



Colegio de la Purisima Concepcion
COLLEGE STUDENT HANDBOOK

2021 EDITION

OFFICE OF THE STUDENT AFFAIRS AND SERVICES



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Purissima Beloved

Lyrics: Mr. Vic Meñez

Music by: Mrs. Maria U. Javier

*Purissima beloved,
our hearts are all for thee
Thy crystal font of learning
with grateful hearts to thee we sing
Thy founder, brave and true
blazed the trail over trials and sorrows
thy name we cherish
sweetly nurtured with bliss.*

Refrain:

*With fervent prayers
from thy portals we would march on
hopes soaring high
will resound with the challenge of time.
Onward we march
and raise the banner of glory forever
Hail, dear Alma Mater!
Hail, to thee all Hail!*

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Welcome to PURISIMA

Thank you for making Colegio de la Purisima Concepcion the school of your choice. You are now part of the CPC Family. The priests, administrators, faculty, staff, and your fellow students are joining hands to make your stay with us meaningful and memorable.

Take time to read this handbook carefully. It is your guide. Abide by the policies and regulations outlined herein, be involved in clubs, organizations and school-sponsored activities, get to know the people you interact with- and we assure you, that your student life in CPC will be worth it.

It is our hope that this handbook will help you, a PURISIMIAN, understand your rights, privileges, duties and responsibilities.

As dynamic partners in the Catholic education of our youth, we share this handbook with your parents so that all will be aware how CPC develops its students spiritually, intellectually, physically, emotionally, and socially-for God and Country. We are asking your parents to be familiar with this handbook and help us to ensure that you comply with the norms of behavior and requirements of CPC education.

Vision

A Center of Excellence for Catholic Education.

Mission

Produce globally competitive professionals through quality Catholic instruction, relevant research and community service for or love of God, Mary and country.

Goals

1. Promote quality Catholic instruction, cultural heritage, relevant research and community service, for love of God, Mary and country
2. Sustain an effective and quality management system to promote globally competitive development.

Objectives

1. Offer programs in basic education, arts and sciences, business and marine education engineering and technology, criminal justice, post-graduate studies and other relevant programs.
2. Preserve, enrich and promote the culture of Capiz in the Philippines.
3. Strengthen research engagement and social responsibility among stakeholders of the college.
4. Deepen Christian values among stakeholders of the college.
5. Adopt a quality management system that addresses emerging needs of a fast changing global community.

Core Values

Pro Deo et Patria (Love of God and Country)

Faith

Hope

Charity

Integrity

Justice

Mercy

Excellence

Service



THE SEAL OF COLEGIO DE LA PURISIMA CONCEPCION

The School Seal of CPC has made use of the three symbols which appropriately represent the “Catholic Education” it offers which is unique in itself. The book and the beak symbolize the DOCTRINE OF THE CATHOLIC CHURCH integrated in the general education the school provides to its students. The blue & white colors of the seal symbolize the BLESSED VIRGIN MARY, THE PATRONESS of the school who provides the needed inspiration and under whose mantle of protection the college continues to exist and perform its mission as evangelizer of Catholic education. The motto of the school “PRO DEO ET PATRIA” (for GOD and COUNTRY) is arched on top of the symbols to signify the INTEGRAL CHRISTIAN FORMATION and the strongly adherence of the school to LOVE and PATRIOTISM, for GOD and COUNTRY.

CPC through the Years

The Colegio de la Purisima Concepcion (CPC) was established in response to the great demand for Catholic education in the Province of Capiz particularly in the City of Roxas. True to its motto “Pro Deo et Patria,” CPC has become an extension of a Catholic home and of the Catholic Church. A brief account of significant events in the history of CPC follows.

Its Beginnings

CPC was founded in June 1948 by Msgr. Vicente M. Gonzales, D.P., then parish priest of the Immaculate Conception Parish. As first director and treasurer, Msgr. Gonzales braved the storm of uncertainties and steered the institution towards stability. Two nipa and bamboo shacks with five rooms housed 400 high school students, 25 of whom became its first batch of graduates in school year 1948-49. Mrs. Concepcion Greenman-Layne was the first high school principal.

