



怡朗華商學院

HUA SIONG COLLEGE OF ILOILO

# LEARNER'S MANUAL

Revised 2023

*Realm of the Red Phoenix!  
Birthplace of Excellence!  
Home of the Champions!*

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## Foreword

### To the parents:

Realizing the moral, intellectual, social, physical and many other abilities of a child is a complex task. Therefore, it is vital for the home, the school, and the community to collaborate in the holistic development of the youth.

Hua Siong College of Iloilo affirms that the success of school programs and activities can be achieved through the active involvement of parents. Together, we share a responsibility to help each child reach personal and academic growth.

In addition, the school also believes that policies are crucial in establishing standards for quality education, expectations, accountability, and safety. This sets the basic guidelines to what are expected of learners to adhere to for a conducive learning environment.

We highly encourage your full support to realize our common goals – to maximize the fullest potential of every child and give the best education that he/she deserves.

### To the learners:

We consider you, our learners, as one of the main stakeholders of this institution. Hence, the Learner's Manual was purposely made since your well-being is our utmost priority. This is to give you an understanding about the school's principles which will also be of assistance in maintaining a healthy and inclusive community where everyone feels safe, supported, and will be treated with respect and dignity.

The rules and regulations presented are based on the Vision, Mission, and Objectives of the school. We expect your faithful compliance to the policies stipulated in this manual.

Thank You and Welcome to Hua Siong College of Iloilo!



## HISTORICAL MILESTONES OF HUA SIONG COLLEGE OF ILOILO

February 25, 1912	The Filipino-Chinese Chamber of Commerce of Iloilo, one year after its establishment, founded the Iloilo Chinese Vocational School, a technical-vocational institution, located in Yu Tiak Ha Building along Aldeguer St. Iloilo City, with about 60 enrollees.
1918	The Filipino-Chinese Chamber of Commerce of Iloilo acquired a piece of land on Iznart Street and moved the school to this location.
1927	The school was renamed to Primary Commercial School, later changed to Iloilo Chinese Commercial High School, also known to the local Filipino-Chinese community as Hua Siong.
1932	Formally offered elementary and high school education, and later kindergarten.
1941	World War II broke out, the Japanese invaded the Philippines, schools fell into ruins, some teachers from China and several school officials were incarcerated and perished in Japanese hands. Their remains were buried in the Chinese Cemetery in Tanza, Iloilo, owned by the Filipino-Chinese Chamber of Commerce of Iloilo.
1945	Liberation, end of World War II. Surviving members of the ICCHS Board of Trustees initiated the renovation of the school building with funds coming from friends in Gigante Islands.
November 1949	Classes reopened. The school then consisted of salvaged materials of bamboo and <i>nipa</i> .  Consequently, new wooden school buildings were put up one after the other, first was the "YU GUANG LOU" (Fisherman's Hall) from donor-friends in Gigantes Islands.
1950	Construction of the "YI BIN LOU" (Iloilo Shore Hall)
1951	Construction of "MIN JIANG LOU" (Manila River Hall)
1952	Many innocent Chinese teachers were detained without reason and even deported.
1955	Courses in Chinese Senior High School were introduced.
1958	The school became a full-fledged high school. The first batch of senior high school in Chinese and the second batch of high school in English graduated.

1959	The dormitory started with a few students joining the Chinese teachers who were staying inside the school.
February 7, 1966	The school was burned to the ground by a big fire in Iloilo together with almost 1/3 of the commercial district of the city. Consequently rented a building along Guanco Street and resumed classes. Enrollment at that time was about 900 students.
	The Board of Trustees and the Filipino-Chinese Chamber of Commerce of Iloilo formed a School Fund Drive Committee.
	The Chinese Commercial News based in Manila supported the fund campaign through the newspaper media. Classes continued in makeshift classrooms side by side with a fund campaign.
July 1967	Construction of the first two buildings started; the present stage building and the front building were constructed from the overwhelming support of the fund campaign.
May 1968	Construction of the concrete school building was completed.
June 1968	Classes opened in the new school building.
1976	Filipinization of Chinese schools, The school was renamed from Iloilo Chinese Commercial High School to Iloilo Central Commercial High School, retaining the acronym ICCHS.
	Enrollment increased to 1,800 students. Teaching of three languages - Chinese, Filipino and English was emphasized.
	Subsequently, the Tiu Cho Tiak Hall, connecting the front and stage building at the left side of the basketball court was constructed, followed by the addition of a 4th floor to the stage building named Po Ngo Kim Bee Hall.
1986	ICCHS started making waves in interschool sports and academic fields; earned the Grand Slam Championship title in the local interschool basketball competitions.
	100% passing percentage in the National College Entrance Examination (NCEE).
	The ICCHS Alumni Association sponsored the Light for Progress Movement – a fund drive for the procurement of an adjacent lot (where now stands the Centennial Building) for the Kindergarten Department, which was generously responded by alumni, parents, and friends throughout the country.

	Consequently, a modernized single-storey building for the Kindergarten Department with a beautiful Alumni Park was constructed and inaugurated during the 75th Diamond Jubilee celebration the following year.
1992	The ICCHS Board of Trustees initiated the construction of the annex to the Antonio Uy Si Kai Stage Building, where now rises a five-storey building that houses our laboratory rooms in the 5th floor (originally the Alumni Hall) the computer rooms in the 4th floor, TLE rooms in the 2nd floor and Kindergarten in the ground floor.
	ICCHS Ledesco Campus opened starting with pre-elementary and elementary education in the dormitory building.
2002	Inauguration of the Ledesco three-storey school building.
	Construction of the Ledesco library building - the Qingyun Library.
	Inauguration of the Ty EngLiong Gymnasium.
2007	Construction of a swimming pool with an adjoining pavilion in Ledesco Campus.
2009	The Sy Chan Yat Sports Center in Ledesco Campus opened as a multi-purpose hall for various sports events and social gatherings
2010	Renovation of the dormitory building with modern amenities.
2011	Subsequently, the dormitory was transferred to Ledesco.
	In the Main Campus, improvement of the Physics and Chemistry laboratories started with state-of-the-art facilities.
	Construction of a new, bigger Library and Guidance Office on the second floor on the site of the old dormitory.
September 25, 2010	Construction of the Centennial Building on the site of the once single-storey Kindergarten building. It now houses the Kindergarten Department at the ground floor and several classrooms in the 2nd and 3rd floors.
	Construction of an auditorium on the 4th floor of the Centennial Building extending to the 4th floor of the front building with an elevator to provide easy access to it.
February 25, 2011	Centennial Celebration of the Filipino-Chinese Chamber of Commerce of Iloilo, Inc (FCCCCI)
February 25, 2012	Grand Centennial Celebration of Iloilo Central Commercial High School.

March 2013	Opening of the tertiary education was approved; the school was renamed as Hua Siong College of Iloilo, Inc.
June 2013	The College Department of Hua Siong College of Iloilo formally opened, offering two courses: Bachelor of Science in Accountancy and Bachelor of Science in Accounting Technology.
June 2014	Five more courses were offered: BS in Entrepreneurship, BS in Travel Management, BS in Real Estate Management, BS in Computer Science, and BS in Information System.
February 2018	INJAP Building, donated by alumnus Dr. Edgar "Injap" Sia II, (Batch 1993) was inaugurated and turned over to HSCI
July 2020	The birth of the Red Phoenix MILES (Maximum Impact LEarning Solutions) Hybrid Distance Learning offered by the school.
February 2021	Celebration of the 109th Founding Anniversary of the school held at Iloilo Convention Center with the theme: Hua Siong @ 109: "Glorious and Grateful."
February 2023	Celebration of the 111th Founding Anniversary of the school held at Iloilo Convention Center with the theme: Hua Siong @ 111: "We Soar, As One."

## I. SCHOOL VISION, MISSION, AND OBJECTIVES

### *Our Vision*

An academic institution that blends the best of Chinese and Filipino cultures in the integral development of citizen-leaders given to the service of the community and the world.

### *Our Mission*

To nurture well-rounded individuals equipped with 21st Century skills imbued the school's guiding principles of Diligence, Sincerity, Loyalty, Courage, we commit to:

1. create inclusive, innovative and e-based instruction;
2. pursue quality and excellence in programs and services;
3. optimize professional and competent faculty and staff in the delivery of programs and services;
4. maximize cutting-edge systems and technology in support of instruction; and,
5. collaborate with stakeholders towards sustainability of the school and the wider community.

### *Objectives*

1. Appreciate diversity of cultures to understand peoples and strengthen relationships
2. Uphold Chinese customs, values and traditions in school practices and pathways
3. Design responsive and holistic instructional programs that advance 21st century skills, develop moral and ethical values, cultivate appreciation for arts, culture and sports, and enhance learner's interests and leadership skill
4. Provide adequate technical knowledge basic to the preparation of a career and profession.
5. Promote awareness of local, national and global issues to engender responsible citizenship, conscientious environment care, and exemplary leadership in community service.

