Experience (RLE) For Nursing Students

10.1 The students shall pay the affiliation fee as provided for by the institution with the amount stipulated per student according to the prescribed number of duty hours for the enrolled RLE course.

10.2 Assignments of the students in the clinical area shall depend upon the Master Clinical Rotation Plan in accordance to the subject requirement.

10.3 The student shall be personally liable for any error, accident, injury, illness, or damage arising from his/her practice during the training or any act attributable to the students / trainees themselves. This is subject to the rules and regulations of the affiliation hospital and the Colegio.

10.4 The standards of nursing practice as well as the rules and regulations of the institution shall always be observed during the RLE.

10.5 The students shall take care of their personal expenses, such as transportation, meals, and safety when going to and from duty.

10.6 The student shall take care of their accommodation / board and lodging when going on duty in hospitals / agencies in areas outside Calamba City.

10.7 The student shall report to the Colegio and affiliation institution any unusual / untoward incident or situation for proper action, assistance, or resolution.

10.8 The classroom teachers / faculty shall follow up students in their RLE experiences / exposures.

10.9 A feedback session shall be conducted by the faculty for the student’s information and goal setting.
11. Student Exchange Program

A Student Exchange Program allows high school and college students the opportunity to experience the culture, language, customs, schooling, and everyday life in another country. Those who participate in the student exchange program develop an awareness and appreciation for people of different countries.

The aim of the Student Exchange Program is to foster internationalization and build strategic partnerships with local and overseas universities and education providers.

The cross-cultural experiences offer unique opportunities for exchange students to: (1) learn first-hand information about other cultures and customs; (2) create long-life friendships across cultures; (3) gain new perspectives of their own country and the world; and (4) open their minds to the importance and understanding of other languages and other culture, particularly with respect to career and personal opportunities.

11.1 Where students go and how long the student exchange program will be shall depend on several factors:

11.1.1 Student's language preference;
11.1.2 Cultural and academic interests; and
11.1.3 Financial considerations.

11.2 Student exchange programs can last as short as 2 weeks, or as long as 1 academic year. Some student exchange programs can be modified to suit individual student need.

11.3 For longer academically focused student exchange programs, the students are expected to go to school and learn in their host institution. Because the educational system may be different, students may need to adapt to unusual student behaviors, different teaching methods, and even uncommon classroom arrangements.

11.4 The Colegio shall create special events and programs to encourage students to know the culture of these guest students and expand their own horizons and interests.
11.5 Approval for a student to undertake a Student Exchange Program shall be granted subject to the selection criteria and the availability of places.

11.6 Outgoing Exchange Students

11.6.1 Selection Criteria.

11.6.1.1 Students shall be considered for a Student Exchange Program provided that:

a. The admission standards of the host institution (including language proficiency standards) are met.

b. The applicant:

b.1 is currently enrolled at the Colegio;
b.2 must have successfully completed at least 36 units of study and with no failing grades (for college student applicants only);
b.3 must have successfully completed at least one academic year with no failing grades (for high school and college student applicants);
b.4 acquired a minimum GWA of 85% or its equivalent;
b.5 submitted an academic recommendation from an appropriate academic staff member and a statement of purpose.

c. The applicant agrees to be responsible for meeting all costs of the Student Exchange Program such as travel, accommodation and insurance, and pay all administration fees to the Colegio by the due dates.

d. The applicant is in good health or has a manageable health condition.

e. The applicant agrees to enroll at the host institution for not less than six months and no more than twelve months, unless specific circumstances require other arrangements to be made.

f. The applicant agrees to abide by the rules and regulations of the host institution.
11.6.2 Where there are more applicants than places available for a given institution, eligible students shall be ranked according to academic merit and may be offered a Student Exchange Program in their second or third preferred institution.

11.6.2.1 Application Process

11.6.2.1.1 Letran students who wish to participate in a Student Exchange Program are required to:

a. complete and lodge an application form with the Colegio’s Student Exchange Committee;

b. agree to the terms and conditions set out in the Exchange Agreement.

11.6.2.1.2 The Student Exchange Committee shall:

a. inform the student of funding which may be available for the Student Exchange Program;

b. provide advice on the financial commitment required by students on Student Exchange Programs to cover accommodation arrangements, travel, insurance, etc;

c. provide the student with general advice about travel and health insurance and visa requirements;

d. provide the student with the required Student Exchange Program documentation and a copy of this policy;

e. confirm with all parties whether the application has been approved by the host institution;
11.7 Incoming Exchange Students

11.7.1 Application Process

11.7.1.1 Students at participating local or overseas universities and education providers wishing to participate in a Student Exchange Program at the Colegio must apply through their home institution.

11.7.1.2 Applications shall be submitted to the Student Exchange Committee and approval shall then be sought from the Academic Heads and the VP for Academics and Research to admit the student into a Student Exchange Program.

11.7.1.3 When approval has been obtained, the student shall be formally offered a place in a Student Exchange Program by their home institution.

11.7.1.4 An Annual Activity Report for the academic year shall be submitted by the department contact (sponsor or coordinator of the program).

11.7.2 Admission and Enrollment

11.7.2.1 The process of admission and enrolment for incoming exchange students shall be administered in the same way as for all local and international students.

11.7.2.2 Incoming exchange students shall be responsible for maintaining a full-time enrolment while studying, in accordance with their visa requirements. Should they wish to change the courses in which they are enrolled, they must seek the approval of their home institution.

f. submit the approved Student Exchange Program documentation to the host institution and record the details of the program.
prior to making the change. Once they have the approval, students can then seek assistance from the Student Exchange Committee to have the changes to enrolment recorded.

11.7.2.3 When an incoming exchange student has completed a Student Exchange Program at the Colegio, a transcript shall be sent to the student’s home institution by the Student Exchange Committee.

11.8 Expectations of the School from the Student Exchange Program

11.8.1 All schools shall reserve the right of final approval on all student placements. The following items shall be taken into consideration by the Colegio:

11.8.1.1 Maintain a network of qualified and trained local representatives living in or near the community, with responsibility for each student, and provide orientation and ongoing support for both the host family and student.

11.8.1.2 Provide continuing hands-on monitoring and responsiveness from local representative to national headquarters including student selection and preparation, selection and screening of host families, ongoing contact with host family and student, and communication with the school and responsiveness to school needs.

11.8.1.3 Receive school enrollment authorization for placements each year prior to contacting potential host families, and follow school policy on timing and requirements.

11.8.1.4 Screen and prepare exchange students while monitoring their progress during the school year, responding to issues or problems as they develop.
11.8.1.5 Arrange host family placements before exchange students leave their home country. Exchange students are expected to be in their host family and school placements by the first day of classes.

11.8.1.6 Personally interview and screen all potential host families, matching student and family interests and personalities.

11.8.1.7 In the event that tutoring help is needed, make arrangements and ensure that the student accepts financial responsibility for it.

11.8.1.8 Provide the school with a complete student application which shall include the following:

a. Personal letter from the student
b. Detailed information on student and natural family
c. Proof that the student has sufficient language ability to function in the host institution
d. Original transcript of student’s grades, with English translation
e. Necessary medical history, including proof of immunization as required by the school.

12. Suspension of Classes

12.1 Classes in all levels shall be suspended on or before but not later than 5 a.m. when:

a. Typhoon Signal No. 3 or 4 is raised by PAGASA; and
b. Other calamities such as volcanic eruptions and earthquakes are announced.

12.2. Special suspension of classes may be declared by the VP for Administration and Planning after an announcement confirmed by the following authorities:

a. DepEd Secretary / CHED Region IV-A Director; and
b. Local Government Unit Head of Calamba City, Laguna.
c. Governor’s Office of Laguna
12.3 The Office of Vice President for Administration and Planning shall make the necessary announcement at all entrances, classrooms, faculty, rooms, and offices. The head of the security guards shall be directed to enforce the suspension at the gate and school entrances.

12.4 Announcements may be relayed by the Office of Vice President for Administration and Planning to the local radio/television stations or through text messages, Internet, and/or phone call for the immediate information of parents, students, faculty, and personnel.

12.5 The Office of Vice President for Administration and Planning with the help of the academic heads and faculty shall make sure that students caught by the announced suspension inside the premises are properly advised to go home as soon as possible and take the necessary precautions. The activation of the Emergency/Disaster/Security Committee may be made during emergency and/or dangerous cases.
Section 3
Student Discipline
1. Student Decorum

Colegio de San Juan de Letran Calamba, a Catholic institution, is not only concerned with the academic development of the Letranites, but also with their character formation reflected in the Mission Statement of the school. Letranites must be refined in their thought, words, and actions.

In connection with the above-mentioned expectations, the following set of rules and regulations on STUDENT DECORUM is hereby issued.

1.1 Students, parents, and/or guardians must familiarize themselves with the content of this handbook. Ignorance of the provisions stated herein does not excuse any student from the sanctions in this handbook.

1.2 Students shall take pride of this institution and shall conduct themselves in such manner as to preserve the integrity and honor of the school wherever they may be.

1.3 Students are expected to act as mature individuals at all times, whether on or off the campus, in showing respect for people in authority, for the rights of fellow students and for the good name of the institution. If a Letran student, by his/her general conduct brings discredit to the school rules and regulations, not limited to social media, the administration may recommend appropriate action after due process.

1.4 Students are earnestly enjoined to take active participation in all institutional activities sponsored by the school.

1.5 Students are expected to show respect and deference at all times in dealing with the administrators, office personnel, members of the faculty, maintenance and technical staff, security guards, fellow students, and visitors.

1.6 Students are expected to value the school property and keep the school premises neat and clean at all times. Marking
of walls and chairs is prohibited. Blackboard, white board, chalk and white board marker are to be used for instructional purposes only.

Official notices on the blackboard should not be erased and posters should not be removed. School facilities (e.g. faucets, lights, air condition units) should be turned off when not in use. Pieces of papers, candy wrappers, and the like should be thrown into the wastebasket.

1.7 Students are not allowed to stay in the classroom and manifesting boisterous conduct such as whistling, shouting, running, loud talking, or any other action that tends to distract other students from on-going school activities (in classes, offices, chapel, library, etc.).

1.8 In all institutional activities including dialogues, meetings and other similar / related activities where students are directly involved, orderliness and proper behavior should be observed. Free expression of opinions and suggestions that aims to promote peace and maintain harmonious relationship among the Letranites is encouraged.

1.9 Students engaged in hazing, initiation, and other extra-curricular activities, which are inimical to Christian conduct such fraternities, sororities and other similar groups that are not recognized by the Colegio shall be suspended or dismissed from the school after due process.

1.10 Students who organize/participate in activities not approved by the Student Affairs and Development Department are subject to disciplinary sanctions.

1.11 Students who wish to appear on television, movies or print media as models, beauty contestants or performers, on the radio or in any other forms of media, whether or not will use the name of the Colegio, must have the written approval of the Director for Student Affairs and Development Department.
to protect the name and integrity of both the concerned students in particular and the whole school in general.

2. ID and Uniform

2.1 All college students are required to wear their prescribed uniform from Monday to Friday. A “No Uniform, No Entry Policy” shall be implemented.

2.1.1 Working students and graduating students conducting on-the-job training or practicum may be exempted from wearing their school uniform, provided they present the following documents to the Student Affairs and Student Development Services Department:

A. For working students:
   • photocopy of official enrollment form
   • 2 copies of 1x1 recent picture
   • official receipt of permanent gate pass fee
   • written request endorsed by the Dean
   • certificate of employment
   • photocopy of company ID

B. For OJT/Practicum students:
   • photocopy of official enrollment form
   • 2 copies of 1x1 recent picture
   • official receipt of permanent gate pass fee
   • written request endorsed by the Dean
   • acceptance form duly signed by the company concerned and verified by the RDD

2.1.2 Pregnant students may be exempted from wearing the school uniform after they secure a permit from the StADD. Such permit will be granted provided that the following documents are submitted:
   • 2 copies of 1x1 recent picture
   • official receipt of permanent gate pass fee
   • written request endorsed by the Dean
   • marriage contract or if unmarried, letter from parents/guardian
   • medical certificate from OB-Gyne
   • Guidance and Counselling Office Certificate regarding initial consultation
   • photocopy of official enrollment form
2.1.3 On PE class, students may enter the campus in their complete PE uniform. However, students must wear their required school uniforms after class. The prescribed PE uniforms are as follows:

Male: White t-shirt with Letran logo  
     Navy blue shorts with Letran patch  
     Appropriate shoes and socks

Female: White t-shirt with Letran logo  
     Red jogging pants with the Colegio’s name  
     Appropriate rubber shoes and socks

2.2 The prescribed uniform for male students of all courses, except Nursing is comprised of:

- White polo with Letran patch  
- Black slacks pants  
- Plain white undershirt  
- Closed black leather shoes

2.3 The prescribed uniform for female students of all courses, except Nursing is comprised of:

- White blouse with red piping cut according to the prescribed pattern  
- Blue skirt (below the knee)  
- Closed black leather shoes

2.4 Rubber shoes, sandals, clogs, open toes and slippers are not allowed on uniform days.

2.5 On non-uniform day, students should be decently and properly dressed.

2.6 A No Class Slip form is secured from the StADD office by students who intends to enter the school premises for a valid reason during no class days.

2.7 Shirts of student organizations, auxillary volunteer groups, and other official shirts as may be declared by the Colegio may be worn by students during authorized day/s. They may also
wear jeans and appropriate footwear. Rubber slippers and sandals are not allowed.

2.8 Students are not allowed to wear the school uniform in public places like drinking areas, beer houses, KTV bars, motels, movie houses, billiard halls, and the like.

2.9 The ID card, as part of the uniform, must be worn accordingly. A “No ID, No Entry Policy” shall be implemented to students with no identification of being a bonafide student.

2.9.1 All students should wear their ID card upon entrance and all the time while inside the campus.

2.9.2 A student who refuses to pin his/her ID while inside the campus will be referred to the Student Affairs and Development Department.

2.9.3 Administrative sanctions shall be imposed to any student who uses fake ID, or the ID of another student and/or lend his/her ID for somebody else's use.

2.9.4 During enrollment and in transacting business with the different offices in Letran, the student should present his/her ID.

2.10 Lost ID card should be reported to the Student Affairs and Development Department immediately. An Affidavit Form duly notarized by a lawyer should be submitted to the StADD together with the official receipt for the lost ID fee.

2.11 Fancy hairstyle (i.e. Mohawk, Emo, K-pop inspired, Dreadlocks, Pineapple cut etc.) and excessive hair dye (i.e. pink, blue, green, red etc.) are prohibited. For male students, hair must not touch the bottom of the earlobes nor touch the collar of the shirt.

2.12 Wearing of earrings (for male students), henna, tattoo, and body pierce in any exposed part of the body is prohibited. Earrings may be confiscated by the faculty or employee and must be turned over to the StADD or proper authority office for documentation of the violation.

2.13 Cross dressing is not allowed.
3. School Uniform for Specific Academic Program

3.1 Nursing Students' Uniform

All Nursing students shall follow the basic school uniform and clinical nursing uniform as stated both in the Student Handbook of the Colegio and the Operations Manual of the Department. The wearing of uniform shall serve the purpose of protecting the student and the client for any possible contamination while on-duty and at the same time maintains the student's school identity.

3.1.1 All Nursing students shall follow the specific prescribed uniforms for each year level.

<table>
<thead>
<tr>
<th>Level</th>
<th>Uniform Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Basic Uniform</td>
</tr>
<tr>
<td>Level II</td>
<td>Clinical Nursing Uniform-according to area of assignment</td>
</tr>
<tr>
<td>Level III</td>
<td>Clinical Nursing Uniform-according to area of assignment</td>
</tr>
<tr>
<td>Level IV</td>
<td>Clinical Nursing Uniform-according to the area of assignment - Gala Nursing Uniform</td>
</tr>
</tbody>
</table>

3.1.2 The white clinical Nursing uniform must be worn in all Related Learning Experiences classes inside the Colegio and in all assignment.

3.1.3 All Nursing students are required to wear their clinical gown upon entry to the Communicable Diseases unit to protect themselves from contamination.

3.1.4 All students shall follow the uniforms prescribed for the sterile/surgical areas, such as OR-RR / LR-DR / Nursery / NICU.
3.1.5 The main principle guiding practice in sterile areas is surgical asepsis.

Thus, the following measures must be observed.
All students shall:

3.1.5.1. report to clinical duty in white clinical uniform;
3.1.5.2. change white uniform to scrub suit inside the unit;
3.1.5.3. wear gown upon leaving the said sterile areas and remove gown upon entering the same;
3.1.5.4. report to clinical duty in white shoes; and
3.1.5.5. change to sterile shoes / surgical footwear upon entering the sterile areas and change again upon leaving the same.

3.1.6 For non-sterile areas (ICU / ER / Psychiatry), the following measures must be observed:

All students shall:
3.1.6.1. report to clinical duty using white clinical uniform;
3.1.6.2. change to scrub suit, if applicable;
3.1.6.3. change shoes, if applicable; and
3.1.6.4. wear clinical gown, if applicable.

3.1.7 The community health nursing uniform shall be worn during Related Learning Experiences in the health centers, community assignments and the like.

3.1.8 The nurse's uniform shall not be worn in movie houses and other public places.

3.1.9 Violation of the guidelines and rules on uniform and decorum shall be subject to disciplinary action according to the provisions of the Colegio. However, with respect to the RLE 3, violations of the applicable clinical uniform would be equivalent to one (1) absence subject to make-up.
3.1.10 Uniform design of all levels of BS Nursing students

The uniforms shall be designed according to the level of the students or areas of assignments. The details of the design are as follows:

### 3.1.10.1 Level I - Basic Uniform

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>White polo with Letran patch</td>
<td>White A-line design with Letran patch</td>
<td></td>
</tr>
<tr>
<td>Plain undershirt</td>
<td>Plain undergarment</td>
<td></td>
</tr>
<tr>
<td>Black pants</td>
<td>Skin tone stockings</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>Black closed 1-inch shoes</td>
<td></td>
</tr>
<tr>
<td>Black shoes</td>
<td>School ID</td>
<td></td>
</tr>
</tbody>
</table>

### 3.10.2 Level II / III / IV - Clinical Nursing Uniforms

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>White V-neck or round neck nursing uniform</td>
<td>White A-line basic school uniform with white apron</td>
<td></td>
</tr>
<tr>
<td>White / plain undershirt</td>
<td>white smock</td>
<td></td>
</tr>
<tr>
<td>White socks</td>
<td>gown</td>
<td></td>
</tr>
<tr>
<td>White shoes</td>
<td>White/plain full chemise</td>
<td></td>
</tr>
<tr>
<td>Gown (for CD)</td>
<td>White stockings</td>
<td></td>
</tr>
<tr>
<td>School ID</td>
<td>White shoes</td>
<td></td>
</tr>
<tr>
<td>Nameplates</td>
<td>Gown (for CD)</td>
<td></td>
</tr>
<tr>
<td>Letran pin (level IV)</td>
<td>School ID</td>
<td></td>
</tr>
<tr>
<td>No nursing cap / bag</td>
<td>Letran pin (level IV)</td>
<td></td>
</tr>
<tr>
<td>Nursing cap / bag</td>
<td>Community Health Nursing</td>
<td></td>
</tr>
</tbody>
</table>

All students shall have clinical bags with the following medical supplies and paraphernalia as follows:

- Stethoscope
- Bandage
- Scissors
- Sphygmomanometer
- Medicine Tray
- Thermometer
- Medicine Cup
<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrub Suits for Specialty Areas</td>
<td>Scrub suit, mask, bonnet, sterile shoes / surgical footwear, gown</td>
<td>Scrub suit, mask, bonnet, sterile shoes / surgical footwear, gown</td>
</tr>
<tr>
<td>Sterile/surgical areas: Operating Room Recovery Room Labor Room / Delivery Room Nursery / NICU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-sterile areas: Intensive Care Unit Emergency Room Psychiatry</td>
<td>Scrub suit, mask, bonnet, sterile shoes / surgical footwear, gown</td>
<td>Scrub suit, mask, bonnet, sterile shoes / surgical footwear, gown</td>
</tr>
</tbody>
</table>

| Community Health Nursing (CHN) Uniform | • Striped (blue and white) polo with side pocket and Letran logo on it. • Midnight blue slacks • Black shoes • Black socks • School ID • Name plate | • Striped- top (blue and white) blouse with pocket and Letran logo on it. • Midnight blue slacks • Black shoes • Black socks • School ID • Name plate |

3.2 **School of Tourism and Hospitality Management Students’ Uniform**

3.2.1 All Tourism and Hotel and Restaurant Management (HRM) students shall follow and wear basic college uniform set by the Colegio during regular days.
3.2.2 In addition, the following prescribed laboratory uniforms shall be worn by Tourism/HRM during the specified courses and day:

3.2.2.1 Chef’s Uniform for Culinary Arts and Sciences, Bakery Science and Banquet Functions and Catering Service;
3.2.2.2 Service Uniform for Food and Beverage Service and Banquet Functions and Catering Service;
3.2.2.3 Bar Uniform for Bar Management subject; and
3.2.2.4 Housekeeping Uniform for housekeeping subject

3.2.3 Students shall be identified through their respective laboratory uniform. The uniforms will serve also as protection of students during kitchen laboratory activity. Thus, those with laboratory classes shall:

3.2.3.1 attend laboratory class wearing a complete set of clean and unwrinkled laboratory uniform;
3.2.3.2 follow good grooming (proper haircut, no nail polish, no hair dye, and no earrings for boys);
3.2.3.3 wear their complete uniform when working with food in the kitchen or demo laboratory and when cleaning work areas; and
3.2.3.4 wear their uniform until the end of their laboratory class.

3.2.4 All 2nd, 3rd, and 4th year students are required to wear Corporate Uniform every Wednesday.

3.2.5 Wearing of organizational shirt is only allowed during school’s extra-curricular activities. (e.g. Tourism and Hospitality Management Student Society (THOMASS) week.