The following year (1949-50), collegiate courses – One-Year Secretarial, Associate in Arts (General and Pre-Law) and Junior Normal leading to the Elementary Teacher’s Certificate (ETC) – were offered. Fr. Salvador Mabasa was appointed director by Msgr. Jose Ma. Cuenco, then bishop of Jaro. Ms. Marina H. Hundana headed the Junior Normal School and Mr. Ramon Flores became the first registrar. The nipa shacks had to give way to two 2-storey Quonset buildings.

In the third year of its operation (1950-51), CPC opened its doors to elementary education with Ms. Hundana as the first principal. That same school year marked the first commencement exercises of the Elementary Department.

When the Diocese of Capiz was canonically erected in 1951, CPC was made a diocesan school for men and women. The first ordinary of the Diocese, Bishop Manuel Yap, was the first chairman of the Board of Trustees. He was succeeded by then Bishop Antonio F. Frondosa in 1952 followed by Archbishop Onesimo C. Gordoncillo in 1986. The present chairman, Archbishop Jose F. Advincula, Jr., took over the chairmanship in 2012 upon the retirement of Archbishop Gordoncillo.

Fr. Sinforiano F. Fuerte took over the reins of the school in 1951 when Fr. Salvador Mabasa left for the United States for further studies. More courses in the tertiary level were offered: Bachelor of Science in Education, ETC combined with Home Economics, Pre-dental course and the first two years of Bachelor of Science in Commerce.

It was in 1953-54 when CPC offered the complete four-year course in Commerce with Accounting and Banking and Finance as major subjects. The following year, it offered Bachelor of Science in Elementary Education.

CPC first distinguished itself in the national scene when its cum laude graduate in Commerce, Reynaldo Felizardo, made it to the top 10 (6th place) in the CPA board exams in 1956.

Years of Growth and Expansion

The construction of the three-storey building in the main campus was started in 1957 to meet the demands of the increasing enrolment. After many years of hard work, CPC was able to complete its main campus in 1980.

The College of Education also made a name in 1960 when its magna cum laude graduate, Fe Gomez-Villarruz, topped the competitive examination for teachers in Roxas City and in the Province of Capiz. It was in 1962 when the school director assumed the title of Rector; thus, Fr. Sinfiorano Fuerte was installed as the first rector of CPC.

The College opened its doors to graduate education in 1963 with Dr. Carmen F. Rodil as the first Graduate School dean. It offered Master of Arts in Education with educational administration, guidance and counseling, and elementary education as fields of concentration.

The school year also marked the opening of the College of Law with Atty. Venicio T. Escolin, who later became an Associate Justice of the Supreme Court, as its first dean. Its first graduate, Atty. Victor Azagra, passed the bar examination given in 1967.

School year 1968-69 was the start of CPC's Engineering program under the leadership of Dean Arturo Uvas. The program later brought CPC to the limelight with its sizable number of board passers; more so, when two of its graduates made it to the top ten in the board examination for civil engineers – Cezar Talabucon, Jr., 4th place, 1989; and Joel C. Villaruz, 2nd place, 1991.

In 2002, the School of Criminology was opened with Gregorio Mendoza as dean. The College of Hospitality and Tourism Management was made into a separate academic unit from the College of Business Management and Accountancy in 2019.

Years of Transition and Progress

As the Administration changed hands from Fr. Sinfiorano F. Fuerte (1951-1988) to Msgr. Nephtali S. Irisari (1988-2000) to Msgr. Vicente F. Hilata (2000-2012) to Msgr. Policarpio John A. Luza (2012-2014) to Msgr. Rufino Regie A. Pamposa (2014-2018) to its present rector, Msgr. Cyril B. Villareal (2018-to date), CPC has markedly inched its way to progress. Its physical expansion has enabled the College to cope with its tremendous growth and development. Its curricular programs namely, Ph.D., MAEd, BSBA, BSA, BSEd, BEEd, Criminology, Computer Engineering, and Basic Education (Grade School) have withstood the rigors of accreditation (ACSCU-AAI, PACUCOA, and PAASCU). Programs in the College of Criminal Justice (CCJ), College of Engineering (CET), College of Business, Management and Accountancy (CBMA), and College of Maritime Education (CME), which are ISO 9001 certified, were upgraded to 2015 version on July 18, 2018.

