

# TRESTON INTERNATIONAL COLLEGE STUDENT HANDBOOK



# DISCLAIMER

Provisions of this manual are subject to change for the purpose of improvement without prior notice.

## GENERAL DIRECTIVES

Enrollment in this Institution means that the students and their parents/guardians agree, without reservation, to fully comply with all the policies, rules and regulations of Treston International College.

1. A student formally admitted to Treston International College has the duty and obligation to abide by college rules and regulations as set and stipulated in this handbook and other rules the school may deem necessary to promulgate from time to time.
2. Every Treston student must be familiar with the contents of this handbook. Ignorance of its contents does not excuse any student from the effects of the policies, rules and regulations contained herein.
3. Every student shall take pride in his/her school and shall conduct himself/herself in such manner as to preserve the dignity and honor of Treston International College.
4. Any school official, professor, employee or other deputized personnel can apprehend violators of rules and regulations and report the same to the authorities concerned.
5. Security personnel are agents of persons in authority within the school premises as far as security, order, and the enforcement of policies and regulations are concerned.
6. Information on school policies and procedures involving students are found in this handbook, administrative bulletin boards, and other publications. All students are required to read regularly all announcements and directives posted or authorized for publication by the School administrators on the bulletin boards.
7. Printed materials and questionnaires to be distributed by students inside the School and publicly should first be presented to the Dean and/or to the Student Affairs Coordinator for approval.

# WELCOME NOTE

***Welcome and thank you for choosing Treston International College!***

Treston is an International College for Tourism and Hospitality Management and is committed to develop the next generation of leaders who are highly competent, ethical and who will be champions of positive change and progress.

You have our assurance that our facilities and curricula have been meticulously crafted to meet the highest international standards and that our faculty and staff are among the most qualified in their fields of expertise. As an institution, our end-goal is to produce graduates who are equipped with the skills, knowledge and attitude to excel in their chosen careers in tourism, hospitality, culinary, business and information technology anywhere in the world.

At Treston, you will encounter people who share the same passion, values, and aspirations. We encourage you to take advantage of every opportunity to forge lasting friendships and learn from fellow students, professors, and industry professionals during your stay with us.

In order for us to serve you well, we would like to enjoin your cooperation in taking care of our school, and in fostering an environment of mutual care, trust and respect. This handbook serves as your guide and reference while you are with us and provides a clear understanding of what Treston stands for and our expectations of you as a member of our community.

We look forward to providing you with a life-changing experience as you begin the journey of positive transformation and professional development that will help you achieve your life's goals.

## Table of Contents

<b>DISCLAIMER</b>	<b>2</b>
<b>GENERAL DIRECTIVES</b>	<b>2</b>
<b>WELCOME NOTE</b>	<b>3</b>
<b>PART I. ABOUT TRESTON</b>	<b>8</b>
OUR VALUES	8
OUR MISSION	8
OUR VISION	8
THE EMBLEM OF TRESTON INTERNATIONAL COLLEGE	9
THE SCHOOL MONICKER	9
THE SCHOOL HASHTAGS	9
THE TRESTON HYMN	10
THE VARSITY OATH	10
<b>PART II. THE COLLEGE</b>	<b>11</b>
<b>School of Tourism</b>	<b>11</b>
Degree Programs	11
Bachelor of Science in Tourism Management	11
<b>School of Hospitality</b>	<b>11</b>
Bachelor of Science in Hospitality Management	12
<b>School of Culinary Management</b>	<b>12</b>
Bachelor of Science in Culinary Management	12
<b>School of Business</b>	<b>12</b>
Degree Programs	13
Bachelor of Science in Entrepreneurship	13
Bachelor of Science in Business Administration major in Marketing Management	13
Bachelor of Science in Accountancy	13
<b>School of Technology</b>	<b>13</b>
Bachelor of Science in Information Technology	14
Bachelor of Multimedia Arts	14
<b>School of Arts and Sciences</b>	<b>14</b>
Degree Programs	14
Bachelor of Science in Psychology	14
Bachelor of Science in Exercise and Sport Sciences	15
<b>Office of the Dean for Academic Affairs</b>	<b>15</b>
<b>School of International General Education</b>	<b>15</b>
<b>Office of Student Affairs and Activities</b>	<b>15</b>
<b>Office of the Assistant Program Chairpersons</b>	<b>16</b>
<b>PART III: ACADEMIC POLICIES AND PROCEDURES</b>	<b>18</b>
Grading System	18
Completion of Incomplete Grade	19
Grade Completion Process	20
Policy for Release of Grades	20
Retention and Policy on Academic Deficiency	20

Probation	21
Dismissal	21
Readmission	21
Maximum Residency Rule	21
Crediting of Subjects for Transferees	22
Substitution of Courses	22
Honors and Awards	22
Tours and Co-Curricular Activities	24
Final Exam – Implementing Guidelines on the Exam Administration	26
Exam Guidelines for the Students	26
Enrollment	27
Enrollment Procedure for New Students and Transferees	28
Enrollment for Old Students	28
Enrollment for Shifters/Returnees	29
Scholarship and Financial Aid Grant	30
Fees and Payments	30
<b>GRADUATION POLICIES &amp; PROCEDURES</b>	<b>34</b>
1. CLEARANCE and CONFIRMATION REQUIREMENTS	34
2. AWARDEE SELECTION	35
3. GRADUATION and YEARBOOK INCLUSION	35
Load Revision	35
Academic Load	36
Leave of Absence	37
Transferring to Other Institutions	37
School Records	38
Policy on Student Records	38
Change of Grade	39
GRIEVANCE PROCEDURE	40
Policy and Procedures for Addressing Grievances in College	46
Gender Sensitivity Language Policy	49
Provision of Support Services for Students with Special Needs	49
Provision of Support Services for International Students	50
Work Immersion Policy During Pandemic	50
<b>PART IV: RULES &amp; REGULATIONS ON DISCIPLINE AND CODE OF CONDUCT</b>	<b>52</b>
<b>GENERAL GUIDELINES</b>	<b>52</b>
A. ATTENDANCE	52
1. General Policies	52
2. Absence	52
3. Tardiness	54
<b>ONLINE CLASS ETIQUETTE FOR STUDENTS</b>	<b>54</b>
A. Proper Decorum in the Classroom	55
B. Proper Decorum in the Campus	56
C. Proper Decorum Outside the Campus	57
D. Uniform	58
<b>General Policies</b>	<b>58</b>

E. Proper Grooming	59
F. Proper Use of School Facilities	59
G. Public Display of Affection (PDA)	60
H. Sexual Harassment	60
I. Prohibition of Pornography	60
J. Fraternity and Sorority	61
K. Dishonesty and Misrepresentation	61
L. Gambling	61
M. Assault, Injury or Violence	61
N. Data Privacy	61
O. Creation of private group chat and other social media platform	62
<b>Conduct and Discipline</b>	<b>62</b>
List of Offenses and Sanctions	63
<b>Procedure on Disciplinary Measures</b>	<b>66</b>
<b>PART V. COLLEGE SERVICES</b>	<b>67</b>
<b>The Admissions, Registrar &amp; Accounting Offices</b>	<b>67</b>
Admissions Office	67
Office of the Registrar	67
Accounting Office	67
<b>The Student Affairs &amp; Services</b>	<b>68</b>
Office of Student Affairs (OSA)	68
School Counseling Office	68
Bookstore	69
<b>The Institutional Planning Office</b>	<b>70</b>
<b>The Social Responsibility Office</b>	<b>70</b>
<b>Other Services &amp; Facilities</b>	<b>70</b>
<b>PART VI. SECURITY &amp; SAFETY</b>	<b>72</b>
Building Entrances & Emergency Exits	72
“No I.D., No Entry” Policy & Visitor’s Identification Card	72
Car Stickers	72
Bag & Vehicle Inspection	72
Appointment Policy for Parents, Guardians, & Guests	72
Procedures for Walk-in Guests	73
Rules in Security	73
<b>PART VII. APPENDICES</b>	<b>88</b>
<b>APPENDIX “A”</b>	<b>88</b>
REPUBLIC ACT NO. 8049	88
<b>APPENDIX “B”</b>	<b>91</b>
Republic Act No. 7877	91
ANTI-SEXUAL HARASSMENT ACT	91
<b>ANNEX A</b>	<b>94</b>
REPUBLIC ACT No. 11313	95
<b>ANNEX B</b>	<b>96</b>
ARTICLE V	
GENDER-BASED SEXUAL HARASSMENT IN EDUCATION AND TRAINING	
INSTITUTIONS	96

<b>APPENDIX “C”</b>	<b>98</b>
EXCERPTS FROM REPUBLIC ACT NO. 9165	98
(DANGEROUS DRUGS ACT)	98
<b>APPENDIX “D”</b>	<b>101</b>
EXCERPTS FROM R.A. NO. 9211	102
(TOBACCO REGULATION ACT OF 2003)	102
<b>APPENDIX “E”</b>	<b>103</b>
REPUBLIC ACT NO. 10627 AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS	104
<b>APPENDIX “F”</b>	<b>107</b>
CAMPUS JOURNALISM ACT OF 1991	108
REPUBLIC ACT NO. 7079	108
<b>APPENDIX “G”</b>	<b>110</b>
Republic Act No. 10173	110
Data Privacy Law of 2012	110
<b>APPENDIX “H”</b>	<b>110</b>
EXCERPTS FROM THE EDUCATION ACT OF 1982	111
Students’ Duties and Responsibilities	111
<b>APPENDIX “I”</b>	<b>111</b>
EXCERPT FROM CHED MEMORANDUM	112
ORDER NO.63 S.2017	112
POLICIES AND GUIDELINES ON LOCAL OFF- CAMPUS ACTIVITIES	112
<b>List of References</b>	<b>114</b>

## PART I. ABOUT TRESTON

### OUR VALUES

*“An educated man is an open-minded, globally-spirited and passionate soul who embraces a multi-cultural world with grace, gratitude and love.”*

-Sheryl Genuino-See  
Executive Vice-President, TIC

In Treston, we believe in leading our students towards positive transformation. We strive to develop in every student the growth mindset, and nurture in them the value of excellence through collaboration and success through definite optimism.

Above all, we strive to promote, through practice, the value of respect for others and the essence of diversity.

**T**ransformation

**R**espect

**E**xcellence

**S**elf-Leadership

**T**eamwork

**O**ptimism

**N**urture

### OUR MISSION

To inspire positive change in society through transformational and affordable international education

### OUR VISION

To be a recognized international college in the Southeast Asian Region for the development of excellent and ethical global professionals in the tourism and hospitality industry



## THE EMBLEM OF TRESTON INTERNATIONAL COLLEGE



The School's Credo is Duc Omnia, which means "To Lead All". The elements in the school emblem represent the following:

SUN	- Power
GOLDEN LIONS	- Leadership
SWORD	- Action
LAUREL LEAVES	- Intelligence and Authority

## THE SCHOOL MONIKER



We are the Golden Lions. We are brave-hearted, passionate and confident. We are not afraid to face our challenges. We lead with excellence, integrity and pride.

## THE SCHOOL HASHTAGS

The School's official hashtags reflect our school pride and spirit:

**#weareTreston #weRoar**

## **THE TRESTON HYMN**

Hail to Treston, our alma mater!  
We stand with you, brave and true  
Hail to thee, our red and gold  
We shine together through and through

Hail to Treston, dear alma mater!  
We proudly walk the lion's path  
Our steps resound with noble purpose  
With honor, with excellence, we act

Hail to Treston, beloved alma mater!  
Our glory we share with you  
Our hearts, our minds, you shaped to lead  
Your light will carry us through

Hail to Treston, my alma mater  
Treston, hail to thee!

## **THE VARSITY OATH**

I am a Golden Lion,  
and I am proud and honored to represent Treston.  
I will compete in the true spirit of sportsmanship, fair play, and respect.

I will give my all for my team  
and will abide by the rules that govern our sport.

I will respect all,  
regardless of their race, gender, or faith.

This is the Golden Lion's pride,  
to play for the glory of the sport and the honor of my school.

## PART II. THE COLLEGE

### School of Tourism

The **School of Tourism** aims to develop well-rounded, internationally recognized and customer-focused professionals who are excellent and ethical leaders in the tourism, hospitality and culinary industries.

The School is the first and only Global Academic Partner in the Philippines of the American Hotel & Lodging Educational Institute (AHLEI), which offers Academic Certifications in hospitality and hotel management.

#### Degree Programs:

##### Bachelor of Science in Tourism Management

The Bachelor of Science in Tourism Management (BSTM) program prepares students to plan, develop, and manage tourism destinations while managing natural and cultural heritage resources in a sustainable manner. The program likewise develops skills in the conceptualization, organization, and implementation of events such as conventions and exhibits.

### School of Hospitality

The **School of Hospitality** aims to develop future professionals by providing various opportunities to equip them with knowledge and skills to become globally competitive in the hospitality industry.

Treston International College is the only Global Academic Partner of American Hotel and Lodging Educational Institute in the Philippines. Upon completion of 12 AHLEI courses, students will receive a Diploma in Hospitality Management.

AHLEI works closely with leading hotel industry experts and hospitality educators to ensure that its academic courses and certificates or diplomas consistently target the career skills and competencies that are required for success as hospitality professional. Students who hold an AHLEI certificate or diploma demonstrate that they have a comprehensive understanding of the various areas of the hotel operations and understand the current landscape of the global hospitality industry, thus making them valuable and highly desirable to employers worldwide.

## **Bachelor of Science in Hospitality Management**

The Bachelor of Science in Hospitality Management (BSHM) program prepares students for employment in the hospitality industry such as lodging, events planning, theme parks, cruise lines, and others. The program will immerse students in front and back of the house operations and will develop them to become customer-focused hospitality professionals.

## **School of Culinary Management**

The **School of Culinary** offers the baccalaureate degree, which is the Bachelor of Science in Culinary Management (BSCM) and associate culinary programs that are collaborated with the Institution's partner. To date, the school remains to be the main flagship of Treston International College.

In 2011, the Office of Programs and Standards Development of the Commission on Higher Education (OPSD-CHED) approved the program, making Treston the first to have a formal degree program for Culinary Management.

Today, the School continues to evolve with its curriculum that allows a student chef to seamlessly hone his or her skills, coupled with international accreditation. The School provides valuable experiences in the front and back kitchens with internationally accredited standards and exceptional opportunities. More so, graduates of the program are assured of needed training and competitions in order to execute operational tasks and management functions in the kitchens.

## **Bachelor of Science in Culinary Management**

Treston International College is the first school in the Philippines to design and offer a degree course in Bachelor of Science in Culinary Management (BSCM). The BSCM program is accredited by the American Culinary Federation (ACF). The program prepares students to be highly qualified culinary executives and managers in the food service industry. Graduates of this program receive the ACF certification, which gives them a competitive advantage for employment.

Treston International College is equipped with world-class kitchen laboratories such as a show kitchen, hot and cold kitchens, and pastry room.

## **School of Business**

The **School of Business** aims to produce graduates to successfully serve as leaders in business organizations and global champions in the technology industry.

The School of Business offers sought after degree programs in collaboration with local and international academic institutions and industry partners to equip the students with the knowledge, competencies and values in preparation for their future career.

## **Degree Programs:**

### **Bachelor of Science in Entrepreneurship**

The Bachelor of Science in Entrepreneurship program is designed to provide maximum flexibility in the integration of coursework and actual experience to develop entrepreneurial potential and to provide the opportunity to turn that capability into reality. The program prepares students to start and develop a new venture, to immediately contribute to the growth and expansion of the fast-growth firm, to be leaders in social or non-profit activities, and to be corporate “intrapreneurs” if employed in larger firms.

### **Bachelor of Science in Business Administration major in Marketing Management**

The Bachelor of Science in Business Administration major in Marketing Management (BSBA MM) program prepares students to learn about how businesses develop relationships with their customers and how their customers’ needs can be met. The program also emphasized on communication techniques, management skills, and the use of information systems.

### **Bachelor of Science in Accountancy**

The Bachelor of Science in Accountancy program is designed with the most updated global accounting principles and practices. The program will prepare students to become a Certified Public Accountant, ready for careers in accounting and related fields, with the skills to deal effectively with the challenges they will face as professional accountants, researchers and responsible citizens.

## **School of Technology**

The **School of Technology**, which includes the Bachelor of Science in Information Technology and the Bachelor of Multimedia Arts, focuses on the development and utilization of technology. It aims to produce graduates with critical and problem-solving skills, applied research investigations, computer-based technology in creating text, images, still or moving images, to convey relevant information to society and perform duties in an ethical manner.

## **Bachelor of Science in Information Technology**

The Bachelor of Science in Information Technology program prepares students to manage the infrastructure of the information revolution. The students learn to install, operate, monitor, and upgrade technologies to provide the technology environments required to deliver information products and services. The students learn to approach the application of information technology from a user-centered perspective aimed at meeting the needs of users and organizations in a societal and global context.

## **Bachelor of Multimedia Arts**

The program is designed for students to develop conceptual, technical, aesthetic, and professional competencies amidst the rapid growth of media technologies and practices. Grounded on design, technology, and the visual arts, Multimedia Arts is a field of interdisciplinary study combining an array of artistic insights and crafts such as film, literature, performance, music and sound, drama, visual arts, and design.