3.2.6 Violation of the above uniform provision shall be subject to disciplinary action anchored on the Colegio’s rules and regulations.
3.2.7 The uniforms shall be designed according to the courses of the students or area of the laboratory. The details of the design are as follows:

A. Kitchen (Chef's) Uniform for Hotel and Restaurant Management Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat</td>
<td>Hair net and navy blue bull cap with Letran logo</td>
<td>Hair net and navy blue bull cap with Letran logo</td>
</tr>
<tr>
<td>Neckercieh</td>
<td>White, cloth, tied in a chef’s knot.</td>
<td>White, cloth, tied in a chef’s knot.</td>
</tr>
<tr>
<td>Pants</td>
<td>Black slacks</td>
<td>Black slacks</td>
</tr>
<tr>
<td>Shoes/Clogs</td>
<td>Black close shoes; non-slip sole</td>
<td>Black close shoes; non-slip sole</td>
</tr>
<tr>
<td>Apron</td>
<td>White, cotton or cotton blend.</td>
<td>White, cotton or cotton blend.</td>
</tr>
<tr>
<td>Side Towels</td>
<td>White, cotton.</td>
<td>White, cotton.</td>
</tr>
<tr>
<td>Jacket</td>
<td>White, double-breasted, long sleeves, cotton or cotton blend, and buttoned from throat to waist. School logo on the upper left sleeve.</td>
<td>White, double-breasted, long sleeves, cotton or cotton blend, and buttoned from throat to waist. School logo on the upper left sleeve.</td>
</tr>
</tbody>
</table>
B. Kitchen Uniform for Tourism Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat</td>
<td>Hair net and navy blue bull cap with Letran logo</td>
<td>Hair net and navy blue bull cap with Letran logo</td>
</tr>
<tr>
<td>Pants</td>
<td>Black slacks</td>
<td>Black slacks</td>
</tr>
<tr>
<td>Shoes/Clogs</td>
<td>Black close shoes; non-slip sole</td>
<td>Black close shoes; non-slip sole</td>
</tr>
<tr>
<td>Apron</td>
<td>White, cotton or cotton blend.</td>
<td>White, cotton or cotton blend.</td>
</tr>
<tr>
<td>Side Towels</td>
<td>White, cotton.</td>
<td>White, cotton.</td>
</tr>
<tr>
<td>Polo Shirt</td>
<td>Plain white cotton or cotton blend. School logo on the upper left sleeve.</td>
<td>Plain white cotton or cotton blend. School logo on the upper left sleeve.</td>
</tr>
</tbody>
</table>

C. Service/Bar Uniform for HRM Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo/Blouse</td>
<td>White, long sleeve.</td>
<td>White, long sleeve.</td>
</tr>
<tr>
<td>Vest (for Bar)</td>
<td>Black with pinstriped.</td>
<td>Black with pinstriped.</td>
</tr>
<tr>
<td>Pants (male)/Skirt (female)</td>
<td>Black with pinstriped. No sagging hemline. NO JEANS.</td>
<td>Black pinstriped, knee-length</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather shoes with black socks.</td>
<td>Black close shoes at least one inch heels. Stockings must be worn</td>
</tr>
<tr>
<td>Bow Tie</td>
<td>Black for Service Red for Bar</td>
<td>Black for Service Red for Bar</td>
</tr>
</tbody>
</table>
### D. Service Uniform for Tourism Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Plain, white cotton or with school logo on the upper left sleeve.</td>
<td>Plain, white cotton with School logo on the upper left sleeve.</td>
</tr>
<tr>
<td>Pants</td>
<td>Black slacks</td>
<td>Black slacks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather shoes with black socks.</td>
<td>Black, at least one inch heels. Upper portion must fully cover the foot. Stockings must be worn</td>
</tr>
</tbody>
</table>

### E. Housekeeping Uniform for HRM Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Plain, white cotton with school logo on the upper left sleeve</td>
<td>Plain, white cotton with school logo on the upper left sleeve</td>
</tr>
<tr>
<td>Pants</td>
<td>Black slacks</td>
<td>Black slacks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather shoes with black socks.</td>
<td>Black, flat, close leather shoes with black socks.</td>
</tr>
</tbody>
</table>
F. Corporate Uniform for HRM Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo/Blouse</td>
<td>White long sleeve with silk silver neck tie.</td>
<td>White long sleeve.</td>
</tr>
<tr>
<td>Blazer</td>
<td>Black with pinstriped, Letran logo on the upper left breast.</td>
<td>Black with pinstriped, Letran logo on the upper left breast.</td>
</tr>
<tr>
<td>Pants (male)/Skirt (female)</td>
<td>Black with pinstriped. No sagging hemline.</td>
<td>Black with pinstriped, knee-length</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather shoes with black socks.</td>
<td>Black, 2-3 inch heels. Black stockings must be worn.</td>
</tr>
</tbody>
</table>

G. Corporate Uniform for Tourism Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo</td>
<td>White long sleeves with silk red neck tie.</td>
<td>White, short sleeved with red scarf printed with small Letran logos</td>
</tr>
<tr>
<td>Blazer</td>
<td>Midnight blue color, with Letran logo on the upper left breast.</td>
<td>Midnight blue color with Letran logo on the upper left breast. Red lining on the lower part of the sleeve.</td>
</tr>
<tr>
<td>Pants (male)/Skirt (female)</td>
<td>Midnight blue color. No sagging hemline.</td>
<td>Midnight blue color; knee-length. Black stockings must be worn</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather shoes with black socks.</td>
<td>Black, 2-3 inch heels. Stockings must be worn.</td>
</tr>
</tbody>
</table>
4. Disciplinary Actions and their Nature

Disciplinary actions are corrective measures imposed on students who failed to comply with the provisions on the expected Student Decorum. The primary objective of these actions is to guide the erring students to follow the path of right conduct. Severe disciplinary actions, however, may be imposed on certain cases as the circumstances may warrant.

They are differentiated in the following manner:

4.1 **ADMONITION** – oral statement to the offender that he/she has violated the college rules and regulations.

4.2 **WARNING** – oral or written notice to the offender that continuation or repetition of the wrongful conduct within a period of time stated in the warning may be a cause for more severe disciplinary action.

4.3 **RESTITUTION** – reimbursement for damage to or misappropriation of property; this may take the form of appropriate repair service or damage compensation.

4.4 **SUSPENSION** – exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

4.5 **EXCLUSION** – termination of student status from the Colegio. The Colegio reserves the right to drop/exclude any student from the rolls at any time of the school year if his/her behavior/influence is proven to be detrimental to the welfare of the whole studentry after due process.
The administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations are provided and categorized below. (Article XXI, Section 106, Manual of Regulation for Private Higher Education 2008)

1. **SUSPENSION** - a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school term. A penalty of suspension for a period of more than twenty percent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.

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

2. **NON-READMISSION** – a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution of non-readmission was promulgated. Transfer of credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the M.O.R.P.H.E.
3. **EXCLUSION** - a penalty that allows the institution to exclude or drop the name of the erring student from the rolls of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer of credentials of the erring student shall be issued upon promulgation, subject to other provisions of the M.O.R.P.H.E.

The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission of Higher Education the opportunity to review the case in the event the student makes and files appeal to the Commission.

4. **EXPULSION** - a penalty wherein the institution declares an erring student disqualified for admission in any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission of Higher Education. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceedings to the CHED Regional Office concerned within ten days from the termination of investigation for each case.

5. **Offenses and Sanctions**

Sanctions shall be imposed after due process to any student who has committed any of the following offenses. **Prescriptive period of six (6) months after the commission of the offense in the filing of complaint will be observed.**
5.1 **Light Offense**

5.1.1 Non-conformity to the uniform regulations which includes

- Improper PE uniform
- Improper slacks/trousers (e.g. jeans)
- No ID upon entering the campus
- Open shoes / other colored leather shoes/ rubber shoes/sneakers
- Polo or nursing uniform without logo
- Sneakers / rubber slippers and sandals during uniform days
- Unauthorized and unofficial ID lace or organizational shirts
- Unrecognized organizational shirt
- Wearing civilian clothes during uniform days
- Wearing PE uniform with no PE class

5.1.3 Inappropriate civilian clothes during non-uniform days:

- Backless blouse
- Bare midrib
- Blouse with spaghetti strap
- Hanging blouse/crop top
- Jeggings/Leggings
- Mini-skirt / micro-mini
- Net-type blouse / see-through
- Off-shoulder blouse
- Shirt with obscene text/visual
- Sleeveless
- Tattered / torn pants
- Tube blouse
- Venus-cut (plunging neckline)
- Walking shorts

5.1.4 Littering

- Improper disposal of waste in the appropriate waste can/bin
- Non-observance of CLAYGO (Clean as you go)
5.1.5 Using any form of electronic devices (e.g. cellular phones, Ipad, Ipod, MP3, MP4 and PSP)

- The faculty or employees may confiscate these devices and turn them over to the StADD or Dean's office as evidences.
- These devices shall be returned to the students after the proper documentation of the offense committed.

5.1.6 Simple misconduct

- Blocking of stairways, corridors and doors, sitting on the stairs, congregating in front of doors and along the corridors
- Intruding into the private lounges and/or rest rooms, whistling especially at ladies, boisterous laughter, and other nuisance of an uncultured individual.

5.1.7 Unauthorized entry to the campus or any office or facilities in the Colegio

5.2 Appropriate Sanction for 5.1 to 5.1.7

1st offense - 1st verbal warning
2nd offense - 2nd verbal warning
3rd offense - 3rd verbal warning
4th offense - final verbal warning
5th offense - written warning
6th offense - 3-day suspension
Or other appropriate sanction as prescribed by school authorities

5.3 Cleansing Period
Cleansing of records under offenses made in 5.1 to 5.1.7 is after eight (8) months
5.4 **Serious Offense**

5.4.1 Possession/display/distribution of pornographic materials and/or articles within the campus through print and electronic media

5.4.2 Defacing, mutilating and removing officially posted materials

5.4.3 Planning/premeditating individual/organizing activities inimical to the best interest of the institution

5.4.4 Boisterous conduct and any form of intimidation during meetings, dialogues and/or other similar/related activities

5.4.5 Drinking alcoholic beverages/online gambling or any form of gambling in public places while still wearing the school uniform

5.4.6 Smoking inside the campus or within one hundred meters of the school perimeter

5.4.7 Gambling of any sort inside the campus

5.4.8 Using/lending of ID/registration form of/to another student

5.4.9 Playing of cards inside the campus

5.5 Appropriate Sanction for 5.4.1 to 5.4.9

Written warning to 2-week suspension and/or other appropriate sanction as prescribed by school authorities

5.6 **Cleansing Period**

Cleansing of records under offenses made in 5.4.1 to 5.4.9 is after one year
5.7 **Major Offense**

5.7.1 Cheating
Note: Aside from disciplinary sanction, the student may receive an academic grade of 50% for a particular quiz or examination

5.7.2 Plagiarism

5.7.3 Dishonesty

5.7.4 Gross misconduct

5.7.5 Insubordination / willful disobedience of a lawful order

5.7.6 Stealing

5.7.7 Acts of disrespect in words or in deeds which tend to put any member of the administration, faculty and personnel, students, parents, and visitors or any person vested with authority in ridicule and contempt, which also include but not limited to on-line posting on blogs, fora, social networking sites or through the use mobile phones, laptops, tablets and other similar electronic devices.

5.7.8 Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering the school premises

5.7.9 Direct physical assault upon any member of the administration, faculty and personnel, or any persons vested with authority inside or outside the campus

5.7.10 Participation in brawls or infliction of physical injuries inside or outside the campus

5.7.11 Vandalism /Damage to /Destruction of College's/ teacher's/student's property

5.7.12 Bringing and/or drinking liquor and/or alcoholic beverages inside the campus, entering the campus in the state of intoxication
5.7.13 Possession/Using/Selling of prohibited drugs including marijuana, shabu, ecstasy, or other illegal substance or the showing of positive signs of the effects of their use

5.7.14 Carrying/Possession of firearms/deadly weapons/tools, explosives and firecrackers

5.7.15 Tampering of records, documents and/or receipts through forgery, fabrication and falsification

5.7.16 Appropriation/Misappropriation of student organizations’ funds or properties or consenting through negligence or abandonment or permitting any other person to take funds or properties either wholly or partially

5.7.17 Illegal rites/ceremonies/ ordeals to include hazing/initiation

5.7.18 Immorality/Public Display of Physical Intimacy/sexual harassment inside or outside the campus

5.7.19 Acts of lasciviousness/sexual mischief inside or outside the campus

5.7.20 Disruption of the academic functions or school activities thru illegal assemblies, demonstrations, boycotts, pickets, and/or any mass action-related activities which tend to create public disorder or disturbance

5.7.21 Acts of subversion, sedition and insurgency as prohibited in the existing laws of the land

5.7.22 Physical attack on fellow student/s, parents, visitors, and other stakeholders

5.8 Appropriate Sanction for 5.7.1 to 5.7.22
Two week suspension to exclusion and/or other appropriate sanction as prescribed by school authorities

5.9 Cleansing Period
Cleansing of records under offenses made in 5.7.1 to 5.7.22 is after one year
5.10 The Colegio may compel students to keep the norms of conduct expected of members of the academic community, whether on or off campus. Therefore when students misbehave outside the campus and the misconduct complained of directly affects the offender's status as a suitable member of that community, there is no reason why the school may not impose disciplinary sanctions on him.

5.11 Sanctions may also be imposed on students who, after due process, were found to be accomplices and accessories to an offense.

5.12 The Colegio reserves the right to drop/exclude a student from the rolls based on the frequency and gravity of the offenses committed.

5.13 Certificate of good moral character shall be issued to students in accordance with existing policies of the Colegio.

6. Student Referral

6.1 Once caught for a specific violation, the security guard/faculty / Employee must inform the student about the nature of his/her violation.

6.2 A referral slip will be issued by the security guard/facult / employee to the student violator. The student must fill up the information at the upper portion and the lower portion of the slip. These include the ID number, name and signature, and year and course.

6.3 The security guard/faculty/employee must verify the information written by counter checking it with the student I.D. of the violator.

6.4 The security guard/ faculty/ employee who caught the student violator must write the nature of violation in the “Reasons for Referral” portion and must also write his/her name and signature in the “Referred by” portion.

6.5 The security guard/facultyemployee will detach the referral
stub and give the referral slip to the student. He/she must advise the student violator to report immediately to the Student Affairs and Development Department.

6.6 The security guard in-charge must bring all detached referral stub to StADD on or before 5:00 p.m. In case there are violations from 5:00 p.m. to 9:00 p.m., the security guard in-charge must forward the referral stubs early in the morning on the following day.

6.7 On the other hand, the faculty or employee may bring the referral stub to StADD or to the Dean's Office. If a faculty or employee does not have a referral slip, he/she may confiscate the ID of the student violator and submit it to StADD or to the Dean's Office.

6.8 If the student violator fails to report to StADD upon the issuance of the referral slip within the day, he/she will automatically be given sanction as stipulated in the Student Handbook.

7. Student Grievance

Considering the parental responsibility “loco parentis” over the students and the implied duty to provide the learners an atmosphere that is truly conducive for learning, schools, colleges, and universities must adopt and effectively implement mechanics to address student-related grievances.

To realize the previously-stated aim, the Student Formation Section shall receive the complaints of Letran students against administrators, faculty, employees, security guards, or fellow students. It shall study the merit of the said grievance before any action is taken. It shall also make representation in behalf of the student complainant who wants to maintain his/her anonymity. Lastly, it shall recommend appropriate sanctions to the Director for Student Affairs and Development Department in case of an infraction of the school policy, particularly in matters pertaining to student demeanor and conduct.
7.1 General Policies

7.1.1 As befit member of the Christian academic community, grievances against any member of the Letran community should be initially settled with the person concerned through sincere dialogue and discussion.

7.1.2 Proper communication is absolutely necessary. If something goes wrong, those affected should not wait for a crisis situation to happen but should attempt to settle the matter informally as soon as possible. Students can approach their respective faculty advisers in case of minor offenses / complaints.

7.1.3 It is only when the initial discussion fails that one may resort to formal procedure for settling offense / complaints.

7.1.4 A case conference shall be conducted to resolve grievances. First option is to settle the case amicably between parties involved.

7.1.5 In case the student brings his/her grievance to the Supreme or Departmental Student Council, the council officers may refer the student to the Student Affairs and Development Department for appropriate action.

7.1.6 If the grievance is not written, the Student Formation Officer shall request the student to write a formal complaint against the subject of the grievance.

In extreme cases when the evidence gathered is substantial that a violation of the policies occurred, the StADD may initiate preliminary investigation despite the absence of a written complaint.

7.1.7 If the Student Formation Officer finds merit in the case, he/she shall endorse the case to the concerned Academic Head if it is a student and faculty related complaint. He/she shall conduct an investigation following the requirements of due process.
7.1.8 The Student Formation Officer shall then recommend to the Director for Student Affairs and Development Department the particular course of action concerning the parties involved.

7.1.9 If the case constitutes a major offense, the Assistant Director for Student Affairs and Development Department may convene the Letran Investigative Committee to decide on the matter. A major offense refers to any of the offenses punishable with dismissal as stipulated in the Manual of Regulation for Private Schools (MRPS) and Technical-Vocational Education and Training (TVET) Manual such as:

a. Gross misconduct
b. Dishonesty
c. Hazing
d. Carrying a deadly weapon
e. Immorality
f. Selling or possession of prohibited drugs
g. Drug dependency
h. Drunkenness
i. Hooliganism
j. Vandalism
k. Assaulting a student or school personnel
l. Instigating or leading illegal strikes or similar concerted actions
m. Activities resulting in the stoppage of classes
n. Preventing or threatening any student or school personnel from entering the school premises, or attending classes or discharging their duties
o. Forging or tampering with school records or school forms
p. Securing or using forged school records, forms and documents

7.1.10 A student shall follow the specific procedures for formal complaints:

7.1.10.1 **Student’s Complaints against Another Student**

a. The complainant must submit a written complaint
against the student respondent. If the case happened within an academic-sponsored activity, it will be referred to the Academic Head concerned. But if the case occurred beyond academic-sponsored activity, the Student Affairs and Development Department shall act on it in coordination with the Academic Head concerned.

b. The Director for Student Affairs and Development Department or the Academic Head has three (3) to five (5) working days to act on the complaint.

c. If the student feels that he/she does not receive the necessary actions on his/her complaint or if the Academic Head or the StADD fails to settle the complaint, the case may be referred to the higher authority.

7.1.10.2 Student's Complaints against an Administrator / Faculty / Employee

a. The student must submit a written complaint against the administrator / faculty / employee to the Academic / Department / Office Head concerned. The concerned administrator shall study the merit of the complaint and must do the necessary action.

b. If the student fails to get the necessary action, his/her complaint shall be referred to the Division / Department Head concerned. The Division/Department Head is expected to act on it by investigating the matter from both parties, that of the administrator/faculty/employee and that of the student.

c. Offenses stipulated in the Faculty and Employee Handbook

1. Threatening or intimidating co-faculty or other stakeholders of Letran
2. Fighting, provoking a fight, or inflicting or attempting to inflict injuries to other employees/faculty members,
superiors, officials in Letran or other stakeholders (students, client, parents, security/janitorial personnel)
3. Discourtesy, disrespect, insult or the use of foul or profane language towards other employees/faculty members, superiors, officials or other stakeholders of Letran
4. Commission of a crime against Letran's officers and employees/faculty members or other stakeholders of Letran
5. Tactlessness and imprudence in dealing with parents
6. Influencing other faculty to change the grades of a student by reason of personal relationship
7. Issuing entrusted confidential information to unauthorized persons
8. Failure to apply fairness/justice in evaluating students' performance (improvement of academic ratings due to favor received or undue deduction of ratings
9. Corporal Punishment
10. Sexual Harassment

7.1.10.3 A class complaint against an Administrator /Faculty /Employee
a. If the class complains against an administrator/faculty/employee, the class shall try first to present the complaint to the administrator/faculty/employee concerned. The said written complaint shall be signed by 50% plus one of the students. The Academic/Department Head shall be furnished a copy. If the complaint is settled, a written report shall be submitted by the administrator/faculty/employee to the Academic/Department Head concerned.

b. If the initial step fails to receive the necessary action, the written complaint shall be forwarded to the Academic/Department Head. The class shall elect a committee of three representatives to see the Academic/Department Head. The Academic/Department Head has three working days to investigate and settle the complaint.

c. If the class members feel that necessary actions on their complaint have not been taken within the
prescribed period or if the Academic/Department Head fails to settle the complaint, the case shall be referred to the Division Head concerned.

7.1.11. The StADD shall maintain a copy of all decisions of student disciplinary cases that shall serve as reference on the issuance of good moral character certificate and deportation report.

7.1.12. The complaints of non-students, namely, Letran administrators, faculty, employees, parents, and security guards, against Letran students shall also be entertained by the StADD and shall also be covered by its standard operating procedures.

8. Random Drug Testing

8.1 Notification

The Colegio is required to explain the stipulated policy and procedures to the school community and ensure their inclusion in the Student Handbook with proper notice to all students and parents on the process and manner by which the random drug testing shall be conducted before full implementation. Such notice may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

8.2 Samples

8.2.1 The whole student population of the school is included in the random sampling.

8.2.2 The number of samples should yield a statistical 95% confidence level for the whole student population.

8.2.3 The Selection Board will use the Slovin's formula in determining the number of students who will undergo random drug testing.

8.3 Selection of Samples

8.3.1 The Drug Testing Coordinator shall convene the
Selection Board within five (5) days from the receipt of notice.

8.3.2 On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.

8.3.3 The Selection Board shall ensure the confidentiality and integrity of the random selection process.

8.3.4 The selection process shall be at random through a lottery which may be computerized, or in any other manner that shall be agreed upon by the board.

8.3.5 The random selection of students for drug testing shall be done on the same day. The Student Formation Officer shall be given the list of selected students and their class schedule and shall fetch them from their classrooms and immediately proceed to the medical/dental clinic.

8.3.6 Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

8.3.7 The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times to avoid tampering with and contamination of the samples. The DOH prescribed guidelines shall be posted in strategic places/visible areas of the school.

8.3.8 The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.

8.3.9 The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory free of charge. The school, through its respective health
personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

8.3.10 The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing.

8.4 Treatment of Random Drug Testing Results

8.4.1 The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

8.4.2 Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

8.4.3 The laboratory shall place the drug testing result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator or duly assigned person shall then inform all the students tested individually of the test results.

8.4.4 In case the results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The result shall be told to inform his parents of the scheduled conference with the Drug Testing Coordinator or duly assigned person. The student shall be advised to refrain from revealing the test results to other persons.

8.4.5 During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test.

8.4.6 The confirmatory drug test shall be conducted in the same manner as the initial drug test.

8.4.7 The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed
directly to the Drug Testing Coordinator.

8.4.8 The Drug Testing Coordinator shall personally inform both the parents and the students of the results of the test.

8.4.9 The Drug Testing Coordinator shall not delegate such task of informing the student and the parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

8.4.10 First time positive confirmatory drug test results shall not be grounds for expulsion or any other disciplinary action against the student.

8.4.11 The Drug Testing Coordinator shall refer the student and his parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

8.4.12 The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

8.4.13 In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as indicated in the school’s Student Handbook and the MRPS, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

8.4.14 The student shall undergo a three month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
8.4.15 At the end of the three months, it is hoped that with the counseling done, the student would be properly rehabilitated.

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

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

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

These provisions read:

“Section 61 of RA 9165
Compulsory Confinement of a Drug Dependent Who Refuses to Apply under the Voluntary Submission Program—Notwithstanding any law, rule and regulation to the contrary, any person determined and found to be dependent on dangerous drugs shall, upon petition by the Board or any of its authorized representative, be confined for treatment and rehabilitation in any Center duly designated or accredited for the purpose.”

“Section 73 of RA 9165
Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency – Any parent, spouse or guardian who, without valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any
manner, "\textit{prevents or delays the after-care, follow-up or other programs for the welfare of the accused drug dependent, whether under voluntary submission program of compulsory submission program, may be cited for contempt by the court.}"

8.5 \textbf{Reportorial Requirements of Results of the Random Drug Testing}

8.5.1 The Drug Testing Coordinator, Drug Addiction Counselor and employees of DOH-accredited facilities, or testing laboratories shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.