## II. SCHOOL COMMUNITY

The success of the school as an educational institution is largely dependent upon the harmonious interaction among the four important entities which consists of the Administration, the Faculty, the Parents, and the Learners.

### LEARNER-ADMINISTRATION RELATIONS

Learner-Administration Relations is based on the principle of subsidiary that allows communication and dialogue to be coursed properly through channels of authority. The Administration sees to it that avenues are kept open for learners to participate actively in the attainment of their common goals and objectives.

### LEARNER-FACULTY RELATIONS

Only through mutual acceptance can teacher-learner relationship flourish and be productive. Teachers and learners are partners in their continuous quest for truth, knowledge and fulfillment through the creative process of learning.



## SCHOOL-PARENT RELATIONS

Teachers and parents have to work hand in hand for the welfare of the learners; hence, constant dialogues between them are vital and necessary. School Administrators and teachers welcome at all times all inquiries, questions, and visits of parents and guardians to the school. However, the following rules shall be followed:

- a. Parents or guardians are not allowed inside the school premises during class hours. In special cases, they will be directed to the Office of Student Services, Guidance Office, and Office of the Head Teachers, Assistant Principals or Principal's Office depending on the concern/s raised.
- b. Parents or guardians who want to inquire about, clarify or follow-up their child's work with his/her child's teacher must first make an appointment through the Principal's Office and can come at the teacher's free time, say vacant time, recess, lunchtime or after dismissal.

The school administration, particularly the teaching personnel or school officials, in the exercise of his right as a substitute parent in relation to his learners, shall have the authority to impose appropriate disciplinary measures in the interests of good order and discipline in cases of minor offenses committed in his presence. When the offense committed is serious, the teaching personnel or school official shall submit a report concerning the violation to the Discipline and Formation Office. This may cause the institution to implement appropriate disciplinary action against the erring learner, if warranted by the circumstances of the case.

Parents and teachers should give each other utmost respect at all times, in words and/or deeds as they are partners in the education and ultimate molding of the youth.

## III. ACADEMIC POLICIES AND PROCEDURES

### ADMISSION AND REGISTRATION

Hua Siong education is open to any learner who wishes to avail of its services and facilities provided that he/she meets the requirements and regulations as set forth. Admission is competitive based on the learner's good academic qualifications, intellectual ability, character, and personality. The school, however, reserves the right to deny admission/readmission to learners by reason of moral, ethical, behavioral, and/or academic standing consideration.

Hua Siong does not discriminate against any religion but in view of the fact that this institution is a private non-sectarian school, no religious affiliation should exempt a learner from complying with the stipulated rules and regulations. Nevertheless, the school respects and acknowledges the importance of religion in our learner's life.

Hua Siong believes that rules are important in maintaining peace, order, discipline, and safety. When a learner is officially enrolled in this institution, he/she is accepted as part of this community. Therefore, registration in this school is considered an expression of his/her willingness to abide by its rules and regulations.

### REQUIREMENTS FOR ADMISSION (PRESCHOOL, GRADE SCHOOL, JHS, & SHS)

#### PRESCHOOL

Eligibility Requirements

- Kinder 1 — Must be at least 4 years old.
- Kinder 2—Must be at least 5 years old.

Admission Requirements

- Two (2) Recent Passport Size Photo with white background
- One (1) Clear Copy of NSO/PSA Birth Certificate
- One (1) Clear Copy of ECCD Checklist
- One (1) Clear Copy of Certified True Copy of Current School Year's Report Card for those who attended school
- Official Receipt of Payment for the Admission Processing Fee

### New Learners

For incoming Grade 1:

- Must already be six (6) years old by October 31.
- They should have completed DepEd-accredited Kindergarten programs.
- With Learners Reference Number (LRN)

Submit the following in a long brown envelope:

- Report Card/Form 9 with eligibility to transfer duly signed by the principal of the previous school attended
- ECCD Checklist (for incoming Grade 1 only)
- Photocopy of Birth Certificate issued by PSA
- Certificate of Good Moral Character (for Grade I – Grade 12)
- Certificate of Recomputed Final Grade if he/she has taken the summer classes/extended school year
- 4 pcs. 2x2 recently taken pictures
- Satisfactory rating in the entrance examination and interview.

### Old Learners

- Learners Progress Report Cards/ School Form 9 (English and Chinese)
- No academic deficiency
- Certificate of Recomputed Final Grade for those who have attended summer classes/extended school year

### Foreign Learners

- Special Resident and Retiree Visa (SRRV)/ Special Study Permit (SSP) from the Bureau of Immigration/ Alien Certificate of Registration/ I-Card
- Original and translated copy of scholastic records duly notarized or authenticated by the Philippine Embassy
- Satisfactory rating in entrance examination and interview
- 4 pcs. 2x2 recently taken pictures
- Full payment of tuition and other fees upon enrollment (Non-refundable)

*Note: Grade placements of learners will be determined by the school based on DepEd Guidelines/Policy and assessment results of the school.*

### Special/Visitor Learners

Special/Visitor learners may be granted admission at any time during a school term, and they are made aware of their status that they cannot earn credits but they may be issued a Certificate of Attendance in a specific class for a specific period.

Special/Visitor learners have to comply with the requirements of the school such as:

- Special Study Permit for foreign learners
- Payment of tuition and miscellaneous fees required by the school

## DATA PRIVACY POLICY

HSCI respects individual's right to privacy and aims to comply with the requirements of all relevant privacy and data protection laws, particularly the Republic Act 10173 (Data Privacy Act of 2012). The school will also seek to strike a balance between personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution. Rest assured, HSCI will only collect, use, and disclose personal information with the learner's, or if applicable, with the parent's and guardian's knowledge and consent.

In this Policy, the terms, "data" and "information" are used interchangeably. When we speak of "personal data", the term includes the concepts of personal information, sensitive personal information, and privileged information.

For their exact definitions, you may refer to the text of the Data Privacy Act of 2012 (<https://privacy.gov.ph/data-privacy-act/>).

*It should be noted that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.*

What kind of information does HSCI collect or acquire?

HSCI collects or acquires personal data through various means. The information collected may entail the following:

written records;

- photographic;
- video images, and/or
- digital materials.

When a learner applies to take the Entrance Exam or enrolls, once accepted in HSCI, the school requires the following data:

- name;
- email address;
- telephone number and other contact details;
- family background;
- previous school/s attended;
- name of the person responsible for the learner's account;
- name of the person to contact in case of an emergency.

### How will HSCI use the Personal data?

To the maximum extent allowed by law, HSCI may use personal data to pursue its objectives as an educational institution. This may include a variety of academic, administrative, research, historical, and statistical purposes. For instance, HSCI may use the information to:

- assess applications for admissions into the school and to process confirmation of acceptance of incoming learners and transferees;
- gather and maintain records of the learner's work, such as homework, seatwork, exams, research paper, essays, and/or presentations;
- gather and maintain records, manually, electronically, or through other methods, of class attendance and participation in curricular, co-curricular, and extracurricular activities;
- exchange information with regard to grades and class performance between and among faculty members, and other individuals with legitimate official need, for academic deliberations;
- process applications for scholarships, grants, and other forms of assistance;
- probe into reports of misbehavior and to disciplinary sanctions if necessary;
- compile information for directories and alumni records;
- generate data for statistical and research purposes;
- offer advice and/or assistance regarding the learner's physical health, emotional, and/or psychological welfare;
- provide assistance to learner's needs in relation to information technology and library services; sports/recreation development; transportation, parking, campus mobility, safety, and security services;
- announce official school communications;
- make information available to market and advertise school-related functions, events, projects, and activities;
- engage learner's participation in academic and non-commercial studies and surveys;
- keep parents informed of learner's class performance through correspondence, online newsletters, and infoboard system; and
- encourage donations and support for HSCI.