## **School of Arts and Sciences**

The **School of Arts and Sciences** has various programs such as Bachelor of Science in Exercise and Sports Sciences Major in Fitness and Sports Management or BSESS-FSM and Bachelor of Science in Psychology or BS Psychology. The BSESS-FSM program is a three-year program designed to produce competent, reliable, and ethical fitness and sports professionals who will be significant contributors to the private and public sectors. Its other three-year professional program is the BS Psychology which seeks to produce quality, skilled, and ethical professionals in the field of private and public psychological practice. The SAS also services other school's general education courses including, but not limited to, humanities, languages, social and natural sciences, and institutional courses.

### **Degree Programs**

#### **Bachelor of Science in Psychology**

The three-year BS Psychology degree program will train students and equip them with skills that will be valuable to different industries. Graduates of the program will be able to aid in the emerging demands for mental health practitioners, researchers, teachers, and human resource practitioners, using a different brand of education and employing the values they have learned from the institution. It is a three-year degree program intended to equip students with progressive skills to produce ethical professionals with an extensive knowledge in applied research, human behavior, and mental processes.

## **Bachelor of Science in Exercise and Sport Sciences Major in Fitness and Sports Management**

This three-year degree program is designed to mentor students and produce professionals who are knowledgeable in applied exercise and sports management particularly, fitness and sports coaching, management of fitness and sports programs, and exercise prescription in various sports settings and facilities. It aims to prepare future fitness and sports managers and professionals for the role of directing fitness centers and sports organizations, by emphasizing industry-specific management and planning capacities. The program is aimed for the management and direction of fitness centers, sports organizations, public and private institutions and facilities, as well as the design, leadership, and development of sports events of any nature or size.

## **Office of the Dean for Academic Affairs**

The Dean for Academic Affairs is in-charge of the overall management and supervision of the College department of Treston International College. Students and parents or guardians are welcome to set an appointment with the College Dean, through the School Secretary, for academic consultation and guidance.

## **School of International General Education**

The School of International General Education - International General Education Program (IGEP) is responsible for the delivery of the Holistic Development Programs for first and second year students. This office is also in-charge of ensuring the smooth transition of senior high school graduates into college and their proper social integration into a diverse community of higher learning.

The IGEP of Treston is designed to develop well-rounded and cultured individuals through holistic development programs in (1) Personality Development, (2) English Language Proficiency, (3) Values Enhancement, (4) Microsoft Office Proficiency and (5) Sports, Arts and Culture.

## **Office of Student Affairs and Activities**

The Student Affairs and Activities Coordinator is responsible for the supervision of each student's discipline and behavior. He/she supervises the Student Council and guides them to provide well organized activities for the students and the community. They can be reached using the school directory.

# Office of the Assistant Program Chairpersons

The Office of the Assistant Program Chairpersons is responsible for the supervision of each of the following Schools and may be reached through an appointment with the School Secretary:

- School of Tourism
- School of Hospitality
- School of Culinary
- School of Business
- School of Technology
- School of Arts and Sciences

This office is also responsible for the delivery of Professional Development Programs for third and fourth year students who are taking professional and specialized courses. Below is the list of services provided:

1. Academic Services
  - a) Ensures the conduct of Academic Meetings / Classes
  - b) Academic Trainings & Exposures
  - c) Management of Exam Administration & Grade Computation
  
2. Management of Academic Organizations
  - a) Association for Computing Machinery – TIC Student Chapter
  - b) Pacific Asia Travel Association - TIC Student Chapter
  - c) Treston Business Club
  - d) Treston Hospitality and Culinary Association
  - e) Treston Arts and Sciences Association
  
3. Handling of Students' Academic Concerns
  - a) Academic Consultation & Counseling

Treston International College strives to provide students with the support and resources they need to help them achieve their academic goals and enhance their experience while in college.

Students experiencing academic difficulty can meet one-on-one for consultation with their respective Program Chairperson. During the consultation, the Program Chairperson will work with the student to identify the challenges he is facing and identify areas for improvement.

The Program Chairperson will review academic success strategies, such as: study strategies, time management, and how to balance school with other commitments.

Academic Consultation & Counseling is scheduled after a major examination.

- b) Conduct of Special Classes & Modular Classes



### *Modular Class*

A modular class is defined as a class regularly offered within the term with a class size of 15 or less. As a modular class, the Faculty is required to conduct face-to-face discussions for 33 hours, online learning for lecture classes for 21 hours, and lecture and laboratory classes for 54 hours.

### *Special Class*

Special class can be applied to:

- a) Offered courses but there is a conflict of schedule with other course/s that the student is currently taking;
- b) Courses not offered during the term when the student needs it as a prerequisite for other courses or graduation;
- c) And other valid reasons upon approval of the Academic Committee.
- d) Irregular students upon the discretion of the Dean for Academic Affairs or the College Officer in Charge

#### 4. Release of Academic Notices & Announcements

- a) All academic notices and announcements concerning the entire college shall be disseminated through the official Facebook group, Facebook page, messenger, short messaging service (sms), email, letter and bulletin boards by the College Student Affairs Coordinator.
- b) All academic notices and announcements concerning specific schools and/or program shall be disseminated through the official Facebook group, Facebook page, messenger, short messaging service (sms), email, letter and bulletin boards by the Dean for Academic Affairs, College Officer in Charge, and Program Chairpersons and/or Coordinators.

## PART III: ACADEMIC POLICIES AND PROCEDURES

### Grading System

*\*In reference to CMO 40 s.2008 Section 109 Requirement for Grading*

The student's academic performance will be rated at the end of each term in accordance with the following system:

Class Standing:

<b><i>Orals</i></b>	-	<b><i>30%</i></b>
<b><i>Written Task/Quizzes/Assignment</i></b>	-	<b><i>30%</i></b>
<b><i>Major Exam</i></b>	-	<b><u><i>40%</i></u></b>
		<b><i>100%</i></b>

Term Grade:

<b><i>Midterm Grade</i></b>	-	<b><i>40%</i></b>
<b><i>Finals Grade</i></b>	-	<b><u><i>60%</i></u></b>
		<b><i>100%</i></b>

The Final Grade shall be computed and converted into the equivalents below:

Grade Equivalent	Grade Range	Remarks
1.00	96.45 - 100.00	Excellent
1.25	93.45 - 96.44	
1.50	90.45 - 93.44	Very Good
1.75	87.45 - 90.44	
2.00	84.45 - 87.44	Good
2.25	81.45 - 84.44	
2.50	78.45 - 81.44	Satisfactory
2.75	75.45 - 78.44	
3.00	74.45 - 75.44	Passed
5.00	00.00 - 74.44	Failed
INC		Incomplete
DRP		Dropped
FDA		Failure due to Absences

For a course not requiring numerical grades, such as NSTP or any non-credit courses:

**P** = ***Passed***  
**F** = ***Failed***

*INC (Incomplete)*

- If a student incurs an INC, he/she may complete the requirement within one academic year after which he/she shall be given a final grade based on his/her overall performance. If he/she is unable to complete within one year, the time for completion has already lapsed and he/she will need to retake the course.
- If a student missed at least 20% of class hours in a course, he/she may be given a grade of "FDA". FDA will be considered as "5.00" in the computation of GWA.
- If a student obtains a grade of 5.00, FDA, Failed or DRP in a course, he/she will have to re-enroll in that course, except if it is an elective, and in which case he/she may simply enroll in another elective.

### *Absences during Exams*

If a student fails to take the exam on the prescribed schedule due to health or emergency reasons, he/she must present any of the following to the Faculty-in-Charge:

1. Medical Certificate from the Attending Physician
2. Documents to prove the emergency case (subject for investigation)
3. Death Certificate (immediate family member)

The student needs to take a special exam within the prescribed period without any payment.

For reasons other than those stated above, the student will have to pay the special exam fee at the Cashier and present an official receipt to the Faculty-in-Charge.

## **Completion of Incomplete Grade**

At the end of term, a final grade is given to students, to reflect their overall academic performance for the course where they are enrolled in. This final grade ranges from passing to failing marks, and can also be an incomplete grade or an INC remark. As such, all students who are enrolled in a certain course are required to complete or fulfill the major course requirements given by the faculty member within a year from the term he/she incurred an INC grade. Once it lapses, the INC grade will automatically be a failing grade. Hence, the student has to re-enroll the course. Students who will not get a passing mark and lack major course requirements shall be given a grade of INC or 4.0 (with a percentage grade range of 59.44 - 74.44).

Faculty members may give a student an INC remark once he fails to submit and comply with the major course requirements. In order to get a passing mark INC remark is given for both the excused and unexcused non-compliance, provided that the student is officially enrolled in a class. Poor academic performance or low rating in the course

activities cannot be considered for providing INC remarks to enrolled students. Faculty members shall compute the grade based on the official grade records in this context. Upon final grade computation, the student's final grade is either passed or failed.

## **Grade Completion Process**

1. Student files for INC application for course completion from the Registrar's Office.
2. Student pays the course completion fee of P500.00 to the cashier and secures a copy of the official receipt to be presented to the program APC. In the event of restriction due to pandemic or other related scenario, the student coordinates with the cashier for the online payment details.

Account Name:	Treston International College, Inc.
Bank:	BDO
Account Number:	007160018238

3. Student coordinates with his/her program APC for INC course activity.
4. Student submits the required completion course activity/output to his/her program APC for grading.

The Office of the Registrar will provide the Dean with a list of students with incomplete grades and the corresponding courses to monitor the expiration of the incomplete grades before the enrollment of the next term.

## **Policy for Release of Grades**

The Scholastic Report containing the student's grades shall be released to the students after the completion of each term, provided that the student is cleared with the academic requirements for the term and has settled all due and outstanding balances with the School.

## **Retention and Policy on Academic Deficiency**

At the end of the term, if a student obtains a General Weighted Average (GWA) between 2.9 to 3.0, he/she shall undergo academic counseling from the Program Chairperson or adviser.

## **Probation**

At the end of the term, if a student obtains a General Weighted Average (GWA) below 3.0, he/she shall be placed on probation for the succeeding term and the load shall be limited to 12 units.

Probation may be lifted by obtaining a General Weighted Average (GWA) of 3.0 or higher in the following term.

## **Dismissal**

If a student is placed under probation for two consecutive terms, he /she shall be dropped from the program.

If a student was dismissed from one program, he/she may be admitted to another program offered in Treston, subject to the requirements of the latter program. However, if he/she was dismissed again, he/she shall not be eligible for readmission to any program in Treston.

## **Readmission**

If a student went on a Leave of Absence or was not enrolled during the preceding semester, excluding summer session, he/she should first get a readmission slip from the Registrar's Office.

If the student's Leave of Absence was unauthorized, he/she will have to address his/her request for readmission to the Academic Council, who will deliberate on his/her request.

Upon return, the student will be under the new curriculum.

## **Maximum Residency Rule**

A student is given a grace period of two (2) years of the total duration of his/her program.

For example, if the program of choice takes four years to finish, he/she should graduate not later than six years from the time he/she began attending college.

The computation for the Maximum Residency Rule (MRR) does not include LOAs due to valid reasons.

The student may appeal for an extension of residency for one term if the only remaining requirement is either a thesis or practicum; otherwise, the student will have to take one refresher subject to be assessed by the Program Chairperson and approved by the Dean for Academic Affairs.

## **Crediting of Subjects for Transferees**

An admitted transferee may validate all or some of the subjects he/she has taken for advanced credits. The transfer student cannot enroll in a subject where the prerequisites have been taken outside Treston unless the prerequisites have already been credited. A student who took any subjects from other schools during his/her official leave of absence may not have those subjects credited to Treston.

## **Substitution of Courses**

Substitution of course may be requested from the Dean when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

## **Honors and Awards**

Students who complete their courses with the following absolute minimum weighted average grade shall graduate with honors:

**Summa cum laude** - 1.00 - 1.20

**Magna cum laude** - 1.21 - 1.45

**Cum laude** - 1.46 - 1.75

Provided that:

1. The student shall not have received grades lower than 1.75, F, or FDA in the final grade in any course. Otherwise, the student shall be disqualified.
2. Grades in all courses prescribed in the curriculum and other required courses, as well as courses that qualify as electives, shall be included in the computation of the GWA.

3. For a student who shifted, an elective taken in the previous program will be credited in the second program regardless of the course. In cases where the electives taken are more than those required in the program, required number of electives will be considered in chronological order. For example, if the required electives are six subjects, and the student took eight elective courses, only the first six electives would be considered for computation.
4. For students who shifted, the electives to be considered shall be selected according to the following order of priority:
  - a) Electives taken in the program where the student is graduating will be selected in chronological order.
  - b) Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
  - c) Prescribed courses taken in the previous programs but qualify, as electives in the second program will be selected in chronological order.
5. That 75% of required courses are taken at Treston.

Other Awards to be given are:

1. **Outstanding Student Achiever** – for a student who shows an excellence in different academic activities
  - a. **Best in Thesis/Feasibility Study/Business Plan and Implementation/Capstone Project** - for a student who showed an exceptional work in research.
  - b. **Leadership in an Organization** - for an officer of a student organization who exhibited exceptional leadership
2. **Golden Lions Award**
  - a. **Leadership Award** – for an officer of a student organization who exhibited the most exceptional leadership
  - b. **Chairman’s Legacy Award** - for a graduating student who has successfully exemplified a true Treston International College student
  - c. **Student Athlete Award** - for a student who showed extraordinary skills in any sports.

Attendance in the general commencement exercises and other graduation activities are mandatory except for valid reasons.

**Disqualification of Awards and Recognition**

Any student, graduating or undergraduate, who committed any major offense will be disqualified to receive awards and recognition during the Recognition Program and Graduation Ceremony.

The School’s Discipline Committee reserves the right to disqualify student/s to receive awards and recognition and to deny and prevent student/s from attending the graduation ceremony if found guilty of any of the major offenses in the Code of Conduct and Discipline.

**Tours and Co-Curricular Activities**

- 1. All Curricular/co-curricular activity proposals are to be submitted before the start of the Term. The off-campus activities should be included in the class syllabus.
- 2. The Faculty-in-Charge submits an event proposal noted by the Academic Dean and shall be subject for approval by the School EVP. The proposal should have the following attached documents: (a) Tour proposal containing the tour objective, cost analysis, and itinerary (b) Quotation from the accredited tour supplier, and (c) Payment acceptance letter to the accounting office with payment scheme.
- 3. Upon approval, the Faculty-in-charge prepares a Parental Consent with reply slip.
- 4. Upon payment, the student submits the duly signed reply slip from the guardian/parents to the Faculty-in-charge. No student will be allowed to join unless 100% of the tour fee is paid. In case the student cancels within 31 days prior to tour schedule, airline and other charges will apply.

Cancellation 30 days on/or before the tour	No Refund
No Show	No Refund

*\*Airline tickets issued to students are non-transferable and non-refundable.*

- 5. The Faculty-in-Charge will also request for a Medicine Kit from the School clinic.



6. An ocular visit shall be conducted by department representatives. If not possible, ocular visits shall be done by an accredited travel agency.
7. At least 2 days before departure, the Faculty-in-Charge must submit the list of participants to the Dean's Office.

Forms needed:

- Tour assessment form
- Rooming list

8. For force majeure, postponement or rescheduling will be set in coordination with concerned supplier/s.
9. The faculty-in-charge shall submit a post-event documentation 2 weeks after the tour.

*\*In reference to CHED Order No. 63, S. 2017 Policies and Guidelines on Local Off-Campus Activities*

#### **A. Before the Trip**

1. Students are required to log-in on the attendance sheet provided by the Faculty-in-Charge and submit their parental consent reply slip. **Those who are not logged-in and have not submitted their reply slip will not be allowed to board the bus or to join the tour/activity.**
2. Luggage/bags will be checked upon boarding the bus. All deadly weapons, alcoholic drinks, pornographic materials and any other prohibited items will be confiscated.
3. The estimated time of departure shall be strictly followed. **Strictly no excuses for latecomers.**

#### **B. During the Trip**

1. Students are expected to observe the Treston Code of Conduct stipulated in the Student Handbook during off-campus activities.
2. Any unusual happening or situation must be immediately reported to the faculty-in-charge.
3. The "buddy system" will be observed. This means each student must have a "buddy" who will be his/her partner throughout the entire trip.

4. Students are directed to always stay with the group. Should there be a need to be separated from the group, the faculty-in-charge must be informed.
5. Each student must be responsible for his/her own personal belongings. Neither the faculty-in-charge nor the staff of the hotel and all establishments to visit will be held accountable for any lost or stolen item.
6. The rooming assignment shall be strictly enforced.
7. No student shall be allowed to leave the hotel for any reason unless there are emergencies or any other valid reasons.
8. Anything consumed in the hotel and in the room (especially mini-bar) not specified in the itinerary shall be on student's account.
9. There will be one student (per room) who will be assigned as Ving Card keeper. Lost Ving Card will be charged to the group assigned in the room.
10. Students should not take any item from the room outside the hotel room.
11. Attire of the students is strictly school uniform—Activity shirt or club shirt are not allowed especially during arrival and departure.
12. As the tour is an official school activity, drinking and smoking is not allowed. Treston policy as stipulated in the student manual will apply.