8.5.2 The aggregate test results from each school which shall not include the identities of the student tested, shall be submitted by the school head to the Regional Director of CHED for consolidation for the purpose of evaluating the efficacy and effectiveness of drug prevention programs.

8.6 \textbf{Training of Guidance Counselors}

8.6.1 Letran must require the guidance counselors in the collegiate level to attend training of the Dangerous Drugs Board or private agency recognized by the government for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

8.7 \textbf{Enforcement of Compliance}

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

8.8.1 Separability Clause. If any provision of these guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.
1. Scholarship and Discounts

Colegio de San Juan de Letran provides opportunities to students to pursue academic and student development as part of its commitment and dedication to an outstanding scholarship achievement. Full or partial scholarship grants are given in accordance with specific guidelines prescribed by the school. Scholarships and financial aids are provided not only by the institution but also by other private and government organizations as well.

Scholarship and Financial Aid

1.1 Colegio Sponsored Scholarships Program

1.1.1 ST. THOMAS AQUINAS SCHOLARSHIP

Freshman College
1.1.1.1. Freshman college applicant must submit the following requirements:
1.1.1.1.1 Must have a regular status based on the Letran Calamba Admission Test result (LCAT); and
1.1.1.1.2 Authenticated certificate of award from the school Principal
1.1.1.2 Valedictorian or Salutatorian of the graduating class or its equivalent
1.1.1.3 No disciplinary record
1.1.1.4 Scholar will receive the following benefits:
1.1.1.4.1 100% free tuition and miscellaneous fees (excluding other fees and supplementary fees) for one semester for all students who graduated valedictorian; and;
1.1.1.4.2 50% free tuition for one semester for all students who graduated salutatorian

Old College Student
1.1.2.1 The applicant must meet the following conditions:
1.1.2.1.1 Enrolled in full semestral load and in subjects prescribed for regular student as reflected in the curriculum checklist.
1.1.2.2 A GWA of 90% and above and no grade lower than 85%.
1.1.1.2.3 Summer general weighted average (GWA) grades as prescribed in the curriculum shall be included in the computation of the general average of Dean's List. Scholars cannot avail themselves of the scholarship discount in the succeeding 1st semester if they fail to meet the required GWA in both the second semester and summer term.

1.1.1.2.4 Candidates with advance subjects can still qualify for scholarship discount provided they have satisfied the requirements previously stated.

1.1.1.3 Scholar must submit the latest computerized card.

1.1.1.4 Scholar will receive the following benefits:

1.1.1.4.1 100% tuition fee discount for one semester for all dean's listers who have a general weighted average of 95% and above; and

1.1.1.4.2 50% tuition fee discount for one semester for all dean's listers who have a general weighted average of 90% to 94%

1.1.2 ST. MARTIN DE PORRES SCHOLARSHIP

1.1.2.1 Applicants must submit the following requirements:

1.1.2.1.1 Application letter noted by the parent/guardian;

1.1.2.1.2 Photocopy of report card (at least Second Grading Period for early applicants) or photocopy of latest computerized card/copy of grades from the previous semester;

1.1.2.1.3 Latest proof of income or Certificate of Tax Exemption from BIR if parents are not working;

1.1.2.1.4 Proof of billing (e.g. electricity and water);

1.1.2.1.5 Medical certificate;

1.1.2.1.6 Barangay or police clearance;

1.1.2.1.7 Certificate of good moral character from the school;

1.1.2.1.8 Location map showing the place of
1.1.2.2  The applicant must comply with the following conditions to be accepted in the scholarship program:

1.1.2.2.1  S/he should come from a family with a combined annual gross income of not more than PhP 200,000;

1.1.2.2.2  S/he has at least a general weighted average of 85% in the previous semester/year;

1.1.2.2.3  S/he has a regular status in the Dominican Province of the Philippines, Inc. (DPPI) entrance examination result; and

1.1.2.2.4  S/he agrees in writing and abides with the contract issued by the Scholarship and Financial Aid Officer.

1.1.2.3  Scholar must comply with the following conditions to continue his/her scholarship:

1.1.2.3.1  Maintains a grade weighted average (GWA) of at least 85% except for Accountancy and Engineering students whose GWA must be at least 83%;

1.1.2.3.2  With no failure and unauthorized withdrawal;

1.1.2.3.3  Scholars are allowed to enroll a maximum of 21 units per semester. However, a maximum of additional nine units is allowed to graduating students or scholars who have satisfied the following conditions:

1.1.2.3.3.1  Have a general weighted average (GWA) of at least 87% or above in the previous term except for Engineering and Accountancy programs whose GWA must be at least 84%;

1.1.2.3.3.2  Meet the required performance evaluation result; and

1.1.2.3.3.3  Meet the required number of duty hours.

1.1.2.3.4  Very good performance evaluation and no disciplinary record; and

1.1.2.3.5  May change and drop subjects with permission from the Scholarship and Financial Aid Officer and subject to the existing academic policies of his/her department.
1.1.2.4 The scholar will receive the following benefits:

1.1.2.4.1 Maximum coverage of scholarship for six years for Engineering and Accountancy and five years in other curricular programs subject to renewal every semester;

1.1.2.4.2 100% tuition and certain discount on miscellaneous fees; and

1.1.2.4.3 Opportunities for developmental activities like trainings, team building, mentoring, outings, Christmas parties and seminars.

1.1.3 ST. DOMINIC DE GUZMAN SCHOLARSHIP

Qualifications

- Officially enrolled in any Letran college program
- Possesses the characteristics of a good player
- With doctor’s certificate of good health and negative drug test result from an accredited clinic or doctor
- With parental consent to join the varsity
- Able to pass the screening of a committee headed by the Office of Athletics and Sports

Benefits

The College shall provide the following:

- A minimum of 30% discount on tuition fee of students enrolled in not more than 18 units to be given at the end of the semester subject to performance evaluation done by the Athletics and Sports Committee.
- Intensive sports training of his/her interest under a sports specialist
- An opportunity to attend seminars and train in well-equipped and modern sport schools and facilities
- Free uniforms
- Allowances
- Access to school sports facilities and sports related equipment

Conditions for Retention of Scholarship

- Maintains a passing weighted average with no failure
- No probationary status
- Enrolled in not less than 15 units in Letran college program
and scheduled competitions
• No disciplinary record

1.1.4 **ST. ALBERT THE GREAT SCHOLARSHIP PROGRAM (SAGSP)**

The primary objective of the program is to provide scholarship grants to qualified applicants to pursue undergraduate degree in any Education programs majoring in English, Mathematics or Pre-school.

1.1.4.1 Applicants must submit the following requirements:

1.1.4.1.1 Report Card (F138) with a Photocopy of report card (at least Second Grading Period for early applicants);

1.1.4.1.2 Photocopy of the latest Income Tax Return (ITR) of Parents or Guardian. If parents are not working, Certificate of Tax Exemption from BIR;

1.1.4.1.3 Certificate of Good Moral Character;

1.1.4.1.4 Medical Certificate; and

1.1.4.1.5 Two recommendation letters: one from the Principal and one from the Guidance Counselor; both letters with dry seal of the previous school.

1.1.4.2 The applicant must comply with the following conditions to be accepted in the scholarship program:

1.1.4.2.1 With a combined family annual income of not more than Php 200,000;

1.1.4.2.2 Not more than 22 years old;

1.1.4.2.3 With a regular status in the Dominican Province of the Philippines, Inc. (DPPI) entrance examination result;

1.1.4.2.4 Single;

1.1.4.2.5 Physically and mentally fit;

1.1.4.2.6 With at least 85% general weighted average in the previous semester/year;

1.1.4.2.7 Enrolled in full semestral load and in subjects prescribed for regular student as reflected in the curriculum checklist for old student; and

1.1.4.2.8 With good conduct records.
1.1.4.3 A scholar must comply with the following conditions to continue his/her scholarship:

1.1.4.3.1 A GWA of 85% and above, with no grade lower than 80%;

1.1.4.3.2 No dropping of courses except for extreme cases with the permission of the SFA Officer, and subject to the existing academic policies of student’s department;

1.1.4.3.3 Maintain a regular academic load for each semester;

1.1.4.3.4 Very good performance evaluation and no disciplinary record; and

1.1.4.3.5 Positive attitude toward studies and work.

1.1.4.4 Complete his/her program within the period indicated in the contract. If the scholar fails to finish the program within the prescribed period, s/he shall finish the program on his/her own expense.

1.1.4.5 Scholar must take the program indicated in the scholarship contract and shall direct his/her efforts towards finishing his/her program.

1.1.4.6 Scholar must show courtesy to all members of the Letran community.

1.1.4.7 S/he must render 20 hours of duty in a week to his/her place of assignment.

1.1.4.8 Depending on his/her availability, scholar may be required to do community service such as institutional/departmental functions/activities.

1.1.4.9 Scholars who do not meet the prescribed general weighted average of at least 85% and subject grades of at least 80% may apply to other Colegio’s sponsored scholarship programs provided that they meet the required conditions and there are available slots.

1.1.4.10 Scholar will receive the following benefits:

1.1.4.10.1 Benefits include full payment of tuition and miscellaneous fees, excluding
supplementary and other fees and opportunity for personality development and skills enhancement; and

1.1.4.10.2 The coverage of the scholarship is four years subject to renewal every semester.

1.1.5 ST. JOHN MACIAS SCHOLARSHIP PROGRAM

The St. John Macias Scholarship Program is established to provide support and assistance by referring them to possible work assignments with pay in Letran. In doing so, it may partially alleviate the psychological burden experienced by most scholars and their parents and assure them the continuance of studies of former scholars.

1.1.5.1 The applicant must comply with the following conditions to be accepted in the scholarship program:

1.1.5.1.1 Application letter noted by the parent/guardian;
1.1.5.1.2 Photocopy of report card (at least Second Grading Period for early applicants) or latest computerized card/photocopy of copy of grades from the previous semester;
1.1.5.1.3 Latest Income Tax Return (ITR) of Parents or Guardian. If parents are not working, Certificate of Tax Exemption from BIR;
1.1.5.1.4 Certificate of Good Moral Character;
1.1.5.1.5 Medical Certificate;
1.1.5.1.6 Proof of billing (e.g. electricity and water);
1.1.5.1.7 Barangay or police clearance;
1.1.5.1.8 Two recommendation letters: one from the Principal/Dean and one from the Guidance Counselor/faculty member; both letters with dry seal of the previous school;
1.1.5.1.9 Location map showing the place of residence; and
1.1.5.1.10 One 2x2 picture.

1.1.5.2 Other criteria in selection are the following:

1.1.5.2.1 Financial background of the applicant;
1.1.5.2.2 Available schedule for work/duty;
1.1.5.2.3 Interview results;
1.1.5.2.4 Academic performance of the applicant; and
1.1.5.2.5 First time working scholar can apply to St. Martin de Porres Scholarship provided that s/he meets the required GWA, very good performance evaluation result, and there are available slots.

1.1.5.3 Scholar must comply with the following conditions to continue his/her scholarship:
1.1.5.3.1 A GWA of 75% and above, with no failing grade;
1.1.5.3.2 No dropping of courses except in extreme cases with the permission of the SFA Officer, and subject to the existing academic policies of student’s department;
1.1.5.3.3 Good performance evaluation and no disciplinary record;
1.1.5.3.4 Report for work on the agreed schedules; and
1.1.5.3.5 Positive attitude toward studies and work.

1.1.5.4 Scholar must complete his/her program within the period indicated in the contract.

1.1.5.5 S/he must take the program indicated in the scholarship contract and shall direct his/her efforts towards finishing his/her course.

1.1.5.6 S/he must settle or pay the excess balance in his/her tuition, miscellaneous, laboratory, supplementary, and other fees on a semestral basis.

1.1.5.7 S/he must show courtesy to all members of the Letran community.

1.1.5.8 Depending on availability of scholar, s/he may be required to do community service such as institutional/departmental functions/activities.

1.1.5.9 Scholar will receive the following benefits:
1.1.5.9.1 Per hour pay based on work schedule of scholars; and
1.1.5.9.2 Maximum coverage of scholarship for six years in Engineering and five years in other curricular programs subject to renewal every semester.
1.2 LOYALTY DISCOUNT

1.2.1 The applicant must comply with the following conditions to avail herself/himself of the discount:
   1.2.1.1 Incoming college freshman;
   1.2.1.2 Graduate of Letran Calamba;
   1.2.1.3 Has met prescribed admission requirements; and
   1.2.1.4 With no disciplinary record.

1.2.2 Scholar will receive the following benefits:
   1.2.2.1 A 5% tuition discount will be given to incoming college students who have been in Letran from 1st year to 4th year High School or its equivalent (K+12); and
   1.2.2.2 A 10% tuition discount will be given to incoming college students who have been in Letran from Grade 1 to 4th year High School or its equivalent (K+12).

1.3 SIBLING DISCOUNT

The Colegio offers sibling discount as an incentive to families with two or more enrollees. This policy encourages parents with numerous children and students with brothers and sisters to enroll in the Colegio at a discounted tuition fee.

1.3.1 Sibling discount could be applied once in an enrollment term. In case that the applicant is qualified for multiple type of discount, s/he will be granted the discount type with the highest rate of percentage discount.

1.3.2 Sibling discount shall be filed using the FD-01:00-FO-03 Rev01 07252013 (Student Discount Form) to the Accounting Department every term within enrollment period only.

1.3.3 Sibling discount is only applicable to tuition fee.

1.3.4 The Accounting Department shall verify the sibling discount application through the student’s profile in the LSS (Admissions Module) before discount implementation during enrollment and shall be rechecked after enrollment for confirmation of enrollment of siblings mentioned in the form.

1.3.5 Applicable rates of discount of tuition fee for siblings
are as follows:

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<thead>
<tr>
<th>Criteria</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 brothers/sisters</td>
<td>10%</td>
</tr>
<tr>
<td>3 brothers/sisters</td>
<td>20%</td>
</tr>
<tr>
<td>4 brothers/sisters</td>
<td>50%</td>
</tr>
<tr>
<td>5 brothers/sisters</td>
<td>75%</td>
</tr>
<tr>
<td>6 brothers/sisters</td>
<td>100%</td>
</tr>
</tbody>
</table>

1.3.6 Applicable discount is granted on the following:

1.3.7 When siblings are all enrolled in the Basic Education:

1.3.7.1 Discount is given to the youngest brother or sister;

1.3.7.2 When the youngest sibling is an academic discount grantee (honor), s/he is excluded in the sibling discount. Sibling discount is given to the next younger brother/sister;

1.3.7.3 Regardless of whatever discount types that the older siblings may avail of, the youngest sibling shall be given the discount rate based on section 1.3.5.

1.3.8 When siblings are enrolled either in the Collegiate and/or Graduate School:

1.3.8.1 Discount is given to the student who has the least number of units enrolled;

1.3.8.2 When the least unit-enrollee is an academic discount grantee (Deans' Lister), s/he is excluded in the sibling discount. Sibling discount is given to the next lower unit-enrollee.

1.3.8.3 Regardless of whatever discount types that the other siblings may avail of, the least unit sibling enrollee shall be given the discount rate based on section 1.3.5.

1.3.9 When siblings are enrolled in Basic Education, Collegiate and Graduate schools, discount is given to the youngest brother or sister.

1.3.10 Application for sibling discount filed after the student's enrollment validation may be credited to his/her account through credit memorandum. Such is automatically deducted to the first monthly due of the student-grantee.

1.3.11 For Collegiate and Graduate School, sibling discount is applicable only to the student's original enrolment.
1.3.12 Cancellation and/or re-computation of implemented discount may be done as a result of post enrollment audit, when:

1.3.12.1 One of the declared brothers/sisters is not officially enrolled for the term;
1.3.12.2 For Collegiate students, the sibling discount filer is not the least unit-enrollee for the term;
1.3.12.3 Additional enrollment of brother/sister not covered in the sibling discount application filed by the grantee.

1.3.13 Any adjustment as a result of post enrollment audit shall be communicated to the discount filer. Such adjustment is to be effected through debit/credit memorandum in his/her account.

Qualifications

- He/She should be a bonafide Letranite with two or more brothers or sisters enrolled

Requirement

- Accomplished application form

Benefits:

- Tuition fee discounts for the student who has the least number of load
  - 2 brothers / sisters - 10%
  - 3 brothers / sisters - 20%
  - 4 brothers / sisters - 50%
  - 5 brothers / sisters - 75%
  - 6 brothers / sisters - 100%

2. Student Benefits and Privileges

2.1 Group Insurance

Each student is covered by a Group Insurance Plan upon payment of the school-prescribed insurance premium. In case of accident or hospitalization due to accidental injuries (within or outside the Colegio), the student may claim the corresponding benefit by getting the claim form at the Medical and Dental Clinic and file at the Management Accounting and Finance Services Department (MAFSD) subject to the approval of the insurance company.

Such is not extended to the adding of course/s and petition class.
2.2 **Counseling and Psychological Testing**

The Guidance and Counseling Services Office provides students with the opportunity for self-discovery and development, educational growth, and personality fulfillment.

2.3 **Spiritual Privileges (Campus Ministry)**

2.3.1 Making available to students the sacraments of baptism, confession, confirmation, and anointing of the sick

2.3.2 Providing spiritual direction where students get spiritual upliftment

2.4 **Varsity Program**

2.4.1 A student is encouraged to participate voluntarily in school-sponsored athletic competitions but such participation should not affect his/her academic performance and active participation in the required PE courses.

2.4.2 A varsity player enrolled in P.E. courses is required to attend classes during the Prelim period. He/She may be allowed not to attend the remainder of the class schedule upon the recommendation of the Athletics and Sports Office to the faculty concerned.

2.4.3 Such arrangement shall take into effect only after a thorough screening and deliberation of the Athletic Board and upon approval of the Assistant Director of Athletics and Sports and the Director of Student Development and Services Department.

2. **Use of Campus Facilities**

3.1 Reservation of venues such as Gymnasium, Humbert Hall, and its equipment shall be done at the Property Management Department and General Services Department (PMGSD) by accomplishing the venue and equipment reservation’s form. The use of the gym must also be coordinated with the Athletics and Sports Office.
3.3 Meanwhile, reservation of classrooms shall be made in coordination with the Academic Deans who is primarily in-charge with the use of such classrooms.

3.4 In case of additional equipment, reservation form must be secured and approved at least three (3) days prior to the actual conduct of the activity.

3.5 In case when there is no available PMGSD personnel, the requesting student/student organization is responsible for the conveyance of the requested equipment but limited only to tables, chairs and other non-sensitive light equipment.

3.6 Student / Student organizations who failed to return the borrowed equipment on time will be subjected to the following disciplinary action:

First Offense – one month suspension of privilege in borrowing equipment / facilities from the PMGSD

Second Offense – one semester suspension of privilege in borrowing equipment / facilities from the PMGSD

Third Offense – one school year suspension of privilege in borrowing equipment / facilities from the PMGSD

3.7 Any damage or loss due to improper use of the requesting party during the conduct of the activity will be asked to replace the damaged / lost equipment with the same good working condition or repair the damaged equipment and restore it to the same good working condition.

3.8 The following policies should be observed regarding the use of Athletics and Sports facilities:

3.8.1 The use of Gymnasium and Athletic Field should be coordinated with the PMGSD and the Athletics and Sports Office. Basically, PE equipment shall be issued
3.2 All reservation of equipment must be forwarded to the Athletics and Sports Office; and equipment must be forwarded to the Athletics and Sports Office at least three days before the date of intended activity.

3.8.2 Physical Education classes shall be directly coordinated with Athletics and Sports Office. All P.E. sports equipment shall be issued only to approved P.E. classes through the faculty-in-charge;

3.8.3 Written request for the use of PE sports equipment like balls, chessboards, table tennis sets, etc. should be forwarded to the Athletics and Sports Office at least three days before the date of intended activity;

3.8.4 In case of conflict in room utilization schedule, PE classes shall be given preference over other requisitions;

3.8.5 Requesting parties shall be accountable for any equipment damage that may happen during the activity; and

3.8.6 Failure to observe the rules for the use of Athletics and Sports facilities and equipment shall forfeit such privilege in the future.

4. Guidelines on the Use of Computer and Surfing Laboratories

4.1 Computer Laboratories

4.1.1 No student will be allowed to enter the computer laboratory without the faculty in-charge or facilitator;

4.1.2 Faculty member concerned should check all computer units before and after the class;

4.1.3 Faculty member concerned should regularly check the attendance using the Laboratory Monitoring Sheet of SCST (AR:03-00-FO-06);

4.1.4 No one is allowed to alter the configuration setting of any laboratory facility without proper authorization from the MISD Office;

4.1.5 Equipment and cables are to be moved by authorized personnel only. Laboratory users must not attach
4.1.7 Chewing gum, eating, drinking, smoking and any form of vandalism are prohibited inside the computer laboratory;
4.1.8 Internet connection request for computer laboratory should have the approval of respective academic heads;
4.1.9 Playing of games is not allowed inside the computer laboratory. The word GAMES encompasses computer related games, card games and other games that may disturb the classes;
4.1.10 Any form of CHAT and accessing PORNOGRAPHIC sites or files are strictly prohibited;
4.1.11 Use of radios, MP3 players, IPAD's or any similar equipment is prohibited. Cellular phones should be in silent mode before entering any computer laboratory;
4.1.12 Any conduct or activity which disturbs the laboratory environment is not allowed.
   a. Exhibiting hostile or threatening behavior like yelling, swearing, or disregarding requests made by the faculty or facilitator.
   b. Anyone causing a continual disturbance will be asked to leave the laboratory. If the offense done is serious enough, the faculty or facilitator will call the Student Affairs and Development Department for assistance.
4.1.13 The faculty is responsible for the behavior of his/her class;
4.1.14 Deletion / Addition of application without official approval is strictly prohibited;
4.1.15 Computer hardware should remain intact. Removal or changing of hardware from one unit to another is not allowed;
4.1.16 Students who violated any of the above regulations will be immediately reported to the Student Affairs and Development Department.

4.2 Surfing Laboratory

4.2.1 No ID, No entry policy shall be implemented:
   a. Students using not his/her ID to enter the surfing laboratory will not be allowed.
   b. Personal hardware or software to the computers without permission from the MISD Office;
4.1b. Any malfunction or damage in the terminals used must be immediately reported to the ITS technical assistant on duty and turn over it to STADD.

4.2.2 Use of the surfing laboratory will be on a first-come-first served basis. A maximum of 1 1/2 hours will be allowed in one session for every student. A user may re-login after 1 1/2 hours. There are separate computer units for faculty and employee's use.

4.2.3 Users must use the terminal assigned to them by the ITS technical assistant on duty. Swapping of tag numbers is not allowed. Loitering inside the laboratory is also prohibited:
   a. Only one student should occupy one computer terminal;
   b. In case of group work, the ITS technical assistant may allow a maximum of two (2) students to occupy a single terminal.

4.2.4 No one is allowed to alter the configuration setting of any computer without proper authorization from the ITS technical assistant on duty.

4.2.5 Equipment and cables are to be moved by authorized personnel only. Surfing laboratory users must not attach personal hardware or install software to the computers without permission from the ITS technical assistant on duty.