*In the event where HSCI requests personal information about a learner or parent, and if the information requested is not provided, HSCI has the right to refuse to enroll the learner or permit the learner to take part in a particular activity.*

### How will HSCI share, disclose, or transfer personal data?

By requirement of the law, HSCI may also share, disclose, or transfer personal data to other persons or organizations in order to uphold learner's interests and/or pursue the school's legitimate interests as an educational institution. HSCI may share, disclose, or transfer learner's personal data to:

- notify concerned regarding admission to the University; award financial aid and scholarship grants; post class lists, class schedules, online or on school bulletin boards or other places within the campus;
- communicate information to parents, guardians, or next of kin, as prescribed by

law, on a need-to-know basis, or as determined by the University, in order to best serve your interests and to ensure your health, safety, and security, or that of others;

- disseminate information to donors, funders, or benefactors to encourage contributions for scholarships, grants, and other forms of assistance;
- publish scholars' graduation brochure for distribution to donors, funders, or benefactors;
- publish list of graduates and awardees in preparation for and during commencement exercises;
- inform the National Privacy Corporation (NPC) and other government bodies or agencies, such as the Department of Education (DepEd), Bureau of Immigration(BI), Department of Foreign Affairs (DFA), Civil Service Commission(CSC), Bureau of Internal Revenue (BIR), Professional Regulation Commission (PRC), Legal Education Board (LEB), Supreme Court (SC), and others when mandated by the law;
- release information to individuals or organizations, such as the PRISAA and other similar associations, to determine a learner's eligibility to participate in academic, sports competitions, and other similar events;
- adhere to court orders, subpoenas, and/or other legal obligations;
- generate data through research or surveys for the development of the school;
- circulate academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees on school bulletin boards, website, social media sites, and publications;
- publish academic accomplishments or honors and co-curricular or extra-curricular achievements with schools the learners graduated from or were previously enrolled in upon their request;
- feature photos, videos, and other information in order to advertise the school, its activities and events, through promotional materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
- stream live affairs and events of/in the school;
- publish information through news or feature articles in school publications and social media sites;
- disseminate information such as class lists and photos to partner institutions, local health centers, and other similar organizations.

**How long will HSCI retain Personal data?**

HSCI will retain personal data until the fulfillment of its purpose. In cases where a retention period is required by law, all records after such period will be duly and securely disposed of.

**How will HSCI store and retain Personal data?**

Learners' personal data are stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between HSCI's different units or offices. Access to a learners' personal data is limited to a school personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

*Rest assured, the school will not allow excessive use of learners' personal data.*

## How will HSCI handle data breach?

Any data security incident or breach that comes to the knowledge of HSCI will be recorded and reported as required by law. HSCI will take all necessary and reasonable steps to address such incidents and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects learner's personal information, HSCI will notify the concerned learner and/or parent of such incident in an appropriate manner.

If a learner, parent or guardian would like further information about the way HSCI manages the personal information it holds, or wishes to complain about breach of the Act, please contact HSCI Registrar:

Name : Ms. Gemma Mae S. Ibunia  
E-mail Address : registrar@huasiong.edu.ph  
Office Address : Iznart Street, Iloilo City

*HSCI may, from time to time, make changes to this Policy. On such occasions, this will be disseminated through the school's website and, when permissible, other means of communication. Any modification is effective immediately upon publication or posting on the website.*

## CLASS SIZE



Grade Level	Class Size
Grade 1 & 2	20 - 25 learners
Grade 3 & 4	25 - 30 learners
Grades 5 & 6	30 - 35 learners
Junior High School (Grade 7 - 10)	35 - 40 learners
Senior High School (Grade 11 & 12)	35 - 40 learners

## GRADING SYSTEM

1. The school evaluates a learner in both academic/non-academic disciplines.
2. The grading system follows the latest guidelines set by the Department of Education for public and private elementary and secondary schools. (DepEd Order No. 8 s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program)
3. There shall be four grading periods or quarters in a school year for Elementary and Junior High School and 2 semesters for Senior High School.
4. The passing mark in any subject is a grade of 75%.
5. At the end of the school year, the General Average of the learner will be computed according to DepEd guidelines.
6. SHS learners are required to undergo the Immersion Program as one of their requirements for graduation (Ref. DepEd Order No. 30 s. 2017)

## PROMOTION/ RETENTION

*(in accordance with DepEd Order No. 8, s. 2015)*

A Final Grade of 75 or higher in all learning areas promotes the learner to the next grade level. The data below specifies the guidelines to be followed for learners' promotion and retention.

Grade Level	Requirements	Decision
For Grade 1 to 3 Learners	Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing marks to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
	Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
For Grade 4 to 10 Learners	Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing marks to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
	Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
	Must pass all learning areas in the Elementary	Earn the Elementary Certificate
		Promoted to Junior High School Certificate
	Must pass all learning areas in the Junior High School	Earn the Junior High School Certificate
		Promoted to Senior High School
For Grade 11 to 12 Learners	Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
	Did Not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subjects for being allowed to enroll in the higher-level subject
	Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects that failed.
	Must pass all subjects or learning areas in Senior High School	Earn the Senior High school Certificate

## **POLICIES ON EXTENDED SCHOOL YEAR (Summer Classes)**

Conduct of the Extended School Year (Summer Classes) shall be in accordance with DepEd *Order No. 13, s. 2018*.

The following are eligible for summer classes/extended school year:

1. Grades 4 to 10 learners who failed in NOT more than two (2) learning areas at the end of the school despite the educational interventions given.
2. Senior High School (SHS) learners who failed in any learning area/s at the end of the first or second semester or those learners who have any deficiency due to change of specialization/track after a year. Also those SHS learners who failed a prerequisite subject.

The assessment for classes during summer/extended school year shall be based on the following provisions:

1. The learner shall undergo formative and summative assessments. As per DepEd Order No. 8, s. 2015; the Final Grade for the summer classes/extended school year is the Remedial Class Mark (RCM). The **AVERAGE** of the Final Grade at the end of the school year and the RCM is the Recomputed Final Grade (RFG). The learner shall obtain a RFG of at least 75 or higher to be promoted to the next grade level or semester.
2. However, if the RFG of the learner is below 75, he/she shall be reassessed immediately by the subject teacher to determine the least mastered competencies or learning gaps. The results of the reassessment shall serve as the basis for planning and designing an immediate instructional intervention to ensure the transition of that learner to the next grade level or semester. If ever the learner still fails in the instructional intervention, he/she is allowed to enroll in the next grade level in the succeeding School Year with continuous provision of tutorial services.
3. A Certificate of Recomputed Final Grade will be given to the learner signed by the concerned teacher and approved by the Principal which shall be presented upon enrollment to the next grade level or in the next semester.
4. Classes for summer/extended school year shall be done from Mondays to Saturdays. The delivery mode of instructions shall be a combination of face-to-face, modular, or online learning depending on the learner's learning profile.

## **ENROLLMENT AND MATRICULATION**

1. A learner is considered officially enrolled after he/she has submitted his/her appropriate admission or transfer credential and has settled the required payment.
2. Tuition fees duly authorized by the Department of Education (DepEd) are to be posted in strategic places in school and the school website.
3. The school offers full or partial grant aid to poor but deserving learners.



## PERIODICAL EXAMINATION/QUARTERLY ASSESSMENT

1. Periodical examination/quarterly assessment is one of the evaluation tools used to measure academic performances. There are four grading periods/quarters. A requisite to be able to take the assessment/examination is an admission slip, which is secured from the Business Office at least a week before the scheduled examination date. No learner will be allowed to take the examination/assessment without the admission slip.
2. Learners who cannot take the scheduled examination/assessment due to reasonable circumstances may be allowed to take a special examination scheduled by the schedule coordinator and approved by the Principal. He/she must present his/her excuse letter signed by his/her parent/guardian and admission slip in order to take the examination.
3. In case a learner fails to take the special examination as scheduled, he/she shall get the lowest grade in the periodical examination/quarterly assessment for that grading period/quarter.
4. For SHS, the examinations/assessments are given as midterms and finals.

## REPORT CARDS

1. Report Cards are issued to parents. A definite date for a Parent-Teacher Conference (PTC) is set for parents to personally get the card from the respective class adviser of their children. This will give opportunity for the parents to confer with the subject teachers.
2. Report Cards must be surrendered to the Registrar's Office for cancellation purposes during the enrollment for the next school year.

## ACADEMIC AWARDEES

1. A roll of awardees is published after every quarter/grading period for Grade School and Junior High School. For Senior High School, a Roll of Awardees is published every semester after midterm and finals.
2. To determine the awardees, the latest guidelines set by the Department of Education and HSCI should be followed.
  - *DepEd Order No. 8, s. 2015. - Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*
  - *DepEd Order No. 36, s. 2016. - Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program*
  - *school formulated guidelines*
3. Candidates must conduct themselves in conformity with the school rules and regulations.

## CRITERIA FOR GRANTING SPECIAL AWARDS

Special awards may be granted to deserving learners in both English and Chinese Departments provided they meet the criteria set forth by the Committee on Awards. However, the school reserves the right to grant awards to deserving learners and to withhold the same for cause as determined by the Committee on Awards and approved by the Principal.

### A. Alma Mater Award (For Senior High School Graduating Learners in English Class Only)

This award is given to a senior high school graduating learner who has shown/exemplified the school's guiding principles/values of Diligence, Sincerity, Loyalty and Courage; and has brought honor/s and prestige to the school during his/her stay.