*\*CHED Memorandum Order No.17. Series of 2012 will apply*

## **Final Exam – Implementing Guidelines on the Exam Administration**

The maximum duration for final examination in a subject shall be three (3) hours. In case two or more sections of a course are offered, the final examination should be departmental and taken at the same time.

## **Exam Guidelines for the Students**

*For written exams*

1. Students are expected to be in the classroom 10 minutes before the exam schedule or earlier. A 10-minute grace period will be given. Beyond this, the student will take a special exam and the special exam fee will apply.
2. All bags and gadgets should be placed in front of the classroom.

3. Only the following items are allowed on top of the table: the permit, pen/s, correction fluid, exam questionnaire, and answer sheet. Borrowing of pens, calculators and similar items will not be allowed during the examination.
4. Students should refrain from talking to his/her classmate or glancing at his/her classmate's paper during the exam. If they have a question, they should raise their hand and the proctor/faculty shall address the query.
5. No student shall be allowed to leave the classroom at any time during the exam unless in extreme cases as determined by Faculty-in-Charge or Proctor. Once the student submits the exam paper to the Faculty, he/she shall immediately leave the classroom.
6. Anyone caught cheating will receive an automatic failure from the exam. The school's policy on Cheating as stated in this handbook will apply.

*For performance-based /laboratory exams*

1. Students are not allowed to leave the laboratory during the examination without prior permission from the Faculty-in-Charge.
2. No bags are allowed inside the laboratory during the examination. Only items allowed by the Faculty-in-Charge shall be brought inside the laboratory such as ball pens, pencils, calculators or pad papers.

*For other academic requirements*

1. Any form of plagiarism and cheating will not be tolerated.

## **Enrollment**

The Admissions Office will notify all students who pass the entrance screening and interview. Upon payment of reservation fee, the student may already enroll. Freshmen are placed in block sections. Enrollment forms may be secured from the Registrar's Office.

Late enrollment period is within one week after the last day of regular enrollment. A fine is charged to late enrollees.

For incoming freshmen, the student must enroll in at least eighteen (18) academic units for the term. The enrollment procedure is as follows:

## **Enrollment Procedure for New Students and Transferees**

- A. Submission of Admission Requirements
  1. Present and submit admission requirements to the Admissions Office.
  2. Secure Enrolment Form from the Office of the Registrar.
  3. Fill-out Enrolment Form based on the given schedule.
  4. Proceed to the Asst. Program Chair for advising.
  5. Proceed to Registrar's Office for validation.
  6. Proceed to Accounting Office for assessment and payment.
  7. Proceed to Registrar's Window for final stamping.
  8. Present Enrolment Form, Assessment Form and Official Receipt for validation.
  
- B. Identification Card
  - Registrar's Office releases the ID for new students and validate ID for old students
  
- C. Uniform
  1. Proceed to the bookstore
  2. A uniform fitting schedule is announced and posted.
  3. Student fits the uniform sizer
  4. Student fills in uniform order slip.
  5. Student pays for the uniform ordered.
  6. Student is issued an official receipt.
  7. Schedule of claiming and releasing uniform is posted.

## **Enrollment for Old Students**

- A. Accomplish Student Clearance Form and Enrolment Form
  1. Secure a Student Clearance Form from the Registrar's Office.
  2. Fill out and accomplish the form.
  3. Once cleared, present Student Clearance Form to the Registrar's Offices to secure an Enrolment Form.
  4. Fill out Enrolment Form based on the given schedule.
  5. Faculty Advising
  6. Proceed to the Assistant Program Chairperson for advising.
  7. Proceed to Registrar's Office for validation
  8. Assessment and Payment of Fees
  9. Enrollment stamping from the Registrar's office
  10. Claiming of Registration Form

- B. ID Picture taking
  - 1. Registrar's office validate the school ID

## **Enrollment for Shifters/Returnees**

### Validation of Grades and Filling-out of Enrolment Form

#### Shifters:

1. Secure a *Shifting Form* from the Registrar's Office.
2. Fill-out *Shifting Form*.
3. Proceed directly to the Dean for Academic Affairs/Program Chairperson for validation of grades.
4. Present *Shifting Form* and validated grades to the Registrar to secure Enrollment Form.

#### Returnees:

1. Secure Clearance Form from the Registrar's Office
2. Submit the duly accomplished Clearance Form to the Registrar with a copy of his/her Scholastic Report containing the subjects previously taken (for evaluation by the Dean for Academic Affairs).
3. Assistant Program Chairperson Advising
4. Validation of Enrollment form by the Registrar's Office
5. Assessment & Payment of Fees
6. Registration/Claiming of Registration Form

#### C. Uniform

1. Proceed to the bookstore
2. A uniform fitting schedule is announced and posted.
3. Student fits the uniform sizer
4. Student fills in uniform order slip.
5. Student pays for the uniform ordered.
6. Student is issued an official receipt.
7. Schedule of claiming and releasing of uniform is posted.

## Scholarship and Financial Aid Grant

The School provides scholarship and aid to students to make education accessible to all across the different economic strata of society.

Types of Scholarship Grants:

1. Academic Scholarship – given to students who are academically excelled and meet the grade requirement for the scholarship.
  - a. Entrant Scholar – Incoming student both for College and Senior High School
  - b. Treston Scholar – academic scholar for continuing student who qualify based on the General Weighted Average (GWA) requirement.
2. Financial Assistance Grant – grant given by Treston to deserving students who are financially challenged. The student must have no failing grade and no disciplinary record.
3. Athletic Scholarship – this is a scholarship given to students who possess athletic talent and who will be members of the varsity teams of the school.

## Fees and Payments

### I. General Information

A student pays his/her fees in a given term/semester such as:

1. Tuition Fees

Note: The reservation fee paid during the enrollment process will be considered as part of the tuition fee.
2. Other fees such as laboratory, research, thesis, business plan and certifications
3. Miscellaneous fees that may include institutional activities, insurance, academic services, research and development, and facility services

### II. Posting and Schedule of Fees

- Tuition and special fees are posted on the administrative bulletin boards prior to and during the enrollment period. It is the student's responsibility to know the prescribed fees, scholarship grants, and payment policies.
- Deadlines for payment of tuition and fees are posted on the

administrative bulletin boards and printed on the student's Enrollment Assessment Form (EAF).

- A student who has not paid anything by the stipulated deadline will be considered not enrolled. This will automatically result in the deletion of the student's name from the official enrollment list.
- A penalty of Php 1,000.00 will be charged for late enrollment.
- Students with outstanding balances from previous semesters / trimesters will not be accommodated for current transactions unless they settle their previous accounts.

### III. **Ways of Payment**

The terms of payment for Senior High School is monthly, quarterly, semi-annually, and annually.

Student may pay his/her school fees through any of the following means:

1. Full payment
  - a. Total tuition and fees for freshmen, transferees and cross-enrollees for the particular term must be paid in full.
  - b. Students in all year levels must be paid in full during summer classes.
  - c. A special discount may be given to a student who made a full payment for his/her fees in a given semester.
2. Based on Exam Period

In case the student opts not to pay outright, s/he may pay the tuition fees in three or four equal tranches on designated exam dates.

### **Modes of Payment**

A student can pay through:

1. Cash, Personal or Manager's Check, Credit and Debit Card
- For check payments:
- a. For security reasons, payment by check is encouraged.
  - b. Post-dated, state-dated and/or overstated checks are not accepted.
  - c. Check with alteration is not acceptable.
  - d. The following information should be written correctly on the back of the check: student's full name, ID number, course/college, telephone/mobile number, and home address.
  - e. The Accounting Office will automatically cancel the official receipt of those whose checks were returned or dishonored by the bank for whatever reason.
  - f. Replacement for returned or dishonored checks shall be in cash or

manager's check and shall be paid to the Cashier at the Finance and Accounting Office only.

- g. Returned Checks. The responsibility of ensuring the check is well-funded rests with the student. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash or manager's check. Failure to do so will automatically result to the deletion of the student's name from the official enrollment list. The student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty of Php 2,000.00.

The following additional charges will be imposed if the returned check was replaced within the following time periods:

Within the first week from returned date:	No charge
Within the second week from returned date:	Php 300.00
After the second week:	Php 100.00 / working day of the delay

Students whose checks have been dishonored twice during their entire stay at Treston may no longer make subsequent payments using checks. Only cash and manager's check will be accepted.

## 2. Credit Card

- a. Any Mastercard or VISA card payment is acceptable as mode of payment for tuition and fees.
- b. Payment through credit card may be made only at the Cashier at the Finance and Accounting Office.

## 3. Debit Card

Payment through ATM via debit to savings account is acceptable as mode of payment for tuition and fees.

## 4. Over-the-Counter Collection Facility

Students may opt to avail of the Over-the-Counter Collection Facility from selected banks in paying their tuition and fees. The bank account number will be provided by the Cashier. Students may claim their official receipt at the cashier's office after presentation of the bank deposit slip.

The School reserves the right to withhold the release of a student's scholastic report and other credentials due to failure on his/her part to pay the prescribed



tuition and other fees that are due for payment to the college and due to non-completion of his/her clearance.

Likewise, only the Cashier at the Accounting Office is authorized by the school to receive payments. Payments made to unauthorized persons will not be honored.

#### IV. Refund of Matriculation Fees

In case the student has paid his matriculation fees but wishes to withdraw registration, he/she shall be entitled to a refund of matriculation fees, except entrance and registration fees, in accordance with the following schedule:

- |  |                  |
|--|------------------|
| 1. Before Start of classes                           | <b>80%</b>       |
| 2. Within the first week after the start of classes  | <b>75%</b>       |
| 3. Within the second week after the start of classes | <b>50%</b>       |
| 4. After the second week of classes                  | <b>No Refund</b> |

Withdrawal from the enrollment list after the second week of classes shall result to the payment of all school fees before clearance shall be released. This is applicable regardless of whether or not the student had actually attended classes.

Likewise, reservation / registration fees are not refundable.

#### V. Late Payment Fees

##### On the Initial Payment

A deadline is set for paying the fees without surcharge. A Late Registration Fee (LRF) is imposed if payment is made after the deadline:

First week:	Php 200.00
Second week:	Php 300.00
Third week:	Php 400.00
Beyond third week	Php 1,000.00

##### On the Balance

Any payment of balances beyond the deadline will incur a penalty. The surcharge to be imposed is as follows:

Payment within the first week after the deadline:	Php 100.00
Payment within the second week after the deadline:	Php 200.00
Payment beyond two weeks after the deadline:	Php 300.00 plus Php10.00 in every day of delay, but in no case shall it exceed Php 500.00

# GRADUATION POLICIES & PROCEDURES

The following policies shall serve as guidelines for Graduation procedures and activities.

## 1. CLEARANCE and CONFIRMATION REQUIREMENTS

Students will be given a clearance period prior to the finalization of the Official List of Candidates for Graduation. To complete their clearance, students must accomplish the following:

### A. Academic Requirements

1. Students must complete all published degree requirements and be in good academic standing to graduate.
2. Specifically, the School will confer the degree/graduate certificate when the following minimum conditions have been met:
  - a. Satisfactory and full completion of the academic requirements
  - b. Achievement of the grade requirements as defined by the School
3. Certification by the Academic head and the Registrar, as formalized in the Graduation Evaluation form or report
4. No student shall be included in the *Final Graduating and Non-Promotion Lists* unless deliberated by the Graduation Committee and the Registrar.
5. The Registrar must promptly notify the candidates and/or their parents/guardians and the Academics if graduation is not approved for any reason.

### B. Financial Obligations

1. The Accounting Office will send a Statement of Account (SOA) to the students with unsettled accounts.
2. Students must be cleared of all outstanding balances for the current school year and/or previous years.
3. Payments must be made prior to the deadline to be included in the Official List of Candidates for Graduation.

### C. Student Affairs and Services Obligations

1. Students must fulfill pending requirements or dues from the following Student Affairs and Student Services offices:
  - Discipline Office
  - Guidance Office
  - Bookstore
  - Library
2. Fulfillment of any pending requirements or dues must be made one (1) month prior the Graduation day.

## **2. AWARDEE SELECTION**

In the identification of the Graduation awardees, the following shall be observed:

1. The selection of awardees will be based on approved and stated award categories and eligibility policies.
2. The Academics Department shall recommend their awardees and endorse to the Registrar's Office for validation.
3. The List of Awardees will be released before the release of the Official List of Candidates for Graduation to give time for valedictory speech preparation and the submission of other requirements needed for the Graduation ceremony.

## **3. GRADUATION and YEARBOOK INCLUSION**

1. Candidates for Graduation who fail to meet the clearance deadline will not be included in the Graduation Ceremony and Yearbook.
2. Should they be cleared after the deadline, they will still not be included in the current Graduation Ceremony and Yearbook, but will be included in the Graduation Ceremony and Yearbook for the succeeding school year.
3. Diploma and other school credentials will only be released to graduates who have been cleared. Release of the diploma with special order is around 1 year after graduation or upon official release of CHED.
4. Students who will fail to meet the payment deadline and will not be included in the current school year's virtual graduation and yearbook may still claim their diploma and credentials this school year provided they are cleared of all outstanding obligations with the school.
5. Yearbook distribution is from 6 months to 1 year after graduation.

## **Load Revision**

The Load Revision Form is the official school document that records changes requested by the student in the following instances:

### **1. Dropping of subjects**

The student, upon the approval of the Dean for Academic Affairs/Assistant Program Chairperson, may opt to drop courses one week after the start of the classes. If the student discontinues attending a course without officially dropping, he/she will be given a failing grade.

## 2. Change in class schedule or section

The student may also request for a change in class schedule or section, subject to the prior consent of the instructors of the class to be changed and the new class, as well as the Dean.

## 3. Addition of subjects

As a general rule, the student is required to follow the maximum load per term based on the given curriculum.

Only graduating students may be allowed to overload and enroll in additional subjects beyond the maximum load allowable, and subject to the approval of the Dean for Academic Affairs/College Officer in Charge.

In all of the above instances, the student must secure the Load Revision Form and submit the duly accomplished form to the Registrar on or before the deadline prescribed for its submission.

## 4. On NSTP & PE

The Student is required to finish his/her NTSP requirements in one year and his/her PE subjects in two years.

(Note: All foreign students, varsity players, and Sangguniang Kabataan Officials are exempted from taking the NSTP classes).

## **Academic Load**

The student should carry the prescribed load of the program and follow the sequence of the subjects. This makes it easier for the student to keep track of his/her progress in the curriculum.

Only Graduating students may be given an overload of up to six units during the semester, including the practicum semester. The academic adviser, to be indicated by the adviser's signature on the pre-enlistment form, should approve the overload.

The Student cannot enroll in two or more academic programs simultaneously.

## **Leave of Absence**

A student may apply for a leave of absence (LOA) if he/she wishes to temporarily separate himself/herself from the School for non-academic or non-disciplinary measures.

Conditions:

1. The student should be in good academic and disciplinary standing at the time of application for LOA;
2. The student shall not enroll in another school;
3. The privilege can only be availed once during his/her entire stay in the School;
4. The leave should not exceed one year but may be renewed for at most another year.

Aggregate Leave of Absence (LOA) should not exceed six (6) terms.

Procedure:

1. Submit written Request for a Leave of Absence (LOA) to the Dean. The letter should state the reason for the leave and should indicate the period of the leave.
2. Attach a letter of consent from the parent or guardian.
3. If the student needs to go on leave for more than six (6) terms, he/she will have to apply for an honorable dismissal without prejudice to getting readmitted. The Dean shall inform the Registrar about such leave, indicating the reasons for the same.
4. A student who is on LOA must submit a letter of intent to re-enroll to the Dean at least two (2) weeks before the registration period of the semester in which he/she plans to re-enroll.
5. If the student withdraws from the college without a formal Leave of Absence, he/she may have his/her registration privileges revoked.

## **Transferring to Other Institutions**

If the student wishes to transfer to another institution of higher learning, he/she needs to undergo an exit interview with the Dean for Academic Affairs and Guidance Counselor. Thereafter, he/she may apply for his/her transfer credentials.

The student must secure a clearance for all accountabilities with the College before an Honorable Dismissal is granted. A claim stub containing the date of release of credentials will be given to the student.

## **School Records**

Students shall have access to their school records and shall have the right to be given copies of their Transcript of Records, diplomas, official certificates, grades, and other vital school documents, provided that the requirements for their issuance and the student's obligations have been complied with.

Official Transcripts of Records obtained from other institutions and submitted to the College for admission and/or transfer of credit become part of the student's permanent record and are issued as certified true copies with the Treston transcript.

Request for the issuance of school records shall be filed at the Office of the Registrar upon presentation of the student clearance and payment of a fee. The record or document shall be released within seven (7) working days from the date of request thereof.

## **Policy on Student Records**

The following policies govern access to student records, which are confidential in nature.