4.2.6 Any malfunction or damage in the terminals used must be immediately reported to the ITS technical assistant on duty.

4.2.7 Surfing laboratory users are required to be out of the facility at closing time (or few minutes before) so that the ITS technical assistant can carry out closing procedures.

4.2.8 Chewing gum, eating, drinking, smoking and any form of vandalism are prohibited inside the surfing laboratory.

4.2.9 Playing of games is not allowed inside the surfing laboratory. The word GAMES encompasses computer related games, card games and other games that may disturb the operation of the surfing laboratory.

4.2.10 Any form of CHAT and accessing PORNOGRAPHIC sites or files are strictly prohibited.
equipment is prohibited. Cellular phones should be in silent mode before entering the surfing laboratory.

4.2.12 The surfing laboratory is designated for academic use. Students who need to complete academic assignments are given priority over the others.

4.2.13 Proper decorum must be observed inside the computer laboratory. Wearing hats/caps and other body clothing accessories that caused distractions to students is not allowed.

4.2.14 Any conduct or activity which disturbs the laboratory environment is not allowed. Anyone causing a continual disturbance will be asked to leave the laboratory.

a. Persons exhibiting hostile or threatening behavior such as yelling, swearing, or disregarding request made by the ITS technical assistant will be asked to leave the laboratory.

b. If the offense done is very serious, the ITS technical assistant will immediately report the incident to the Student Affairs and Development Department (for students) and the respective department heads (for the faculty members and employees) for investigation and appropriate action. Department heads shall coordinate with the Human Resources department regarding pertinent actions to take.

4.2.15 The ITS technical assistant has the right to advise any user to leave the premises in case the user violates any of the policies and to report the case to his/her department head.

4.3 Guidelines on Room Reservation

4.3.1 To facilitate proper planning and allocation of computer laboratory resources, all departments are urged to submit their requirements at least two weeks before the start of the term. Such requirements shall include laboratory reservations for special classes and/or non-computer laboratory classes.

A 101 - SL1       A 204 - ITE lec
A 102 - SL2       A 205 - IRM
A 103 - Generic Lab  A 206 - SE1
4.2.11 Use of computer laboratories

A 201 - HS Lab 1  A 302 - SE 3
A 202 - HS Lab 2  A 303 - Training Room
A 203 - MM3       A 304 - ECE 2

a. The Dean of SCST must be informed of the desired computer laboratory at least three working days before the needed date.

b. Lecture room reservation by the faculty must be done at least three (3) working days before the needed date through the SCST Dean's Office.

4.3.2 For other requirements deemed necessary by the computer subject coordinator or faculty in-charge of the computer subject for the coming term, the faculty must be addressed through their respective department heads.

5. Health Services

5.1 Medical / Dental Services

5.1.1 The clinic is open from Monday to Friday, 7 a.m. - 8 p.m. and on Saturdays, 9 a.m. - 6 p.m. There is nurse-on-duty on the said schedules.

5.1.2 Physicians and dentists are on duty from Monday to Saturday. Their schedule is posted on the bulletin board in front of the clinic.

5.1.3 The clinic is open to all students requiring medical/dental attention and first aid treatment.

5.1.4 Patients that need a companion should only be accompanied by at least one person; otherwise ambulatory patients may seek to consult by themselves. This is to maintain an orderly and peaceful environment that is expected of a clinic.
condition requires further management in a hospital setting, they are immediately referred to the nearest hospital with the consent of parents/guardians.

5.1.6 The beds at the clinic are allotted only to sick patients. Students who are not sick have no place in the clinic. Hanging around the clinic for whatever reason is strongly discouraged.

5.1.7 Eating, making noise, and other activities that disturb the quiet environment of the clinic should also be discouraged.

5.1.8 The use of comfort room in the clinic is exclusively for doctors, nurses, and patients who cannot ambulate.

5.1.9 Free consultations are provided only to bonafide members of the Letran community.

5.1.10 The medical services provided by the clinic are as follows:

5.1.10.1 General medical care
5.1.10.2 Prescriptions and medications
5.1.10.3 Daily OPD consultation
5.1.10.4 Referral to area specialists
5.1.10.5 Weight and blood pressure monitoring
5.1.10.6 Medical examination of students
5.1.10.7 Physical examination of athletes
5.1.10.8 First aid treatment
5.1.10.9 Nutrition information and counseling
5.1.10.10 Health counseling/education and awareness

5.1.5 First aid treatments and first aid drugs may be provided to all patients subject to availability. If the patients’
5.1.12 The dental services provided by the clinic are as follows:

5.1.12.1 Dental examination
5.1.12.2 Dental consultation and referral
5.1.12.3 Dental health education program
5.1.12.4 Emergency treatment
   • Dental pain
   • Control of secondary post extraction bleeding

5.2 Physical/Dental Examination

5.2.1 All new college students must undergo a physical/dental examination prior to enrollment. Physical/Dental examination form (AP:02-01-FO-17) is provided by the Admissions and Scholarships Office for this purpose. The form is also available in the school clinic. The schedules of examination are as follows:

5.2.1.1 April to June for the 1st semester
5.2.1.2 October for the 2nd Semester

5.2.2 Every year, old students are required to undergo annual physical/dental examination at the school clinic. The schedules of examination are as follows:

5.2.2.1 June to July for the 1st semester
5.2.2.2 December to February for the 2nd Semester

5.2.3 The college students may proceed to the clinic for their medical and dental examination during their vacant schedule taking into account the schedule of the physicians/dentists.

5.2.4 Students who will participate in any sports event (i.e. intramurals, sportsfest, etc.), and other physical related activity must undergo a physical examination. The said examination should be conducted one month prior to the said sports/physical event.
5.3 **Health Record**

5.3.1 Students or parents must provide adequate information about the health history, immunization, and physical examination recommendations. This should be updated annually.

5.3.2 Students having special health needs (i.e. diabetics, etc.) are encouraged to notify the clinic so that they may be assisted in maintaining their health care regimen while attending school.

5.3.3 Students’ health records (AP:02-01-FO:01) will be kept in strict confidentiality. Individuals requesting for health records of a particular student/employee should seek the approval of the school physician officer/dentist noted by the Food and Health Services and Director, Human Resource Department.

5.4 **Illness**

5.4.1 Obvious symptoms that should be considered in keeping a student at home includes fever, red swollen eyes, congested/runny nose, vomiting, behavioral changes, diarrhea, listlessness, rash, and open sores or lesions.

5.4.2 Students should stay at home for a minimum of 24 hours following a fever or nausea. A student who suddenly develops a headache, chill, fever, vomiting spell, or other signs of illness should be kept home.

5.4.3 If a student is diagnosed with a communicable illness, parents are requested to notify the faculty/Academic Dean and observe the following:

5.4.3.1 **Chickenpox** - school exclusion is seven days;
5.4.3.2 **Conjunctivitis (pink eye)** - students may not attend school if discharge is present;
5.4.3.3 **Head Lice** - students may return to school when examination by the school nurse verifies that they are nit and louse free;
5.4.3.4 **Streptococcal pharyngitis (strep throat)** - students may return to school after they have been on an antibiotic for 24 hours and are relieved from fever.

5.4.4 If an antibiotic is prescribed for a contagious condition, student should take the antibiotic for 24 hours before returning to school.

5.4.5 A student who becomes ill or injured in school will be taken to the clinic where every effort will be made to see that he/she is comfortable.

5.4.6 School Nurse and/or Faculty/Academic Dean will contact the student’s parent if the student needs to go home or if medical attention is required. It is important that an emergency number is on file in the school in order that parents may be reached. Emergency numbers should be kept up to date.

5.4.7 In the case of an emergency occurring during school hours, parents or other authorized persons will be contacted for instructions. If no emergency instructions can be obtained, the student will be transported by ambulance or authorized private vehicle to the closest hospital, and the instructions and recommendations of the attending physician will be followed (unless parents or guardians sign a refusal to consent to emergency medical authorization).

5.4.8 In certain situations, a student will not be readmitted to school without medical clearance (AP:02-02-FO-03) from the school physician/dentist.

5.5 **Medication**

5.5.1 Readily available (first aid) medicines are available upon request at the clinic. All medicines that are not available at the clinic should be shouldered by the patients and should be considered personal expenses.
5.5.2 Patients should personally drop by the clinic when asking for medicines. Asking somebody to get medicines is not allowed. No medicines should be taken out for personal use.

5.5.3 Any medications issued by the clinic to students during school hours must be duly registered in the log book by the school nurse or any medical volunteer on duty.

5.5.4 Students may not bring medicine of any sort to school.

5.5.5 Medications prescribed by doctors outside the Colegio should be brought to the school with the prescription and its instructions. Teachers should check on the veracity of the dosage.

5.5.6 The only medication students are allowed to carry in school are inhalers used for asthma treatment.

5.5.7 All medicines prescribed outside should be taken at the student’s own risk. The clinic or school physicians / dentists of the Colegio should not be accountable for it.

5.6 **Issuance of Medical Certificate**

5.6.1 The clinic issues medical certificate (AP:02-01-FO-02) to students after validation by the physicians and dentists of the physical condition of the student. Only patients who were seen by the physician can only be given medical certificates.

5.6.2 Any of the documents stated below is requested from the requesting student/employee to be noted by the school physician for admission slips:

5.6.2.1 Letter signed by the parent/guardian indicating that the student was kept at home due to an illness;

5.6.2.2 Medical certificate issued by attending physician of the student stating the nature of the student’s illness;
5.7 **Request for the Usage of Clinic’s Facilities and Equipment**

5.7.1 The clinic’s facilities are used for treatment of sick patients and medical/dental consultation purposes only. Utilizing its facilities particularly for accommodating guests and a place to stay overnight is not allowed.

5.7.2 Request for first aid kit, wheel chair, stretcher and other clinic equipment for office/organization sponsored on and off campus activities should be forwarded to the clinic three days prior to its intended use. Requesting party must accomplish the Equipment Request Form (AP:02-01-FO-05).

5.8 **Health Insurance for Students**

5.8.1 Each student is covered by Group Insurance Plan upon payment of the school-prescribed insurance premium.

5.8.2 In case of accident or hospitalization due to accidental injuries, the student may claim the corresponding benefit by informing the Accounting Office subject to the approval of the insurance company.

6. **Library Services**

6.1 **Library Hours of Operation**

Each section of the library has different service hours.

A. College Library

1. General Collection Section
   9:00 a.m. – 6:00 p.m. Monday - Saturday
2. College Program Reference Section
   7:00 a.m. – 6:00 p.m. Monday - Saturday
3. Special Collection and Computer Section
   9:00 a.m. – 6:00 p.m. Monday - Saturday
4. Periodicals and Multimedia Section
   8:00 a.m. – 6:00 p.m. Monday - Friday
   9:00 a.m. – 4:00 p.m. Monday - Saturday
5. Administrative and Technical Section
   8:00 a.m. – 5:00 p.m. Monday - Friday
B. Graduate School Library
   9:00 a.m. – 6:00 p.m.  Monday, Wednesday- Saturday
C. Basic Education Learning Resource Center
   7:00 a.m. – 6:00 p.m.  Monday – Friday

6.2 Access to the Library

As a general rule, the library is open to all bonafide students, faculty, and employees of the Colegio. Alumni and outside researchers may avail the resources subject to the rules and regulations of the library. The library may restrict access to any areas, collections, equipment, or services when the preservation of materials or the needs of the academic community or the efficient operation of the library processes is served by such restrictions. The library may control access to materials that are fragile, particularly valuable ephemeral, heavily used, unprocessed, or in unconventional formats. If a client is seriously delinquent in following the rules and regulations of the library, access may be denied and the matter will be referred to appropriate authorities.

6.2.1 Letran faculty, employees, and students

6.2.1.1 All library clients are required to observe the following:

   6.2.1.1.1 Personal belongings, e.g. bags, jackets, umbrellas, envelopes, and the like must be deposited at the baggage counter at the entrance of the library.

   6.2.1.1.2 Library clients must bring with them their valuables such as money, jewelry, and cell phones. The library will not be held liable for lost valuables.

   6.2.1.1.3 All clients may use any material, shelved or stored in the stack areas, and any equipment or facilities that are designated for use except where restrictions are established by the library.

   6.2.1.1.4 Upon entrance, library clients are required to present any of the following, whichever is applicable:
e.1 Student ID (duly validated for the current semester or summer);
e.2 Faculty ID;
e.3 Employee ID; or
e.4 Contractual and part-time employee's certification issued by HRD or respective Department Head.

6.2.1.5 Upon entering the library, the clients must swipe their IDs in the Library User Monitoring and Report System located at the entrance door. For Graduate School, BELRC, Alumni and Outside Researchers clients, they must fill out the Student Logsheet (AR: 11-00-FO-24 rev.02 100115), Faculty and Employees Logsheet (AR: 11-00-FO-13 rev.01 100115), Alumni Logsheet

6.2.1.2 Present bags and other things at the security desk for inspection.

6.3 Library Units, Sections, and Collections

6.3.1 Basic Learning Resource Center
The unit consists of books, magazines, journals, and multimedia materials, electronic databases, board games, educational toys, and kits for both grade school and high school.

6.3.2 Graduate School Library
The unit consists of books, magazines, journals, electronic databases, theses, dissertations, and the like for graduate students and faculty.

6.3.3 College Library

6.3.3.1 Periodicals Section
The Periodicals section consists of local and foreign journals, magazines, newspapers and information file (vertical file).
6.3.3.2 General Reference Section
It consists of encyclopedias, dictionaries, almanacs, atlases, directories, biographical dictionaries, handbooks, yearbooks, bibliographies, and indexes.

6.3.3.3 Reserve Section
It contains frequently used books and those designated by faculty members as required reading for the courses they are handling/teaching.

6.3.3.4 Filipiniana Section
It contains books about the Philippines, its people, arts and culture, literature, language, and dialects regardless of authors and language used.

6.3.3.5 General Circulation Section

6.3.3.5.1 Science Collections are books on mathematics, computer science, physics, chemistry, biology, medicine, agriculture, engineering, technology, and military science.

6.3.3.5.2 Social Science Collections are books on psychology, biography, world history, tourism, anthropology, physical education, economics, management, marketing, accounting, advertisement, sociology, police science, political science, education, home economics and library science.

6.3.3.5.3 Humanities Collections are books on communication, mass media, journalism, photography, languages, literature, religion, ethics, philosophy, arts, fiction and other novels intended for leisure-time reading.

6.3.3.6 Special Collection Section
This contains theses of undergraduate and graduate students of the Colegio, dissertations, on-the-job-training/practicum reports, Dominican materials, and the Laguna Provincial Socio-Economic Profile.
6.3.3.7 Multimedia Section
This section consists of audiovisual materials and equipment such as players, transparencies, maps, and globes. Also included are computer software and hardware, computer discs, projector, and television.

6.3.3.8 Computer Section
This section consists of computer workstations to access electronic databases and the Internet.

6.4 Library Users Conduct and Study Atmosphere

6.4.1 With regard to other library clientele, and to maintain a safe environment and a place conducive to study, the following conduct and activities are permitted at any of the library sites.

6.4.1.1 Personal walkmans or CD players with earphones provided volume is kept low.

6.4.1.2 Use of cell phones is allowed, however, it is expected that ring tones must be on, silent mode and calls should be done outside the library.

6.4.1.3 Use of personal electronic equipment which requires electric consumption. This also applies to battery charging of any electronic equipment. However, charging of laptop is allowed at the library hallway for College and at the Basic Education Learning Resource Center, and at the Graduate School Library (for graduate school students only)

6.4.2 The following activities will not be permitted at any of the library sites.

6.4.2.1 Borrowing or using ID of others

6.4.2.2 Gross discourtesy or acts of disrespect to any library personnel.
including marking pages with pens, highlighters or other instruments, folding, tearing or removal of pages, purposely damaging materials or any other library property

6.4.2.4 Removing any library property/facilities, electric devices, including any item from the library collection, without authorization of library staff or not passing through the proper library’s lending procedures

6.4.2.5 Concealment or hiding of library materials in any area of the library for one’s exclusive use

6.4.2.6 Theft of library property, including books, periodicals, encyclopedias, or any materials contained in the library’s collection or the property of the library users or staff

6.4.2.7 Eating and drinking inside the reading area

6.4.2.8 Noise such as loud talking, laughing, or disruptive conversation

6.4.2.9 Photographing or taking pictures of theses

6.4.2.10 Loitering, running, blocking, or interfering with the free movement of other individuals

6.4.2.11 Harassing, threatening, or showing unlawful and violent behavior to other library users

6.4.2.12 Smoking

6.4.2.13 Playing cards or any other forms of gambling

6.4.2.14 Possession or display of obscene or pornographic materials

6.4.2.15 Use of library telephones unless approved
6.4.2.16 Display or keeping of any kind of materials, offensive or obscene language or actions
6.4.2.17 Entering a non-public/restricted area without permission from the library staff
6.4.2.18 Public display of affection/emotion like kissing, hugging, caressing, crying, and other overt sexual behavior
6.4.2.19 Personal grooming like combing one’s or other hair, face make-up, and other related activities.
6.4.2.20 Use of library equipment like computers/Internet to access material that is illegal, e.g. pornography
6.4.2.21 Behavior that seems to be due to the influence of drugs, alcohol, or other chemicals
6.4.2.22 Littering and disarrangement of library facilities such as tables and chairs
6.4.2.23 Any other misconduct as stated in the Colegio’s Student Handbook that interferes with the right to enjoy and use the library
6.4.2.24 Other Activities. The following activities are not allowed in any reading area of the library, as these will deprive the students and other clientele of the library area, and may be disruptive to study and research in the library, and delivery of services to other clientele:
   a. conducting examinations;
   b. all kinds of meeting or assembly;
   c. faculty/students’ discussion of all sorts;
   d. distribution of handouts to the students;
   e. leaving of any belonging to the staff on duty for safe
6.5 Library Sanctions

The following sanctions shall be imposed on any student who shall commit any of the following offenses:

6.5.1 The student shall be deprived of all his/her library privileges for the current semester for allowing his/her ID card to be used by another.

6.5.2 Making unnecessary noise and other actions that could cause noise (loud discussion, shouting, littering, and social display of affection, entertaining guests); these also apply to the noise in going out of the library to the hallway adjacent to the library.

1st Offense: Students’ ID shall be confiscated and shall be recorded in the Logbook of Offenses. The students shall be ordered to leave the library.

2nd Offense: ID shall be confiscated and reported to the Chief Librarian.

3rd Offense: Borrower’s privileges shall be suspended for the rest of the semester. The Student Formation/Discipline Officer shall be notified.

6.5.3 Eating, littering, sleeping, loitering

1st Offense: ID shall be taken and shall be recorded in the Logbook of Offenses. The students shall be ordered to leave the library.

2nd Offense: Disciplinary action shall be taken and the student shall be referred to the Office of the Student/Office of the OVP for Administration and Planning.

3rd Offense: Further disciplinary action shall be taken and the student shall be referred to the Office of the Student/Office of the OVP for Administration and Planning.

The said activities may result in misconduct and shall be subject to penalty. The Chief Librarian may also recommend/endorse the student/s concerned for appropriate disciplinary action to the Student Formation Officer.
2nd Offense: ID shall be confiscated and reported to the Chief Librarian.
3rd Offense: Borrower’s privileges shall be suspended for the rest of the semester. The Student Formation Officer shall be notified.

6.5.4 Playing Cards, Smoking, Drinking, and Taking Pictures of Theses

The following penalties are to be applied:
   a. Confiscation of school ID;
   b. Suspension of library privileges for the rest of the semester; and
   c. Disciplinary action applied in accordance with the Student Handbook and in coordination with the Student Formation Officer.

6.5.5 Gross Discourtesy or Acts of Disrespect to any member of the Library Personnel

1st Offense: Confiscation of ID and report/notification to the Chief Librarian
2nd Offense: Suspension of library privileges for the rest of the semester and referral to the Student Formation/Discipline Officer for appropriate disciplinary action

6.5.6 Possession and Displaying of Pornographic Material

1st Offense: Suspension of library privileges for one month and referral to the Student Formation/Discipline Officer for appropriate action
2nd Offense: Suspension of library privileges for the rest of the semester, and referral to the Student Formation for appropriate action

6.5.7 All other offenses are referred to the Chief Librarian, in coordination with the StADD Director, for appropriate disciplinary action.
6.6 Specific Policies

6.6.1 Activation of Library Account

6.6.1.1 At the start of school year/semester/trimester, activation of library account is necessary for all students, faculty, and employees who want to avail themselves of library services.

6.6.2 Account activation requirements are the following:

6.6.2.1 Listing of students who enrolled during the regular enrollment period will be generated from the Letran System and account will be activated by the assigned staff.

6.6.2.2 For late enrollees, they need to present their registration form/official enrollment form and validated student ID card for the current semester/trimester/academic year.

6.6.2.3 For faculty and employees need to present their office ID card.

6.6.2.4 Employees and administrators who are enrolled in the graduate school program must present their graduate student I.D card and not their office I.D card.

6.6.2.5 For contractual/part-time faculty and employees, a certification from HRD or respective Department Head may be submitted.

6.6.3 Client borrower must fill out registration form with pertinent information.

6.6.4 Students must present their ID at every transaction to the library personnel.

6.6.5 Only single account must be activated per user.

Periodicals are allowed for room use only but may be borrowed for two hours for photocopying purposes only.
6.7 **Loan Period**

Most materials are available for loan. However, there are materials that would be endangered if placed in open access shelves; thus, controlled or supervised access may be required to provide availability of such materials and to assure their preservation. These are audio-visual materials, maps, and information files (pamphlets/brochures, newspaper clippings), special collections like theses, dissertations, project feasibility studies, and periodicals. The physical format, fragility, and cost of these library materials usually require controlled access and special handling. The library may decide to provide limited circulation and may use loan periods that are less than the regular loan period.

Reconsideration on the status of circulating and non-circulating volumes currently in the stacks takes place as the need arises. The librarian will be alerted to the problem when a client brings the material to the Circulation Desk and queries on its status. The librarian may allow the client's request to take the volume out as a general circulation material. Upon its return, the librarian will reassess the status of the material.

6.7.1 **College Students**

6.7.1.1 Undergraduate students are allowed to borrow a maximum of three books (General Circulation /Filipiniana) for home loan for two days, or fiction book for one week at any given time. Any or both books must be returned first before they can borrow another book at the least or two at the most. These may be renewed provided there is no prior reservation request for the borrowed book.

6.7.1.2 Undergraduate students with home loan books may still use two books at the most from the Reserve Collections or the Periodicals Section but these are for library reading room use only and they should leave their ID card to the librarian. 7.7.3.1
6.7.1.3 No more than two periodicals may be borrowed for photocopying at any given time.

6.7.1.4 Undergraduate students may barrow two undergraduate theses, feasibility studies, and the like for library reading room use only at any given time. Only the research abstract may be photocopied.

6.7.1.5 No library materials may be loaned two days before the final examination period. However, library materials may be borrowed for room use or photocopying purposes only. Students must leave their ID card to the librarian.