Criteria:

#### Academic Performance (30%)

Senior High School graduating learner in English and Chinese classes must:

1. Have a grade not lower than 85 throughout his/her academic years at HSCI.
2. Have received an average grade of not lower than 85 in English and Chinese during his/her 11th and 12th year in HSCI.

#### Leadership/Co-Curricular Activities (30%)

In order to qualify, the Grade 12 learner must:

1. Have been an officer of the Student Council for at least one (1) year or have been a class officer during his/her 11th and 12th grade in HSCI.
2. Have taken active involvement for both in and out of school activities.

#### Behavior and Attitude (25%)

1. Embody the four virtues of Diligence, Sincerity, Loyalty and Courage upheld by the school.
2. Must have a good moral character.

#### Residence (15%)

Have at least more but not less than 12 years of residence in HSCI.

### B. Special Achievement Award

A nominee may qualify for the Special Achievement Award if:

1. Found to have extraordinarily excelled in Academic and Co-Curricular activities both in and out of school.
2. He/she has brought the name of the school to the forefront of excellence.

### C. Special Leadership Award

This award is given to a senior high school graduating learner who has manifested commendable leadership traits especially that of initiative in pursuing the vision, mission, thrusts and objectives of Hua Siong College of Iloilo.

#### Criteria:

##### Extra-Curricular Activity: (50%)

1. Has been a member or an officer in different clubs/organizations in school
2. Has represented the school in different community activities and affairs
3. Has attended seminars in the school, city, division, province, national or international level as chosen by the school or on a voluntary basis. Has participated in contests, programs/presentations in the school, city, division, provincial, national or international level
4. Has been a Student Council Officer

##### Academic Performance : (25%)

1. Has been consistently in the upper half bracket of his/her class during his/her high school days in HSCI;
2. Has no grade below 80 in any subject in his/her last two years in high school;
3. Has a general weighted average (GWA) of not less than 80% in his/her Chinese subjects during the 11th and 12th year in HSCI.

##### Character Rating: (25%)

1. Has exhibited the desired values of Filipino learners; punctuality, perseverance, patience, honesty, cooperation, loyalty, obedience, industry, orderliness, cleanliness;
2. Has demonstrated total commitment to his/her duties as a learner and/or as a student leader;
3. Has been recommended by the Adviser of the different organizations/clubs, Classroom Adviser, Head Teacher and Guidance Counselor for this award.

### GRADUATION

A learner in the Grade School, Junior High and Senior High School who satisfactorily completes the prescribed course of study, meets the requirement set and approved by the DepEd and Hua Siong College of Iloilo, Inc. will be awarded a Certificate of Completion or Diploma.

## TRANSFER AND LEAVE OF ABSENCE

1. Any learner who wants to transfer to another school at the end of the school year may do so by requesting transfer eligibility from the Registrar's Office.
2. Any learner who wants to transfer before the end of the school year may do so provided he/she has settled his/her obligations with the school.
3. Any learner whose poor health may cause him/her to stop schooling must present to the school a letter duly signed by the parent/guardian supported by a doctor's certificate before he/she is considered officially dropped.
4. Any learner may be advised to take a leave of absence due to poor health or when the authorities have reasonable grounds for his/her compulsory separation from the school. The learner may seek readmission when he/she has fully regained good health before he/she has incurred 20% absence of the total number of school days.

## TUTORIAL GUIDELINES AND PROCEDURES

Tutorial is one aspect of education that aims to help learners cope with their academic difficulties and deficiencies; one way of empowering the teachers economically by having an extra income from the payment of the learners. Thus, it is a privilege that must be taken seriously with utmost professionalism.

In order to systematize our tutorials, the following procedures and guidelines are formulated:

Procedures:

1. If the parent/guardian wishes to avail the tutorial services, he/she must coordinate and inform his/her child's class adviser.
2. Secure a Tutorial Session Request Form from the Office of Student Services.
3. Accomplish two (2) copies of the tutorial session request form. Submit one copy to the Head Teacher of the Department and the other one to the Business Office upon payment.
4. The Head Teacher will assign the tutee to the tutor.
5. The tutee must not be a student or advisee of the tutor.

## TEXTBOOKS AND OTHER SCHOOL MATERIALS

Every learner is required to have his/her own complete set of textbooks in all subjects as well as other materials required by every subject.

## IV. STUDENT SERVICES

### OFFICE OF STUDENT SERVICES

The Office of Student Services supervises the various co-curricular and extracurricular offerings of the Kindergarten, Elementary, and Secondary Departments. The Head of Student Services is responsible for the direction, coordination, and evaluation of the different non-academic programs of the learners.

### STUDENT SERVICES PROGRAM

#### A. GUIDANCE SERVICES

The following guidance services are being offered:

- Individual Inventory Services
- Counseling
- Homeroom Guidance
- Follow-up Service
- Career Development
- Information Service

#### B. HEALTH SERVICES

- The school provides the services of a physician, dentist, and nurse.
- The clinic provides basic and emergency services within its resources.
- The clinic conducts medical/physical examination for all learners, faculty and staff, athletes or varsity players prior to sports events and those requiring medical certificates for off-campus conferences/extra-curricular activities.
- Learner-patient with emergency cases is to be brought to the hospital, accompanied by a school nurse. Parents/guardians of the learner-patient shall be notified immediately.

#### C. LIBRARY SERVICES

The library has several services which aim to develop the learner's interest in the love of books as well as to supplement the knowledge and information gained from the classroom.

#### Library Guidelines and Policies:

To enter and to be able to transact business in the library, the user must present the official school I.D. to the librarian.

#### Library Identification Card

- The library ID is issued for free to all learners and is non-transferable. This will be needed to borrow books and to have access to other collections.
- Learners may claim their library card in the designated library department they belong to.

- In case of loss, the learner is required to submit an affidavit of loss plus a replacement fee of Php 15.00.

#### Borrowing Procedure

- To borrow a book, the user should present the book, his/her library card at the Circulation Counter.

#### Fines for Overdue Book/s

- Circulation books are charged Php 1.00 per book a day, excluding Sundays and Holidays.
- Reserved books are charged Php 1.00 per hour.

#### Lost Book/s

- Lost books must be reported at once. The computation of fines for an overdue book shall stop at the time that book is reported lost.
- The borrower will be charged according to the cost of the book indicated in the sales invoice plus the processing fee stipulated by the Business Office.
- Book replacement. The library personnel will assess the cost of the book/s indicated in the accession record, plus the standard processing fee charged by the Business Office. In case the title of the lost book does not have printed copies available, the library will allow the borrower to replace it with similar content to the lost one.
- Any book/s not returned at the end of the semester and/or school year will be declared lost in the inventory report.

#### Library Clearance

- Learners must return all borrowed book/s and other library materials and must settle their accountability to be cleared before the end of the semester and/or school year as well as summer term.
- At the end of each semester, school year and summer term, clearances will be signed provided that the user has no accountabilities left.
- For learners who fail to comply/submit a Library Card for clearance, they will submit a minimum of three (3) new story/fiction books as penalty for their delinquency.

### **D. SCHOLARSHIP PROGRAMS**

#### **President's Scholarship Program**

This scholarship program is open to all incoming Grade 7 learners who are from any public and private schools including Hua Siong elementary graduates. This scholarship program is given to a qualified learner until Grade 12. However, in order to qualify for the said scholarship program, a learner must meet the following requirements:

1. Upon entry as Grade 7

- The applicant must present a Certification from the Elementary/Grade School Principal stating that he/she belongs to the Top 3 of the Graduating Class.
- He/She will be given FULL FREE TUITION; however, he/she must pay the miscellaneous fee.

2. Retention

In order to maintain the scholarship in the succeeding grade levels or Grade 8 up to Grade 12, he/she must meet the following requirements:

- He/She must have a General Average of 90 and above.

94 and above	- Full Free Tuition
92-93	- 50% discount
90-91	- 25% discount
- He/She must have no failing grade in any subject in any grading period and with a General Average of at least 80% in Chinese Class.

### Executive Scholarship Program

This scholarship program is open to all incoming Grade 11 learners who are from any public and private schools. This scholarship program is given to a qualified learner until Grade 12. However, in order to qualify for the said scholarship program, a learner must meet the following requirements:

1. Upon entry in Grade 11

- The applicant must present a Certification from the Junior High School Principal stating that he/she belongs to the Top 3 of the entire completer class.
- He/She will be given FULL FREE TUITION; however he/she must pay the miscellaneous fee.
- The Senior High School Voucher Program Grant (FAPE) will be deducted from the school's miscellaneous and other fees.

2. Retention

In order to maintain the scholarship in the succeeding grade level or Grade 12, he / she must meet the following requirements:

- He / She must have a General Average of 90 and above.