1. Each type of student record is the responsibility of the School Registrar, and only that person to whom that person reports, has authority to release the record.
2. Confidential educational records and personally identifiable information from those records will not be released without the written consent of the student involved.

However, it shall be released to the student or authorized representative in connection with the student's application for financial aid, or in response to a judicial order or subpoena, or in a valid health or safety emergency.

3. College personnel who have access to student records as part of their official responsibilities shall not be permitted to release the record to persons outside the College, unless authorized in writing by the student or as required by a court order.

### *Withholding of Records*

When a student has pending financial obligations to the College, the appropriate College official may request that the student's record be withheld.

If a student is found guilty of a major offense, the Honorable Dismissal will not be issued.

### *Release of Grades*

Student's grades in their MIDTERMS and FINALS will be released through the Registrar's Office.

### *Transfer of Records*

When a student transfers to another higher educational institution, he/she may request for certified true copies of his/her credentials and other school records, which will be sent directly to the new school at the expense of the requesting student.

### *Honorable Dismissal*

If a student is in good standing and desires to stop attending Treston International College, he/she should submit a Letter of Withdrawal to the Registrar's Office noted by the Dean for Academic Affairs, signed by either a parent or guardian. If the petition is granted, he shall be given honorable dismissal.

The student must first settle all financial obligations with the College before the honorable dismissal can be issued. An honorable dismissal attests that his/her withdrawal was not due to issues on character. If he/she got dismissed due to scholastic delinquency, a note regarding this may be added to the honorable dismissal.

If a student was dismissed due to disciplinary action, he shall not be issued an honorable dismissal.

## **Change of Grade**

The Faculty may not change the student's grade once the official grading sheet has been submitted to the Registrar's Office. The exception is when an error in encoding or computation has been made. In that case, the faculty concerned should fill out a Request for Change of Grade form to be submitted to the Registrar's Office noted by the Dean for Academic Affairs. If request is granted, a copy of the resolution of the Registrar's Office authorizing the change shall be released to the student, copy furnishing the Dean for Academic Affairs and concerned faculty.

## **GRIEVANCE PROCEDURE**

### **CODE OF CONDUCT AND DISCIPLINE**

#### **A. Conduct Authority**

1. Handling investigation is facilitated through the members of the Discipline Committee (DC) whose appropriate members are recommended by the Students' Affairs Director and duly approved by the Executive Vice President.
2. The DC is authorized to hear each case, and provide interventions consistent with stated guidelines within the Student Code.
3. Generally, the Student Code as reflected in this handbook shall apply to conduct which occurs on the Institution's premises and at campus-sponsored activities. Treston may take action in off-campus situations involving scandalous disregard for any person or persons; or when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the Institution and/or the pursuit of its vision, mission and objectives.
4. The DC shall decide, on a case-by-case basis, whether the Student Code shall be applied to conduct occurring off-campus. The Student Code shall apply to a student's conduct even if the student withdraws from the Institution while a conduct matter is pending. Therefore, Treston reserves the right to take those actions that are necessary for the safe and orderly maintenance of its programs and activities and most significantly, relationships with others.

#### **B. Student Roles and Expected Conduct**

1. Members of the Treston community respect diversity, value the cultural differences of those around them and stimulate a sense of social obligation.
2. Treston college students are expected to conduct themselves in a professional and civil manner as they are adults and already perceived as young professionals with a high sense of responsibility to oneself and to others. This includes exemplifying ethical manners, academic honesty, integrity, fairness, trustworthiness, personal responsibility, and respect for others. Thus, students must abide by this Code out of a commitment to serve as responsible citizens of the Institution and the community.
3. Responsibility for fulfilling the obligations of the Code is shared by the students, faculty, and every other member of the Treston community.



## **C. Discipline Committee and its Functions**

### Composition

#### *Minor Case*

Chairman - Officer In-Charge (OIC) College  
Members – School Head

#### *Major Case*

Chairman - Legal Counsel  
Members - Vice President for Administration (VPA)  
- Academic Director  
- Institutional Head, Office of Student Affairs and Services  
- Others, as to be identified

## **D. Interventions (as Basis for DC Decision)**

Any student found to have engaged in a conduct violation of the Code might be subject to one or more of the following interventions. Repeated misconduct may result in the assignment of more serious interventions, including but not limited to suspension or expulsion. Interventions, as a basis for DC decision-making, are the following:

### *1. Written Reminder*

This refers to the admonition from the Institution, issued through a slip, for the 1st-time wrongdoing of a particular offense. This reminds the student not to do the infraction again.

### *2. Written Warning*

This refers to reprimanding the students for an infraction committed. It is supported with a written document and in some cases, a notarized agreement. It indicates that further violations may result in more severe disciplinary action. The warning shall not exceed a period of one calendar year and shall be removed automatically when the imposed period expires.

### *3. Academic / Administrative Duty.* The decision would require the student concerned to have his/her school duty functions, academic or administrative, to be rendered in exchange for the offense committed.

*The duties would include but not limited to the following:*

- A. Rendering 8 hours of duty in the assigned office
- B. Counseling sessions
- C. Educational - an assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to educational workshops or an assignment (i.e. reflection papers, flyer, journal)

- D. Involvement in community activities
- E. Others, as to be identified

#### *4. Suspension*

This is a state or period of the student who offended of being temporarily not attending from his/ her classes and are asked further to perform some administrative or academic duty.

- A. In some cases, it also prohibits the student during the period of suspension from entering the Institution campus and attending Institution /student -sponsored functions.
- B. Likewise, the student concerned may be ruled by the DC for preventive suspension, while waiting for final investigation results of an offense.

#### *5. Exclusion*

This means that the student is temporarily prohibited in the Institution based on the offense committed, as adjudged by the DC. The student may be allowed to re-enroll in the Institution and allowed to finish his/her schooling after rendering the exclusion period.

#### *6. Expulsion*

This means a permanent disconnection from the Institution. This further implies that the student will no longer be admitted to the Institution.

#### *7. Academic*

Students who have scholastic deficient performance may be given a possible intervention/s but not limited to the following: (a) academic probation contract (b) de-loading (c) MRR Contract (d) delist from the scholarship grant (e) perform academic/administrative duty (f) shift to another course (g) dismissal from the Institution (h) others, as to be identified

#### *8. Restitution*

Reimbursement for damages, monies owed, or misappropriation of property.

#### *9. Fine*

A monetary fine applied to the student's account. Fines are used sparingly, and only if the violation warrants a fine. Fines may also be used if there is a time restraint.

#### *10. Loss of Privileges*

A temporary or permanent loss of Institution's privileges, including but not limited to loss of privileges to access a building(s), to hold a leadership or elective position in a student group / government, to participate in study abroad programs, to register as a student group, or to participate in social or extracurricular events/activities; may also result in withholding of an official transcript or blocking enrollment for a specified period of time, to receive financial /scholarship aid, to receive his/her Certificate of Good Moral Character or Honorable Dismissal.

### *11. Withdrawal*

A student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering Institution's premises and barred from re-enrollment until specific conditions are met. Reasons for withdrawal include, but are not limited to, (1) to prevent the disruption of the education process; (2) the student failed to respond to an official instruction from an official; (3) the student has been suspended or expelled from the Institution.

### *12. No-Contact Order*

May impose a limited or campus-wide No-Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or telephone. Friends and relatives are also prohibited from contact on behalf of either party.

### *13. Letter*

The student is asked to provide his/her letter of explanation / excuse / appeal for whatever infraction s/he committed against the Institution.

## **E. Other Provisions**

### 1. Student Record Encumbrances

a. In pending cases involving alleged violations of the Code of Student Conduct, a temporary encumbrance may be placed on a student's records, including his/her Certificate of Good Moral Character. This hindrance will remain in effect until the case has been decided and any intervention/s imposed.

### 2. Certificate of Good Moral Character

a. The school, through OSA, releases the Certificate of Good Moral Character upon the request of the student in relation to his/her enrollment to other Institution, job opportunities, bank application and the like.

b. A Request form shall be filled out by the student and present the form at the Accounting Office and then to OSA.

c. Processing and the release of the said certification are based on the guidelines set forth by OSA.

### 3. Case Referrals

a. Any person may refer a student or a student group or organization suspected of violating this Code of Student Conduct to the concerned heads (e.g. Dean AA / OSAC Director).

b. Those referring cases are normally expected to serve as the complainant and to present relevant evidence in fact-finding conferences. The complainant may request the assistance of an advisor as approved by the DC Chairman.

#### 4. Advisors

a. An advisor, as assigned by the DC, accompanies a student but the student must represent him/herself at the fact finding conferences. The DC will determine the role of the advisor at the time of the hearing.

b. In consideration of the limited role of an advisor, and of the compelling interest of the Institution to expeditiously conclude the matter, a hearing will not be delayed due to the unavailability of an advisor. Should an accused student elect to have an advisor present at the hearing, the name and credentials of the advisor must be presented to the DC 3 days in advance of the hearing. If the accused student elects to have an attorney present as the advisor, the Institution maintains the right to also have an attorney present and may postpone a hearing to a later date until such an individual can be in attendance.

#### **F. Grievance Policy / Procedure on Disciplinary Measures**

Every student is presumed innocent until proven guilty, and everyone has a right to a fair investigation. The following steps will be observed for cases involving the commission of offenses:

1. Filing of incident report. The complainant must state the exact act and the name of the person being complained of and must submit the signed document to the Committee on Decorum and Investigation through the Office of Student Affairs within 48 hours after the incident.

2. The Committee on Decorum and Investigation shall acknowledge receipt of the incident report and act on it through a Notice To Explain (NTE) letter.

3. The recipient of the NTE must then submit a letter of explanation within 5 days of receipt of the NTE.

4. The Committee on Decorum and Investigation will deliberate on the information gathered. If required by the Discipline Committee, the student may be called to face the Committee.

5. If upon the deliberation of the Committee on Decorum and Investigation, the student was found to have incurred an infraction, the Discipline Committee will issue the sanction through, or in the presence of, an Academic Head.

6. In the case of major offenses, a representative of his/her own choice may represent the student charged during the disciplinary proceedings.

7. Appeal for Reconsideration. The affected student or party may file for an appeal for reconsideration within five (5) days from the issuance of the sanction. After a five-day period and when a motion for reconsideration is denied, the decision will become final and executory.

#### **G. Due Process**

1. As a basic legal right, every student is presumed innocent until proven guilty. Everyone has a right to a fair examination of his/her transgressions made. Therefore, the Institution provides its procedures that are disseminated to every student for his/her information and guidance.

**Procedures:**

**A. Minor Case**

<b>On the Part of the Discipline Committee</b>	<b>On the Part of the Student</b>
1. The faculty/administrator reprimands the erring student and is given a written reminder or written warning	1. The student signs the written notice/s issued by the faculty/administrator.
2. The concerned faculty/administrator forwards the written form to OIC and further receives by OSA.	NA

**B. Major Case**

<b>On the Part of the Committee</b>	<b>On the Part of the Student</b>
1. The concerned faculty/administrator makes an Incident Report (IR) within 48 hours to be submitted to the OSA Director and acknowledges the receipt.	--
2. The OSA Director conducts an initial investigation within 1-2 days and if there is probable cause identified, further notifies the student for his/her Letter of Explanation (LOE) with the attachment of the IR.	1. The student receives his/her Letter of Explanation (LOE) and within 24 hours, s/he replies back with his/her response letter forwarded to OSA Director.
3. As OSA Director recommends it, the DC shall convene for a formal inquiry and decides the matter on hand.	2. The student receives a Notice of Hearing (NOH) from the DC and attends the formal inquiry.
4. Once the investigation is done, the student concerned is informed regarding the finality of the matter, following the execution made by DC.  The DC will release the results of the investigation within 72 hours after they convened.	3. The student receives her Final Notice and the DC Report stating the decision which s/he is bound to follow and serve.
5. After the student has rendered the DC decision, the DC is expected to receive from the concerned student his/her letter together with supporting documents / Report.	4. Once the decision has been served, the student shall now notify the DC/ OSA Director through a letter together with supporting documents / Report.

6. In return, the DC, through the Chairman, releases its Resolution to the concerned student, copy furnishes to the academics.	5. The student receives his/her Resolution issued by the DC.
--	--

**Note:**

1. In case of major offenses, the student charged may invite a representative (through his parent/guardian) during the disciplinary proceedings as approved by the DC.

*Note:* In most instances, parents/guardians presence or participation is not required but they are definitely informed before and after an investigation for the results made by the DC.

2. The affected student may appeal for reconsideration within ten days from the issuance of the DC decision. S/he submits the appeal to the OSA Director. 3. After the ten-day period and when a motion for reconsideration is denied, the decision will become final and executory.

## **Policy and Procedures for Addressing Grievances in College**

### **Overview**

The objective of this policy is to establish a formal procedure for students to address complaints against faculty members, fellow students, or to challenge grades and performance evaluations. The institution is dedicated to ensuring that all complaints are addressed swiftly, impartially, and with proper consideration for the rights of all individuals involved.

### **1. Policy Coverage**

This policy is applicable to all students enrolled at Treston International College and encompasses the following domains:

Complaints against a faculty member, include various concerns such as unjust treatment, harassment, or discrimination.

Complaints against another student, encompassing matters such as harassment, bullying, or academic dishonesty.

Challenging the grades, assessments, or appraisals.

2. Informal Resolution refers to the process of resolving a dispute or conflict in a casual and non-structured manner, without the involvement of a formal legal system or court.

Prior to commencing a formal grievance, students are advised to pursue an informal resolution. This may entail:

To address the issue, the student should initially engage in a direct discussion with the relevant party (faculty member or student) in order to seek a settlement.

Mediation: If direct communication is not possible or proves ineffective in resolving the matter, the student has the option to seek mediation with the assistance of a college counselor or an appointed mediator.

### **3. Procedures for Addressing Formal Complaints**

First step: Submitting a written complaint if the problem is not resolved through informal means, the student has the option to submit a formal complaint. The complaint must be formally lodged in written form to the Office of Student Affairs and Services and the College Department, and should encompass the following:

#### *Step 1: The identity of the individual(s) implicated*

A comprehensive account of the incident or matter at hand.

Any pertinent evidence or paperwork.

The precise objective or desired result pursued by the learner.

#### *Step 2: Acknowledgement and Evaluation*

The complaint will be formally recognized in written form within [5] business days after it has been received.

The Discipline Committee shall undertake an initial assessment to ascertain if the grievance is within the purview of this policy and if there is enough evidence to proceed.

#### *Step 3: Inquiry*

A neutral investigator will be appointed to collect factual information pertaining to the complaint.

The investigation may encompass conducting interviews with the persons involved, witnesses, and examining pertinent documents or evidence.

The inquiry will be concluded within a period of [30] working days, unless an extension is necessary and reported to the relevant parties.

#### *Step 4: Determination and Settlement*

After concluding the inquiry, the Discipline Committee will reach a decision based on the findings.

A comprehensive written determination, encompassing the reasoning and any necessary remedial measures, will be furnished to the student and all relevant parties within [10] business days following the completion of the investigation. Possible corrective measures may encompass, but are not restricted to, altering grades, implementing disciplinary measures, or employing other suitable remedies.

#### *Step 5: Process of appealing*

If either the student or the other party is unsatisfied with the decision, they have the option to submit a written appeal to the Discipline Committee within [10] business days of receiving the judgment.

The appeal must clearly articulate the precise grounds for the appeal and present any additional material that has not been previously taken into account. The Discipline Committee will evaluate the appeal and render a definitive verdict within [20] working days.

#### **4. Privacy**

Any grievance proceedings will be carried out with utmost confidentiality. Data will exclusively be disclosed to individuals who possess a valid necessity for access.

#### **5. Safeguard against Reprisal**

The college strictly forbids any form of reprisal against a student who lodges a complaint in a sincere and honest manner. Any retaliatory actions shall be liable to disciplinary measures.

#### **6. Documentation and Record-keeping**

The Discipline Committee will retain all documents pertaining to the grievance, including the final resolution, for a duration of [7] years.

*Commencement Date: August 22, 2024*



This policy establishes a systematic method for students to deal with their problems, guaranteeing impartiality and openness throughout the procedure. Please inform me if you require any alterations.

## **Gender Sensitivity Language Policy**

*\*CHED Memorandum Order no.1 s.2015*

The institution supports equality and promotes gender awareness amongst students. The use of gender-fair language is the first basis of gender sensitivity. The students are made aware of this through one of the General Education subjects they are required to take. Studying proper language forms ideas and opinions, thus offers a very critical role in promoting gender awareness.

Students must:

- Use non-sexist language
- Read on gender analysis and other related topics to gain more knowledge and understanding
- Be aware of the relevant and adequate gender related topics that is happening in current situations
- Attend related conference and conventions
- Show respect to all members of the community despite differences on personal beliefs

## **Provision of Support Services for Students with Special Needs**

*\*CHED Guidelines in Admission of PWDs 090826*

Treston provides an inclusive learning environment to students with special needs. The institution, with the combined efforts of the Academic Department, Office of Student Affairs and Student Support Services, enables the involvement of students with special needs in school-related activities with appropriate care, guidance, and support.