CPC also received awards of excellence from the Commission on Higher Education (CHED) for its outstanding performances and substantial gains in physical facilities, faculty development and effective community extension services. One of its students, Ms. Precy Bacalangco, was awarded as one of the Outstanding Student Leaders in Western Visayas in 1995. Another student, Roma C. Padua, brought honors to CPC when she was chosen as one of the Ten Outstanding Students of the Philippines in 2007. Ms. Padua stands out as the first student from Capiz to get the award.

CPC has three campuses: 1. the Main Campus with its three-storey building housing the College of Business Management and Accountancy, College of Hospitality and Tourism Management, the Junior High School and the administrative offices. 2. Arnaldo Boulevard Campus. Found here are the School of Graduate Studies, College of Law, College of Engineering and Technology, College of Criminal Justice, College of Maritime Education, College of Arts and Sciences and Education, Pre-School Department, Grade School Department, Senior High School, and San Lorenzo Event Center (SLEC). 3. Calipayan Campus (formerly Mount Carmel Family Life Learning Center) which is an extension of the Pre- School and Grade School Departments.

Established three years earlier than the Diocese of Capiz, CPC celebrated its Golden Jubilee in 1998 and its Diamond Jubilee in 2009.

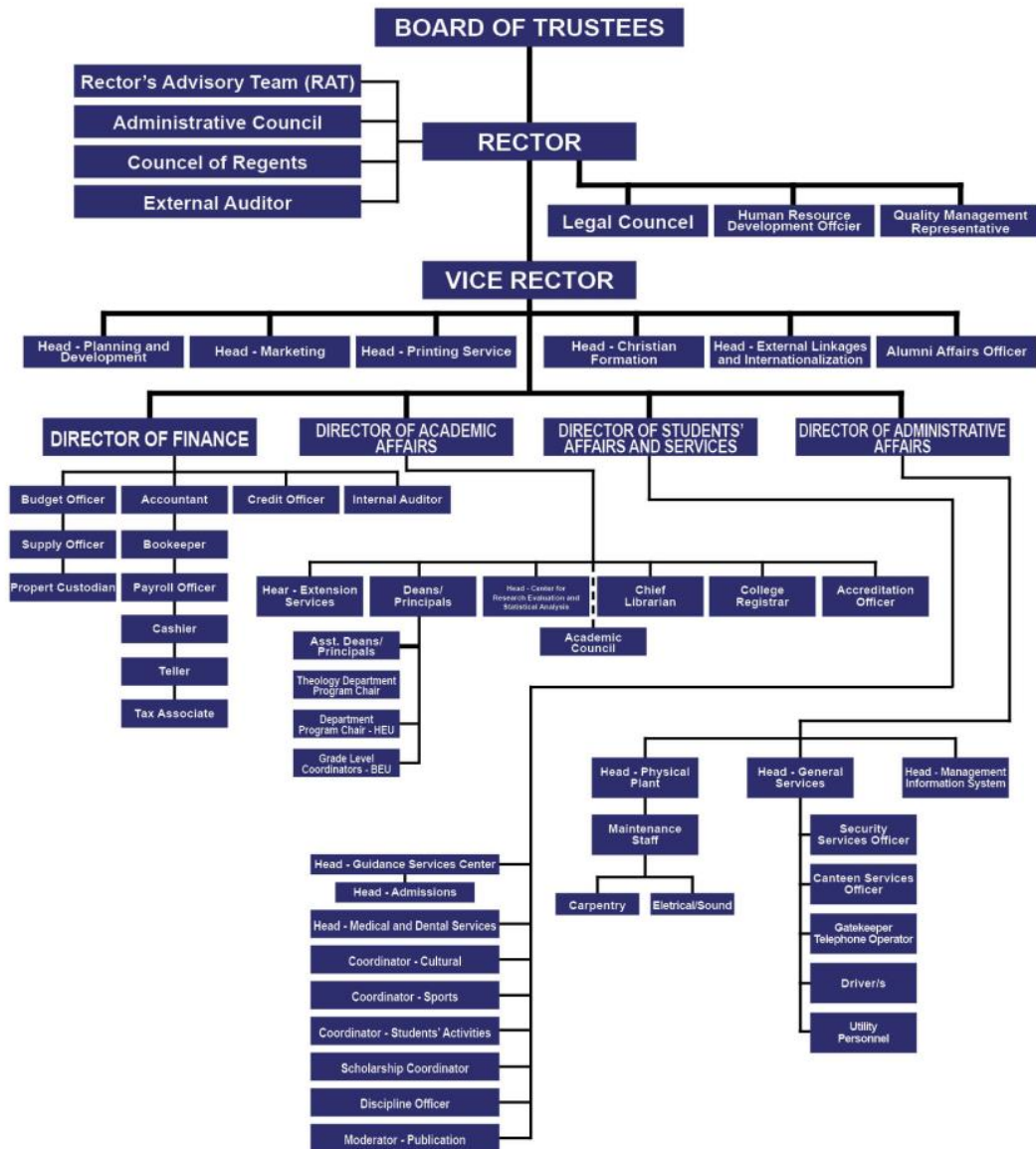
CPC can look back to its glorious past with pride, more determined to pursue academic excellence in line with its mission and vision towards Christian formation “for God and Country.” It can humbly boast of its roll of distinguished alumni headed by Jaime Cardinal L. Sin, Bishop Vicente M. Navarra, Bishop Dinualdo D. Gutierrez, Ambassador Francisco A. Alba, Justice Josue B. Bellosillo of the Supreme Court, Justice Roberto A. Barrios of the Court of Appeals, noted cardiologist Adolfo B. Bellosillo, former Congressman Rodriguez D. Dadivas, Deputy Speaker Fredenil H. Castro, DPWH Director Rolando M. Asis of Region VI among others.



COLEGIO DE LA PURISIMA CONCEPCION

THE SCHOOL OF THE ARCHDIOCESE OF CAPIZ