94 and above	- Full Free Tuition
92-93	- 50% discount
90-91	- 25% discount
- He/She must have no failing grade in any subject in any grading period and with a General Average of at least 80% in Chinese Class.

## Financial Grant-in-Aid Program

This scholarship program is open to all Hua Siong learners from Grades 1 to 12. In order to qualify for the said scholarship program, a learner must meet the following requirements. Failure to meet and submit ALL the said requirements will automatically disqualify the learner from availing of the said program.

### 1. Eligibility Requirements

- The learner must have a General Average of at least 80% in both English and Chinese classes.
- He/She must have no failing grade in any subject in any grading period.
- Family gross annual income must not exceed P450,000. However, parents' gross income should be according to the following based on the number of child/ren in the family.

Only child	:	P300,000	Three children	:	P400,000
Two children	:	P350,000	Four children or more	:	P450,000
- He/She must not have been sanctioned for any misconduct at the Guidance Office or Discipline Office.

## Senior High School Scholarship Program

The Senior High School Scholarship Program is a special program offered to incoming Grade 11 honor completers from any public junior high schools.

### 1. Eligibility Requirements

In order to qualify for the said scholarship program, an applicant must meet the following requirements:

- Must be a Junior High School Completer from any public school.
  - Must not have been sanctioned for any misconduct as recorded by the Guidance Office or Discipline officer of his/her school.
- ### 2. Benefit and Privilege
- Full free tuition and fees in excess of the Voucher Grant.

### 3. Retention

In order to maintain the scholarship in the succeeding grade levels, he/she must meet the following requirements:

- He/She must pass all the subjects.

## Chairman's Scholarship Program

The Chairman's Scholarship Program is a special offering to deserving incoming Grade 3 learners who meet the requirements set by the committee. This scholarship program is open to all incoming Grade 3 learners from any public schools.

### 1. Eligibility Requirements

In order to qualify for this program, an applicant must meet the following requirements:

- Must have a general average of 94% and above



- Family gross income must not exceed P400,000
  - Must not have been sanctioned for any misconduct to the Guidance Office or Discipline Office of his/her school.
2. Benefit/Privilege
- Full free tuition and fees
3. Retention

In order to maintain the scholarship in the succeeding grade levels, he/she must meet the following requirements:

- He/She must have a General Average of 94 and above.
- He/She must have no failing grade in any subject in any grading period and a General Average of 85% in Chinese.

### E. Varsity Sports Program

The school's varsity sports program primarily oversees the training of the varsity athletes to compete in local, regional, and national sports events. To qualify as a school varsity athlete, one must have satisfactory scholastic records and good moral character. Athletes should abide by the school rules and regulations as they are learners of the school first before they are school athletes.

Sports Events:

- Basketball
- Volleyball
- Football
- Badminton
- Chess
- Taekwondo
- Table Tennis
- Swimming
- Lawn Tennis
- Athletics

### **SCHOOL-BASED CHILD PROTECTION POLICY (CPP)**

Hua Siong College of Iloilo believes that, in order for learners to learn to the best of their ability, they must have a safe and friendly environment. In order to do this, we created a Child Protection Policy that defines the different guidelines on protecting children in school from abuse, violence, exploitation, discrimination, bullying and other forms of abuse.

### Duties and Responsibilities of School Personnel

*Article 218 of the Family Code of the Philippines* provides the following responsibilities of school administrators, teachers, academic and non-academic and other personnel.

- A. Exercise special parental authority and responsibility over the child while under their supervision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution;
- B. Keep them in company and support, educate and instruct them by right precept and good example;
- C. Give them love and affection, advice and counsel, companionship and understanding;
- D. Enhance, protect, preserve and maintain their physical and mental health at all times;
- E. Furnish them with good and wholesome education materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from acquiring habits detrimental to their health, studies and morale;
- F. Represent them in all matters affecting their interests;
- G. Inculcate the value of respect and obedience;
- H. Practice positive and non-violent discipline, as may be required under circumstances; provided that in no case shall corporal punishment be inflicted upon them, as substitute parents or guardians; and
- I. School personnel shall also strictly comply with the school's child protection policy.

### Duties and Responsibilities of Learners

Learners shall have the following duties and responsibilities:

1. Comply with the school's regulations, as long as they are in harmony with their best interests.
2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other persons;
  - a. Engaging in discrimination, or leading a group of learners to discriminate another, with reference to one's physical appearance, weaknesses and status of any sort;
  - b. Doing any act that is inappropriate or sexually provocative;
  - c. Participating in behavior of other learners that is illegal, unsafe or abusive;
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity; and
4. Observe the Code of Conduct for Learners.

### CHILD PROTECTION POLICY COMMITTEE MEMBERS

The Child Protection Policy Committee

- The School Head- Chairperson
- Guidance Counselor- Vice Chairperson

- Representative of the Teachers
- Representative of the Parents
- Representative of the Learners
- Representative from the Community

## IMPLEMENTING RULES AND REGULATIONS OF RA 10627 (*Anti-Bullying Act of 2013*)

### Definition of Terms

As used in this Implementing Rules and Regulations (IRR), the following terms shall be defined as:

#### Bully

A learner who commits acts of bullying as defined by the Implementing Rules and Regulation of Republic Act No. 10627.

#### Bullying

1. Any severe, or repeated use by one or more learners of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another learner that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property;
2. Creating a hostile environment at school for the other learner.
3. Infringing on the rights of another learner at school;
4. Materially and substantially disrupting the education process or the orderly operation of a school, such as but not limited to:
  - A. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlock, 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 the victim's looks, clothes and body.
  - D. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in *DepEd order No. 40, s. 2012*; and
  - E. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.

The term Bullying shall also include

1. Social Bullying – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
2. Gender-based bullying – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI)

### Prohibited Acts

Consistent with Section 3 of the Act, the Anti-Bullying Policy shall prohibit:

1. Bullying at the following:
  - a. school grounds;
  - b. property immediately adjacent to school grounds;
  - c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
  - d. school buses or other vehicles owned, leased or used by school.
2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
4. 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.

### Disciplinary Measures

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. The Principal, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending learner that is proportionate to the act committed.
2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parent of the bully shall be required to join the intervention program.

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## V. STUDENT DISCIPLINE

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### POLICIES ON DISCIPLINE

Maintenance of good discipline in the school is a must for a successful education. A disciplinary action should be considered as an educational tool rather than a punitive measure. Although no physical punishment shall be used, disciplinary measures are necessary to correct erring learners to help them develop into truly educated persons.

The school authorities reserve the right to put on probation, to suspend or drop a learner at any time of the year if his/her conduct or academic performance is found to be unsatisfactory. Parents or guardians are informed of sanctions like suspensions, dropping or expulsion, and in so doing are also welcome to the Office of Student Services for further clarifications.

#### Major Offenses

A major offense is one which necessitates suspension or expulsion, without prejudice to probable court suits aggrieved parties may file.

##### 1. Cheating during examinations

The following shall constitute cheating as a major offense.

- a. Unauthorized possession of the test questions, notes or any material relative to the examination whether actually used or not.
- b. Having somebody take the examination for him or her, in which case both will be held liable.
- c. Passing as one's own work any assigned report, term paper and the like copied from the other.

##### 2. Vandalism or willful destruction of any property

This includes, but not limited to, such act as:

- a. Tearing or tampering of official notices, class programs (posted on the walls, doors of classrooms, or bulletin board) and classroom decorations; writing or drawing on the walls, and on pieces of furniture
  - b. Tearing or defacing any library books, magazines or periodicals.
  - c. Breaking of glass and windows, showcases, cabinet doors, electrical, mechanical, or electronic devices or appliances
  - d. Playing with/tampering of fire extinguishers, bells, sound systems, etc., needed in times of emergency
3. Carrying of firearms and deadly weapons (e.g. ice picks, metal knuckles or blades) and explosives within the premises of the school.
  4. Deliberate disruption of the academic function or of any school activity which includes disturbing of classes may it be intentional or unintentional.
  5. Brawls on-campus or off-campus, rumble or fighting off-campus in which parties involved are learners of this school.