We serve students with special needs, such as but not limited to:

- Physical Disability
- Mental Disability or Disorder
- Behavior Disorder

### **A. Admission Process**

Students are admitted to the institution upon passing the admission test provided that:

1. Medical and developmental assessment and clearance from a medical professional will be submitted (i.e. developmental pediatrician, child and adolescent psychiatrist, neurologist)

2. Assessment by the school's guidance counselor will be conducted for a more accurate psycho-educational assessment or psychological assessment

3. Conference with the student with special needs and his/her advocates (may include family, medical professional, SPED consultants, regular educator and/or therapist) to discuss strategies to further support the student.

#### B. Support Services

The institution has an active guidance and counseling program implemented on a regular basis to monitor the psychological, emotional and behavioral health of the students.

### **Provision of Support Services for International Students**

*\*Joint Memorandum No 01 series 2017 Inter Agency Committee on Foreign Students*

Treston International College is an educational institution that embraces different nationalities and cultures. We aim to provide extended support to foreign students enrolled under our institution through the following:

- Foreign Student Unit
- Liaison Officer accredited by Bureau of Immigration
- Documentation Assistance

Foreign students are considered regular students, as such, they are enrolled in similar classes with Filipino students, except on courses taught using the Filipino Language. Special Filipino classes are conducted for those with limited or no Filipino language understanding or knowledge of meaning

### **Work Immersion Policy During Pandemic**

The school plays a crucial role in producing students who are ready for work or preparing them to pursue a degree course. Regardless of the intention, the school needs to have a baseline data that can be used as a basis for determining its organizational performance in implementing its curriculum especially on the aspect of the Immersion during the times of pandemic and the new normal.

With the new normal, the use of different online learning platforms can be an alternative way for the actual Work Immersion. Part of the advantages of using online learning platforms include flexibility and self-paced learning, lower costs, improved virtual communication and collaboration, better time management, refined critical thinking skills and new technical skills.

Online alternative activities are the following: (1) WFH internship with existing IT company partners for BSIT, or in-house arrangement with the school's MIS Department; (2) Digital Marketing and/or Business Plans and implementation for BSBA-Entrepreneurship and BSBA-MM; (3) Online practicum at lodging businesses/accommodations for BSHM and BSCM; and, (4) Tourism-related Business Start-up for BSTM.

Other activities include series of webinars on e-commerce and the like, as well as a comprehensive examination covering essential learning from professional courses (as an alternative).

However, the biggest challenge for schools transitioning to online learning is the widening inequality of access to and usage of information and communications technology (ICT). Thus, many Filipino households cannot afford a stable internet connection. Even those with access to the internet experience some infrastructural gaps, including the discrepancy in internet speeds in different regions. With this they have the option to choose the written activities.

#### Scope and Coverage

These guidelines shall apply to all tertiary students enrolled at Treston International College who are enrolled for the OJ

## **PART IV: RULES & REGULATIONS ON DISCIPLINE AND CODE OF CONDUCT**

No school training can be successful without instilling discipline and orderliness. Treston International College, aims to instill in its students the values of love, respect, and concern for the common good.

To accomplish these objectives, rules and regulations are established. These rules and regulations are formulated not to stifle the student's growth or to inhibit the student from accomplishing his task freely. They are designed to transform the student into a good and socially responsible individual.

### **GENERAL GUIDELINES**

All students must familiarize themselves with the provisions of this handbook and should strictly comply with all of them. Ignorance of any of the rules provided herein shall not excuse them from complying therewith and the possible imposition of any penalty for violation or disregard thereof. Likewise, they are held responsible for all requirements printed in the College Bulletin of Information as well as the announcements posted on the bulletin boards.

#### **A. ATTENDANCE**

##### **1. General Policies**

Prompt and regular attendance in all classes is required of all students from the first meeting of every course. A student guilty of cutting classes will be subjected to appropriate counseling sessions with their discipline adviser.

##### **2. Absence**

- a. A student is considered absent from class if he/she is not present after the first fifteen (15) minutes of a 90-minute class, and the first thirty (30) minutes of a 180-minute class and all other classes exceeding 180 minutes (lecture or laboratory).
- b. Any student who leaves the room without permission after the attendance has been checked shall be marked absent.

- c. In case a faculty member comes to class late due to unavoidable circumstances, the students should not leave the classroom until an official announcement has been made upon the advice of the Program Chairperson. FREE-CUT rule will only apply if the faculty has not communicated his coming in late.
- d. A Student may be given a grade of FDA or Failure Due to Absences if the student incurs an absence of more than 20% of the required total class hours:

In exceptional cases or prolonged absence due to illness or some equally compelling reasons, the application of this rule may be waived at the discretion of the Dean for Academic Affairs/Program Chairperson provided that the parents/guardians have properly informed in writing the school authorities.

- e. Excused Absence: The absence of a student may be classified as excused or approved. An excused or approved absence may occur when:
  - The Dean for Academic Affairs authorizes the absence because a student has to attend an official function or activity. The Dean for Academic Affairs or Program Chairperson should notify the faculty of any excused absence through email or letter.
  - If the absence is due to sickness of not more than two weeks. The student must present an excuse letter signed by the parent and a medical certificate. The certificate shall be validated by the school clinic and only then can the Dean for Academic Affairs or Program Chairperson excuse the absence.
  - In case of absences due to prolonged illness, a student and his/her parent/guardian should notify as soon as possible the Program Chairperson who shall recommend the appropriate action to be taken.
  - The Student Affairs Coordinator must inform faculty members regarding the student's excused absence. In such cases, the absence is not counted against the student.

- A student is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for the absence.

All excused absences should therefore not be counted against the student's attendance. The student who is absent is also entitled for a makeup coursework, requirements, or special considerations, the manner and form determined by the faculty member following the school guidelines.

### **3. Tardiness**

A student is considered late or tardy if he/she arrives in class after fifteen (15) minutes of the scheduled class time. Three (3) tardiness incurred is equivalent to one (1) absence.

#### **Attendance in Meetings, Assemblies and Activities**

Students are expected to attend assemblies, meetings, and activities called for by the proper authority and those sponsored by the College Department.

## **ONLINE CLASS ETIQUETTE FOR STUDENTS**

1. **Online Class Attendance** – Students are expected to attend their scheduled online classes. Attendance will be monitored by their respective subject teacher/instructor. Being on time is a must and the schedule must be strictly followed. If you will not be able to attend an online session, inform your instructor ahead of time and ask for class works you may have missed.
2. **Dress Code** - Wearing of decent clothing such as Polo shirts or T-shirts are required. Sleeveless shirts, caps and sunglasses are strictly prohibited.
3. **Select a Conducive Learning Space** - One of the best things about learning online is that you can do it from just about anywhere, but you still need to be smart about where you choose to study. Any area filled with distractions such as a TV room or filled with rowdy people probably isn't going to be conducive to studying.
4. **Have a Reliable Internet Connection** - When you study online, you should imagine your computer and internet access are just as important as the physical settings in a typical classroom. Make sure you have a reliable internet connection.

5. **Pay Attention and Participate** - Students must contribute to the conversations and must give their undivided attention. A shared learning environment is only effective if everyone involved actually shares. Wait to be asked by your professor and for a perfect timing before you provide your insightful commentary in the online discussions.
6. **Be Respectful** - Treat your instructor and classmates with respect in email, video conferencing, or any other communication platforms.
7. **Reach Out** – Learning online can be very isolated. Therefore, students are expected to reach out to their respective instructors if there is a need for clarifications and help.
8. **Turn in Your Requirements On Time** – Turn in your academic requirements on time. This includes but is not limited to home works, seat works, activities, researches, quizzes, exams and other pertinent academic requirements.

## **B. INCLEMENT WEATHER OR OTHER UNTOWARD EVENTS**

In case of inclement weather or any threat to student safety, the official announcement of the local or national government unit shall be the primary basis for class suspension.

## **CODE OF CONDUCT**

Students should follow the standard classroom policies and procedures as well as those previously set by the faculty. These policies and procedures should be communicated to and accepted by the students.

### **A. Proper Decorum in the Classroom:**

*\*Education Act of 1982*

1. Respect and deference to the faculty members must always prevail in the classroom.
2. Cell phones, iPads and other gadgets must not be used during classes unless the faculty granted prior permission for educational purposes and use in the classroom.

3. Summoning a student and room-to-room campaign/announcements during class hours may be allowed only with proper permission from the school authorities.
4. Loud conversation, boisterous laughter, littering and eating are prohibited in the classrooms.

## **B. Proper Decorum in the Campus:**

*\*Education Act of 1982*

1. A Treston student should be polite and should observe proper decorum/etiquette in dealing with fellow students, office personnel, faculty members, and administrators.
2. In order to maintain an atmosphere conducive to learning, loitering and making noise along the corridors are prohibited.
3. Tampering of notices, posters, etc. in bulletin boards is strictly prohibited.
4. The students and faculty have the freedom to express themselves freely during dialogues while respecting each other's rights at all times. Both should refrain from using offensive and indecent words.
5. Before opinion surveys can be conducted or questionnaires and the like can be distributed to the students to be answered, the materials should be presented first for approval of the College Dean.
6. No student activity shall be held one week prior to scheduled major examinations.
7. No student is allowed to stay in the school campus after 6:00 p.m. except for extended classes, sports training and practices related to school programs and activities, without the approval of the Student Affairs Coordinator and the Dean.
8. Treston International College is a smoke-free zone and recognizes the hazards of smoking to health, thus adopts a ban on smoking inside and around the campus, and in any public place outside the campus especially when in school uniform.
9. Courtesy shall be observed when driving inside the campus at all times. Anyone found guilty of violation of parking rules, reckless driving or



distracting use of horns, alarms, stereos or radios shall be subject to disciplinary action.

10. Student Identification Card:

- a. The student Identification Card (ID) is non-transferable and must be presented every time a student enters the school premises.
- b. Students are required to wear their identification card (I.D.) properly before entering the campus and while inside the school premises.
- c. The misrepresentation and misuse of the Identification Card such as lending one's ID or using another person's ID will be sanctioned accordingly.
- d. In case of lost or stolen I.D., the student must report it immediately to the Office of the Student Affairs, secure an affidavit of loss and apply for a replacement at the Office of the Registrar.
- e. A student who uses the I.D. of another person and/or lends his/her I.D. to somebody shall be subjected to disciplinary sanction.
- f. A student who transferred residence or changed civil status shall inform the Registrar and submit pertinent documents at the soonest possible time. Otherwise, negligence will be construed as misrepresentation.
- g. Student I.D. must be validated every semester to ensure that the students' information is updated.

**C. Proper Decorum Outside the Campus**

*\*Education Act of 1982*

1. A student should endeavor to uphold the honor and name of Treston International College by behaving properly in all places and at all times.
2. A student should refrain from talking loudly and laughing boisterously inside/outside the campus.
3. A student should not use the name of the school in any function or social activities not approved by the school.
4. The permission of the parents/guardian is required in any curricular and co-curricular activities held outside the school.

## D. Uniform

The wearing of school uniforms should embody what the school envisions its students to be. Thus, it should reflect the values of Treston. The school uniform also fosters a sense of pride in the school, encourages the students to identify with the school, and attain a sense of belonging.

### General Policies

1. School uniforms shall be worn 5 times a week (Monday to Friday) and during official functions of the school. On Fridays, students are allowed to wear their club shirts or activity shirts, long pants and rubber shoes or closed shoes. Slippers, and flip-flops are not allowed.
2. For PE Classes, students must wear their complete PE Uniform.
3. For classes in the Laboratory, students must wear their complete prescribed laboratory uniform.
4. The PE and laboratory uniform should only be worn during the PE and laboratory class.
5. All policies stipulated in the Student Manual shall be applied.

The prescribed uniform for male and female students is:

#### MALE

<b>Attire</b>	The prescribed uniform - Blazer with Treston emblem, light blue long sleeved button down shirt, the prescribed red and blue stripes tie, black slacks
<b>Footwear</b>	Black socks and black leather shoes
<b>Hair</b>	Hair kept clean and its length should not reach the collar of the shirt
<b>Jewelry</b>	Earrings and chunky jewelry are not allowed
<b>Face</b>	Wearing of makeup is not allowed. Face should be kept clean and well groomed

#### FEMALE

<b>Attire</b>	The prescribed uniform - Blazer with Treston emblem, light blue long sleeved blouse, black skirt no shorter than 2 inches above the knee
---------------	--

<b>Footwear</b>	Black closed shoes with 1 – 2” heels
<b>Hair</b>	Hair should be clean, neat and tidy, bold highlights or bright dyed hair are not allowed
<b>Jewelry</b>	Dangling earrings, multiple earrings, chunky jewelry is not allowed
<b>Face</b>	Day makeup (simple and light) is allowed
<b>Nails</b>	Long nails are not allowed. Colored nails are allowed but only subtle colors may be used.

## **E. Proper Grooming**

Proper grooming should be strictly observed.

All students are required to exercise simplicity inside the campus and should look presentable at all times. The following are not acceptable:

For Female Students:

1. Punk hairstyles and dyed hair;
2. Long-colored nails;
3. Excessive make-up;
4. Excessive and highly-visible tattoos

For Male Students:

1. Punk hairdos, long haircut (hair length should not go beyond the collar fold of the polo), skinhead haircut and dyed hair
2. Wearing of earrings, cap/hat and wristbands inside the campus
3. Excessive and highly-visible tattoos

## **F. Proper Use of School Facilities**

1. Classrooms are used only for lectures, meetings and other related activities. Thus, eating and drinking are prohibited inside the classroom.
2. Students may use campus facilities for social, cultural, recreational activities and business meetings. Forms for reservations may be secured from designated offices.
3. In order to maintain an environment conducive to learning, littering and vandalism are prohibited. Moreover, students are expected to pick up

any rubbish and return the chairs to their proper arrangement before leaving the classroom.

4. Locker for rent is provided for safekeeping of the student's books and other school materials. A rented locker is provided with a padlock, the loss of which requires the rentee to replace it. The rentee should vacate it two (2) weeks before the end of the semester. The College is not responsible for losses in the lockers.

## **G. Public Display of Affection (PDA)**

Public display of affection and other acts that are more than just a friendly gesture, which offend the sensibilities of the community is not tolerated in the campus.

The following are considered offending to the members of the Treston community:

1. Kissing, petting, necking
2. Sitting on the lap of the opposite sex
3. Partners staying in dark places, parked vehicles with lights off and closed windows
4. Arms around the shoulder of the opposite sex
5. Acts of seduction and the like

## **H. Sexual Harassment**

*\* Republic Act 7877- Anti Sexual Harassment Act of 1995*

Making sexual advances in words or deeds to any member of the academic community under one's custody is strictly prohibited and the offender is subject to the penalties under the Anti-Sexual Harassment Law.

R.A. 11313 or the 2018 Safe Spaces Act:

An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties.

## **I. Prohibition of Pornography**

Bringing, viewing, displaying, sending, creating, copying or distributing pornographic materials or foul/malicious messages in whatever form or means is strictly prohibited.

## **J. Fraternity and Sorority**

*\*CHED Memorandum Order 4 s. 1995*

Fraternalities and/or Sororities are not allowed. Membership in a fraternity/sorority, participating in any manner of recruitment and encouraging others to join in such organization is a major offense, thus it is punishable by exclusion.

## **K. Dishonesty and Misrepresentation**

The following are forms of dishonesty and misrepresentation:

1. Forging, tampering or falsifying school records or documents; and
2. Deliberately misrepresenting oneself or impersonating school authorities.

## **L. Gambling**

Gambling in any form is not allowed within the school premises.

## **M. Assault, Injury or Violence**

Students who engage in brawling, physical fights and/or acts of violence, oral defamation and inflicting physical injuries on another person inside or outside the campus will be penalized.

## **N. Data Privacy**

*\*Republic Act 10173*

Treston International College maintains and protects the privacy of personal data in line with the mandates provided by the Data Privacy Act of 2012 (also known as Republic Act 10173), National Privacy Commission and Treston's Data Protection Office.

Through the offices and the departments, Treston is committed to implementing appropriate security measures to maintain the confidentiality, integrity and availability of personal data.

Here are some guidelines:

1. Treston only collects personal data that is provided voluntarily, directly or indirectly.
2. By providing personal data and signing the CONSENT FORM, you explicitly authorize the office / department to use, process and share personal data in order to complete your transaction and other legitimate purposes (such

as enrollment, research, counseling, grading, examinations, purchasing, trips, among others).

2. As data subject, Treston recognizes your basic rights under the law and in the institution.
3. Take time to read Treston's Privacy Policy available in the website and as posted in the bulletin boards. Likewise, attend Data Privacy events and activities.
4. For inquiries or complaints regarding Data Privacy, please get in touch with the Student Affairs Coordinator.

### **O. Creation of private group chat and other social media platform**

Treston International College recognizes and respects the right of every individual to express their opinion. While the school values the importance of academic communication for educational purposes. However private communication created or managed by the students without the supervision of the school is not encouraged especially if this will cause misunderstandings and misinformation among the members of the group.

The school will not be held responsible for any private communication created which resulted in violence like cyberbullying, verbal abuse or, sexual harassment. If found guilty of the said offenses; the creator or administrator of the social media group will be held responsible. The school does not tolerate any form of violence and the consequence for such acts involves, non-issuance of good moral certification or even dismissal.