6.7.1.6 Undergraduate students may borrow two Multimedia materials but these are to be used inside the Multimedia Section only.

6.8 **Borrowing Library Materials**

6.8.1 As a privacy policy, the following shall be imposed:

6.8.1.1 All records relating to registration and materials borrowed are strictly confidential.

6.8.1.2 No information regarding items on loan or loaned in the past shall be made available to any person or agency other than the borrower, except in the following cases:

6.8.1.3 it is done with the borrower’s permission

6.8.1.4 as a response to a court order

6.8.2 All library privileges are granted only to the person named on the I.D. card; therefore all books and ID cards are non-transferable.

6.8.3 Borrowers shall fill out the photocopying slip of every material taken out from the library and present it to the Circulation Desk.
6.8.4 Library users shall copy the information provided by the Online Public Access Catalog (OPAC) such as call number, title, author, and location code.

6.8.5 Library user shall register in the library section log book.

6.8.6 Library user shall retrieve the book/materials to be borrowed at the shelf for photocopying or for home loan.

6.8.7 Library user shall present borrowed materials to the library staff assigned at the circulation counter.

6.8.8 Library user shall fill out the book card with their name and I.D. number.

6.8.9 Library staff shall access the library user account and scan/check-out the book in the system.

6.8.10 Library staff shall stamp the book card and date due slip with due date and affix his/her initial.

6.8.11 Library staff shall file book card on its proper due date box.

6.8.12 Borrowing privileges will be suspended until overdue accounts have been settled.

6.9 Returning Library Materials

6.9.1 Library user shall present the library materials to be returned to the library staff at the circulation counter. If the section is closed, the materials could be returned to any section opened or to the security guard on duty.

6.9.2 The library staff shall retrieve the book card from the file, stamp the return date, and affix his/her initials on the book card.

6.9.3 Library staff shall insert the book card in the book pocket.

6.9.4 Library staff shall shelve the library materials.
6.9.5 If the due date falls when the library is closed, the library material must be returned the next working day that the library is open so that no fine will be charged.

6.9.6 If the library material is overdue, the library staff shall issue payment slip and record the control number on Book Fine Collection Logbook.

6.9.7 Library user shall pay the overdue fine at the Cashier and present the Official Receipt (O.R.) to the library staff after payment.

6.9.8 Library staff shall record the O.R. number in Bookfine Collection logbook and delete book fine in the Destiny Manager System.

6.9.9 The library staff shall indicate a hold on notice on the students' record regarding their accountabilities.

6.9.10 The library staff shall check the Overdue List in the Report Module periodically to confirm that one's record is clear to prevent future inconveniences.

6.10 Renewal of Borrowed Library Materials

6.10.1 Most library materials are renewable unless there is no prior reservation.

6.10.2 Overdue materials shall be returned and overdue fines shall be paid first before they may be renewed.

6.10.3 Renewal by proxy is allowed for the Letran faculty and employees but, only upon submission of an authorization letter and I.D. card of the borrower for proper charging of the said materials to their name.

6.10.4 Renewal of library materials must be done during library hours only.

6.11 Reservation of Library Materials

6.11.1 If the library materials are loaned out, borrowers may request for the reservation.
6.11.2 Borrower shall fill out the reservation form.

6.11.3 Once the book is returned, the librarian shall inform the person who requested the book for reservation or on hold. If after two days, the requester fails to borrow the book, the librarian can lend or shelve it.

6.12 Unprocessed Materials

6.12.1 Materials which have neither been catalogued nor appropriately processed for use shall not be circulated.

6.12.2 In most cases, an item which is unprocessed but is specially required, shall undergo rushed processing upon request.

6.12.3 The one requesting shall write a letter requesting for a rushed processing of the material.

6.12.4 Borrowing of unprocessed materials shall be made available only to the faculty for teaching or syllabi development purposes. However, it is the responsibility of the borrower to take care of the materials.

6.13 Recall of Library Materials

6.13.1 The library shall post announcements/NOTICES on strategic places or bulletin boards regarding students with accountabilities to the library prior to major examinations.

6.13.2 The library shall release the list of students with accountabilities every Monday through their respective academic department.

6.13.3 In the case of urgently required materials, the library may recall these from the current borrower, but confidentiality of the next borrower are kept.
6.14 **Issuance of Recall Letter**

6.14.1 A recall letter is issued to faculty members/employees with delinquent accounts through their respective academic department/offices.

6.14.1.1 First recall letter is sent to academic and non-academic personnel every Monday.

Sanction: Payment of appropriate fine

6.14.1.2 Second recall letter is sent to academic and non-academic personnel when the materials are two weeks past overdue.

Sanction: Payment of appropriate fine and suspension of library privileges for two weeks

6.14.1.3 Third recall letter is sent to academic and non-academic personnel when the materials are three weeks past overdue.

Sanction: Payment of appropriate fine and suspension of library privileges for the rest of the semester/trimester.

6.15 **Fines and Penalties of Library Materials**

6.15.1 College and Graduate Students

6.15.1.1 Circulation Books

Failure to return the books and other library materials on its due date is charged Php5 per day per title and may incur the following penalties:

1st Offense: Verbal warning and payment of appropriate fine

2nd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for one week

3rd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for the rest of semester.
6.15.1.2 Reserve Books
A fine of Php5 per hour or a fraction thereof is charged for failure to return the books and other library materials on its due time/date. The following penalties may be imposed.

1st Offense: Verbal warning and payment of appropriate fine
2nd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the rest of the semester or summer

6.15.1.3 Multimedia Materials (CD-ROMS, VHS tapes, DVD, cassette tapes, kits and others)
The following penalties shall be imposed for failure to return the library materials on time:
1st Offense: Warning and payment of appropriate fine: Php100 per day thereof
2nd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the rest of the term.

6.15.1.4 Theses, Dissertations, Project Feasibility Studies (PFS) Bringing of thesis/PFS and other researches outside the library for photocopying of these materials without authorization from the librarian may incur the following penalties:
1st Offense: Verbal warning and payment of Php100 per hour of unreturned materials
2nd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for the rest of the semester

6.15.1.5 Reference Books and Periodicals
Failure to return these materials on the same day shall have the following penalty:
1st Offense: Warning and payment of appropriate charges: Php50 per day until its return
2nd Offense: Payment of appropriate fine/penalty
6.15.1.6 Information Files

Failure to return these materials for photocopying after two hours shall have a penalty of Php10 per hour.

6.15.2 The following penalties shall be imposed to all library users.

6.15.2.1 Fines will continue to accumulate on all overdue library materials until the item is renewed, returned, or is declared lost by borrowers.

6.15.2.2 Fines will continue to accumulate on all overdue library materials until the item is renewed, returned, or is declared lost by the borrower.

6.15.2.3 Borrowers with outstanding accountabilities are not allowed to borrow books or be issue referral letter unless back accounts are settled first.

6.15.2.4 Overdue fines apply to all who have failed to return library materials on time.

6.15.3 Matrix of Fines

6.15.3.1 The following shall be diligently observed by the students:

<table>
<thead>
<tr>
<th>COLLECTIONS</th>
<th>MAXIMUM</th>
<th>LOAN PERIOD</th>
<th>MAXIMUM RENEWAL FINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Circulation</td>
<td>2 days</td>
<td>2</td>
<td>5.00/day</td>
</tr>
<tr>
<td>Filipiniana</td>
<td>2 days</td>
<td>2</td>
<td>5.00/day</td>
</tr>
<tr>
<td>Reserve Overnight</td>
<td>2 hours</td>
<td>2</td>
<td>5.00/hour</td>
</tr>
<tr>
<td>Information File</td>
<td>2 hours</td>
<td>2</td>
<td>10.00/hr</td>
</tr>
<tr>
<td>Fiction Books</td>
<td>1 week</td>
<td>2</td>
<td>5.00/day</td>
</tr>
</tbody>
</table>

6.16 Lost and Replacement Charges of Library Materials

6.16.1 Books

a. Lost book shall be reported immediately to the library section where it was borrowed to stop accumulation of fine.
b. Reported lost book shall be replaced with the same title and author with the latest edition. Library user shall pay the Php50 processing fee at the Cashier.

c. Replacement of lost books/materials with another title or author should be approved by the Chief Librarian or the Library Committee.

d. Payment for lost book is also accepted on its current value with 10% inflation allowance plus Php50 for processing fee.

e. Library user shall pay at the Cashier’s office.

f. Library user shall present the OR to the library staff after payment.

g. Library staff shall record the OR number in Bookfine Collection logbook and write a note in the Destiny Manager System.

h. In case of lost volume of a set, if one volume could not be purchased to replace the lost volume, the borrower should replace the whole set or pay the cost of the whole set. The remaining set with the missing volume shall be turned over to the borrower with corresponding acknowledgement receipt after s/he settles the account.

i. Found lost book is fined from the due date until the date of return.

6.16.2 Periodicals
Replacement for lost periodicals shall be made with:

a. The same title and issue number or;

b. A good quality of photocopy within 30 days; and

c. Payment of its current replacement value and fine equivalent to 50% of the cost of the periodical.

6.16.3 Methods of Payment
The following procedures are to be observed in payment of fines:

1. The library staff shall assess the book fine on the returned overdue books/or lost book/s.

2. The library staff shall issue payment slip to the borrower.

3. The borrower shall pay the corresponding amount at the Cashier’s office.

4. After payment, the borrower must present the OR to the library staff.
6.17 **Signing of Clearance**

The following procedures are to be observed in the signing of clearance.
1. The library staff shall check the borrower's library account on the system.
2. If the borrower is cleared of accountabilities, the library staff must sign his/her initial on the provided space.
3. The borrower shall register in the Clearance Logbook.
4. The Chief Librarian countersigns the clearance. In his/her absence, a librarian shall do the counter signing.

6.18 **Library Education Program**

6.18.1 Library provides orientation to all grade school and high school pupils and teachers during the opening of classes.

6.18.2 Library provides orientation to first year college students and to those students enrolled on research during the opening of classes on the first semester and to all the students during the opening of classes on the second semester.

6.18.3 Library survey is conducted after each orientation and results are tabulated and analyzed for future reference.

6.19 **Reference Services**

6.19.1 The library provides service for information requests received from customers by telephone and e-mail.

6.19.2 Reference service includes but is not limited to helping customers locate materials, follow directions, and determine information needs.

6.20 **Current Awareness Services**

6.20.1 Index to periodicals and bibliographic listing of newly acquired materials shall be posted on the bulletin board.
6.20.2 List of indexes and bibliographic listing shall be disseminated to different academic departments.

6.20.3 Newly acquired materials shall be shelved separately for a month.

6.21 **Referral Services**

6.21.1 A referral letter shall be issued to those who want to use other libraries, if particular information resources they need are not available in Letran library.

6.21.2 A referral letter shall be requested three days prior to the visit.

6.21.3 Referral letter shall be issued to faculty members who conduct institutional research.

6.21.4 All faculty members who study outside the Colegio shall request a referral letter from the institution where they are enrolled.

6.22 **Administrative Services**

6.22.1 The office of the Chief Librarian initiates a yearly planning for the enhancement of the library services.

6.22.2 The administrative assistant prepares and issues the referral letters one day before the visit of the requestor.

6.23 **Computer Use Services**

6.23.1 The school ID must be presented each time the computer will be used.

6.23.2 Appropriate use of computers and network must be observed.

6.23.3 Any form of vandalism is prohibited inside the Computer Section.

6.23.4 Any malfunctions or damage in the terminals or computers used must be reported immediately to the library staff on duty.
6.23.5 Students who wish to use the computers for accessing the internet need to have an activated library account.

6.23.6 The Internet service is free of charge and should be used for academic research purposes only.

6.23.7 Use of computer will be on a first come first served basis. A maximum of one hour will be allowed in one session for every student. If no one is waiting, patrons may use the computer longer at the discretion of library staff. No compliance with the time limits could result in loss of computer use privileges.

6.23.8 Users must use the terminal assigned to them by the library staff on duty. Swapping of terminal is not allowed.

6.23.8.1 Only one student should occupy one computer terminal.

6.23.8.2 In case of group work, the library staff may allow a maximum of two students to occupy a single terminal.

6.23.9 No one is allowed to alter the configuration setting of any computer.

6.23.10 Library users must not attach personal hardware or software to the computer network.

6.23.11 Playing of computer games is not allowed.

6.23.12 Library user may save documents to portable storage device, such as USB drives as long as it will be scanned for virus protection before plugging.

6.23.13 Library user may not save to the hard drive for any reason.

6.23.14 Any form of CHAT and accessing PORNOGRAPHIC sites are strictly prohibited.

6.23.15 Deletion or addition of any application is strictly prohibited.
6.23.16 In any event whether accidental or intentional damage, the library staff will assess or seek the assistance of Management Information System Department to assess the damage item/s. The user is required to either pay or replace the item/s if needed. The library staff shall write an incident report and submit to the Chief Librarian for appropriate action.

6.23.17 In the event of loss or theft of computer or its peripherals, the library staff will:
   a. Immediately report the incident to the Security Office;
   b. Trace the last user of the terminal;
   c. Make an incident report and submit to the Chief Librarian;
   d. Conduct an initial investigation; and
   e. Write an investigation report and submit it to the appropriate department.

6.23.18 In order to make easy the use of computer in the library, and to ensure the security of the Letran Calamba library computer system, the following must be observed:
   a. The library user secures a Reservation Slip from the library staff.
   b. The library user fills out the Reservation Slip and submits it to the library staff.
   c. The library staff calls out the name that is on top of the list, when a computer station is available for use.
   d. Cancellation of reservation must be brought to the attention of the library staff immediately so that the computer station may be made available to others.

6.23.19 Students who violated any of the above regulations will be immediately reported to the Student Affairs and Development Department

6.24 Charges for Damaged Materials

A fee is charged for materials that are damaged while on loan or use in the library. Disciplinary action will be taken against any student who intentionally damage library materials. To determine the charges, the following applies:

   a. Minor Damage/s are damage/s with a few pencil marks, bent pages, and slight water damage. Sanction: Stern warning with no fee.
c. Major Damage/s to cover and binding require extensive repairs. Cost may vary depending on the size of the material.
d. Severe Damage/s includes torn, cut or missing pages, excessive ink writing or drawing, and severe water damage burns, teeth marks from pets, or any other extensive damage. A fine of P250.00 plus replacement of the materials are required.
e. Damage to Audio-Visual Materials. The user will be charged the full replacement cost for damaged CDs, VCDs, DVDs, transparencies, cassette tapes, video tapes and the like

7. Retreat and Recollections

Colegio de San Juan de Letran Calamba plays a major role in the formation of students. As a Filipino, Catholic and Dominican educational institution, it aims to develop graduates who are dedicated to GOD, Country and Truth. To further this endeavor, the institution provides students opportunity for growth through various academic and non-academic modes of formative instruments.

One of these formative instruments is the program for Dominican Empowerment. The said program envisions a Christian community that shares the mission of the Dominican Order and responds to the present needs of the Dominican Order and to the present needs of the Church and the society. It starts in the first year level with the study of Theology which provides the students with more opportunities for practical application of their study in actual life in the context of a Christian community and participation in activities like “Binyag Arriba,” Saint Dominic’s Feast celebration and the annual visit of Our Lady of the Rosary of La Naval de Manila.

As the students progress in their study, social and psycho-spiritual exercises / activities are designed for solid formation. The program culminates with a retreat for graduating students (4th year level for the School of Education, Arts, and Sciences, School of Business, Management and Accountancy, School of Nursing, School of Computer Studies and Technology, School of Hospitality Management and 5th
7.1 Recollection / Retreat

7.1.1 **Tuklas** (Daytime Recollection for First Year College Students) – Each freshman class has a required day of recollection held on a class day within or outside the campus. The recollection aims to bring the first year college students to gather in a prayerful atmosphere in order to encourage bonding among them and with Christ.

7.1.2 **Bakas** (Daytime Recollection for Second Year College Students) – Each sophomore class experiences an encounter with Christ during a one-day recollection held within or outside the campus. This recollection aims to bring the student to a better understanding of who he/she is in relation to God. A team organized by the campus ministry facilitates it. The day of recollection is held on a class day; therefore, it is also required.

7.1.3 **Gabay** (Overnight Recollection for Third Year College Students) – The students in the Third Year level are offered a unique religious experience – the days with God. It is held outside the campus and is staffed by faculty, volunteer professionals and students. The recollection / retreat aims to bring a student to a closer realization of his/her personal relationship with Christ and his/her relationship with the community.

7.1.4 **Patuloy** (Overnight Recollection for the Fourth Year Engineering Students and BS Accountancy Students) - The students in the Fourth Year are offered an enrichment activity to deepen their relationship with self, others, nature and God. Again, it is held outside the campus and is facilitated by faculty, volunteers from the professionals and student sector. The recollection / retreat aims to provide an intimate encounter with
are introduced to different but meaningful prayer experience. Priests, selected faculty and volunteers facilitate the retreat at Caleruega Retreat Center in Nasugbu, Batangas.

7.2 **Nature of the Retreat and Recollection**

7.2.1 The institutional retreat and recollection is a wholistic approach. The activity aims to accomplish the Colegio’s mission of a total Christian education. It serves as an opportune time for students to integrate their growth process in life as seen through the following aspects:

7.2.2 **Personal** – to assess one’s own growth vis-à-vis the challenges of life after graduation

7.2.3 **Social** – to see and appreciate the inherent value of the community in relation to the student’s life in the past, present and future

7.2.4 **Spiritual** – to locate, appreciate and value the place of God in one’s continuous quest for meaning

7.2.5 **Psychological** – to assist the graduating student in going through the process of transition from college to a new mode of life; and

7.2.6 **Apostolic** – to help the student realize his/her own growing Christian responsibility towards the church and society.

7.2.7 **Activities include the following:**

7.2.7.1 Discussion / Lecture
7.2.7.2 Big and Small Group Sharing
7.2.7.3 Faith Sharing and Prayer Meeting
7.2.7.4 Confession
7.2.7.5 Individual Reflection / Prayer Activity
7.2.7.6 Holy Mass
7.2.7.7 The creation-centered spirituality is introduced: **Solidarity Night**
7.2.7.8 Rito ng Paghayo
7.3 **General Guidelines**

7.3.1 **Paghayo** (retreat for Graduating Students) – A three-day retreat is offered to graduating students. They are required to attend the recollection and retreat for graduating students as an institutional requirement for the signing of clearance and Graduation, respectively.

7.3.2 Students who will not be able to attend the scheduled activity should write an excuse letter addressed to the Director for Campus Ministry.

7.3.3 Christian denominations and affiliations are by no means considered as an excuse for non-participation since the activity is ecumenical in nature and wholistic in approach.

7.3.4 Students who have attended the retreat but failed in some of their academic requirements may attend the retreat again, should they express the desire to do so. However, they should pay again the required amount for the retreat.

7.3.5 The Campus Ministry Department shall provide the respective Academic Deans and Registrar with the list of students who have attended the retreat as a basis for recommending them for Graduation. The same list is also forwarded to the Accounting Office for its own purpose.

7.3.6 The collected retreat fee is a fundable deposit until the student is included in the official list of retreatants. Upon inclusion to the official list, the amount collected becomes the students’ payment and is no longer refundable.

7.3.7 The Campus Ministry Department shall notify the students. Waivers will be distributed. The official list of students qualified for retreat will be posted a month before the start of the retreat. Schedules are usually held during the months of January, February, and March.
7.3.8 Students who have a recollection/retreat fee in excess of the required total amount may apply for a refund by following these steps:

8.3.8.1 Present the original copy of the official receipt to the Director for Campus Ministry for verification and issuance of certification;

7.3.8.2 Attach the certified true copy of the official receipt to the certificate; and

7.3.8.3 Present the certificate to the Accounting Office for refund.

7.3.9 Should the student fail to attend the scheduled recollection/retreat without any valid reason, he/she will have a separate recollection/retreat to meet the requirement. In such case, the students forfeit their right to refund the fee and they have to shoulder the expenses to be incurred for the separate recollection/retreat. Attendance during recollection retreat is the basis for the signing of clearance as a requirement to get the computerized grade card for the undergraduate.

7.3.10 In case of bad weather and other calamities, and if classes are suspended by the CHED and/or the school officials, the Director will notify the students and the concerned persons regarding the change of schedules. Announcements will be made at the main gate, lobby, faculty, classrooms, and offices. It may be relayed through text messages, internet and/or phone call for the immediate information of parents, students, facilitators, and volunteers.

7.4 Mode of Collection of Recollection and Retreat Fee

7.4.1 One of the developmental programs of the Campus Ministry Department is to provide recollection/retreat programs for all levels in the collegiate department and a three-day retreat for graduating students.
7.4.2 The amount of Php 591.80* Shall be charged to First Year and Second Year students (SEAS, SBMA, SCST, SE, SN, and STHM) and Third Year Engineering and BS Accountancy students for the Day time Recollection.

The Accounting Office will collect the amount upon enrollment in the 2nd Semester. The amount of Php 825.00* shall be charged for Third Year (SEAS, SBMA, SCST, SE, SN, and STHM) and Fourth Year Engineering and BS Accountancy students.

The Accounting Office will collect the amount of Php 2,640.00* to be charged to every graduating student as retreat fee. Again, the Accounting Office will collect Php 2,640.00 upon enrollment for first semester.

*subject to change

7.5 Student Participant

7.5.1 Duties and Responsibilities

7.5.1.1 Pays the activity cost to the Accounting Office during the enrollment period
7.5.1.2 Ensures / keeps the necessary receipts and documents for verification
7.5.1.3 Gets the waiver from the Office of the Campus Ministry and returns the reply slip signed by the parent / guardian on or before the scheduled recollection / retreat
7.5.1.4 Brings the proper clothes, personal medicines and materials needed during the recollection / retreat
7.5.1.5 Attends all the sessions and follows the schedule
7.5.1.6 Sticks to the bus / room lists, as much as possible, to avoid headcount confusion
7.5.1.7 Acts in accordance with the school / venue regulations and behaves properly all throughout the activity
7.6 Recollection and Retreat Policies for Students

7.6.1 To ensure the safety of the participants during the recollection/retreat activities, the policies were formulated by the Director for Campus Ministry based on the existing rules on Offenses, Prohibitions and Sanctions of the Letran Student Handbook.

7.6.2 Students are expected to read and understand the said policies during the activity. Violations of these policies are considered offenses.