6. Inflicting physical/moral injuries upon fellow learners, faculty members or administrative personnel.
7. Hazing is strictly prohibited in any school organization, academic or co-curricular.
8. Intimidating by covert and overt act any learner, faculty member, or administrative personnel
9. Threatening, assaulting, or insulting a learner, faculty member, employee, or school authority
10. Defaming any learner, faculty member, employee or school authority
11. Gross acts of disrespect committed by a learner, in words or deeds which tend to put any member of the administration, faculty, and non-teaching staff in ridicule or contempt.
12. Coming to school drunk, under the influence of liquor or under the influence of harmful or outlawed drugs.
13. Acts of lewdness or indecency, obscenity or immorality; acts contrary to the moral virtues and customs and traditions of the Filipino people; premarital sexual relationship and elopement. Getting married is one ground for immediate dropping of the learner concerned from the official roll of the school, for this school accepts only unmarried learners.
14. Acts that bring the name of the school into disrepute, such as public malicious acts, crimes and vices or any acts, condition, circumstances tending to cause dishonor, discredit or contempt to the school. This includes any posts done online or on any social media. *(For guidance, refer to the provisions of the GUIDELINES FOR USE OF SOCIAL MEDIA.)*
15. Stealing
16. Illegal gambling or betting involving money inside the school premises
17. Smoking/ vaping within the school premises
18. Distribution or possession of pornographic materials, obscene or immoral literature
19. Forging or falsifying and/or tampering academic or official records or documents of any kinds
20. Conviction before any court of a criminal offense involving moral turpitude against persons or property other than through reckless imprudence
21. Habitual disregard or willful violations of established policies and regulations of the school
22. Committing minor offenses at least three times or more
23. Encouraging outsiders to assault any bona fide member of the school, whether learners or employees
24. Using any identifying symbol or I.D. of the school without proper authorization for any fraudulent or unlawful purpose.
25. Producing and distributing digital, written, printed or mimeographed material containing language that is defamatory, slanderous libelous or subversive in nature
26. Habitual tardiness and absences

27. Cutting classes/truancy
28. Wearing of earrings for male learners and multiple earrings for female learners
29. Joining/Membership in gangs, fraternities and sororities
30. Bullying. In cases of bullying the school shall follow the provisions of the Implementing Rules and Regulations of *Republic Act No. 10627*, otherwise known as the *Anti-Bullying Act of 2013*.
31. Any other acts against humanity, property or the government specified in the Philippine Constitution which threatens or endangers the health and/or safety of any person inside the school premises or adversely affects the learner's acceptability as a member of the academic community.
32. Proselytizing

### Minor Offenses

All offenses not classified as major offenses shall be considered minor offenses. The following is a list of some of the minor offenses:

1. Eating during class hours
2. Loitering along the corridors within the school grounds during class hours
3. Littering in the school premises
4. Entering the campus without the prescribed uniform and/or without proper display of I.D. card
5. Cheating during daily quizzes
6. Shouting or creating unnecessary noise in the school grounds and corridors during class hours
7. Bringing of objects, gadgets, and other things not related to school activities
8. Tampering of the school identification card or any card that holds information of students
9. Violating rules governing the use of school facilities
10. All other acts of similar nature
11. Tardiness at every 10th time
12. Entering in the restricted areas without permission of the teachers or school personnel.

*A minor offense committed will also be reflected in the learner's behavioral report card.*

### SANCTIONS

#### Major Offenses

Commission of any major offense, after due process by the Committee on Discipline and Administrative Team, in concurrence of the Principal, may mean any of the following:

1. Suspension
2. Voluntary Withdrawal
3. Dismissal

The nature and the number of days for suspension from classes depend on what is deemed to be the most formative for the learner. HSCI, after careful investigation and due process, reserves the right to determine whether or not an act, even on first offense, merits immediate suspension or dismissal. A learner charged with a major offense may be dismissed even during the last grading period prior to the school year.

### Minor Offenses

The penalties for minor offenses consist of the following:

1. For the first offense, the learner will be warned and admonished by the Head of Student Services.
2. For the second offense, a written warning from the Head of Student Services will be sent to the parent of the learner.
3. For the third offense, the learner is charged with a major offense, and is therefore issued his/her first Formal Warning.

### COMMITTEE ON DISCIPLINE

The Committee on Discipline is a body that discusses and reviews evidence of any reported violation of the policies and rules of the school. Members of the Committee vary depending upon the year level of the learner subject to investigation. They are:

- The personnel privy to the offense
- The Class Adviser
- The Head Teacher
- The Assistant Principal
- The Discipline Officer
- Head of Office of Student Services
- The Guidance Counselor

*The Guidance Counselor's presence in the Committee on Discipline is a no-vote position. The Committee is convened by the Head of Student Services.*

### PROCEDURE FOR DISCIPLINARY CASES

1. The personnel privy to the offense conducts a preliminary investigation.
2. The personnel report the case to the class adviser and to the Discipline Office. The adviser informs the Head Teacher and the Assistant Principal of the act committed.
3. The Discipline office calls for the learner and investigates further.
4. The adviser informs the parents of the learner.
5. The Discipline Officer meets with the Discipline Committee.
6. The Discipline Committee decides on the sanction.
7. The Discipline Office/Assistant Principal/Principal make/s a final appointment with parents.



In case of Suspension, (In-school Suspension), the learner's teachers are informed. During the suspension period, the learner shall be required to report to school to work on the same activities that non-suspended learners are working at, do community service or other activities that consist of learning appropriate behaviors and skills supervised by the Guidance Office. For any major offense, the learner's recorded misbehavior is reflected in his/her behavioral report card. A SPG/JHS/SHS Student Council Officer or class officer who commits a major offense is disqualified or removed from his/her position, be it appointed or elected. A major offense will put the learner under probation at a time specified by the Discipline Committee.

## CODE OF CONDUCT

### Proper Behavior During School Activities

Before the start of the program, learners should attend to their personal needs and should properly settle in their respective seats.

1. During the program, they are expected to:
  - a. Observe silence and pay attention to the talk, ceremony, or performance;
  - b. Applaud with reasonable enthusiasm at the appropriate time. Refrain from loud laughter and guffaws; and
  - c. Refrain from standing, moving around, and fidgeting while a talk or speech is being delivered.
2. Everyone should leave the venue quietly and in an orderly manner.

### House Rules in the Auditorium

1. No smoking at any time.
2. No eating, drinking and chewing of gum.
3. No loitering along the entrance or exits.
4. In case of emergency, use the exit door.

### Use of Swimming Pool

1. No learner shall be allowed to swim without teacher supervision.
2. Males must use standard swimming trunks only.
3. Females must use standard swimsuits only.
4. Strictly no eating and drinking within the pool area.
5. Strictly no smoking.
6. No rough games in the poolside or in the water.

### Use of TV inside the classroom

The television unit inside the classroom was installed for teaching-learning instruction purposes only. The use of television should be made with teacher's supervision. Using television other than for instruction purposes and without teacher's supervision is strictly prohibited. Violation of which will be given appropriate sanction.

## Restricted Areas on Campus

1. **Corridors.** Loitering is not allowed so as not to disturb on-going classes. Learners should observe silence and order when passing these corridors especially when transferring from one classroom to another.
2. **Vacant Classrooms.** Classrooms are strictly for classes only. Learners are not allowed to linger or loiter inside.
3. **Stage.** Only when there is a permit and a teacher's supervision can the stage be used for practices of school activities.
4. **Library Corridor of the Main Campus.** The library corridor serves as a waiting and reading area and not for play. Learners should observe silence in the library corridor. Running, shouting and rough games are strictly prohibited.
5. **Faculty Room.** The faculty room is the working area of teachers; therefore, learners are strictly prohibited to enter it, unless for important transactions and with the permission of the teacher concerned.

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## THE CELLULAR PHONE & ELECTRONIC DEVICE POLICY

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Hua Siong College of Iloilo uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors learners will need as responsible citizens in the global community. They learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this policy will promote awareness and training while putting into practice social and professional etiquette relating to electronic devices. The school will allow cellular phones to be used for **COMMUNICATION** purposes, during snack breaks, and during lunch periods. Learners in possession of a cell phone or other electronic devices must comply with The Acceptable Use and Gadget Policy, in support of all the provisions of the Learner's Manual.

The use of a cellular phone and other similar devices is not a right but a privilege. When abused, privileges will be withdrawn.

### Guidelines:

As a general rule, bringing and using cellular phones (and other similar devices) in school is highly discouraged. However, the school also acknowledges the need of some parents to keep in touch with their children for emergency reasons, and to assist during dismissal.

For the purpose of clarity, only 'DUMB' OR FEATURE PHONES (devices that can make calls and send messages but cannot be used for social media or other transactions that need the Internet) are allowed for Grades 1-12 learners within Hua Siong College of Iloilo. Any other type of cellular phone brought, not necessarily used, by any of these learners will be confiscated and must be picked up by a parent or guardian.