## **Conduct and Discipline**

Treston students are expected to behave as young professionals with a high sense of responsibility to oneself and to others. The Treston code of conduct reflects the core values of excellence and respect for others. Every infraction of school rules and code of conduct has a corresponding consequence based on gravity and frequency of act. Moreover, the infractions are classified as minor cases or major cases, and the Committee on Decorum and Investigation has the discretion to change the gravity or sanction, depending on the circumstances of the case.

As far as practicable, the foregoing list of offenses sanctions shall apply to acts or omissions committed within school premises, as well as outside the school premises but during school-related/school-sanctioned activities. Moreover, the School reserves the right to impose the same disciplinary sanctions for acts or

omissions of a student committed even outside the school premises if the same will tarnish the image and reputation of the School.

### List of Offenses and Sanctions

Violation	Type	Frequency of Offense & Sanctions
<b>A. Violations Against Security</b>		
1. Not wearing ID	Minor	1 <sup>st</sup> – verbal warning 2 <sup>nd</sup> – written warning and counseling 3 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
2. Not wearing complete uniform	Minor	1 <sup>st</sup> – verbal warning 2 <sup>nd</sup> – written warning and counseling 3 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
3. Lending or using another student’s ID	Major	1 <sup>st</sup> – written warning and community service within Treston offices 2 <sup>nd</sup> – suspension and counseling 3 <sup>rd</sup> - dismissal
4. Barricading or preventing others from entering school premises	Major	1 <sup>st</sup> - dismissal
5. Carrying of deadly weapons, such as a gun, knife, chemical weapon, lead pipe, or explosive	Major	1 <sup>st</sup> - dismissal
<b>B. Violations Against Institution, Person, and Dignity</b>		
1. Disrespect in word (in whatever form or platform) or in deed to the institution, students, school officials, faculty members, and staff	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
2. Assault or inflicting physical injury of College personnel or fellow student	Major	1 <sup>st</sup> - dismissal
3. Extortion	Major	1 <sup>st</sup> – dismissal
4. Physical harassment or physical threats	Major	1 <sup>st</sup> – dismissal
5. Acts of lasciviousness against fellow students, faculty or others	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> – dismissal

<b>Violation</b>	<b>Type</b>	<b>Frequency of Offense &amp; Sanctions</b>
6. Bullying and cyber bullying	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
7. Misrepresentation, including any form of representation of another school	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
<b>C. Violations Against Property</b>		
1. Smoking and vaping within campus premises and/or 100 meters within campus	Major	1 <sup>st</sup> - dismissal
2. Littering and not observing policies on cleanliness and orderliness	Minor	1 <sup>ST</sup> – verbal warning 2 <sup>nd</sup> – written warning and counseling 3 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
3. Wasting school resources, such as water and electricity	Minor	1 <sup>ST</sup> – written warning and counseling 2 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
4. Vandalism, such as writing or spray painting on walls, carving or writing on desks and tables	Minor	1 <sup>ST</sup> – written warning and counseling 2 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
5. Theft or damage to property, such as tearing pages from a book, stealing or taking personal property without permission	Major	1 <sup>st</sup> - dismissal
6. Unofficial use of rooms or other school property	Minor	1 <sup>ST</sup> – written warning and counseling 2 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
<b>D. Violations Against Order and Morals</b>		
1. Disrupting classes through loud talking, using mobile phones, any gadgets, or loitering during class	Minor	1 <sup>ST</sup> – written warning and counseling 2 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
2. Coming to school intoxicated or bringing into and/or drinking alcoholic or any intoxicating beverages on campus that is not part of a course requirement	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
3. Improper decorum that dishonors the name of the school or any representative of	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal



<b>Violation</b>	<b>Type</b>	<b>Frequency of Offense &amp; Sanctions</b>
the school		
4. Improper grooming	Minor	1 <sup>st</sup> – written warning and counseling 2 <sup>rd</sup> – 5 hours community service for every 3 offenses within Treston offices
5. Violation of the Dangerous Drugs Law, without prejudice to the filing of appropriate criminal charges against the erring student/s if the circumstances merit the same.	Major	1 <sup>st</sup> - dismissal
6. Forming or joining fraternities or sororities or violating the Anti-Hazing Law	Major	1 <sup>st</sup> - dismissal
7. Cheating (including taking an exam for another, possession of test questions prior to examination), and plagiarism (using other people’s work without proper attribution)	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
8. Forgery and falsification of public records (tampering of IDs, school forms and records)	Major	1 <sup>st</sup> - dismissal
9. Computer hacking or any unauthorized access into or interference with a computer system/server or information and communications system of the school	Major	1 <sup>st</sup> - dismissal
10. Accessing or distributing pornographic materials	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
11. Gambling, in any form, either in kind or cash of any amount	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal
12. Lewd, obscene or immoral conduct, such as public display of intimacy in school	Major	1 <sup>st</sup> – suspension and counseling 2 <sup>nd</sup> - dismissal

## Procedure on Disciplinary Measures

Every student is presumed innocent until proven guilty, and everyone has a right to a fair investigation. The following steps will be observed for cases involving the commission of offenses:

1. Filing of incident report. The complainant must state the exact act and the name of the person being complained of and must submit the signed document to the Committee on Decorum and Investigation through the Office of Student Affairs within 48 hours after the incident.
2. The Committee on Decorum and Investigation shall acknowledge receipt of the incident report and act on it through a Notice To Explain (NTE) letter.
3. The recipient of the NTE must then submit a letter of explanation within 5 days of receipt of the NTE.
4. The Committee on Decorum and Investigation will deliberate on the information gathered. If required by the Discipline Committee, the student may be called to face the Committee.
5. If upon the deliberation of the Committee on Decorum and Investigation, the student was found to have incurred an infraction, the Discipline Committee will issue the sanction through, or in the presence of, an Academic Head.
6. In the case of major offenses, a representative of his/her own choice may represent the student charged during the disciplinary proceedings.
7. Appeal for Reconsideration. The affected student or party may file for an appeal for reconsideration within five (5) days from the issuance of the sanction. After a five-day period and when a motion for reconsideration is denied, the decision will become final and executory.

## **PART V. COLLEGE SERVICES**

### **The Admissions, Registrar & Accounting Offices**

#### **Admissions Office**

1. Answers inquiries of incoming students, parents and guests of the College.
2. Administers the Admission processes (Application, Assessment, Interview)
3. Conducts campus tours.
4. Assists in Application & other services like Scholarship Applications (new students)
5. Releases of Official Notices & Announcements to applicants of the College

#### **Office of the Registrar**

1. Student Records Management
2. Student Grades & Credentials
  - a) Scholastic Reports
  - b) Transcript of Records
  - c) Diploma
  - d) Certifications
3. Awards & Recognition
4. Enrollment Administration & Load Revision
5. Scholarship
6. Graduation Administration
7. Yearbook Releasing Office
8. International Student Assistance  
(Visa processing and Immigration assistance for Foreign students)

#### **Accounting Office**

1. Receives Tuition Fee payments through the Cashier
2. Release of Statement of Account (SOA)
3. Handles other financial concerns of the students

# The Student Affairs & Services

## Office of Student Affairs (OSA)

1. Conducts Orientation Services
2. Assistance in the following
  - a) Academic & Social Events Calendar
  - b) Extra-curricular trainings & exposures
3. Management of Non-academic organizations
4. Release of official notices & announcements for students
5. Student Feedback

Students may share their concerns and opinions by filling out a Feedback Form available at the OSA.

## School Counseling Office

The Guidance and Counseling Services is open from 8:00am to 5:00pm., Monday to Friday. Counseling sessions are conducted in a relaxed and friendly atmosphere with respect for confidentiality and privacy.

Guidance and Counseling provides the following set of services in accordance with the four delivery components. This is the R.I.G.S. Delivery System:

### **RESPONSIVE SERVICES**

1. Individual Counseling
2. Group Counseling
3. Crisis Intervention
4. Consultation
5. Referral Service

### **INDIVIDUAL PLANNING**

1. Assessment and Testing Services
2. Interview Services
3. Placement and Follow-up
4. Individual Inventory
5. Information Services

### **GUIDANCE CURRICULUM**

1. Guidance Orientation
2. Peer Facilitators Training
3. Monthly Homeroom Guidance

### **SYSTEM SUPPORT**

1. Parenting Seminar
2. Guidance Data Interpretation
3. Collaboration and Feedback

### **Bookstore**

Office that sells merchandise related to academics as well as provides student services as such photocopying, printing and ring binding. It opens from 8:00 am – 5:00 pm Mondays – Fridays.

Services offered are the following:

1. Fitting, ordering and releasing of school uniforms – College and SHS school uniform, PE uniform and Culinary uniform
2. Selling of merchandise like school supplies, school apparel like shirts, jackets and the like.
3. Selling of textbooks
4. Photocopying, printing and bookbinding

School Uniform Fitting, Ordering and Releasing process

1. A uniform fitting schedule is announced and posted.
2. Student fits the uniform sizer
3. Student fills in uniform order slip.
4. Student pays for the uniform ordered.
5. Student is issued an official receipt.
6. Schedule of claiming and releasing of uniform is posted.

Selling School Supplies and Textbooks

1. Student fills in order slip.
2. Student is issued an official receipt.
3. Bookstore releases items.

Photocopying, printing and bookbinding

1. Student fills in service slip.
2. Student pays.
3. Service is provided.
4. Student claims the service.

Locker

1. Student fills in locker availment form and order slip.
2. Student pays at the cashier.
3. Giving of password upon presentation of Official Receipt.

## **The Institutional Planning Office**

1. Administrative and educational planning
2. Design strategies for the improvement of the school's operations, projects, linkages, and resources
3. Compliance

## **The Social Responsibility Office**

1. Maintains the commitment of the Institution to social actions that is beneficial for sustainable development in the business industry, and social participation important in nation building
2. NSTP implementation

## **Other Services & Facilities**

1. Information Desk (Lobby)
2. Classroom with audio-visual facilities
3. School Laboratories
  - a) Culinary Laboratories
  - b) Sciences Laboratories (Physics, Biology and Chemistry)
  - c) Computer Laboratories (HP & Mac)
  - d) HRM Laboratories
4. Library
5. Wi-Fi Ready Campus
6. Medical & Dental Clinic
7. Multi-purpose Hall (Basketball Court & Events Place)

8. Function & Banquet Rooms
9. Business Forum Hall
10. Treston Health Club
  - a) Fitness gym
  - b) Wellness spa
  - c) Dance & Fitness studios
11. Food & Beverage Services
  - a) College Cafeteria (Kitchen City)
12. Parking

## **PART VI. SECURITY & SAFETY**

### **Building Entrances & Emergency Exits**

Students, parents, guardians and guests may enter the School through the front or main entrance of the building Lobby. Likewise, in the case of emergency, emergency exits in all floors are available to ensure a smooth and safe exit for all.

### **“No I.D., No Entry” Policy & Visitor’s Identification Card**

Treston International College strictly implements a “No I.D., No Entry” Policy to ensure the safety of its students and all members of the academic community.

Visitors may be allowed entry based on scheduled appointments with members of the institution and are subject to the building regulations on security. Proper inspections will be conducted upon entry and a valid ID must be given to the lobby guard for the issuance of a visitor’s ID. The student and visitor’s ID must be worn at all times while inside the Treston building.

### **Car Stickers**

Car stickers are available for Treston students. For application, please approach the Facility Management Office at the 2F Admissions and Administration offices to secure an application form and be guided on the fees, policies and procedures for car sticker application.

### **Bag & Vehicle Inspection**

All bags of students, parents, personnel and guests and their vehicles will be subject to proper inspection upon entry.

### **Appointment Policy for Parents, Guardians, & Guests**

In order to serve you well and ensure that our members will be able to give you adequate time and focus to address your requests and needs, Treston International College strictly observes the Appointment Policy for Parents, Guardians & Guests.

To secure an appointment with a specific office, simply call the Treston Trunk Line or the Office’s direct line and make the appointment.



For Academic consultations, please call the Office of the School Secretary and make the appointment with the respective Academic Coordinator for your grade level or in special cases and if there is a necessity, with the Office of Principal. Once an appointment is made, an official advice will be given to the School Security to allow your entry into the building on the date and time of your appointment.

## **Procedures for Walk-in Guests**

Appointments are best and highly encouraged to ensure that parents, guardians and guests are able to fulfill their goals and see the persons they need to talk to when visiting the school. However, in the case of walk-in guests, the School will try it's best to accommodate the guest and find appropriate offices and persons who can respond to their needs or inquiries. In case the person being sought for is not present or available, the guest will be assisted to make an appointment immediately and requested to return.

All walk-in guests are subject to the building rules and procedures concerning entry, inspection and security.

## **Rules in Security**

### **1. Inspection**

Students must submit their belongings and/or vehicles for inspection by school authorities as needed. Refusal to cooperate with this security measure shall be dealt with appropriate disciplinary action.

### **2. The following rules on security/safety should be strictly followed without exception:**

- a. Wearing of ID and proper uniform;
- b. Prohibiting the possession or bringing of certain items that may be used to breach school security and safety; and
- c. Drug and alcohol test whenever applicable.

## **FIRST AID POLICY AND PROCEDURE**

### **PURPOSE**

Treston International College is committed to ensuring that, in the event of a major emergency or incident, the school will provide an effective first aid procedure to minimize the impact of the emergency and ensure the well-being and safety of all students, faculty, employees and guests.

**FIRST AID**- help or assistance given to an ailing or injured person until a medical practitioner is available.

### **PROCEDURE**

1. Assess the situation, check for danger.
2. Identify the nature of the injury or illness.
3. Arrange for emergency/medical personnel to attend the situation.
4. Manage the casualty appropriately.
5. Stay with the casualty until a medical professional is available to assist the patient.
6. Give further help if necessary.

## **SECURITY & SAFETY**

### **ENTRANCE SECURITY PROCEDURES**

1. Two (2) guards (Guard #1 and #3) for Bag Inspection during Peak Hours (may subject to change):

7:00 am to 9:00 am  
12:00 pm to 1:00 pm  
2:00 pm to 3:00 pm

2. Guard #3 to post at Exit and Lobby 2 (Side Entrance) during lean hours.

3. Entrance flow of Building Guests:

3.1. Guests with IDs (Students and Employees) – allow entry after bag inspection

3.2. Guests without IDs (Parents, Visitors, Applicants, etc.) – proceed to log-in counter and leave a valid ID (with photo) and issue Number Claim Stub after bag inspection.

4. All building occupants are required to wear their respective Company Identification (ID) cards or Student IDs for easy identification and access to the building. All must likewise adhere to the building's "No ID, No Entry" policy.

5. The building is open from Monday to Saturday, 6:00 AM to 7:00 PM for all

building occupants and their employees. Office visitors and clients must present and deposit a valid Identification Card with their picture, in exchange for a visitor's pass.

6. The Facility Management Office reserves the right to exclude from the building between the hours of 7:00 PM and 6:00 AM and at all hours on Sundays, Legal Holidays, all persons or employees who are not covered by an approved letter of request or gate pass from the Facility Management Office.

## **ENHANCED SECURITY MEASURES - BAG INSPECTION POLICY**

### **A. COVERAGE**

This plan covers all students, employees, affiliates, academic partners, contractors, suppliers and guests entering the building of Treston International College.

### **B. OBJECTIVE**

In light of the global and local security risks, threats and acts of terrorism by global terrorists or individuals such as public shootings and bombings, kidnapping, human trafficking, etc., Treston International College is morally and legally bound to ensure the security and safety of its students, employees and all persons inside the Treston Building by strictly implementing the Policy on Bag Inspection.

### ***BAG INSPECTION***

1. All students, employees, affiliates, academic partners, contractors, suppliers and guests entering the building are required to present their bags, parcels or containers for physical inspection by the Security Guards.
2. The following items of any type are prohibited from entering the building:
  - a. Firearms
  - b. Pointed and sharp objects
  - c. Prohibited drugs
  - d. Alcoholic drinks
  - e. Other weapons and dangerous items
3. Such prohibited items found will be confiscated by the guard and will be turned-over to the Security Officer-in-Charge and to the Facility Management Office.
4. Treston reserves the right to decline anyone entry inside the premises should he/she refuse to have his/her bag inspected.
5. Students, employees, affiliates, academic partners, contractors, suppliers and guests will be allowed entry in the building only through the three (3) entry points:

- a. Lobby 1 (main entrance)
  - b. Lobby 2 (side entrance)
  - c. Basement Parking
  
6. The Security Guards will be assigned to conduct bag inspection in the following areas during arrival time starting at 6:00am:
  - a. Lobby 1 (main entrance) – two (2) guards
  - b. Lobby 2 (side entrance) – one (1) guard
  - c. Basement Parking – one (1) guard
  
7. Metal Detectors will be provided to the following:
  - a. Lobby 1 (main entrance) – 1 unit
  - b. Lobby 2 (side entrance) – 1 unit
  - c. Basement Parking – 1 unit
  
8. Upon leaving the Treston premises, the Security guards reserve the right to inspect the bags or parcels for inspection as a policy to secure valued assets of the company from loss.