7.6.2.1 Possession / display / distribution of pornographic materials and/or articles inside the venue and within the actual program or flow of activities

7.6.2.2 Misconduct during sessions, gatherings and other similar activities

7.6.2.3 Stealing

7.6.2.4 Acts of improper behavior in words or in deeds in the venue (Retreat House premises)

7.6.2.5 Possession and use or being under the influence of prohibited or illegal drugs

7.6.2.6 Possession, drinking or being in the state of intoxication from alcoholic drinks and beverages

7.6.2.7 Smoking during the entire duration of the activity

7.6.2.8 Vandalism or damage of property

7.6.2.9 Gambling

7.6.2.10 Immortality

7.6.2.11 Violating the recollection/retreat rules formulated by the organizers and the House Rules by the owner of the Retreat House

7.7 Duration of applicability

The policies shall be applicable during the entire duration of the activity which includes the time of assembly in Letran before the departure to the venue until the arrival in Letran from the venue of the recollection/retreat activity.
8. Guidance and Counseling Services Office Policies and Guidelines

8.1 Admission Test (Effective AY 2012-2013)
The DPPI (Dominican Province of the Philippines Inc.) Unified Entrance Examination assesses students’ capability in entry for collegiate education at Angelicum College - Quezon City, Aquinas University - Legazpi City, Colegio de San Juan de Letran Manila, Colegio de San Juan de Letran Bataan, and Colegio de San Juan de Letran Calamba. Through the DPPI Unified Entrance Examination, students will be assisted in determining their educational and vocational goals. The **DPPI Unified Entrance Examination** is a two-hour examination including instruction consist of the following subtests: English (30 mins), Mathematics (40 mins), Science (40 mins).

The following guidelines govern the implementation of this Admission Test:

8.1.1 To be eligible to take the DPPI Unified Entrance Examination, the student must be a graduate of DepED-accredited schools or secondary schools abroad and those declared eligible for admission to college after taking the Philippine Educational Placement Test (PEPT).

8.1.2 The student applicant will be given three sets of tests. These include English, Mathematics, and Science.

8.1.3 Status of the student applicant will depend upon their General Admission Score (GAS). The GAS is a result of combining the applicant’s weighted scores in the 3 subtests (English, Math, and Science). The GAS is computed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>35%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>35%</td>
</tr>
<tr>
<td>Science</td>
<td>30%</td>
</tr>
</tbody>
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**General Admission Score** 100%
8.1.4 The GAS is interpreted using the range and verbal rating below:

- 90 - 99 Excellent / Highly Proficient (E)
- 76 - 89 Meets standards / Proficient (MS)
- 50 - 75 Progressing Towards Standards (P)
- 31 - 49 Marginal (M)
- 21 - 29 Short Delay (SD)
- 1 - 20 Does not meet standards (D)

8.1.5 Students who got a GAS of 33 and above and whose GWA is 80 will be allowed to take Board programs. There is no grade requirement for non-board programs except that the student passes the Entrance Exam.

8.1.6 Students who received a GAS below 33 mark will be considered a probationary student for any program.

8.1.7 The Examinee Report Stub containing the test results shall consist of information on the examinee's course choices, GAS, and a suggestion regarding career placement. The stub shall be released to the student applicant or to an authorized representative provided that authorization letter is presented.

8.1.8 The test results shall be used as a basis of the Guidance Counselors in conducting career counseling during the student's interview.

8.1.9 The test results shall be released after three (3) working days.

8.1.10 Student applicants are only allowed to take the DPPI Unified Entrance Examination once during the academic year.

8.2 **Handling Cumulative Record**

8.2.1 Each student shall be required to have his/her own individual cumulative record.

8.2.2 All information contained in the cumulative record shall be treated with utmost confidentiality.
8.2.3 The counselors shall be the authorized persons who shall use the individual cumulative record.

8.2.4 Any supplementary records or additional sheets shall be properly inserted in the record of the person concerned.

8.2.5 No student, student assistant, teacher and other member of the community shall be allowed access to the record.

8.2.6 The guidance counselor may release personal data like address, phone number, test results, etc. to those persons in authority whom he/she thinks could be of help to the student. This should be done with the approval of the student or guardian.

8.3 **Individual Routine Interview**

8.3.1 Each student shall be required to visit his/her guidance counselor at least once per academic year for a routine interview.

8.3.2 Student clearance will not be signed if there will be no record of appearance in the Guidance and Counseling Office.

8.4 **Probationary Students**

8.4.1 All probationary students are required to attend the General Assembly of Probationary Students at the beginning of the semester.

8.4.2 Students should report to the Guidance and Counseling Services Office for an interview a week before major exam.

8.4.3 Students with a General Weighted Average of 75 and above will be uplifted to a regular student status.

8.5 **Change Status Form**

8.5.1 First year college students should secure the Change Status Form from the Guidance and Counseling Office provided that they have no failing grade during the semester they are enrolled in.
8.5.2 The form shall be released at the end of the semester.

8.5.3 Students shall present their computerized card (compcard) to the Guidance and Counseling Services Office for verification of the general average.

8.5.4 Copies of the accomplished change status form bearing the signature of the Dean, Registrar, and Assistant Director for Guidance and Counseling Services Office shall be submitted to the latter leaving one copy each for every student.

8.6 Shiftees

8.6.1 Students who wish to shift to another course should secure shifting form from the Registrar’s Office and have their grade evaluated.

8.6.2 Students should present the duly approved shifting form to the Guidance and Counseling Services Office for the administration of Aptitude Test and/or Career Interest Test.

8.6.3 There are two kinds of shiftees: internal shiftees & external shiftees. Internal shiftees are students who plan to shift to another course within the same academic department. They will be required to take Career Interest Inventory in order to recognize their psychological readiness.

8.6.4 External shiftees are students who plan to shift to another course outside their present academic department. Career Interest Inventory and Aptitude Test shall be administered to external shiftees.

8.6.5 Individual counseling session will be conducted after the counselors receive the result of the tests.

8.6.6 After the test and interview, the Assistant Director for Guidance and Counseling Office will sign the shifting form and the student will proceed to the Dean for their approval.
8.7 Request for Psychological Testing

8.7.1 A Letranite, who wishes to take psychological test, should visit the Guidance and Counseling Services Office and fill out properly the Request Form for Psychological Testing including the specific test that he/she would like to take.

8.7.2 After accomplishing the form, he/she shall be scheduled for examination.

8.7.3 The test results shall be given three working days after the completion. Feedback shall be scheduled with the examinee for clarification and discussion.

8.8 Handling Suspended Students

8.8.1 The Guidance and Counseling Services Office shall be furnished with a copy of the notice of suspension duly signed by the Student Formation Officer and Assistant Director for Student Affairs.

8.8.2 Suspended students should visit the Guidance and Counseling Services Office for constructive suspension activities (Self-Empowerment Program) on specified date/s of suspension.

8.8.3 The Guidance Counselor shall prepare a written summary of the case including the counseling and intervention activities given to the suspended students. Counseling report shall then be submitted to the Student Affairs and Development Department (StADD).

8.8.4 Names of students not reporting to the Guidance and Counseling Services Office shall be submitted to the StADD.

8.9 Availment of the Placement Service

8.9.1 Placement service is offered to all graduating students (4th year level – School of Education, Arts, and Sciences, School of Business, Management and Accountancy, School of Nursing, School of Computer Studies and Technology, and those who will complete their academic requirements by summer or October of the same year)
8.9.2 Announcement for the different activities will be made by the Guidance and Counseling Services Office. Information will be sent to the Deans. Scheduling of activities will be on a monthly basis.

8.10 Career Orientation / Resume Writing Sessions

8.10.1 Announcement shall be made through the Deans.
8.10.2 Participants may avail of this activity upon the approval of their academic Deans.
8.10.3 Format for the resume shall be posted on the bulletin board or they may get it from the Guidance and Counseling Services Office.
8.10.4 Deadline for submission of resume is to be set by the Guidance and Counseling Office.

8.11 Job Fair

8.11.1 Participants shall register their names on the scheduled date of the activity.
8.11.2 Participants are encouraged to attend the opening program before the actual in-campus hiring.
8.11.3 Clearance shall be signed by the Assistant Director for Guidance and Counseling Services Office or any authorized representative from the said office upon submission of the resume and exit interview form.

8.12 Job Opening

8.12.1 Job openings are posted on the bulletin board of the Guidance and Counseling Services Office.
8.12.2 If application forms are available, students may get them on a first come-first served basis. Students may photocopy the application forms if the requesting company allows it. Each program will have respective placement representatives to facilitate the different placement activities.
9. **Student Leadership Program**

The Colegio encourages students to become involved in leadership opportunities, integrate community service to make a positive difference, and translate their leadership skills to lifelong skills.

Towards this end, the Department guides all Recognized Student Organizations (RSOs) in the proper conduct of their year-long activities. To ensure regular monitoring, each RSO is, likewise, assisted by the RSO Adviser who works closely with the student leaders.

9.1 **Student Organizations**

9.1.1 **Rationale**

Colegio de San Juan de Letran Calamba fully recognizes the value of student organizations in the development of one's personality. Students are encouraged to take part in co-curricular and extra-curricular activities which promote spiritual, cultural, educational, civic, literary, and social development as well as congenial and desirable social relationship. Students may participate in existing organizations and promote the organization of new groups which would cater to their particular interests.

The Colegio allows the establishment and operation of student organizations to give the students a forum for enriching school life and vehicle for more productive activities of endeavors realizing the goals of the Colegio and those of the larger society. However, activities of the student organization should be planned along the spiritual, social, cultural, literary, educational, or recreational areas as approved by the school head and duly authorized representative.

9.1.2 **General Policies**

9.1.2.1 The establishment and operation of student organizations in all colleges and universities are governed by the then Department of Education,
s. 1985 which provides rules and regulations concerning student organizations and their activities within the school campus.

9.1.2.2 Students who want to form a student organization should follow the regulations promulgated by the Colegio through the Student Affairs and Development Department (StADD).

9.1.2.3 The Colegio reserves the right not to admit organizations espousing goals/activities contrary to the objectives, mission, and vision of the institution.

9.1.2.4 All Recognized student organizations, student councils and Letran Calamba Student government (LCSG) is directly under the jurisdiction and supervision of the Department.

9.1.2.5 All policies governing the Recognized Student Organizations, Student Councils and Letran Calamba Student Government shall be made by the Student Affairs and Development Department. Thus, only the policy of the department shall be honored at all times concerning the RSOs, Student Councils and LCSG.

9.1.3 Specific Policies

9.1.3.1 The Director for Student Affairs and Development Department must regulate the operations as well as the activities of duly recognized student organizations in the attainment of their objectives as stipulated in their approved constitution.

9.1.3.2 The StADD reserves the right to sanction any organization conducting an activity which is contrary to the mission and vision of the institution.

9.1.3.3 All extra and co-curricular activities should be suspended during examination periods.
9.1.3.4 Monthly meetings with the student organizations and quarterly/special meetings with the faculty advisers shall be conducted by StADD through the Student Activities Assistant for closer coordination/monitoring.

9.1.3.5 All bonafide Letran college students may join any recognized student organization.

9.1.4 Application for Recognition

9.1.4.1 Recognition of student organizations is made official once they are given the certificate of recognition. Official recognition shall be effective for one academic year or one semester only under special circumstances.

9.1.4.2 The following organizations should seek approval for recognition from the StADD:

9.1.4.2.1 newly-formed organizations;
9.1.4.2.2 organizations which became inactive for at least one semester; and
9.1.4.2.3 probationary organizations, which include suspended organizations that have been existing for two years.

9.1.4.3 Permission to operate is a requirement for the initial operation of any student organization.

9.1.4.4 Any group of at least 15 members intending to form a student organization may apply to StADD. However, for the specific purpose of accreditation of such organization, the total membership thereof shall not be less than 30 enrolled students at the time of the issuance of Certificate of Recognition.

9.1.4.5 The following documents must be prepared at the time of application:
9.1.4.5.2 constitution and by-laws;
9.1.4.5.3 list of officers and their respective bio-data (RD:04-00-FO-18);
9.1.4.5.4 proposed activities for the year with a brief description of each activity, tentative dates of implementation, plan of action for each activity (RD:04-00-FO-39), and proposed budget (RD:04-00-FO-17);
9.1.4.5.5 letter of acceptance and bio-data of the adviser (RD:04-00-FO-19); and
9.1.4.5.6 list of members with their respective courses, majors, addresses, and specimen signatures (for non-academic organizations only) (RD:04-00-FO-16).

9.1.4.6 The applicant organization shall conduct a brief presentation about their organization, its nature and objectives and plan of activities before the Committee for Recognition of Student Organizations.

9.1.4.7 The Director for StADD, along with the Committee for Recognition of Student Organizations, shall deliberate on the merit of the applicant organization based on the documents submitted and its oral presentation. The applicant organization shall be informed of the results of the deliberation (approved or disapproved) 30 days after the submission of the requirements.

9.1.4.8 The Committee for Recognition of Student Organizations shall be composed of the following:

9.1.4.8.a Director, Student Development and Services Department
9.1.4.8.b Student Formation Officer
9.1.4.8.c Student Activities Assistant
9.1.4.8.d Representative from the Administration
9.1.4.8.e Representative from the Faculty
9.1.4.8.f Representative from the Letran Calamba Student Government
9.1.4.5.1 accomplished application form to be issued by the StADD (RD:04-00-FO-15);
9.1.5 Duties of Duly Recognized Student Organizations Recognition Status

9.1.5.1 Student organizations which qualify for recognition may do the following:

9.5.1.1.a collect membership fee through the Colegio’s cashier’s office;
9.5.1.1.b conduct any activity in the name of their organization;
9.5.1.1.c represent the school in any seminar / conference outside the school; and
9.5.1.1.d apply for allocation for Student Activity Fund (SAF).

9.1.5.2 Student Functions and Assemblies

Student functions and assemblies can be conducted and/or participated in by securing the approval of the authorities concerned. All proposals of the activities should be submitted to StADD one (1) month before the scheduled date of activity (RD:04-00-FO-22).

Five days after the conduct of the activity, student organizations shall submit a financial report (if applicable) and narrative report with documentary pictures of the activity duly signed by the Adviser and the Academic Head (for academic organizations only).

9.1.5.3 Financial Record

All student organizations shall deposit their fund in the bank with their President and Treasurer and Student Activities Assistant as signatories. For Student Councils and LCGS, the primary signatories are the President, Treasurer and the Director for StADD. Nonetheless, they are allowed to set aside Php 5,000.00 as petty cash. Moreover, they are encouraged to save at least 20% of the total fund. All bankbooks shall be kept by the Student Activities Assistant at the StADD office. All financial reports will be checked by the Student Activities Assistant before endorsing them to the
Accounting Office for Final Audit. The photocopy of the said bankbooks shall likewise be included in the financial report that the organization shall submit at the end of the academic year. The organization must maintain a book of accounts which shall be presented by their respective presidents to the StADD during their monthly cluster meeting.

Five days after the conduct of the activity approved by the StADD, student organizations shall submit to the office a liquidation report signed by the organizations’ Treasurer and President, and noted by the Adviser and Academic Head (for academic organizations only). Official receipts must also be attached.

9.1.5.4 Monthly Meeting

Recognized student organizations, School Councils and LCSG shall report to StADD for the updates about their respective organizations. Monthly meetings with student organizations and quarterly or special meeting with the advisers shall be conducted by the Student Activities Assistant for closer coordination/monitoring.

The Student Activities Assistant shall divide the recognized student organizations into clusters. S/he shall assign the student organizations their respective clusters. Each cluster shall report to StADD on the day assigned to them. This shall facilitate access and monitoring of the conduct of activity of each recognized student organization.

9.1.5.5 Journal of Activities

Each recognized student organization shall maintain a logbook where all data/information pertaining to the conduct of the activities/projects of the organization, e.g. minutes/agenda of the meeting and follow-up of activities are recorded. This logbook, along with the compilation of the minutes of their meeting duly signed by their Adviser and Academic Head (for
academic organizations only), shall be presented to StADD during the monthly cluster meeting.

9.1.5.6 Inventory

Each recognized student organization must submit during the application period and before the end of the school year an itemized report of the financial records, materials and pieces of equipment under the organization's custody.

9.1.5.7 Constitution

Members of the recognized student organization must be familiar with the organization's constitution, which is duly signed by them.

9.1.5.8 Membership Fee

The StADD shall monitor the membership fee of each student organization. No student organization may impose or change its prevailing membership fee without prior approval from StADD. As per current practice, membership fee should be based on the size of the organization. The membership fee must not exceed Php 500.00 per academic year except in some organizations wherein they are allowed to exceed as approved by the Vice President for Finance.

9.1.5.9 Categories of Student Activities

Student activities shall likewise be evaluated according to the following six Student Leadership Program Key Result Areas:

9.1.5.9.a Participatory Team Building;
9.1.5.9.b Integrated Organizational Management;
9.1.5.9.c Relevant Co-curricular Activities;
9.1.5.9.d Engaged Institutional Involvement;
9.1.5.9.e Responsive Community and Extension Services; and
9.1.5.9.f Empowered Dominican Community.
9.1.6 Selection of RSO Adviser

9.1.6.1 The Student Government and Student Councils shall select their adviser according to the qualifications set forth by the StADD. The Student Affairs and Development Department (StADD) Director serves as ex-officio adviser of the Letran Calamba Student Government. The StADD Director may seek the assistance of Student Activities Assistant or any StADD personnel in monitoring the activities of the Council.

9.1.6.2 Any Faculty may perform advising role to the academic organizations of a particular program but he/she meets the qualifications set forth by the StADD.

9.1.6.3 In addition to their regular appointment, any qualified faculty or employees on permanent status may be appointed as advisers of non-academic student organizations subject to screening procedure of the Director for Student Affairs and Development. If no permanent faculty is available, a probationary faculty may assume advisorship of an established RSO.

9.1.6.4 Each student organization selects an adviser subject to the approval of the Vice President for Religious Education, Mission and Identity (REMI) upon recommendation by the StADD Director.

9.1.6.5 Student organizations must have only one adviser.

9.1.6.6 The following are the qualification standards for advisers:

9.1.6.6.a S/He is a full-time permanent/probationary faculty member or employee in the Colegio.
9.1.6.6.b S/He should not be advising any other RSO.
9.1.6.6.c For academic-related organizations, an adviser must have an academic preparation, professional training, or experience related to the organization s/he is advising.
9.1.6.6.d For non-academic student organizations, the adviser must be knowledgeable of the organization's area of specialization.

9.1.6.6.e S/he has at least a “Very Good” evaluation rating based on previous advisees’ evaluation.

9.1.6.6.f S/he has a good moral character, with personal integrity and has not been subjected to any grievance or disciplinary proceedings during the period of his/her employment in the Colegio.

9.1.6.6.g S/he has strong commitment and willingness to devote time and effort to student development.

9.1.6.6.h S/he has good leadership and interpersonal skills and is committed in maintaining harmonious and pleasant personal and official relations with other faculty, employees, and officials of the school.

9.1.6.7 In extreme cases, however, when no full-time permanent faculty member is available, a full-time probationary faculty (with at least a year of Very Satisfactory Performance), regular employee, administrative officer or administrator may be considered for appointment as an adviser.

9.1.6.8 Procedures for selection of RSO Adviser:

9.1.6.8.a The student organization shall select the adviser according to the qualifications set forth by the StADD.

9.1.6.8.b The student organization submits the names of the prospective adviser attached with the following:

• Acceptance letter;
  and

• Updated curriculum vitae with 2 x 2 recent picture.

9.1.6.8.c The StADD invites the adviser for an interview.

9.1.6.8.d The StADD forwards to the VP for REMI the names of qualified advisers of student organizations.
9.1.6.8.f The tenure of office of an adviser shall be on a per semester basis subject to renewal after s/he again meets the qualification standards.

9.1.6.8.g His/Her appointment may be terminated after determining the accountability of the erring RSO adviser based on the following grounds:

- negligence or dereliction of duty;
- abuse of authority;
- embezzlement of funds;
- disgraceful or immoral conduct;
- sexual harassment;
- illegal collection of funds;
- gross inefficiency or incompetence;
- tampering or falsification of documents; and
- commission or conviction of a crime.

9.1.6.9 Functions of RSO Adviser:

9.1.6.9.1 Assist the organization in planning and periodic evaluation of its programs and activities;

9.1.6.9.2 Serve as primary resource person of the organization, especially in its effort to achieve its plans and activities as well as in training and other developmental activities;

9.1.6.9.3 Help the individual members recognize issues and concerns and process them to resolve in the most appropriate manner;

9.1.6.9.4 Review all written communications, requests, project proposals, and give initial approval to the activities of the organization;

9.1.6.9.5 Accompany the organization in all its official external activities;

9.1.6.9.6 Review the financial management of the organization; and
9.1.6.9.7 Attend the meetings of the organization and note pertinent issues raised by the group/members.

9.1.6.10 The faculty member’s last pay during the semester shall be released only if the organization being advised has already been cleared of any accountability and has submitted the needed accomplishment, liquidation, and financial reports to the StADD and the Finance Division.

9.1.6.11 In cases, however, when the adviser is a full-time probationary faculty, regular employee, administrative officer, or administrator, an honorarium amounting to two thousand five hundred pesos (Php 2,500) is payable at the end of the semester. The honorarium shall be taken from the Student Activity Fee collection every semester, which shall be requested by the Student Activities Assistant.

9.1.6.12 Honorarium shall be released to the concerned adviser only if the organization being advised has already been cleared of any accountability and has submitted the needed accomplishment, liquidation, and financial reports to the StADD and the Finance Division.

9.1.7 Recruitment of Members
9.1.7.1 Recruitment of members apply only to non-academic organizations since membership to an academic organization is based on the program where the student is enrolled.

9.1.7.2 All non-academic recognized student organizations may recruit, orient, and induct new members after acquiring permission from the Director for StADD.

9.1.7.3 The StADD will schedule the recruitment week for non-academic organizations. It is usually done on the first month of classes.
9.1.7.4 Recruitment, selection, orientation, and/or initiation conducted by any recognized student organization shall be subjected to the following limitations:

9.1.7.4.a No recruitment, selection, and orientation shall be conducted two weeks prior to the scheduled major examination.

9.1.7.4.b Initiation rites involving violence, public humiliation, verbal abuse, body contact, physical pain, harassment, mental torture, or subjecting applicant to do mental torture, or subjecting applicant to do something beyond human dignity is absolutely prohibited.

9.1.7.5 Violations of these provisions on recruitment, selection, and orientation of prospective members shall cause the automatic cancellation of the Certificate of Recognition given to the organization without prejudice to any disciplinary action and/or criminal prosecution against the organization and its members.

9.1.8 Membership/Officership in Organization

9.1.8.1 All bonafide Letran college students may join two other recognized student organizations (student council, non-academic organization, volunteer group, cultural group affiliated under the Culture and Arts Department, or Knight Publication) aside from their respective academic organizations where membership is compulsory.

9.1.8.2 Students are allowed to assume leadership positions in only two organizations provided that neither is a major position (i.e., President, Vice-President, Secretary, Treasurer, and Auditor).

9.1.8.3 College students who are interested to run and be elected for certain position in the organization
need to have a GWA of at least 80% for major positions, and at least 79% for minor positions with no failing grades. The GWA shall be based on the academic performance of the previous two semesters of their attendance in Letran with a minimum load of at least 18 units per semester. In the current semester, they must also have a minimum academic load of 15 units or less as indicated in the approved curriculum.

9.1.8.4 The grades in Physical Education (PE), National Service Training Program (NSTP), College Orientation, and Personality Development shall be considered in the computation of the weighted average. The student should not have incurred a failure or unauthorized withdrawal (UW) in any subject including PE, NSTP, College Orientation, and Personality Development during the previous two semesters of their attendance.