The following guidelines on bringing and using of cellular phones in school are set as follows:

1. Learners may bring their cellular phones to school with the following conditions:
  - a. The use of cellular phones during school hours is strictly prohibited. Use of laptops or tablets may be allowed as per instructions and must be closely monitored by the teacher only.
  - b. All cellular phones must be on SILENT MODE during school hours. A mere emission of sound from any device may be interpreted as being actively used and will be confiscated.
  - c. Cellular phones and accessories such as power banks should be charged prior to school and run on battery power while at school. The school will not provide "charging stations" for learners to charge their cellular phone and other devices.
  - d. In case of an emergency during school hours, a learner may be allowed to use his/her cellular phone upon the approval of the Subject Teacher. A written request from the parents is required for any special arrangement.
2. Each learner is responsible for his/her own cell phone or similar devices and should use them responsibly and appropriately. Hua Siong College of Iloilo takes no responsibility for stolen, lost, or damaged gadgets, including lost or corrupted data on those devices. While school employees will help learners identify how to keep personal devices secure, learners will have the final responsibility for securing their cell phones and other gadgets. The school will conduct a bag search if needed.
3. iPads/tablets or laptops may only be used under teacher approval and constant supervision.
4. The school is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
5. The school's network filters will NOT be applied to a device's connection to the internet. Therefore, any learner who accesses websites containing contents that are generally prohibited by the Learner's Manual will be subject to discipline.
6. School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the device is locked or password protected, the learner will be required to unlock the device at the request of a school administrator.
7. Learners are prohibited from:
  - Bringing a device/gadget on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
  - Printing from cellular phones or similar devices at school.

8. Flaunting of expensive cellular phones or similar devices, exchanging, buying and selling, borrowing and lending of the same among learners are strictly prohibited.
9. A learner who violates these guidelines renders his/her cellular phone subject to confiscation. **ANY SCHOOL PERSONNEL** can confiscate the cellular phone and turn it over to the learner's Class Adviser. The Class Adviser then returns it to the learner's parent/guardian. Corresponding sanction will be given following the disciplinary action procedure.
10. **SENIOR HIGH SCHOOL LEARNERS.** Due to the constant need of Senior High learners (Grade 11 and 12) to cross reference and browse the internet for data and information, they may be allowed to use smart phones and will be subjected to the aforementioned restrictions.
11. Violating the established policy will result in the following:
  - First offense- the phone or electronic device is taken away for a day and must be picked up by a parent or guardian.
  - Second offense- the phone or electronic device is taken away for three school days and must be picked up by a parent or guardian.
  - Third offense- the learner loses the privilege of bringing a cellular phone or other similar devices to school.
  - Learners who do not adhere to these guidelines will be subjected to other disciplinary actions. Any further infractions will be dealt with according to applicable policies as stated in the Learner's Manual.
12. Any faculty member who tolerates the unauthorized use of cellular phones or other similar devices inside the classroom will be sanctioned.

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## GUIDELINES FOR USE OF SOCIAL MEDIA

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Hua Siong College of Iloilo recognizes that social networking has changed the way people communicate and that learners have become part of this ever- changing platform. Social networking sites expand one's reach immensely and there are many valuable uses of these networks.

While the school encourages this online collaboration, we would like the learners to be guided by a school policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

1. Online can mean forever. Remember that what you post is accessible long after you remove it. Also, comments can be forwarded, copied or screen-grabbed. Years from now, prospective employers could find posts that you create now. College or graduate school admissions officers may use this information to ascertain your maturity and professional growth. If it is not something you would say to an admission officer or employer in person, you should think twice about posting it online. Don't let poor judgment now prevent you from securing your dream university or job in the future.

2. Use privacy settings. Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world. Do not provide personal identifying information such as date of birth, phone numbers, home addresses or class schedules.
3. Be careful. Be aware of who you add as a friend to your site/network. Do not allow someone else to create and manage accounts on your behalf unless you have total access to the logins, passwords and procedures for those accounts.
4. Be careful in sharing your photos or videos. Always remember, a person who places a photograph or video on the Internet is deemed to have intended to forsake and renounce all privacy rights to such imagery.
5. Respect others. Don't infringe on the privacy of your friends, peers, teachers and school personnel. Never post personal information of others that could be embarrassing to them or the school. If posting photos, ask the permission of those involved. If someone objects to photography, avoid using it as a matter of common courtesy.
6. Be Appropriate. Never post anything that might be offensive to others, such as sexual comments, insulting posts, gender-biased posts, arrogant behavior, or posts that make fun of others.
7. Be Broad minded.
  - Be respectful of others online even when you disagree with other comments or posts.
  - Always advocate your views and points based on facts.
  - Avoid speaking negatively about other people, including other schools in any way.
  - Engaging in arguments and inflammatory debates can tarnish your credibility and reputation, and by association, that of the school.
8. Add Value.
  - Consider the value of your post or comment before you share or send.
  - If what you are posting assists others in the education community, and provides fresh and insightful comments; including your peers, parents, and teachers; or solves a problem, you are adding value.
  - Similarly, if your contribution promotes an atmosphere of mutual respect in the community; or improves the image of the school and its services, it is adding value.
9. Follow the rules. Make sure you understand the policies and terms of use of any social media outlet you use. Read the terms of service before using. Displaying behavior that violates Philippine or international laws could have serious consequences that could affect your future.
10. Obey School Policies.

- The standard for conduct and the prohibition of certain acts as provided in the school policies extend to your activities in cyberspace and social media at all times even off-campus and beyond school hours.
- Do not bully, harass or discriminate against fellow learners, faculty, administrators, or school employees, defame or disparage them. Any act falling under this category will be dealt with according to applicable school discipline parameters.

*It is expected that you conduct yourself in a way that exemplifies the socially responsible and honorable behavior expected of all Hua Siong College of Iloilo learners.*

## ATTENDANCE

Regularity of attendance and punctuality is required in all classes. A learner who has been or who has cut classes is required to present a letter of explanation from his or her parents or guardians or to bring them to school for a short conference with the class adviser or guidance counselor as the case may be.

1. Attendance in all school functions plays an important part in a successful school life. A learner must not absent himself/herself unless with valid reason.
2. A learner who comes to school at recess time, intending only to attend the next succeeding period/s is considered as cutting class.

## ABSENCES

1. Any learner who needs to leave the school premises:
  - a. due to some sudden illness or urgent reasons must ask the subject teacher's permission to leave the class. If the reason is illness, the learner shall go to the school clinic and the Nurse is authorized to sign the gate pass after notifying the parents.
  - b. If the reason is other than illness, the learner should be directed to the Guidance Associate for the gate pass. The Head Teacher is the only authorized person to sign the gate pass. In the absence of the HT, the gate pass may be signed by the Assistant Principal or other members of the Academic Management Team.
2. Class Advisers submit an Absence report to the Discipline Office everyday. The Teacher Adviser informs the parents of the child's absence and notes it down in the report.
3. The next day after a learner has been absent he/she must present a letter duly signed by his/her parent/legal guardian which shall be presented to the Discipline Officer together with an Excuse Slip duly filled-out. The Discipline Officer determines the absence whether "excused" or "unexcused" and signs. The learner then can be re-admitted to class.

4. The signed Excuse Slip is submitted to the first period teacher. It is the Class Adviser who collects and files the Excuse Slips and keeps them for future reference.
5. Any learner whose absence exceeds 1/5 or 20% of the total number of school days is considered dropped from school.

## PUNCTUALITY

Punctuality is the hallmark of a Hua Siong learner. Coming on time is a good trait which Hua Siong College of Iloilo wants to inculcate in every learner. It is also a sign of self-discipline. Everyone is expected to beat the clock. Tardiness is disrespectful of other people's time.

Habitual tardiness especially during the first period in the morning and in the afternoon are not allowed. Class Adviser shall call for the parents of the learners concerned or visit him/her at home.

1. Learners are enjoined to come before the class starts. On ordinary class days, the preparatory bell is rung at 7:05 a.m. The 7:10 a.m. bell signals the start of classes. Below is the official start of classes from every department:
  - Little Phoenix Hua Siong Preschool - 8:00 a.m.
  - Phoenix Graders Hua Siong Grade School - 7:25 a.m.
  - Junior High School Department - 7:20 a.m.
  - Senior High School Department - 7:10 a.m.
2. On scheduled days and on some days when there is a need to assemble for important announcements, there will be a flag ceremony. The bell will ring at 7:20 in the morning, followed by a 5-minute marching song that signals and time everyone to go to their lines for the flag ceremony. The flag ceremony begins at 7:25.
3. A late learner is required to get a Tardy Slip from the Discipline officer at the gate, fill it out for recording and signature. The signed Tardy Slip is submitted to the subject teacher. The subject teacher leaves it to the Teacher-Adviser for recording and collecting.
4. First bell after lunch break is 5 minutes before the start of the first period which signals learners to be seated inside the classroom. The second bell signals the start of the afternoon classes.
5. The first period teacher checks the attendance and submits it to the Discipline Office/Office of Student Services right after the first period class for close monitoring.
6. A learner who comes in late for more than 30 minutes shall be required to explain in writing before he/she is issued a Tardy Slip and readmitted to class.
7. Repeated indifference to warnings and reprimands regarding tardiness will be a ground for sanction.