ORGANIZATIONAL CHART



CPC Board of Trustees (BOT)

The Board of Trustees is the governing and highest policy-making body of the College. It determines and formulates general policies and objectives, which are deemed necessary for the administration and development of the College.

Office of the Rector

The Rector is the chief executive office of the College. He executes the policies adopted by the Board of Trustees and is ultimately responsible for all the daily activities and operations of the College.

Office of the Vice Rector

The Vice Rector assists the College Rector in the daily activities and operations of the College. Specifically, the Vice Rector supervises the following support units, i.e., Planning and Development, External Linkages and Internationalization, Alumni Affairs, Christian Formation, Marketing Office and Printing Services.

Office of the Director for Administrative Affairs

The Director for Administrative Affairs oversees the general direction and supervision of administrative works and functions of the College.

Office of the Director for Finance

The Director for Finance takes charge of the management and implementation of sound financial policies and programs in view of maximizing the resources of the College.

Office of the Director for Academic Affairs

The Director for Academic Affairs is directly responsible for the instruction and research functions and extension services of the College.

Office of the Director for Student Affairs and Services

The Director for Student Affairs and Services complements the curricular program of the College through programs and activities geared towards the integral development and welfare of the students.

Registrar's Office

The Registrar's Office is the repository of records pertaining to the academic performance students and academic requirements of courses offered in accordance with the requirements prescribed by the Commission on Higher Education. This office facilitates this registration of students; issues transfer credentials, transcript of records, and other certifications, and certify the eligibility of the candidates for graduations and honors.