9.1.8.5 If the candidate does not meet the grade required, s/he will still be allowed to run but s/he will be placed on probation in case s/he wins in the election. If placed on probation, s/he will be given another semester to improve his/her grades. If academic progress is not made after the prelim period of the succeeding semester, the individual will be required to resign from his/her position immediately.

9.1.8.6 First year students are allowed to run for any position. The first semester grade and 4th Year High School GWA shall be considered as basis of the academic standing because election for most recognized student organizations takes place before the end of the second semester. Probationary students are not allowed to run for any elective position. Students who have record of any infraction inside or outside the school will not also be allowed to run for any elective position.
9.1.8.7 Transferees should have at least one semester of residency in the Coelgio before they will be allowed to run.

9.1.8.8 All the election processes of the academic and non-academic organizations shall be facilitated by the Letran Commission on Elections (LECOMELEC).

9.1.8.9 Candidates for elective position shall follow the rules and regulations set by the Letran Commission on Elections (LECOMELEC) on the process of elections.

9.1.8.10 Once elected or appointed as an officer, the student must maintain a GWA of at least 80% for major positions, and at least 79% for minor positions, without failure or UW in any subject. S/he must be of good moral character.

9.1.8.11 Student leaders shall submit every semester to their adviser of the organization a photocopy of their compcard. It is also the duty of the organization, student councils and LCSG to submit the Academic Monitoring form (RD:04-00-FO-28) together with the copy of their compcard for close monitoring of their academic standing. The Student Activities Assistant monitors the academic standing of the officers and recommends action to the StADD where the officer fails to meet the required GWA.

9.1.8.12 If the officer does not meet the grade required, s/he will be placed on probation. If placed on probation, s/he will be given another semester to improve his/her grades. If academic progress is not made after the prelim period of the succeeding semester, the individual will be required to resign from his/her position immediately.
9.1.8.13 In cases where there will be vacancy because of the previously mentioned reason, the organization's rule on filling out of vacancy will be observed as mentioned in their respective constitution and by-laws.

9.1.9 On and Off-Campus Activities

9.1.9.1 Student activities can be conducted and/or participated in by securing the approval of the authorities concerned through the StADD (RD:04-00-FO-22).

9.1.9.2 An application form from the StADD shall be submitted to the same office thirty (30) days before the conduct of the proposed activity. If in cases wherein the organization fails to submit an activity proposal within the given period of time due to unexpected circumstances, a letter of justification must be submitted.

9.1.9.3 Submission of other pertinent requirements and observance of all StADD prescribed rules and regulations in the conduct of such functions/assemblies are vital for the approval of the proposed activity.

9.1.9.4 Activities held without approval are considered illegal and may be considered a ground for administrative sanction on erring organization/s.

9.1.9.5 Non-compliance with this provision shall be dealt with appropriate penalty.

9.1.9.6 In case the student functions/assemblies shall require the use of campus facilities, a separate arrangement with the authorities concerned shall be made by the sponsoring organization, group, or club as soon as the StADD has approved the activity.

9.1.9.7 Seminar-workshop or other related activity that shall be held overnight shall require (in addition to other requirement) a written permission from parents/guardian.
9.1.9.8 A copy of the evaluation of the activity must be submitted to the StADD for reference and record purposes (RD:04-00-FO-22).

9.1.9.9 Specific Guidelines

9.1.9.9.1 Social Affairs or Parties

9.1.9.9.1.1 Admission charges, which may be deemed necessary, should be minimal with the revenue going towards defraying the cost of music, decorations, refreshments, and the like. Receipts should be issued for this purpose.

9.1.9.9.1.2 A social affair taking place under the school's auspices or in school property should be properly supervised by the faculty adviser and others who may be authorized to do so. The services of police officers, in addition to security guards, may be employed for the occasion.

9.1.9.9.1.3 A social affair may be extended beyond 11 p.m. provided that security measures submitted to the StADD are strictly observed and directly supervised by the adviser and officers of the concerned student organization.

9.1.9.9.1.4 Whether held inside or outside the campus, the sponsoring group, organization, or club should include in the plan the safe conduct of the participants from the affair's venue to their homes.

9.1.9.9.1.5 Ban on social affairs shall be observed one week before the start of any major examination. This is to ensure that all
academic activities take precedence over other activities.

9.1.9.9.2 Fund-Raising Projects / Solicitation Move

9.1.9.9.2.1 A fund-raising activity must be motivated by an objective consistent with the goals and mission of the institution and the thrust of the sponsoring recognized student organization.

9.1.9.9.2.2 Proponents of fund-raising activities must secure first the approval of the Vice-President for Finance through the StADD, and VP for Religious Education, Mission and Identity.

9.1.9.9.2.3 Tickets or any related materials must not be released without prior approval from the StADD.

9.1.9.9.2.4 In the case of a raffle project, prizes must be displayed at some strategic place on campus before the raffle takes place. If the prize is in the form of cash or small items, such should be publicly announced through posters before the raffle date. The list of winners must likewise be publicly proclaimed through notices on the bulletin boards around the campus.

9.1.9.9.2.5 Student organizations, groups, or clubs granted permission to hold a fund-raising project/activity must submit a financial report to the StADD signed by the president/treasurer and adviser of the organization ten working days after the termination of the activity.

9.1.9.9.3 Symposia, Fora, and Other Seminar-Workshop-Type Activities
be drawn from a desire to fulfill the College goals and school mission.

9.1.9.9.3.2 Activities of this nature, which are intellectually stimulating, must be well-planned, properly motivated by a genuine need to supplement regular curricular programs, and sponsored by an organization directly connected with the institution.

9.1.9.9.3.3 Persons to be invited as speakers shall be those who have distinguished themselves in their respective discipline or endeavor and shall contribute to the educational objectives of the College as well as the sponsoring organization.

9.1.9.9.3.4 institution may withhold its approval when it has been established that the invited speaker is:

9.1.9.9.3.4.1 a person who advocates or espouses the use of violence and disruptive measures to achieve his/her end; and/or
9.1.9.9.3.4.2 a person who has maliciously damaged the good name of the institution and its administration.
9.1.9.9.3.4.3 a person who espouses an ideology that directly contradicts the principles that the Colegio stand for.

9.1.9.9.4 Outreach Activities

Outreach activities are charitable acts performed by student organizations with communities outside Letran as the main beneficiaries. Application for approval shall follow the same procedures as other activities. However, outreach activities should also be coordinated with and endorsed by the Community and Extension Services (CES) prior to the StADD's final approval.
9.1.9 Religious Activities

A symposium, forum, etc. must application for approval follow the same procedures as other activities. However, religious activities should also be coordinated with and endorsed by the Director for Campus Ministry prior to the StADD's approval.

9.1.10 Mechanics for Securing Approval

9.1.10.1.1 The following information should be specifically stated in the application forms:

9.1.10.1.2 Social Affairs or Party

9.1.10.1.2.1 Objectives
9.1.10.1.2.2 nature of the activity
9.1.10.1.2.3 name of the sponsoring organization / group
9.1.10.1.2.4 venue
9.1.10.1.2.5 manner of security to be enforced
9.1.10.1.2.6 amount of monetary contribution (if any)
9.1.10.1.2.7 expected participants
9.1.10.1.2.8 program of activities

9.1.10.1.3 Fund-Raising Activity (RD:04-00-FO-23)

9.1.10.1.3.1 name of the sponsoring organization / group
9.1.10.1.3.2 objectives
9.1.10.1.3.3 nature of the activity
9.1.10.1.3.4 targeted market/clientele
9.1.10.1.3.5 date/s of implementation
9.1.10.1.3.6 intended prizes (if there are prizes involved)
9.1.10.1.3.7 ticket prices (if there are tickets involved)
9.1.10.1.3.8 venue
9.1.10.1.3.9 beneficiary
9.1.10.1.3.10 manner as to how the funds shall be used
9.1.10.1.4 Symposia, Fora, etc.

9.1.10.1.4.1 objectives
9.1.10.1.4.2 date
9.1.10.1.4.3 venue
9.1.10.1.4.4 time
9.1.10.1.4.5 list of prospective speakers and their background
9.1.10.1.4.6 intended participants
9.1.10.1.4.7 honoraria (if any)
9.1.10.1.4.8 tentative program
9.1.10.1.4.9 financial plan (if necessary)

9.1.10.1.5 The application form which contains the financial/budget plan should be:

9.1.10.1.5.1 signed by the president of the sponsoring organization, group, or club
9.1.10.1.5.2 noted and properly endorsed by the adviser
9.1.10.1.5.3 approved by the authorities concerned

9.1.11 Participation in Outside Activities (RD:04-00-FO-31& RD:04-00-FO-50)

9.1.11.1 Letran students may participate in any outside activity-contest, play, band, exhibition games, symposium, society or group as representatives of the Colegio, provided, that they have a written authorization from the Student Affairs and Development Department and the Academic Head concerned.

9.1.11.2 Any recognized student organization that wishes to conduct a student activity outside the school premises should first seek formal approval from the StADD.

9.1.11.3 All off-campus activities of recognized student organizations must be clearly budgeted by their respective faculty advisor. The project will be implemented (mechanics)
9.1.11.4 Activities sponsored and/or co-sponsored by any organization outside of the institution shall not be allowed without the approval of the StADD.

9.1.12 Student Assembly

9.1.12.1 A student assembly shall mean convocation, symposium, seminar, workshop, procession, march, demonstration, rally, or any other form of meeting held by duly recognized student organizations within the campus for such purposes as the discussion of issues, presentation of a lawful cause, expression of opinion, or petition for redress of grievances.

9.1.12.2 Assemblies organized by the students shall be regarded official if they are in accordance with the prescribed rules and regulations of CHED and the institution.

9.1.12.3 No assembly shall be allowed without the approval of the Student Affairs and Development Department (StADD).

9.1.12.4 Any recognized student organization may sponsor a student assembly and apply for a permit.

9.1.12.5 The application for a permit forwarded to the Director for Student Affairs and Development 30 working days before the proposed activity should state the following:

9.1.12.5.1 date, time and duration
9.1.12.5.2 venue
9.1.12.5.3 estimated number of participants
9.1.12.5.4 invited guests and/or speakers, if any
9.1.12.5.5 leaders and/or organizers of the activity
unrecognized organizations attempt to organize illegal assemblies or conduct other illegal activities.

9.1.13 Allocation of Student Activity Fund (SAF)

9.1.13.1 It is the policy of the StADD to allocate SAF according to the actual financial requirements proposed by the student organizations and the availability of funds.

9.1.13.2 It is also the policy of the StADD to grant a higher allocation to student organizations who were awarded the Gawad Arriba as an incentive to their exemplary performance.

9.1.13.3 The StADD shall require the student organizations, student councils, and Letran Calamba Student Government to submit their proposed plans and activities that would require subsidy from the SAF.

9.1.13.4 The said activities must conform with the requirements set by the StADD.

9.1.13.5 The StADD shall prepare a list of activities of the office itself and the student organizations student organizations, student councils and Letran Calamba Student Government for SAF subsidy.

9.1.13.6 The StADD Student Activities Assistant shall request information from the Accounting Coordinator regarding the allocation of SAF.

9.1.13.7 The StADD shall prepare its proposed allocation based on the data provided by the Accounting Coordinator.
9.1.13.8 The StADD shall submit its proposed allocation to the Finance Division for adjustment and approval.

9.1.13.9 The VP for Finance shall approve the proposal.

9.1.13.10 The StADD and the student organizations, council of leaders and Letran Calamba Student Government concerned shall request the release of SAF allocation per activity every semester.

9.1.14 Offenses and Sanctions

9.1.14.1 Any of the following circumstances are grounds for either suspension or withdrawal of recognition of a student organization by the Student Affairs and Development Department:

9.1.14.1.1 The organization violates its own constitution
Sanction: First offense: written warning
Second offense: suspension
Third offense: withdrawal of recognition

9.1.14.1.2 The organization fails to comply/follow the policies set by their department and the Student Affairs and Development Department:
Sanction: First offense: written warning
Second offense: final written warning
Third offense: suspension
Fourth offense: withdrawal of recognition

9.1.14.1.3 The organization engaged in/supported subversive moves and other activities which are against the goals/policies of the institution
Sanction: First offense: withdrawal of recognition
Sanction: First offense: written warning  
Second offense: final written warning  
Third offense: suspension  
Fourth offense: withdrawal of recognition  

9.1.15 Evaluation of Student Organizations  
9.1.15.1 It is the policy of the StADD to conduct a  
    semestral and annual evaluation of student  
    organizations, student councils and Letran  
    Calamba Student Government (RD:04-00-  
    FO-26) based on the standards set by the  
    StADD.  

9.1.15.2 The StADD shall communicate to the student  
    organizations, student councils and Letran  
    Calamba Student Government and their  
    advisers concerning the schedule of the  
    evaluation and the documents that need to be  
    prepared.  

9.1.15.3 For semestral evaluation: The president and/or  
    selected officers of the student organizations,  
    student councils and Letran Calamba Student  
    Government shall report to the Student  
    Activities Assistant for their evaluation. The  
    following materials/documents have to be  
    presented: financial report, journal of the  
    organization, copies of narrative reports.  

9.1.15.4 For annual evaluation: The president and/or  
    selected officers of the student organizations,  
    student councils and Letran Calamba Student  
    Government shall report to the Committee  
    9.1.16.1.2 student organizations that topped in each  
    of the student leadership program’s KRAs;  

9.1.16.2 Student Councils and Letran Calamba
for Recognition of the Student Organizations for their evaluation. The following materials/documents have to be presented: financial report, journal of the organization, copies of narrative reports.

9.1.15.5 For the annual evaluation, the Committee for Recognition of the Student Organizations shall deliberate on the merit of the student organization based on the documents submitted and its oral presentation.

9.1.15.6 The Student Activities Assistant shall meet the officers of the student organizations, student councils and Letran Calamba Student Government to discuss the evaluation results.

9.1.15.7 The Student Activities Assistant shall endorse the evaluation result of the recognized student organizations to the Director for Student Affairs and Development Department for initial approval.

9.1.15.8 The Director for Student Affairs and Development Department shall endorse the evaluation result of the recognized student organizations, student councils, and Letran Calamba Student Government to the VP for REMI for final approval.

9.1.16 Gawad Arriba

9.1.16.1 It is the policy of the StADD to grant the Gawad Arriba to:

9.1.16.1.1 Student organizations that garnered the highest rating in the annual evaluation both for academic and non-academic organizations; and
Student Government are not qualified for the Gawad Arriba since it is only intended for academic and non-academic organizations.

9.1.16.3 After the evaluation (RD:04-00-FO-26), the StADD shall collate and compute the ratings of each student organization as provided by the members of the Committee for Recognition of Student Organizations.

9.1.16.4 The members of the Committee for Recognition of Student Organizations shall convene to deliberate the results of the evaluation and finalize the list of student organizations who shall get the Gawad Arriba.

9.1.16.5 The Student Activities Assistant shall notify the Gawad Arriba awardees through a letter informing them about the said award.

9.1.17 Renewal of Recognition

9.1.17.1 Recognized student organizations, Student Councils, and Letran Calamba Student Government applying for renewal of recognition should submit the following to the StADD:

9.1.17.1.1 accomplished form for renewal (RD:04-00-FO-20);
9.1.17.1.2 list of new set of officers and their respective Bio-data (RD:04-00-FO-18);
9.1.17.1.3 proposed activities for the year with a brief description of each activity, tentative dates of implementation, plan of action for each activity and proposed budget (RD:04-00-FO-17), (RD:04-00-FO-22);
9.1.17.1.4 letter of acceptance and Bio-data of the advisor (RD:04-00-FO-10) that is the student leadership prospect.

9.1.16.2 Student Councils and Letran Calamba
for non-academic organizations only (RD:04-00-FO-16); and

9.1.17.1.6 amended constitution and by-laws duly signed by the officers, if any.

9.1.17.2 The renewal of recognition/accreditation of student organization is a precondition for its operation in the College. A Certificate of Recognition shall be given to the organization upon the organization's full compliance with the requirements.

9.1.17.3 Student organizations who failed to meet the criteria for evaluation set by the Committee for Recognition of Student Organizations shall be dropped from the roster. They are allowed to re-apply for recognition after a year of reprieve observing the procedures for Application for Recognition. They shall be covered by the semestral evaluation conducted before the close of the academic year.

9.1.17.4 Non-compliance with the requirements and procedures of the evaluation process also means automatic disqualification of the student organizations concerned.

9.1.17.5 Student organizations given probationary recognition twice shall be automatically disqualified from re-application or renewal of recognition and may be allowed to re-apply for recognition only after a year of reprieve.

9.1.17.6 A newly approved student organization shall automatically get a probationary recognition and shall be subject to a semestral evaluation. Probationary recognition is official and granted with certain conditions. Student organizations granted a probationary recognition are expected to improve on their previous performance/record as a condition for lifting
before the close of the academic year.

9.1.17.7 Fully recognized student organizations who failed to submit their documents within the stipulated schedule or appear at the evaluation session may renew their application for recognition during the semestral evaluation. Once approved, they will automatically get probationary recognition. Repetition of the same failure is considered automatic forfeiture of their application. This being the case, they will be dropped from the roster and may be allowed to re-apply for recognition only after a year of reprieve.

9.1.17.8 When the organization, which has ceased its activities for at least one year desires to operate again, the policies and procedures on Application for Recognition shall be followed.

9.1.18 Non-Recognition of Student Organizations

9.1.18.1 It is the policy of the StADD not to recognize student organizations on the basis of the following reasons:

9.1.18.1.1 the student organization habitually violates StADD policies on student organizations and student activities;

9.1.18.1.2 the student organization has been given severe penalty as a result of the said violations;

9.1.18.1.3 the student organization fails to comply with the standards of effective organizational performance set by the StADD.

9.1.18.1.4 the student organization committed a major violation of the school policy.

9.1.18.2 After the annual evaluation of student
organizing, the Student Activities Advised shall meet the student organizations who failed to qualify for recognition.

9.1.18.3 Students who belong to non-recognized academic organization may organize themselves and may even conduct curricular activities as part of their academic requirement. In these activities, the concerned students should abide by the policies and procedures on curricular activities set by the Academic Heads.

9.1.18.4 Student organizations who fail to qualify for recognition may not do the following:

9.1.18.4.1 collect membership fee through the cashier's office;
9.1.18.4.2 conduct any activity in the name of their organization;
9.1.18.4.3 represent the school in any seminars/conferences outside the school;
9.1.18.4.4 apply for allocation for Student Activity Fund; and
9.1.18.4.5 attend the yearly PANDAYAN Leadership Conference

9.1.18.5 All appeals for reconsideration of the decision made by the Committee for Recognition of Student Organizations should be addressed to the Vice President for REMI.

9.1.19 Rehabilitation of Non-Recognized Student Organizations

9.1.19.1 It is the policy of the StADD to help non-recognized student organizations who intend to regain their official recognition. The program is not a guarantee for eventual recognition of the student organization concerned. It is only a means to provide learning experience for organizations who want to improve themselves.
rehabilitation program should signify their intention to do so in writing addressed to the Director for Student Affairs and Development Department noted by their adviser.

9.1.19.3 The StADD, through the Student Activities Assistant, will conduct a needs-assessment survey with the said organization as respondent. The adviser of the organization will also be interviewed to further inquire on specific problem areas of the organization.

9.1.19.4 Based on the results of the needs-assessment survey, the StADD, through the Student Activities Assistant shall design a program suited for the requesting student organization.

9.1.19.5 The StADD shall enlist the help of other recognized student organizations to be its partners in implementing the program.

9.2 Student Leadership Award

9.2.1 Rationale

The Colegio recognizes non-academic achievements through the Leadership Award or Gawad para sa Natatanging Lider. This is granted to a graduating student whose involvement in socio-civic, religious, academic, sports, cultural, and or/literary services or functions especially in Letran is exemplary.

9.2.2 General Policies

9.2.2.1 Activities and/or accomplishments of the student nominee for the period of his/her stay in the institution shall be credited. Such activities and/or accomplishments must be supported by authenticated documents. All activities without supporting documents shall not be credited.

9.2.2.2 A Screening Committee, composed of the following, will be convened to screen, evaluate, and deliberate over the candidates for the Leadership Award.

9.2.2.2.1 Vice President for Religious Education, Mission
and Identity
9.2.2.2 Assistant Vice President for Religious Education, Mission and Identity
9.2.2.3 Director for Student Affairs and Development Department
9.2.2.4 Representative from the Academic Division
9.2.2.5 Representative from the RSO Advisers
9.2.2.6 Student Activities Assistant
9.2.2.7 Student Representative from the Letran Calamba Student Government; and
9.2.2.8 Student representative from the Alliance of Recognized Student Organizations.

9.2.2.3 The Screening Committee shall submit its recommendation to the Father Rector/President for consideration.

9.2.2.4 The Leadership award is given during the Gawad Arriba and in the Graduation Ceremony.

9.2.2.5 The recipient of the Leadership Award shall have the privilege to lead the graduating class in the declaration of the Letranites' Code of Honor during the annual graduation ceremonies.

9.2.3 Specific Policies

9.2.3.2 The candidates for the award must be graduating during the second semester of the current academic year.

9.2.3.3 The candidates should have no pending case or concluded derogatory records.

9.2.3.4 The nominations for Leadership Awards are open to current and previous officers of the following:
9.2.3.4.1 Letran Calamba Student Government;
9.2.3.4.2 Alliance of Recognized Student Organizations;
9.2.3.4.3 School Student Councils;
9.2.3.4.4 Recognized Academic Student Organizations;
9.2.3.11 Organizations; and
9.2.3.4.6 Volunteer and/or Auxiliary Groups.

9.2.3.5 The nomination form must be accomplished by the nominator. Any member of the Letran community, except the members of the Screening Committee, is qualified to nominate.

9.2.3.6 The forms are available at the Student Affairs and Development Department (StADD) The StADD sets the deadline of submission of nomination form.

9.2.3.7 The final list of student nominees will be posted at various bulletin boards of the Colegio.

9.2.3.8 Nominated students must accomplish the Leadership Award Form and should submit the same accompanied by the requirements on or before the deadline set by the StADD.

9.2.3.9 The Requirements for Leadership Award are as follows:

9.2.3.9.1 Duly accomplished Leadership Award Application Form in nine copies excluding the original application form;
9.2.3.9.2 Two copies of 2x2 picture attached to the Application form;
9.2.3.9.3 Photocopy of certificates of membership in various organizations, seminars attended, and activities participated; and
9.2.3.9.4 Two recommendation letters, one from faculty/ employee/administrator and one from a student.

9.2.3.10 A nominator can only nominate once.
9.2.3.11 The nominee, if s/he passed the initial screening done by StADD, will be notified through a letter regarding his/her nomination and will be invited for an interview and essay writing in which the topic shall be determined by the committee.
Section 5
Graduation
their 3rd year and 4th year for all programs and for BS Accountancy and Engineering, respectively.