8. In view of the short lunch break (schedule differs per year level and campus), parents can choose one out of three lunch modes for their children:

Lunch Box

Lunch Pass

Lunch Program

*Lunch passes can be applied for at the Office of Student Services with the condition that learners have to be back at or before the 1st period in the afternoon. Lunch program is applied for at the Business Office. This policy should ensure that learners are ready for the afternoon classes.*

## SCHOOL UNIFORM

The school uniform stands for the highest ideals of the Hua Siong College of Iloilo. It must be worn with dignity and honor. Learners are expected to uphold the name of the school especially when wearing the school uniform. Each learner is expected to be neat and properly groomed. Display of wealth and other expressions of vanity not conducive to the moral upbringing of the learner is not allowed. Learners are required to properly wear their prescribed school uniform during school days.

### Grade School

#### Female

- White blouse with left breast pocket bearing the school insignia;
- Royal blue pleated skirt with H strap front and back, strap is no wider than 1 1/2 inch wide;
- White socks that cover the ankles and black flat shoes;
- Long hair is either braided or tied with headbands or in pony tails.
- Fingernails are to be cut short, nail polish not allowed.
- Tattoos are strictly prohibited.
- Dyeing of hair is strictly not allowed.
- Multiple earrings are prohibited.

### Junior High School

#### Female

- White blouse with a left breast pocket bearing the school insignia, tucked in for comfort and loose enough to cover the one-inch waistband of the skirt.
- Royal blue pleated skirt at least 2 inches below the knee;
- White socks that cover the ankle and black flat shoes with heels not more than one inch high.
- Long hair is either braided or tied with headbands or in pony tails.
- Fingernails are to be cut short, nail polish not allowed.
- Tattoos are strictly prohibited.
- Dyeing of hair is strictly not allowed.
- Multiple earrings are prohibited.



## Grade School & Junior High School

### Male

- White polo shirt-jack with a pocket bearing the school insignia. Length of the shirt-jack rests on the second hip;
- Khaki pants loose enough for comfort and decency;
- White sando as undershirt;
- Black shoes and white socks.
- All male learners should have their hair neatly trimmed which should be at least 2 inches above the collar or known as "crew cut". Long and overgrown sideburns or "patillas" and forelocks are not allowed. Haircut inspections are conducted every first week of the month.
- All male learners are prohibited from wearing earring(s).
- Wearing of caps inside the school is not allowed.
- Fingernails are to be cut short. Nail polish is not allowed.
- Tattoos are strictly prohibited.
- Dyeing of hair is strictly not allowed.

## Senior High School

### Male

- Midnight blue slack and cream polo
- White socks and black shoes

### Female

- Dark blue with two pleated shirt in front
- Cream blouse with chaleco vest

## P.E. UNIFORM

- Learners are expected to wear their prescribed P.E. uniforms during their P.E. class
- White socks and rubber shoes

## PAGLILINGKOD UNIFORM

### Male

- Royal blue shirt (not shirt-jack) tucked in the long khaki uniform pants;
- Black belt;
- White socks and black leather shoes;
- Neckerchief rolled and worn over collar and held with a ring that rests on the second button of the shirt; and
- Two ends of neckerchief tied together in a square knot

### Female

- Khaki blouse and royal blue skirt

- Black socks that cover the ankles and black shoes.
- Neckerchief rolled and worn over collar and held with a ring that rests on the second button of the shirt; and
- Two ends of neckerchief tied together in a square knot

### SCHOOL I.D.

The identification card is part of the school uniform. It is non-transferable and must be worn within the school premises **AT ALL TIMES**. The I.D. cards must be free from tampering, trimmings and decorations. Since the I.D. is non-transferable, anyone caught using falsified I.D. shall be subjected to disciplinary action/s.

On learners who come to school without I.D.

1. The first two instances when a learner comes to school without a school I.D., he/she must write his/her name on the logbook at the guard's area. Parents of the concerned learner must be informed of this immediately.
2. On the third time the same act is committed, the said learner will be brought to the IPU to have his/her new I.D. A payment of P150.00 must be made at the Business Office.

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## VI. SECURITY MEASURES

### THE GATE

1. The main gate opens at 6:00 in the morning and closes at 6:15 in the evening.
2. The second gate closes at 7:40 a.m. It reopens at 11:20 a.m. allowing parents/guardians to come and assist their children/wards during lunch break. They will be directed to go up to their children/ward's classrooms through stairs C and D only. At 12:20 p.m. They are expected to vacate the school premises so the learners can get ready for their afternoon classes.
3. Dismissal in the morning is at 11:45 a.m. for grade school, 11:40 a.m. for junior high school, and 11:30 a.m. for senior high school. Learners may come down through stairs A and B only.
4. Classes start at exactly 1:00 p.m. for grade school, 12:50 p.m. for junior high school, and 12:30 p.m. for senior high school in which all learners are expected to be seated in the classroom.

### PARENTS, GUARDIANS, AND VISITORS

1. Unauthorized persons are not allowed within the school premises unless with proper identification. Firearms and other deadly weapons shall be deposited to the security officer of the day – the desk guard at the inner gate.
2. Persons intending to seek entrance should sign the logbook indicating the time and purpose of visit. A visitor's pass shall be given upon entrance in exchange for any valid personal identification cards.

3. Parents/guardians are not allowed to loiter or stay inside the school premises during class hours unless necessary and approved by the Principal or Head Teachers.
4. The school shall not be held liable for the welfare of any learner eating lunch outside the campus. Furthermore, parents/guardians are expected to bring their children to school on time and fetch them on time after dismissal.
5. The seats at the waiting area (along the main entrance) are intended for the parents/guardians, on a first-come-first-served basis. Smoking, selling, gambling, and the like are strictly prohibited.
6. The school will not be held responsible for any loss of valuable materials such as bags, jewels, cellular phones and the like in the waiting area.
7. Parents/guardians and learners are encouraged to report to the security guards on duty any malicious and suspected criminal elements loitering around the school premises to avoid any untoward incident that might happen.
8. The security guards on duty shall not receive anything from the parents/guardians intended for their children/wards at any time of the day. Security guards are in charge of the safety of everyone and gatekeeping is of utmost importance.
9. Smoking is strictly prohibited within the school premises.
10. Parents/guardians are expected to wear appropriate attire upon entering the school premises. Strictly no shorts, slippers, spaghetti straps, sando, plunging necklines and see-through clothes are allowed.

## LEARNERS

1. Learners are discouraged from leaving their things or other personal belongings on the security guard's desk or along the hallways.
2. Gates at the 2nd, 3rd, and 4th floors are closed at 5:30 p.m. Thus, learners are expected to leave these areas before closing time.
3. All learners are not allowed to stay within the school premises after 6:00 p.m. Learners who wish to stay for practice or a meeting after 6:00 p.m. or those who will go back on Saturday and Sunday are required to secure a permit from the Office of Student Services provided that a teacher concerned is present and is responsible for the welfare of his/her learners.
4. The learners, under the tutelage of their teacher, shall leave the premises clean before they leave.
5. Learners will be held liable/accountable for the damages on the school properties/facilities/rooms they used.
6. Disciplinary action may be taken against individual members for violation of and/or failure to comply with the above measures.

*We have carefully read and understood the provisions in the Learner's Manual. We agree to abide by the rules and regulations and shall cooperate in order that the school objectives be realized.*

Name: \_\_\_\_\_  
(In PRINT)                      Surname                      First                      Middle                      Chinese Name

Year/Grade and Section: \_\_\_\_\_ School Year: \_\_\_\_\_

Father's Name (in PRINT) \_\_\_\_\_

Contact Number/s : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mother's Name (in PRINT) \_\_\_\_\_

Contact Number/s : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Guardian's Name (in PRINT) \_\_\_\_\_

Contact Number/s : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Learner's Signature Above Printed Name

\_\_\_\_\_  
Father's Signature Above Printed Name

\_\_\_\_\_  
Mother's Signature Above Printed Name

\_\_\_\_\_  
Guardian's Signature Above Printed Name

IMPORTANT NOTE: The above mentioned names are the only official signatories for any communication with school authorities.

AGREEMENT: Should the learner enrollee discontinue his/her studies or his/her schooling be terminated for valid reasons by the school before the end of the school year, all payments made including dormitory, tuition, and other school charges shall be forfeited.

\_\_\_\_\_  
Learner's Signature Above Printed Name

Conforme:

\_\_\_\_\_  
Parent/Guardian's Signature Above Printed Name

\_\_\_\_\_  
Date