Guidance Service Center

The Office of the Guidance Services Center is an ancillary unit of the Office of the Director for Student Affairs and Services that provides students with opportunities and experiences for growth by conducting tests, orientations, counselling, placement, career guidance, etc.

Admission Office

The Office of Admission is an ancillary unit of the Guidance Services Center under the Office of the Director for Student Affairs and Services. It oversees the implementation of admission policies in consonance with the vision, mission, goals, and objectives of the College.

Medical and Dental Services

The Office of the Medical and Dental Services is an ancillary unit of the Office of the Director for Student Affairs and Services that looks into the general health of the academic community, especially the students.

Office of the Sports Coordinator

The Office of the Sports Coordinator is an ancillary unit of the Office of the Student Affairs and Services that promotes the physical development of the academic community through various sports activities which draw out the values of fair play, teamwork, and sportsmanship.

Office of the Cultural Coordinator

The Office of the Cultural Coordinator is an ancillary unit of the Office of the Student Affairs and Services that leads the academic community to be exposed in different art forms, cultural awareness and appreciation, and the discovery and development of artistic talents.

Office of the Moderator for Publication

The Office of the Moderator for Publication is a support unit to the Office of the Director for Student Affairs and Services in charge of publishing various students' official publications and the college yearbook.

Office of the Student Activities Coordinator

The Office of the Student Activities' Coordinator is an ancillary unit of the Office of the Student Affairs and Services that directly assists in various college-wide co-curricular and extra –curricular programs and activities' of the College.

Discipline Officer

The Office of the Discipline Officer is an ancillary unit of the Director for Student Affairs and Services that implements the rules and regulations on students' discipline

Scholarship Coordinator

The Office of the Scholarship Coordinator is an ancillary unit of the Office of the Student Affairs and Services that is responsible for coordinating all aspects of the **scholarship** programs that the Fund operates on behalf of donors and the College.

Office of the Human Resource and Development Officer

The Human Resource and Development Officer takes charge of all personnel actions and socio-economic advancement of the faculty and personnel as well as the harmonious working relation between the administrative and the faculty employee.

Center for Research and Evaluation

This office performs to conduct different researches, such as feasibility studies for possible curricular offering and evaluation of programs and performances. It also provides any assistance to any research activity conducted in the college.

Extension Services Office

The Office of the Extension Services is a support unit of the Office of the Director for Academic Affairs that leads in implementing community extension related engagements of the College.

Library Services

The College maintains six libraries: one for the grade school, one for the high school, two for the undergraduate, one for the college law, and one for graduate studies. Headed by the Chief Librarian, the libraries provide information, references, technical services, such as acquisition, cataloging, and binding, and lend out books to students and teachers.

Office of the Christian Formation

The Office of the Christian Formation is a support unit of the Vice Rector that seeks to minister the integral growth of all members of the academic community of the College in terms of their spiritual and moral development. As the pastoral dimension of Christian formation, the office conducts and facilitates recollections and retreats, prayer sessions, and liturgical services,

Office of the Alumni Affairs

The Office of the Alumni Affairs oversees alumni affairs and relations for the support and contribution to the vision, mission, goals, and objectives of CPC. It also supervises alumni activities and officers of the CPC Alumni Association.

External Linkages and Internationalization

The Office of the External Linkages and Internationalization that engages in external relations to various local, national, and international institutions appropriate to the vision, mission, goals, and objectives of the College.

PART I STUDENT'S RIGHTS, DUTIES AND RESPONSIBILITIES

Student's Rights (Batas Pambansa Blg 232, Section 9)

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.

2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.

3. The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his potentialities.

4. The right of access to his own school records, the confidentiality of which the school shall maintain and preserve.

5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.

6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.

7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.

8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.

9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Student's Duties and Responsibilities (Batas Pambansa Blg 232, Section 15)

The student should:

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

2. uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.

3. promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.

4. participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.

5. exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

1 ACADEMIC POLICIES AND SERVICES

1.1 Admission/Re-admission

Academic entrance requirements vary with status of the prospective student and the program in which he/she wishes to enroll. An applicant whose qualifications meet the standards and requirements of the program is admitted, subject to his/her moral character and acceptance of the VISION/MISSION statement, and all policies, procedures, rules and regulation of CPC.

The College, however, reserves the right to refuse applicants, e.g. freshmen, transferees/returnees, resident/old students, in cases of academic delinquency; repeated violation of rules and regulations of the institution; failure to settle dues – tuition and other school fees; sickness or disease that would prevent the student to handle the normal pressure of school work; his/her continued presence thereat would be harmful to other members of the academic community; he/she is subjected to disciplinary action (ex. suspension, dismissal), those who have been convicted of any crime against the state; and, the closure of a program or the institution itself.

Any crime against the state; and, the closure of a program or the institution itself.

1.1.1 Requirements for Freshmen:

(High school graduates enrolling in the college for the first time)

1.1.2 Original High School Report Card (Form 138) duly certified by the Principal

1.1.3 Certified true copy of Baptismal Certificate

1.1.4 2pcs. of 2 X 2 colored pictures

1.1.5 PSA Authenticated copy of Live Birth

1.1.6 Certificate of Good Moral Character

1.1.7 Results of Admission Exam (Courses that requires Mathematics/English assessment must present results)

Note: This requirement may be waived on any special circumstances that the school officially communicated.

1.1.2 Requirements for Transferees/Returnees

(Transferees are those who wish to enroll in CPC after having studied in other institution. Returnees are students who started at CPC, quit or studied in other schools, and wish to enroll)

- Certificate of transfer credentials from the school last attended
- Transcript of Records

- Certified true copy of Baptismal Cert/PSA Authenticated
- Certificate of Good Moral Character
- 2 pcs. of 2 x 2 colored pictures

1.13 Requirements for Resident/Old Students

- Request for the appraisal of grades
- Recommendation from the dean

1.14 Requirements for Special Students

(Special Student are those who are not entitled to receive official credit for the work done because he/she either does not want to earn credit or does not satisfy the requirements for admission to certain courses. They are not eligible for academic honors or distinction).

They may be admitted provided that:

- They receive the approval of the Registrar, Dean or Department Chair for each of the courses they propose to enroll;
- They signed contract waiving the right to receive and demand credit for the work done; and
- They pay in full all the fees at the time of enrollment.