1.2 The following procedures are to be observed by the student in applying for graduation/academic evaluation:
   a) Proceed to the Records Office and secure payment slip from the Records Evaluator and Graduate School Records Officer for college and graduate school students, respectively.
   b) Present payment slip and pay the evaluation fee at the Cashier’s Office.
   c) Present the official receipt (OR) at the College and Graduate Schools’ Records Office to secure an application form.
   d) Accomplish the form and submit it to the Records Evaluator for collegiate students and Records Officer for the Graduate School students for evaluation and issuance of claim slip.
   e) Get the result from the Evaluator/Officer after five (5) working days.

1.3 The Office of the Registrar shall not release results of application for graduation or academic evaluation during enrollment period.

2. **Graduation Requirements**

2.1 Only students who have completed the following requirements shall be recommended for graduation and shall be allowed to graduate and/or participate in the graduation ceremonies.

   a) Passed all courses in their curriculum program;
   b) Accomplished the clearance; and
   c) Applied formally for graduation.
3. **Application for Graduation/Academic Evaluation**

3.1 The academic head of each department shall be applied for the students' academic records for the preliminary examination. The academic heads office shall also be provided with the list for special e-Grading and academic deliberation purposes.

3.2 All candidates for graduation shall be applied for Special Order from the CHED Regional Office at least sixty calendar days before the end of the semester.

3.3 All degree programs which have attained “accredited status” are exempted from SO number.

3.4 The official list of candidates for graduation shall be posted two days after the deadline for submission of the terminal clearance.

4. **Graduation Exercise**

4.1 The Graduation Committee takes charge of the planning, execution, and evaluation of the graduation exercises of the Basic Education Department, Collegiate, and Graduate School levels.

4.2 The following graduates shall be included in the graduation exercises:

   a) Summer graduates of the previous academic year
   b) Graduates of October and March of the current academic year
   c) Graduates of the previous academic year who were not able to join the graduation ceremony.

4.3 The degree to be conferred by the Colegio to its graduating students shall be reflected in the recipient’s gown. Undergraduates earning a baccalaureate degree wear a plain gown and flat “mortar board” cap. The color
Awards

5.1 The tentative list of candidates for Baccalaureate Honors shall be posted by the College Records Office after the preliminary examination of the second semester of the current academic year. The list shall be based on the grades obtained by the candidates from their first enrollment in the Colegio up to the first semester of the current year.

5.2 The Academic Board shall convene within two weeks after the last day of the final examination for graduating students to deliberate on the candidates for graduation honors. Only graduating students with complete academic records at the time of the deliberation shall be qualified for honors. The candidates and their academic records shall be presented by the College Records Officer.

5.3 Deliberation results shall be immediately posted on the bulletin boards of the Registrar's Office.

5.4 Other graduation awards sponsored by the different schools of the Colegio, departments, government, and private agencies must be presented to the Academic Board for confirmation before it could be awarded in the baccalaureate program.

6. Graduation Honors and Awards

6.1 Graduation Honors. Graduation Honors shall be awarded to students with the following weighted average:

6.1.1 Summa Cum Laude - 95% and above with no grade below 93%.
6.1.2 Magna Cum Laude - 93%-94% with no grade below 89%
6.1.3 Cum Laude- 90%-92% with no grade below 85%
6.1.4 With Academic Distinction students with no grade lower than 80%
6.1.5 Academic Excellence - highest academic rating in a
particular program provided the general weighted average is not lower than 88%.

Provided:

a. They have been in residence for at least six consecutive semesters for a 4-year degree course and eight consecutive semesters for a 5-year degree course, immediately preceding the date of graduation.
b. They must have completed the program following the regular schedule or even earlier than the regular term with overload and/or summer term.
c. They have not incurred an AW, UW, or failure in any course including PE, NSTP, and College Orientation.
d. They must not have been involved in any disciplinary action.
e. For transferees and shiftees, grades from the previous school shall be included in the computation of General Weighted Average (GWA) and semester/s attended in the previous school shall be included in the reckoning of regular program schedule.

7. Graduation Awards

The following graduation awards shall be conferred during the graduation ceremony.

7.1 The Rector's Award is given to one who does not only excel in academics but also in leadership in co-curricular and extra-curricular activities and in his/her involvement in community services or functions inside and outside Letran.

7.1.1 The candidates for Rector's Award shall be from among the graduation honors and awardees to be recommended by the Academic Board to the Rector and President.

7.1.2 The candidate shall be interviewed by the Rector and President who shall decide on who will be the awardee based on the candidates’ personal merits.
during the graduation ceremonies and will not be published in the graduation program.

7.2 The *Leadership Award* sponsored by the Student Development and Services Department, is granted to a graduating student whose involvement in socio-civic, religious, academic, sports, cultural and/or literary services or functions especially in Letran is exemplary.

7.3 SILVER Loyalty Award is granted to those who finished their grade school, high school, and college education in Letran and have met the residency requirement.

7.4 BRONZE Loyalty Award is granted to those who finished their high school and college education in Letran and have met the residency requirement.

7.5 Other Graduation Awards. The following graduation awards shall be awarded during the baccalaureate program.

7.5.1 The *Community Service Award*, sponsored by the Community and Extension Department, is granted to a graduating student who is a member of the Auxiliary/Volunteer groups or Non-academic organizations and has shown exemplary and significant contribution to the community and to the Colegio.

7.5.2 The Athlete of the Year Award, sponsored by the Athletics and Sports Office, is received by a graduating member of the Letran Varsity who have shown exemplary and significant contribution to his/her respective field of sports and to the institution thru active participation in local, national or international competitions.

7.5.3 The *Service Award for Outstanding Kasambahay Campus Ministry Volunteer*, sponsored by the Campus Ministry Department, is awarded to graduating students who are volunteers of the

7.1.3 The name of the awardee shall only be announced
Campus Ministry and have shown outstanding involvement and contribution in the Formation, Liturgy and Service Programs in the school and wider community.

7.5.4 The Best Research Paper sponsored by the Research Department is an award given to graduating students with excellent research paper in a particular program.

7.5.5 The Outstanding OJT-Students-of-the-Year Award sponsored by the Research Department recognizes the excellence in skills of students undertaking traineeships and their outstanding accomplishments in the training field or workplace.

7.5.6 The St. Martin de Porres Award is granted to a graduating St. Martin de Porres scholar who not only excels in his/her academics but also in his/her functions and significant contributions rendered to the Colegio as a working student. The award recognizes the balance achieved by the said scholar between academics and work responsibilities along with other personal obligations.

7.6 Letran may authorize the awarding of certificates, medals or plaques from government or private agencies or institutions during the baccalaureate program as long as they are aligned with the thrusts of the institution and deliberated by the Collegiate and Graduate Schools Committee on Honors and Awards.

8. Date of Graduation

The date of graduation to be reflected in the Transcript of Records and Diploma are as follows:

a) For graduates of First Semester and Summer, last day of e-Grading schedule for Finals, and

b) For graduates of Second Semester, date of graduation as
Section 6
Other Policies and Procedures

reflected in the school calendar.
1. Campus Advertisement/Announcements

1.1 General Policy

1.1.1 Colegio de San Juan de Letran Calamba allows the various departments, recognized student organizations, and other individuals to post printed materials for advertisement/announcement and information dissemination purposes on the bulletin boards and other identified locations inside the campus.

1.1.2 “General” bulletin boards are those on campus that are not for the limited use of a particular department. Departmental bulletin boards are those located and designed for a particular department use. Department heads are expected to formulate their own policies that are aligned with the institutional policies and procedures on advertisement/announcements.

1.1.3 Additional policies related to posting materials for advertisement and notification purposes include but are not limited to:

a. Displaying of signs and banners at the campus gate
b. Posting of materials by a private organization inside the campus
c. Posting/Displaying of advertisements outside the campus

1.1.4 The posting of materials on general bulletin boards is the responsibility of the unit, organization, or individual desiring to post the material.

1.1.5 Materials may not be posted at locations that are not explicitly designed for posting. These include but are not limited to walls, doors, lamp posts, utility poles, building exteriors, windows, and walkways.

1.1.6 If a given posting location has information on it that indicates that the posting location has additional restrictions beyond those described in this policy, individuals desiring to post materials they must abide
by the specific policy and procedure for securing approval from the respective department.

1.1.7 Materials for posting must be posted in such a way that they do not obstruct viewing of previously posted materials.

1.1.8 Materials posted must always indicate the name of the unit, organization or individual provided the material must bear the approval stamp (original) of the OVP for Administration and Planning.

1.1.9 School officials are allowed to remove outdated materials and those not complying with the requirements of this policy.

1.2 **Posting Outside the Classroom**

All announcements to be distributed in any manner must be approved by the Vice President for Administration and Planning. All such materials, pamphlets, posters, leaflets, etc. are subject to the following guidelines:

1.2.1 A letter of request must be submitted indicating therein the purpose of the announcement / advertisement. It is emphasized that the purpose of the said announcement / advertisement must uphold the mission statement of the Colegio.

1.2.2 It is highly expected that the contents of the announcement / advertisement follow the basic rules of grammar with emphasis on the appropriateness of the language used.

1.2.3 Materials must be sponsored by a recognized organization whose name appears on the materials.

1.2.4 Distribution must be limited to the areas set aside by the Office of the Vice President for Administration and Planning for such use.
1.2.5 No materials are to be taped, glued, tacked or otherwise affixed to doors, walls, windows or other building surfaces.

1.2.6 Posters and signs must be no longer than 11” x 17” in size, so that several groups may use posting areas at the same time.

1.2.7 Materials must be removed on the date specified in the letter of approval by the Vice President for Administration and Planning.

1.2.8 Postings that are considered political propaganda as determined by the Office of the Vice President for Administration and Planning are prohibited.

1.3 Posting Inside the Classroom

1.3.1 The posted material must contain academic-related information only (e.g. memoranda to faculty and students by the Academic Head, activities and programs of the department, and other related information that needs to be disseminated directly the concerned faculty/students).

1.3.2 To ensure the authenticity of the material to be posted, the Academic Head should note the request before the approval of the Vice President for Administration and Planning. The notation means that the Academic Head concerned has approved the material to be posted.

1.3.3 The material must be displayed at the upper left corner of the blackboard.

1.3.4 Only two posted materials should be displayed at a particular period of time.

1.3.5 The size of the posted materials should be 8.5 x 11 inches.

1.3.6 The requesting individual or organization must remove the displayed materials responsibly after the approved
1.4 Types of Advertising and Announcements

1.4.1 Posters

Posters may be affixed to bulletin boards. It must not exceed 11” x 17” in size.

1.4.2 Handbills and Leaflets

Handbills and leaflets may not be distributed within the campus without the approval of the Director.

1.4.3 Streamers

Streamers may be displayed only to designated places. Its size must not exceed 1 x 3 meters to provide space for other interested parties.

1.5 Duration of Posted Approved Announcement/Advertisement

The standard duration of posting of announcement/advertisement is a maximum of two weeks. If, in any case, an extension is needed, the requesting unit, department, organization or individual should apply for another approval.

1.6 Penalties and Charges

1.6.1 Any person/organization posting announcements without the approval of the Vice President for Administration and Planning shall be penalized accordingly. This shall include the removal and destruction of the materials, charges to the individual or organization for the costs incurred with cleaning up of debris.

1.6.2 Students caught defacing, mutilating or removing posters within the standard posting period shall be subject to disciplinary sanctions (ref. Student Handbook).

time frame for posting.
2. Publication of Printed Materials

2.1 Policy on Handbooks, Magazines, and Newsletters

2.1.1 Any publication or other printed materials, both new and established, must be evaluated and approved first by the Department Head and Division Head concerned in terms of nature, relevance, objectivity of content, and also to verify the veracity of information.

2.1.2 A departmental or assigned editor reads the entirety of the material to detect and correct errors in spelling, punctuation, grammar, syntax, and ensure presentability. Edited copy must be produced and subjected to proof reading.

2.1.3 Approved proof shall be submitted to the Office of the Vice President for Research and Development for final editing. In case of corrections, the procedure mentioned above shall again be applied.

2.1.4 Handbooks and other printed materials intended for external distribution shall then be forwarded to the Office of the Vice President for Research and Development for clearing/verification.

2.1.5 The Office of the Vice President for Research and Development in coordination with the Finance Division shall facilitate the printing of the material.

2.1.6 Printer’s proof of the materials shall be subjected to examination and approval both of the Office of the Vice President for Research and Development and the Department Head concerned before its reproduction and distribution.

2.2 Policy on Printed Advertisements

2.2.1 All materials intended for posting or distribution, inside
2.2.2 It is highly expected that the contents of the announcement/advertisement follow the basic rules of grammar with emphasis on the appropriateness of the language used.

2.2.3 Brochures, leaflets, or flyers intended to promote the Colegio’s programs/course offerings, activities, and services must be subjected to editing.

2.2.4 All printed advertisements for posting and distribution must be approved by the Office of the Vice President for Administration and Planning.

2.3 Policy on Yearbook Production

2.3.1 An Editorial Board will handle the production of one yearbook for the Colegio. The Editorial Board shall be composed of 1 grade 6 class adviser for the Grade School; 1 4th year high school adviser; 1 faculty representative from every collegiate schools; and 4 student staffers from the graduating class.

2.3.2 A Yearbook Review Committee will assist the Editorial Board for further enhancement of the yearbook.

2.3.3 The yearbook must be completed and submitted on or before the date specified on the Timetable of Activities.

2.3.4 A printer’s copy of the yearbook must be submitted to the Review Committee for further editing before printing of the second draft.

2.3.5 Final proof of the yearbook shall be subjected to examination of the Registrar’s Department before its reproduction and distribution.

and outside the Colegio, should not be in conflict with the values that the Colegio wants to share with its stakeholders. As such, the use of vulgar and/or profane language is strictly prohibited.
3. Using the Official Letran Calamba Letran Logo and Letterhead

3.1 The Letran logo distills into one symbol everything the Colegio wants to communicate about itself. Because it appears on virtually every business card, envelope, letterhead, and website, the logo speaks to a greater number of people than any other form of communication.

3.2 The Official Letran Calamba logo

3.2.1 The Colegio’s seal bears the Maltese cross, a symbol identified with the Christian warrior whose outward points form an octagon. Don Geronimo Guerrero, one of the founding fathers of Letran Manila was a Knight of Malta.

3.2.2 The cross on a blue and red field encircled by the wreath of green laurel represents the pattern of perfection of which all minds that come to Letran are molded. Its white (or silver) cross bespeaks of the purity which must be attained. The blue and red field indicates Letran, the battleground where the vile things are fought against the daunted and where ultimately the consummate ideal of the cross is accomplished. For that ultimate triumph, there is the wreath of green, ever fresh for every victory.

3.2.3 Inscribed in the logo are the motto of Letran Calamba and its founding year, 1979.

3.3. Do’s and Don’ts

3.3.1 The logo should be used conspicuously on all college communications. The logo should appear on the front cover or the back cover of all print publications representing the Colegio that are intended for external audiences.
3.3.2 The logo should not be modified or distorted in any way. The logo may not be altered. It must remain in the proportion as originally designed. Embellishments such as stars, borders, type (other than authorized logo/words/marks) or drawings constitute alterations and are not permitted.

3.3.3 The logo should only be used in official Letran colors (royal blue and red), or in black, gray, or white variations. All or any parts of the logo and the logotype should never be screened or “toned.” They should always appear as a solid (100%) color.

3.3.4 The logo must not be reduced to less than one-half inch in width to ensure readability. When resizing the logo, resize it proportionately.

3.3.5 Ensure visibility of the logo by leaving an appropriate amount of space around the image. The logo may not be used as a background for superprinting or printed on a picture background.

3.3.6 The logo should be used judiciously. Letterhead and envelopes are permitted only for officially recognized college departments and organizations. Only official Letran Calamba business cards, ordered through the DTS Office, are allowed to carry the Letran Calamba logo.

3.3.7 The logo may be used without the full name of the Colegio provided that the full name appears prominently written out elsewhere on the page.

3.3.8 The Letran Calamba logo and logotype cannot be used in any electronic form without the approval of the Office of the Vice President for Administration and Planning.

3.3.9 Examples of unacceptable use
Do not use department or college names with logo.

Student Affairs and Development Department

Do not change the typeface if the logo appears with the Colegio's name.

Colegio de San Juan de Letran Calamba

Do not crowd the logo with embellishments.

Do not add a drop shadow or other embellishments.

Do not tilt from horizontal axis.

Do not distort the proportions
4. Sourcing of Sponsorships for Student Activities

The sourcing of sponsorship for student activities shall be done under the supervision of the Auxiliary Business Department as stipulated in the quality procedure on sourcing of sponsorship (FD:02-00-QP-04).

4.1 The Auxiliary Business Department shall supervise the sponsorship requirements for student activities.

4.2 The sponsorship requirement of Recognized Student Organizations (RSO) shall be endorsed by the Student Activities Assistant while the sponsorship requirements for class activities shall be endorsed by the subject teacher.

4.3 Copy of the approved Project Proposal shall be submitted to the Auxiliary Business Director. Based on the activity plan, the requesting party shall identify the possible sponsors and the form of sponsorship required, whether in the form of product, service or cash under the supervision of Auxiliary Business Director.

4.4 Sponsorship requirements must be done at least two months prior to the date required. For a major activity, a longer lead time of at least six months would be required.

4.5 For student activities, solicitation is preferably in the form of product or service. If cash donation cannot be avoided, the amount solicited must be remitted to the Cashier’s Office for issuance of an official receipt (OR).

4.6 The requesting party submits the list of proposed sponsors (FD:00-02-FO-08) to the Auxiliary Business Department.

4.7 The requesting party drafts the solicitation letters in coordination with the Auxiliary Business Director. The letter must indicate the nature/purpose of the activity and specify what is being solicited. The solicitation letter is noted by the VP Finance. The Auxiliary Business Department must be furnished a copy of the solicitation letters.

4.8 The use of generic solicitation letter is not allowed. The name of the addressee, position and company name must be indicated in the solicitation letter. All solicitation letters must have a control number.

4.9 The Sponsorship Receiving Report is accomplished to acknowledge the receipt of the sponsorship (product, service and cash) and submitted to the Auxiliary Business
Department at least one week after the activity. For cash donation, photocopy of the official receipt must be attached in the Sponsorship Receiving Report.

4.10 Cash disbursement will be requested from the Management Accounting and Financial Services Department (MAFSD) Director.

4.11 In the event that there is a need for a MOA, the Auxiliary Business Director will execute the MOA represented by the VP Finance.

4.12 In the event that a sponsor will undertake a marketing blitz, the booth set-up must be coordinated with the Auxiliary Business Department.

5. Facilities Utilization Management System

5.1 Internal User of Campus Facilities (Colegio Affiliated Entity)

5.1.1 Requesting party submits the accomplished Facilities Utilization Request Form (FD:03-00-FO-05 rev. 02-121113) from the Property Management & General Services Department to the Auxiliary Business Department for computation of Use Fee and other incidental costs.

5.1.2 The Auxiliary Business Department will issue the Internal Use of Campus Facilities Form (FD: 02-00-FO-02 rev. 01-9-20-13) to the requesting party.

5.1.3 For cash transactions, the Requesting Party pays the use fee at the Cashier’s Office and submits photocopy of the Official Receipt to the Auxiliary Business Department as proof of payment.

5.1.4 If use fee will be charged to the budget of the requesting party/organizational unit, the Internal Use of Campus Facilities form will be forwarded by the Auxiliary Business Department to Management Accounting and Financial Services Department.
5.1.5 To finalize the reservation, the requesting party will submit to the Property Management and General Services Department the following:

5.1.5.1 Facilities Utilization Request Form
5.1.5.2 Internal Use of Campus Facilities Form and/or
5.1.5.3 Official Receipt

5.1.6 The requesting party submits a photocopy of the Official Receipt to the Auxiliary Business Department as proof of payment.

5.2 Assessment of Use Fee

5.2.1 Internal User of Campus Facility

For internal use of campus facility, the Use Fee is assessed for activities held after 5pm form Mondays to Fridays, Saturdays, Sundays and Holidays. The conduct of the activity should have the approval of the Department Head and/or Director for Student Affairs and Development Department. For activities held on a weekend or holiday it should have the approval of the VP for Administration and Planning. The Compromised Use Fee shall be applied in the assessment of the Use Fee.

5.2.2 Coverage of the Use Fee

5.2.2.1 Offsets the utility cost for the additional time that the a Campus Facility is in operation;
5.2.2.2 Helps maintain equipment components that expire more quickly due to additional use;
5.2.2.3 Provides basic cleaning and set-up of the Campus Facility requested, and basic utility tie-ins if applicable.
6. Client Satisfaction Survey

6.1 The Colegio recognizes that service quality and customer satisfaction are very important concepts that the Colegio’s personnel must understand if they want Letran Calamba to remain competitive. The objective of the Client Satisfaction Survey is to measure the customer fulfillment and gather customer perceptions of the departments’/officers’ performance.

6.2 The comments and suggestions to be raised by the clients present customer needs and expectation. These shall be converted into customer requirements and shall be fulfilled to achieve customer satisfaction.

6.3 All clients and stakeholders are encouraged to submit suggestions or innovative ideas. However, ideas regarding labor cases such as compensation shall be addressed during the CBA negotiation/renegotiation.

6.4 The institutional Client Satisfaction Survey (AP: 03-00-FO-19 rev. 070115) are made available to all clients and stakeholders. All offices have their CSS boxes. The instrument can also be accessed through the Colegio's website. The form is a two-page survey form divided into two parts: Client Satisfaction and Quality Management Suggestion System (QUISS). The first part of the form is divided into three sections: the personnel, the service/document and the overall rating for the service received. It is a 9-item survey which asks clients to rate their satisfaction level. Responses to be solicited use a 5-point Likert-type scale ranging from (1) Highly Unsatisfactory to (5) Highly Satisfactory.

6.5 Comments and suggestions will also be gathered from the clients. Key information shall be detailed in the 2nd part of the form titled Quality Improvement Suggestion System.
6.6 Quality feedback with abusive and below-the-belt language and personal attacks will not be considered in the issuance of corrective notification unless a formal complaint is filed by the client. However, the concerned department will be informed through letter.

6.7 Department heads shall prepare the corrective/preventive action response (C/PAR) and submits it to Quality Management and Planning Department before the expected completion expires.
Appendix A

Sexual Harassment

REPUBLIC ACT NO. 7877
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

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

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

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

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

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

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

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

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

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

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

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

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

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor. Administrative sanctions shall not be a bar to
prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

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

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

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, instructors, professors or coaches and students or trainees, as the case may be. The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

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

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

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.
Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

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

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

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

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

Approved: February 14, 1995
Appendix C

STUDENT RIGHTS

(Taken from the book of Atty. Ulan P. Sarmiento entitled: Students’ Rights and Wrongs: A Comprehensive Sourcebook on Legal Rights of Students and the Limitations)

1. THE RIGHT TO QUALITY EDUCATION
2. THE RIGHT TO STAY IN SCHOOL
3. THE RIGHT TO DUE PROCESS
4. THE RIGHT TO ASSOCIATION
5. THE RIGHT TO SPEECH, EXPRESSION AND THE PRESS
6. THE RIGHT TO RELIGION
7. THE RIGHT TO PRIVACY
8. THE RIGHT AGAINST ABUSE
9. THE RIGHT AGAINST SEXUAL HARASSMENT