## **EMERGENCY RESPONSE PROCEDURES**

### **OBJECTIVES**

- Establish and carry out strategic responses to emergencies through a predefined organization.
- Prepare loss control and recovery means that will facilitate the implementation of the school continuity plan.
- Maintain high standards welfare and duty of care arrangements for students, faculty, staff and guests and minimize educational and administrative disruption within school.

### **EMERGENCY RESPONSE TEAM (ERT)**

1. The Building's Emergency Response Team (ERT) oversees crisis management for situations affecting the building.
2. The ERT is composed of the following:
  - 2.1. ERT Head
    - acts as the Incident Officer of the Building
    - communicates and coordinates the implementation of the Emergency Response Plan in the building together with the ERT
    - prepares building emergency response plans
    - prepares the building occupants for emergency situations through drills and disaster literacy campaigns
  - 2.2. ERT Assistant Head
    - acts as the Incident Officer of the Building in the absence of the ERT Head
    - assists the ERT Head in the preparation of the emergency

- response plans - ensures the presence and working state of evacuation and fire-fighting equipment and materials in the building
- ensures the updated skills and training of its members

### 2.3. Emergency Coordination & Assistance Team (ECAT)

- ensure that proper information regarding the emergency is disseminated to the Floor Marshalls and Building occupants
- gather reports from Floor Marshalls for number of evacuees and if all floors are cleared

### 2.4. Medical Team

- provides first aid assistance
- coordinates with ECAT and the ERT for Transportation for hospital bound needs

### 2.5. Floor Marshalls for Evacuation

- be familiar with the emergency exits, evacuation plan and procedures
- oversee orderly evacuation of the floor
- ensures that all occupants have evacuated and all floors are clear
- controls the crowd at the assembly area

### 2.6. Emergency Response Team & Fire Brigade

- oversees fire-fighting control in the building
- oversees search and rescue in the building
- ensures the presence and working state of search and rescue equipment

### 2.7. Security and Traffic Control Team

- secures the road along the assembly area
- controls the outsider crowd and vehicle traffic along the road
- ensures the security of the assembly area and building perimeter

## **PLANNING & PREPARATION**

### **A. FACILITIES & EQUIPMENT**

1. All Emergency equipment and Fire Protection System must be operational and maintained regularly. All rooms must have at least one (1) operational fire extinguisher.
2. All Fire Exits signs must be illuminated and present in all fire exit doors.
3. All Fire Exits stairways must be always kept clean and should be used as storage.
4. Evacuation routes diagrams must be posted on all floors in all offices, classrooms, facilities and at elevator lobbies.
5. Office equipment or furniture should not block the Fire Exits and Fire Cabinets.

## B. TRAINING & DRILLS

1. The Emergency Response Team and Floor Marshals have been trained with their specific duties, and all building occupants have been instructed on what to do in case of an emergency. Instructions to the Floor Marshals include specific building information on:
  - a. methods used to notify the ERT Head
  - b. methods used to notify building occupants of emergencies
  - c. evacuation routes and designated assembly area
2. Evacuation procedures have been provided to faculty and staff. Instructions will be announced to all new classes and at new employee orientation. At the beginning of each new class, the class advisor will be responsible for familiarizing the students with emergency exit routes and procedures.
3. Fire and earthquake evacuation drills are held every quarter and are documented and assessed. All drills are to be taken seriously and by all occupants and evacuation initiated promptly.
4. All building occupants must attend and participate in all seminars and drills organized or conducted by the Administration regarding contingency plans to be implemented in the case of any major emergency such as fire, earthquakes, etc.

## I. FIRE

### FIRE SAFETY GUIDELINES

1. Be aware of any notices in the school and those aspects of Safety Regulations that deal with Fire matters.
2. Familiarize yourself with fire assembly points, exit routes and with the operation of evacuation and the procedure to be followed if you discover a fire.
3. Report any malfunctions (e.g. faulty extinguishers or missing emergency equipment) or any irresponsible behavior or general matters related.
4. Report any blockages to Fire Exits.
5. Report any smoking incident or any unauthorized use of fire.
6. Do not use any cooking equipment in classrooms.

### FIRE SAFETY PROCEDURE

#### Phase 1. Alarm

A continuous ringing of the alarm system signals a fire.

## **Phase 2. Response**

### **If you discover a fire:**

1. Immediately activate or operate the nearest fire alarm and alert people in the area.
2. Inform the Security or the Facility Management Office personnel who will immediately dial 911 or the BGC Emergency Hotline number and alert the Bureau of Fire Protection (BFP). This should be automatic upon sounding of the fire alarm.
3. Remove people from immediate danger. Assist injured or impaired persons if you are able.
4. Close all doors and windows around the source of the fire if possible, but only if this can be done safely. You must not endanger yourself or others in these actions.
5. If your clothes or those of another are on fire, STOP, DROP and ROLL.
6. If the outbreak is not widespread and there is no risk involved to life and limb, then consideration should be given to containing the fire using extinguishers, hose reels etc.

## **Phase 3. Evacuation**

### **On hearing the alarm:**

1. Immediately leave the building through the nearest Fire Exit or by THE MOST DIRECT SAFE ROUTE
2. Close all doors as you leave but do not lock them. Encourage everyone to leave the building in a quiet and orderly manner.
3. Proceed to the Evacuation area.
4. DO NOT USE THE ELEVATORS AND ESCALATORS
5. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
6. DO NOT STOP TO COMPLETE "NEARLY FINISHED" WORK
7. DO NOT RE-ENTER THE BUILDING

## **Phase 4. Assembly**

1. At the designated evacuation area, students will be grouped together according to the class where they belong for the roll-call and headcount.
2. Evacuees at the designated evacuation areas must remain within their group until further instructions.

## **Phase 5. Head Count**

1. Teachers will check and make sure all students are accounted for report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.
2. The Floor Marshals will secure the headcount of their respective Floor's

evacuees and report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.

### **Phase 6. Return to the Building**

1. Await further instructions for safe return to the building.
2. Only the BFP Officer or the Emergency Response Team (ERT) Head will be allowed to give a verbal signal to allow people to re-enter the building.
3. The silencing of the alarms does not signify that the building is all clear.

### **Phase 7. Evaluation**

An evaluation will be conducted to identify problems encountered and how this can be corrected in the future.

## **Fire Extinguisher Guidelines & Procedures**

1. All classrooms and school laboratories have at least one (1) operational fire extinguisher.
2. Fire extinguishers can also be found in different areas and facilities in the Treston Building.
3. To prevent from being moved or damaged, the fire extinguishers are mounted on brackets or inside fire hose cabinets. The fire extinguishers are regularly inspected and reconditioned.
4. Students are not allowed to move, dismount, tamper and play with the fire extinguishers, fire alarms and fire hose cabinets.
5. Any incident involving fire extinguishers, fire alarms and fire hose cabinets whether accidental or intentional must be reported immediately to Security or the FMO.
6. In the event of a small fire and immediate need for the use of the fire extinguisher, follow the "PASS" steps:
  - a. *PULL* - Pull the pin. This will also break the tamper seal.
  - b. *AIM* - Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
  - c. *SQUEEZE* - Squeeze the handle to release the extinguishing agent.
  - d. *SWEEP* - Sweep from side to side at the base of the fire until it appears to be out.

## **II. EARTHQUAKE**

### **EARTHQUAKE SAFETY GUIDELINES**

It is impossible to prevent earthquakes or predict the likelihood of an earthquake occurring. Here are a few safety procedures and guidelines in order to be prepared in the occurrence of an earthquake:

#### **BEFORE**



- Know the emergency Exit routes including the Fire Exits.
- Be familiar with the Emergency Evacuation Plan posted on the diagram on your Floor.
- Prepare your Lifeline Kit or “Go-bag”. Always bring your whistle and I.D. at all times.
- Make sure that heavy objects in your offices or classrooms are placed on lower shelves as well as glass and other breakable objects are stored in latched cabinets.

### **DURING**

- Immediately “Drop/Duck, Cover and Hold.” Get under a sturdy table or desk. Remain in this position until the shaking stops.
- Remain calm. Remaining calm will help you assess your situation better.
- Stay away from windows, glass, and light fixtures.
- When evacuating, do so in a calm and orderly fashion:
  - Walk, do not run
  - Use the nearest Fire Exit or the most direct safe route
  - Do not use the elevators and escalators
  - Do not stop to collect personal belongings
  - Do not stop to complete any “nearly-finished” work
  - Help others in need of assistance without risking your own safety - Go outside of the building to the Assembly area and stay in an open area

### **AFTER**

- Be prepared for aftershocks.
- Check anyone in need of medical assistance.
- If evacuated outside, DO NOT re-enter the building until it is cleared by the FMO.
- Do not turn on any electrical switches, appliances and gas ovens until it is safe to do so and ask assistance from the FMO.
- Report any damage to the FMO.

## **EARTHQUAKE SAFETY PROCEDURES**

### **Phase 1. Alarm**

The alarm will be activated by the Emergency Response Team to signal the evacuation.

### **Phase 2. Response**

1. Remain in the building during an earthquake since most injuries occur when people try to leave the building while still “shaking”.
2. Perform “duck, cover and hold” under desks, tables or chairs. Remain in this position until the “shaking” stops.

*a. **DROP** – DUCK or DROP down to the floor.*

b. **COVER** - Take COVER under a sturdy desk, table, or other furniture; if that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

c. **HOLD** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.

### **Phase 3. Evacuation**

#### **Once the “shaking” stops**

1. Immediately leave the building through the nearest Fire Exit or by THE MOST DIRECT SAFE ROUTE.
2. Encourage everyone to leave the building in a quiet and orderly manner.
3. Proceed to the Evacuation area.
4. DO NOT USE THE ELEVATORS AND ESCALATORS.
5. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
6. DO NOT STOP TO COMPLETE 'NEARLY FINISHED' WORK.
7. DO NOT RE-ENTER THE BUILDING.

### **Phase 4. Assembly**

1. At the designated evacuation area, will be grouped together according to their class where they belong for the roll-call and headcount.
2. Evacuees at the designated evacuation areas must remain within their group until further instructions.

### **Phase 5. Head Count**

1. Teachers will check and make sure all students are accounted for and report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.
2. The Floor Marshals will secure the headcount of their respective Floor's evacuees and report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.

### **Phase 6. Return to the Building**

1. Await further instructions for safe return to the building.
2. DO NOT re-enter the building until it is cleared by the FMO.
3. Only the Emergency Response Team (ERT) Head or the Building Safety Officer of the FMO will be allowed to give a verbal signal to allow people to re-enter the building.
4. The silencing of the alarms does not signify that the building is all clear.

## Phase 7. Evaluation

An evaluation will be conducted to identify problems encountered and how this can be corrected in the future.

### EARTHQUAKE DRILL TRAINING PROCEDURE

DURATION	STEPS	REMINDERS
2 minutes	<ul style="list-style-type: none"> <li>• Alarm will sound and the Floor Marshals will announce to everyone to do the “Drop, Cover and Hold”</li> <li>• The Floor Marshals will push open the Fire Exit doors</li> </ul>	<ul style="list-style-type: none"> <li>• Take cover under the tables and seats, or protect the head with the arms.</li> </ul>
10 minutes	<ul style="list-style-type: none"> <li>• The Floor Marshals will announce the start of evacuation</li> <li>• Use only the assigned Fire Exits indicated on the Evacuation Floor Plan</li> <li>• The Floor Marshals will check all the rooms if nobody was left or trapped in the area. The Floor Marshall shall be the last man out among the evacuees.</li> <li>• Evacuees will proceed outside the Building to the designated evacuation areas as indicated on the Evacuation Area Layout: 1. In-front of Mrs. Fields and beside the Entrance guard post - All students of Treston and students of Academic Partners 2. Pavement and first lane along the road fronting the “TRESTON” fence– All Treston employees, affiliates and tenants</li> </ul>	<ul style="list-style-type: none"> <li>• Walk and go down the Fire Exit stairs in an orderly manner</li> <li>• Do not run</li> <li>• Do not use the Elevators and Escalators</li> <li>• Expect foot traffic while going down the Fire Exits</li> </ul>

10 minutes	<ul style="list-style-type: none"> <li>• Evacuees at the designated evacuation areas must remain within their group for the roll-call and headcount</li> <li>• The Floor Marshals will secure the headcount of their respective Floor’s evacuees and report it to the Emergency Coordination &amp; Assistance Team (ECAT) at the Command Post</li> <li>• The Building Emergency Response Team (ERT) will rescue a man trapped in the 2F Bleacher (optional scenario)</li> <li>• The Medical Team will attend to the “injured” • The Treston driver will take the “seriously injured” to the nearest Hospital (optional scenario)</li> <li>• The Security Team will search the building for persons unaccounted for (if any) and will place the sign “Cleared” on the Fire Exit Door and will report status to the ERT Assistant Head</li> <li>• The Building Emergency Response Team (ERT) will inspect the building for “damages” and shut down all safety hazard equipment and system (elevators, escalators, power supply, LPG valves)</li> <li>• The ERT Assistant Head will inform the ERT Head if okay to go back to the building</li> </ul>	<ul style="list-style-type: none"> <li>• The Command Post is situated near the Exit guard post</li> <li>• The Treston Medical Team with the Medical Emergency Equipment and First Aid Kits are set-up near the Entrance guard post</li> <li>• The Treston company vehicles are parked near the flag pole</li> </ul>
5 minutes	<ul style="list-style-type: none"> <li>• ERT Head will announce that it is safe to return to the building</li> <li>• All participants will go back inside the building</li> </ul>	
1 minute	<ul style="list-style-type: none"> <li>• The ECAT Leader will compute the total number of evacuees and submit it to the ERT Head for the final report</li> <li>• Conclusion of Earthquake Drill</li> </ul>	

### **III. BOMB THREAT**

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. All bomb threats are to be taken seriously.

#### **BOMB THREAT SAFETY GUIDELINES**

1. If the threat is received through phone, remain calm, write down the caller's exact words, and note the time of the call. Check for a caller ID number. Write down all the information you receive. Immediately inform the Security or the Facility Management Office who will call 911 or the BGC Emergency Hotline Number.
2. If you receive a bomb threat in written form, remain calm, notify and turn-over the written threat to the Security or the Facility Management Office who will call 911 or the BGC Emergency Hotline Number.
3. Do a quick visual inspection of your area. Do not touch or move suspicious objects and report anything unusual to the Security.
4. Do not use radios, pagers, or cell phones as they can trigger an explosive device.
5. Immediately evacuate the building through the nearest accessible fire exit and proceed to the Assembly Area.
6. Await further instructions and do not re-enter the building until it is cleared by the Fire Department and the Facility Management Office.

#### **BOMB THREAT SAFETY PROCEDURES**

##### **Phase 1. Alarm**

The alarm will be activated by the Emergency Response Team to signal the evacuation.

##### **Phase 2. Evacuation**

1. Immediately leave the building through the nearest Fire Exit or by THE MOST DIRECT SAFE ROUTE.
2. Encourage everyone to leave the building in a quiet and orderly manner.
3. Proceed to the Evacuation area.
4. DO NOT USE THE ELEVATORS AND ESCALATORS.
5. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
6. DO NOT STOP TO COMPLETE "NEARLY FINISHED" WORK.
7. DO NOT RE-ENTER THE BUILDING.

##### **Phase 4. Assembly**

1. At the designated evacuation area, will be grouped together according to their class where they belong for the roll-call and headcount.

2. Evacuees at the designated evacuation areas must remain within their group until further instructions.

#### **Phase 5. Head Count**

1. Teachers will check and make sure all students are accounted for and report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.
2. The Floor Marshals will secure the headcount of their respective Floor's evacuees and report it to the Emergency Coordination & Assistance Team (ECAT) at the Command Post.

#### **Phase 6. Return to the Building**

1. Await further instructions for safe return to the building.
2. DO NOT re-enter the building until it is cleared by the FMO.
3. Only the Emergency Response Team (ERT) Head or the Building Safety Officer of the FMO will be allowed to give a verbal signal to allow people to re-enter the building.
4. The silencing of the alarms does not signify that the building is all clear.

#### **Phase 7. Evaluation**

An evaluation will be conducted to identify problems encountered and how this can be corrected in the future.

## **IV. STORM / TYPHOON**

Typhoons are severe tropical storms with heavy rains and intense wind that blows in a large circle around an "eye". Students must be prepared and follow the typhoon safety guidelines in the event of a strong typhoon.

### **TYPHOON SAFETY GUIDELINES**

1. Keep away from windows and glass doors.
2. Report any leak or entry of rainwater immediately to Security or Housekeeping.
3. Computers, charged mobile phones and gadgets, telecommunications equipment, and appliances must be turned off and unplugged to protect from possible power surges.
4. Do not loiter within the school premises and stay away from open areas and surfaces.
5. Stay inside the building until an official announcement by the school is made.
6. If suspension of classes is announced, students must immediately leave the building once safe to do so.