1.15 Requirements for Foreign/International Students

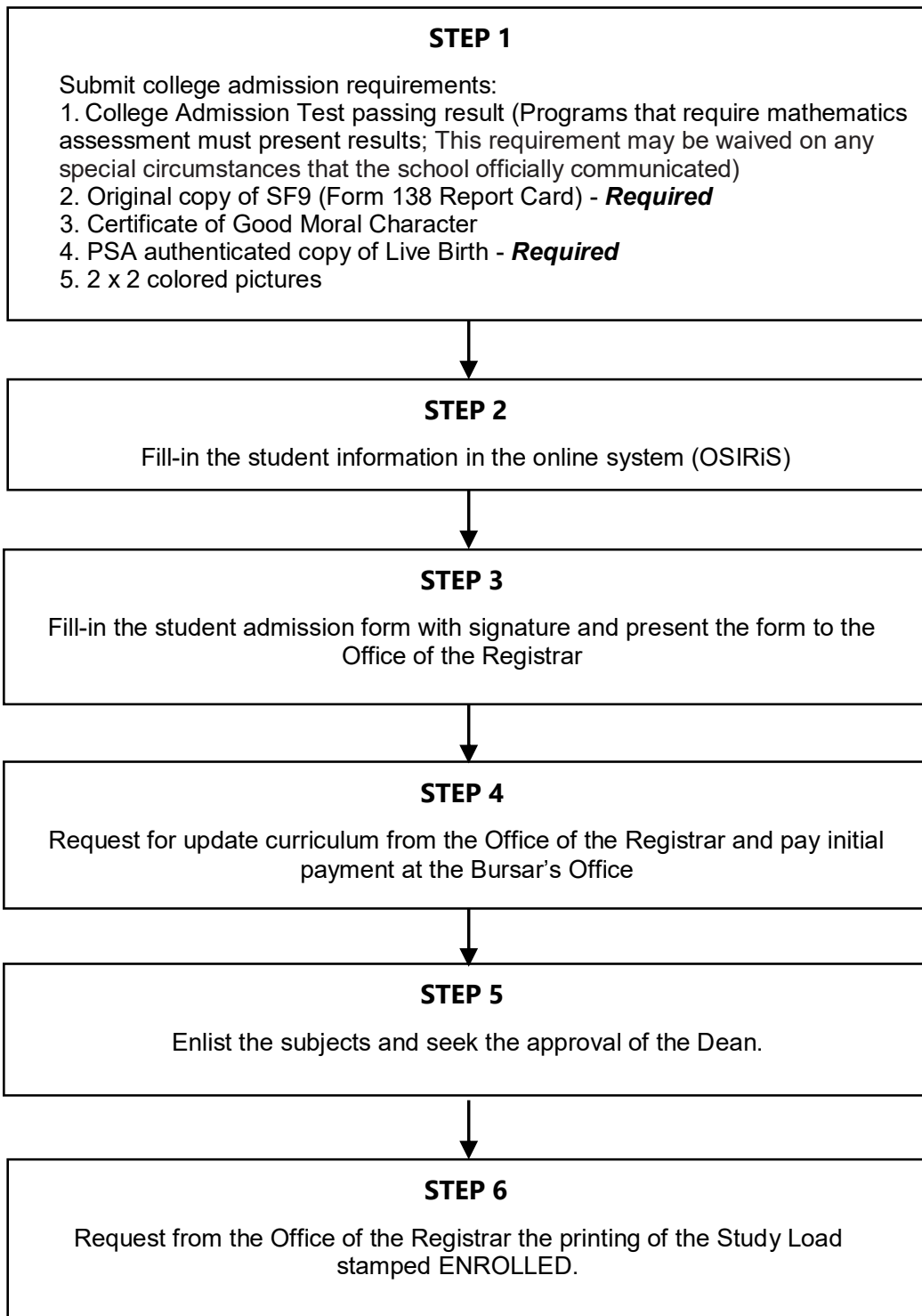
- Department of Foreign Affairs and the Bureau of Immigration required documents
- Original Transcript of Records
- Personal Data
- Affidavit of Support
- Alien Certificate of Registration (ACR)
- Special Student Permit/Student Visa
- Security clearance from the Embassy
- Resident Guarantor
- College Admission Test on desired program/course to take (Courses that require English/Mathematics assessment must present results; This requirement may be waived on any special circumstances that the school officially communicated)

1.16 Requirements for Second Courser Students

- Letter of application duly signed by the Dean for Second Courser /Professional Education Units
- Transfer Credentials
- Original Transcript of Records
- Authenticated PSA Birth Certificate
- Photocopy of Authenticated PSA Marriage Certificate (for female married student)
- Certificate of Good Moral Character
- 2 pcs. of 2x2 colored pictures (taken within the last six months)