**EMERGENCY NUMBERS**

<b>AGENCY / DEPARTMENT</b>	<b>TELEPHONE NUMBER</b>
National Emergency Number	911
PNP Fast Dial Police Assistance (TAGUIG CITY POLICE)	117
Police Sub-Station 7 BGC (24x7 Helpdesk)	(02) 8816-1813
Emergency Hotline Number	1623
Taguig City Traffic Management Office	(02) 8640 7006
24/7 Helpdesk	(02) 9937 0740
Bureau of Fire Protection (BFP) Taguig	(02) 7623 5244
St. Luke's Medical Center BGC	(02) 8789 7700
Lifeline Emergency Ambulance	(02) 8839 2520/ (02) 8839 2530
Healthway Medical Clinic	(02) 7720 6114
Makati Medical Center	(02) 8888 8910
National Poison Management and Control Center	(02) 8524 1078

## **PART VII. APPENDICES**

### **APPENDIX "A"**

#### **REPUBLIC ACT NO. 8049**

##### **HAZING LAW**

An Act regulating hazing and other forms of initiation rites in fraternities, sororities, and other organizations and providing penalties therefore.

Be it enacted by the Senate and House of the Representative of the Philippines in Congress assembled.

#### **Section 1.**

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

#### **Section 2.**

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

#### **Section 3.**

The head of the school or organization or their representatives, must assign at least two (2), representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representatives to see to shall be inflicted upon a recruit, neophyte or applicant.

#### **Section 4.**

If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the



fraternity, sorority, or organization who actually participated in the hazing shall suffer from:

1.1. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from.

1.2. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent, or blind.

1.3. The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost an eye, a hand, a foot, an arm, or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

1.4. The penalty of reclusion temporal in its minimum period if in consequence of the hazing of the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

1.5. The penalty of prison mayor in its maximum period if in accordance of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days.

1.6. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.

1.7. The penalty of prison mayor in its minimum period if in consequence of the hazing shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or the injury sustained shall require medical attendance for the same period.

1.8. The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall sustained injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military, or citizen's army training organization may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- A. When the recruitment is accompanied by force, violence, threat, intimidation or
- B. When the recruit, neophyte or applicant initially consents to join but upon learning
  - a. that hazing will be committed on his person, is prevented from

quitting.

- C. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents guardians, to the proper school authorities, or to the police authorities, through force, violence, threat, or intimidation;
- D. When the hazing is committed outside of the school institution; or
- E. When the victim is below twelve (12) years of age at the time of hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity, or sorority who actually planned the hazing although not present when the acts constituting the hazing committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by including the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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

Any person charged under this provision shall be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong doing.

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

#### **Section 5.**

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

**Section 6.**

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

**Section 7.**

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

**APPENDIX “B”**

**Republic Act No. 7877  
ANTI-SEXUAL HARASSMENT ACT**

**REPUBLIC ACT NO. 7877**

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:

**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 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, or any other person, who having authority, influence or moral ascendancy over another in a work or training, or instruction 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.

- i. In a work-related or employment, 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 favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the 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.
  4. In an education or training environment, sexual harassment is committed:
    - Against one who is under the care, custody or supervision of the offender;
    - Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
    - 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 considerations; or
    - 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 hereinafter 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 defer 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 procedures for the investigation of sexual harassment cases and the administrative sanctions therefore.

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 sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and education or training institutions.

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

- (1) representative from the administration, the trainers, teachers, instructors, professors, or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions 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 solidarity liable for damages arising from the act of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institutions is informed of such acts by the offended party and no immediate action is taken thereon.

## **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 (P10,000.00) or more than Twenty Thousand pesos (P20,000.00), 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 be prescribed 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.**

##### *Effectively 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 which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representative and the Senate on February 8, 1995.

## **ANNEX A**

### **REPUBLIC ACT No. 11313**

#### **An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor**

**Section 1. Short Title.** -This Act shall be known as the "Safe Spaces Act".

**Section 2. Declaration of Policies.** -It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

**Section 3. Definition of Terms.** -As used in this Act:

(a) Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

(b) Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

(c) Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;

(d) Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex in which case this person is considered transgender:

(e) Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and

(f) Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

## **ANNEX B**

### **ARTICLE V**

#### **GENDER-BASED SEXUAL HARASSMENT IN EDUCATION AND TRAINING INSTITUTIONS**

**Sec.21. *Gender Based Sexual Harassment in Educational and Training Institutions.***—All schools, whether public or private, shall designate an officer-in-charge to receive complaints regarding violations of this Act, and shall ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims’ needs and conducive to truth-telling.

Every school must adopt and publish grievance procedures to facilitate the filing of complaints by students and faculty members. Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender -based sexual harassment or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of gender-based sexual harassment or sexual violence being committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.

Once a perpetrator is found guilty, the educational institution may reserve the right to strip the diploma from the perpetrator or issue an expulsion order.

The Committee on Decorum and Investigation (CODI) of all educational institutions shall address gender-based sexual harassment and online sexual harassment in accordance with the rules and procedures contained in their CODI manual.

**Sec. 22. *Duties of School Heads.***— School heads shall have the following duties:

(a) Disseminate or post a copy of this Act in a conspicuous place in the educational institution;

(b) Provide measures to prevent gender-based sexual harassment in educational institutions, like information campaigns:

(c) Create an independent internal mechanism or a CODI to investigate and address complaints of gender-based sexual harassment which shall:



(1) Adequately represent the school administration, the trainers, instructors, professors or coaches and students or trainees, students and parents, as the case may be;

(2) Designate a woman as its head and not less than half of its members should be women;

(3) Ensure equal representation of persons of diverse sexual orientation, identity and/or expression, in the CODI as far as practicable;

(4) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;

(5) Investigate and decide on complaints within ten (10) days or less upon receipt thereof;

(6) Observe due process;

(7) Protect the complainant from retaliation; and

(8) Guarantee confidentiality to the greatest extent possible

(d) Provide and disseminate, in consultation with all persons in the educational institution, a code of conduct or school policy which shall:

(1) Expressly reiterate the prohibition on gender-based sexual harassment;

(2) Prescribe the procedures of the internal mechanism created under this Act; and

(3) Set administrative penalties.

**Sec. 23. Liability of School Heads.** —In addition to liability for committing acts of gender-based sexual harassment, principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an educational or training institution may also be held responsible for:

(a) Non-implementation of their duties under Section 22 of this Act, as provided in the penal provisions; or

(b) Failure to act on reported acts of gender-based sexual harassment committed in the educational institution.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (P10,000.00) nor more than Fifteen thousand pesos (P15,000.00).

**Sec. 24. *Liability of Students.*** – Minor students who are found to have committed acts of gender-based sexual harassment shall only be held liable for administrative sanctions by the school as stated in their school handbook.

**Sec. 25. *Routine Inspection.*** – The Department of Education (DepEd), the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA) shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under this Act.

## **APPENDIX “C”**

### **EXCERPTS FROM REPUBLIC ACT NO. 9165 (DANGEROUS DRUGS ACT)**

#### **ARTICLE III**

##### *Dangerous Drugs Test and Record Requirements*

SECTION 36. Authorized Drug Testing. — Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes.

The following shall be subjected to undergo drug testing:

(a) Applicants for driver's license. — No driver's license shall be issued or renewed to any person unless he/she presents a certification that he/she has undergone a mandatory drug test and indicating thereon that he/she is free from the use of dangerous drugs;

(b) Applicants for firearm's license and for permit to carry firearms outside of residence. — All applicants for firearm's license and permit to carry firearms outside of residence shall undergo a mandatory drug test to ensure that they are free from the use of dangerous drugs: Provided,

That all persons who by the nature of their profession carry firearms shall undergo drug testing;

(c) Students of secondary and tertiary schools. — Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in public or private schools under this Section will be borne by the government;

(d) Officers and employees of public and private offices. — Officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo a random drug test as contained in the company's work rules and regulations, which shall be borne by the employer, for purposes of reducing the risk in the workplace. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively which shall be a ground for suspension or termination, subject to the provisions of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law;

(e) Officers and members of the military, police and other law enforcement agencies. — Officers and members of the military, police and other law enforcement agencies shall undergo an annual mandatory drug test;

(f) All persons charged before the prosecutor's office with a criminal offense having an imposable penalty of imprisonment of not less than six (6) years and one (1) day shall have to undergo a mandatory drug test; and

(g) All candidates for public office whether appointed or elected both in the national or local government shall undergo a mandatory drug test.

In addition to the above stated penalties in this Section, those found to be positive for dangerous drugs use shall be subject to the provisions of Section 15 of this Act.

#### **ARTICLE IV**

##### *Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act*

SECTION 41. Involvement of the Family. — The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

SECTION 42. Student Councils and Campus Organizations. — All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students

for drug dependence.

SECTION 43. School Curricula. — Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

(1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;

(2) Preventive measures against drug abuse;

(3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;

(4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and

(5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

SECTION 44. Heads, Supervisors, and Teachers of Schools. — For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report

the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

SECTION 45. Publication and Distribution of Materials on Dangerous Drugs. — With the assistance of the Board, the Secretary of the Department of Education

(DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

SECTION 46. Special Drug Education Center. — With the assistance of the Board, the Department of the Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children.

Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanages and existing special centers for street children.

## **APPENDIX “D”**

### **EXCERPTS FROM R.A. NO. 9211**

**(TOBACCO REGULATION ACT OF 2003)**

#### **REPUBLIC ACT NO. 9211**

#### **AN ACT REGULATING THE PACKAGING, USE, SALE, DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND FOR OTHER PURPOSES**

##### *Healthful Environment*

SECTION 5. Smoking Ban in Public Places. — Smoking shall be absolutely prohibited in the following public places:

- a. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;
- b. Elevators and stairwells;
- c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- d. Within the buildings and premises of public and private hospitals, medical,

dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;

e. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and

f. Food preparation areas.

SECTION 6. Designated Smoking and Non-smoking Areas. — In all enclosed places that are open to the general public, private workplaces and other places not covered under the preceding section, where smoking may expose a person other than the smoker to tobacco smoke, the owner, proprietor, operator, possessor, manager or administrator of such places shall establish smoking and non-smoking areas. Such areas may include a designated smoking area within the building, which may be in an open space or separate area with proper ventilation, but shall not be located within the same room that has been designated as a non-smoking area. All designated smoking areas shall have at least one (1) legible and visible sign posted, namely "SMOKING AREA" for the information and guidance of all concerned. In addition, the sign or notice posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-Smoking areas shall likewise have at least one

(1) legible and visible sign, namely: "NON-SMOKING AREA" or "NO SMOKING."

#### Access Restrictions

SECTION 7. Vending Machines, Self-Service Facilities. — Unless the vending machine has a mechanism for age verification, the sale or distribution of tobacco products to minors by means of a vending machine or any self-service facility or similar contraption or device is prohibited, except at point-of-sale establishments.

SECTION 8. Retailer Compliance with Respect to Self-Service Facilities. — Each retailer shall ensure that all tobacco-related self-service displays or facilities, advertising, labeling and other items that are located in the establishment of the retailer and that do not comply with the requirements of this Act are removed or are brought into compliance with the requirements of this Act.

SECTION 9. Minimum Age Sales. — Under this Act, it shall be unlawful:

a. For any retailer of tobacco products to sell or distribute tobacco products to any minor;

b. For any person to purchase cigarettes or tobacco products from a minor;

c. For a minor to sell or buy cigarettes or any tobacco product; and

d. For a minor to smoke cigarettes or any other tobacco products.

It shall not be a defense for the person selling or distributing that he/she did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold.

SECTION 10. Sale of Tobacco Products Within School Perimeters. — The sale or distribution of tobacco products is prohibited within one hundred (100) meters from any point of the perimeter of a school, public playground or other facility frequented particularly by minors.

SECTION 11. Signage. — Point-of-Sale establishments offering, distributing or selling tobacco products to consumers, shall post the following statement in a clear and conspicuous manner:

"SALE/DISTRIBUTION TO OR PURCHASE BY MINORS OF TOBACCO PRODUCTS IS UNLAWFUL" or "IT IS UNLAWFUL FOR TOBACCO PRODUCTS TO BE SOLD/DISTRIBUTED

TO OR PURCHASED BY PERSONS UNDER 18 YEARS OF AGE."

SECTION 12. Proof of Age Verification. — In case of doubt as to the age of the buyer, retailers shall verify, by means of any valid form of photographic identification containing the date of birth of the bearer, that no individual purchasing a tobacco product is below eighteen (18) years of age.

## **APPENDIX "E"**

### **REPUBLIC ACT NO. 10627 AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1. Short Title.** — This Act shall be known as the "Anti-Bullying Act of 2013".

**Section 2. Acts of Bullying.** — For purposes of this Act, "bullying" shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at

another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

**Section 3. *Adoption of Anti-Bullying Policies.*** – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- (a) Prohibit the following acts:
  - (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
  - (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
  - (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;



(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student's need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: *Provided, however*, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided*, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly

responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

**Section 4. *Mechanisms to Address Bullying.*** – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

**Section 5. *Reporting Requirement.*** – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

**Section 6. *Sanction for Noncompliance.*** – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.*1âwphi1*

**Section 7. *Implementing Rules and Regulations.*** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

**Section 8. *Separability Clause.*** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

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

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

## **APPENDIX “F”**

### **CAMPUS JOURNALISM ACT OF 1991**

#### **REPUBLIC ACT NO. 7079**

##### **AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

**SECTION 1. Title.** — This Act shall be known and referred to as the "Campus Journalism Act of 1991."

**SECTION 2. Declaration of Policy.** — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and

developing moral character and personal discipline of the Filipino youth.

In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SECTION 3. Definition of Terms. —

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

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

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

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

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

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

SECTION 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SECTION 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the

savings of the appropriations of the respective schools and other sources intended for the student publication.

Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SECTION 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

SECTION 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

SECTION 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

SECTION 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

SECTION 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

SECTION 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

SECTION 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991

## **APPENDIX “G”**

### **Republic Act No. 10173 Data Privacy Law of 2012**

**A. Excerpt:** The ‘Data Privacy Act of 2012’ is comprehensive and privacy to protect the fundamental human right of privacy while ensuring the free flow of information to promote innovation and growth. This is in compliance with the obligation of the state to ensure that personal data in information and communications systems in the government and in the private sector are secured and protected.

#### **B. Treston’s Guidelines**

TIC believes that protecting the data of the students and the institution must be protected, not only by complying with the ‘Data Privacy Act of 2012’ but through intensive regulations of data coming in and out of the Institution. Hence, the Treston assures the following:

1. The collection of data is for a declared, specified, and legitimate purpose;
2. Personal data are processed fairly and lawfully;
3. Processed data are ensured quality

Further, Treston is also compliant based on the following five elements:

1. Appointing a Data Protection Officer
2. Conducting a privacy impact assessment
3. Creating a privacy knowledge management program
4. Implementing a privacy and data protection policy
5. Exercising a breach reporting procedure

## **APPENDIX “H”**

### **EXCERPTS FROM THE EDUCATION ACT OF 1982 Students’ Duties and Responsibilities**

Section 15. Duties and Responsibilities of Students.

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

1. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to

2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just,
5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

## **APPENDIX "I"**

### **EXCERPT FROM CHED MEMORANDUM**

#### **ORDER NO.63 S.2017**

### **POLICIES AND GUIDELINES ON LOCAL OFF- CAMPUS ACTIVITIES**

#### Section 11. Higher Education Institutions (HEIs)

##### 11.1 Responsibilities and Obligations:

The HEIs shall:

a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission Their design should include the relevance of the activity to the program.

b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.

c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among

the PICs.

d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC- student ratio as it deems fit.

e. Ensure safety and welfare of mobility of students through the following transportation vehicles:

e.1 owned by the HEI - Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured, and

e.2 third party or sub-contracting- Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.

f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).

g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.

h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non- curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEIs shall only impose acceptable measures and non-punitive activities to concerned students.

## **ARTICLE IX FEES**

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

## **ARTICLE X VIOLATIONS AND SANCTIONS**

Section 17. Violations. The following are considered violations of these policies and guidelines:

17.1 Failure to comply with any of the requirements in the CMO, such as:



- a. Conduct of orientation or consultation;
- b. Conduct of activity without approval of the President/Head of the HEI;
- c. Verification with agency concerned on road worthiness of vehicles;
- d. Validation of appropriate license of the driver
- e. Establishment of parallel activities;
- f. Submission of required reports to CHEDRO;
- g. Submission of requirements per required timelines or
- h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc. ).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

#### Section 18. Sanctions

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this Cii/10

- a. written warning
- b. cancellation of the activity
- c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

## List of References

- Republic Act No. 8049 (Hazing Law)
- Republic Act No. 7877 (Anti-Sexual Harassment Act)
- Republic Act No. 9165 (Dangerous Drugs Act)
- Republic Act No. 9211 (Tobacco Regulation Act of 2003)
- Republic Act No. 10627 (Anti Bullying Act 2013)
- Republic Act No. 7079 (Campus Journalism Act of 1991)
- Republic Act No. 10173 (Data Privacy Law 2012)
- Education Act of 1982 (Students' Duties and Responsibilities)
- CHED Order No. 63, S. 2017 Policies and Guidelines on Local Off- Campus Activities