1.1.7 Process Flow for Admission of Freshmen Students

ADMISSION OF FRESHMEN STUDENTS



Other options:**1. REGISTRATION THRU TEST MESSAGING/FB MESSENGER****Process**

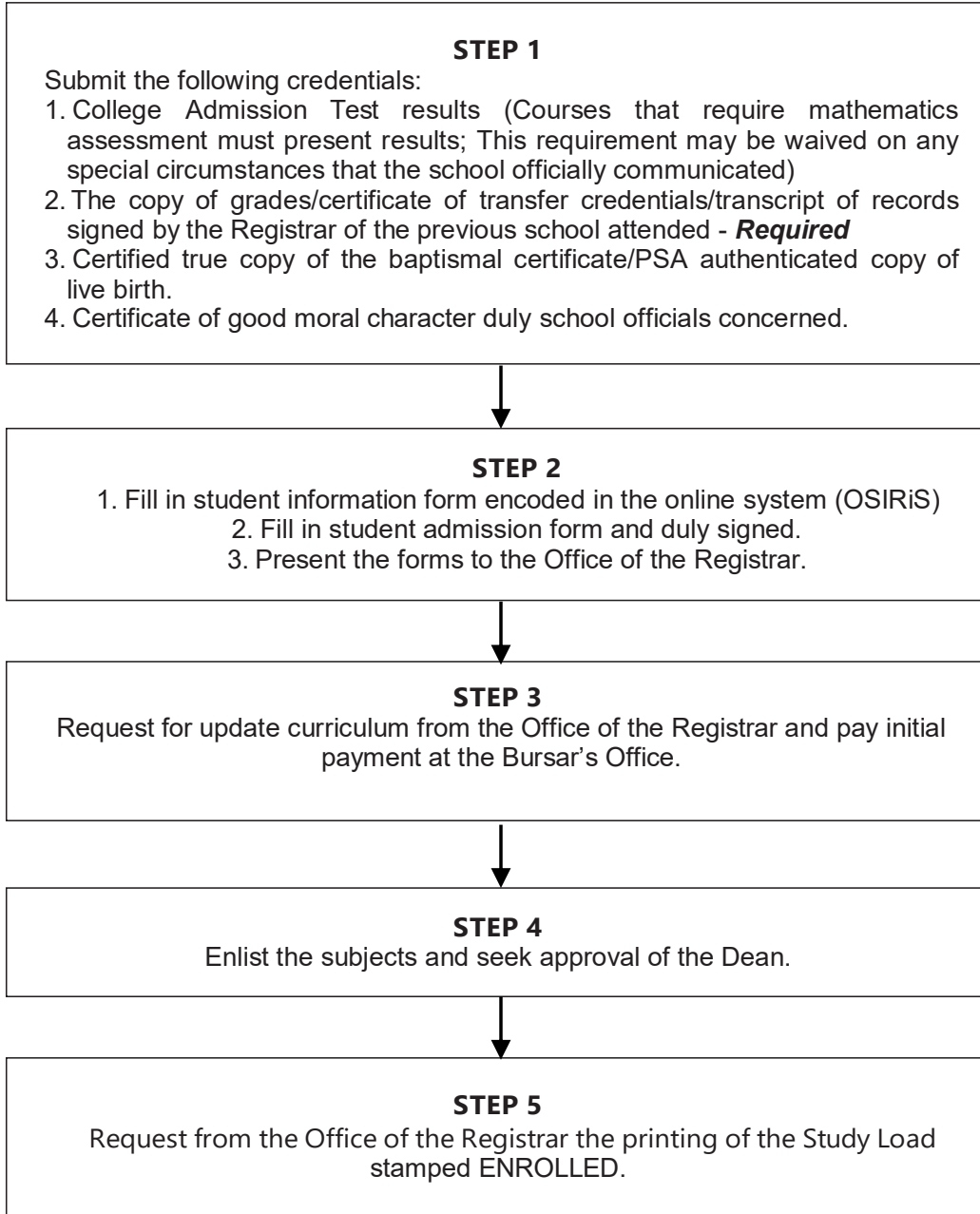
- a. Upon receiving the test, the secretary will fill in the enrolment registration form in behalf of the student.
- b. Pay the required minimum amount of Php 500 as down payment using the different online payment platform of CPC.
- c. Send a picture or scanned copy of the transaction/payment slip to the ff.:
 1. Tertiary level – registrar@purisima.edu.ph
 2. School of Graduate Studies – sgs@ourisima.edu.ph
 3. College of Law – cpc_llb2017@yahoo.com
- d. You will be notified thru email or text as soon as payment has been verified.
- e. Follow the online enrolment process using OSIRiS (NEW)
- f. The computer generated copy of the study load containing the schedule and assessment can be viewed in Osiris.

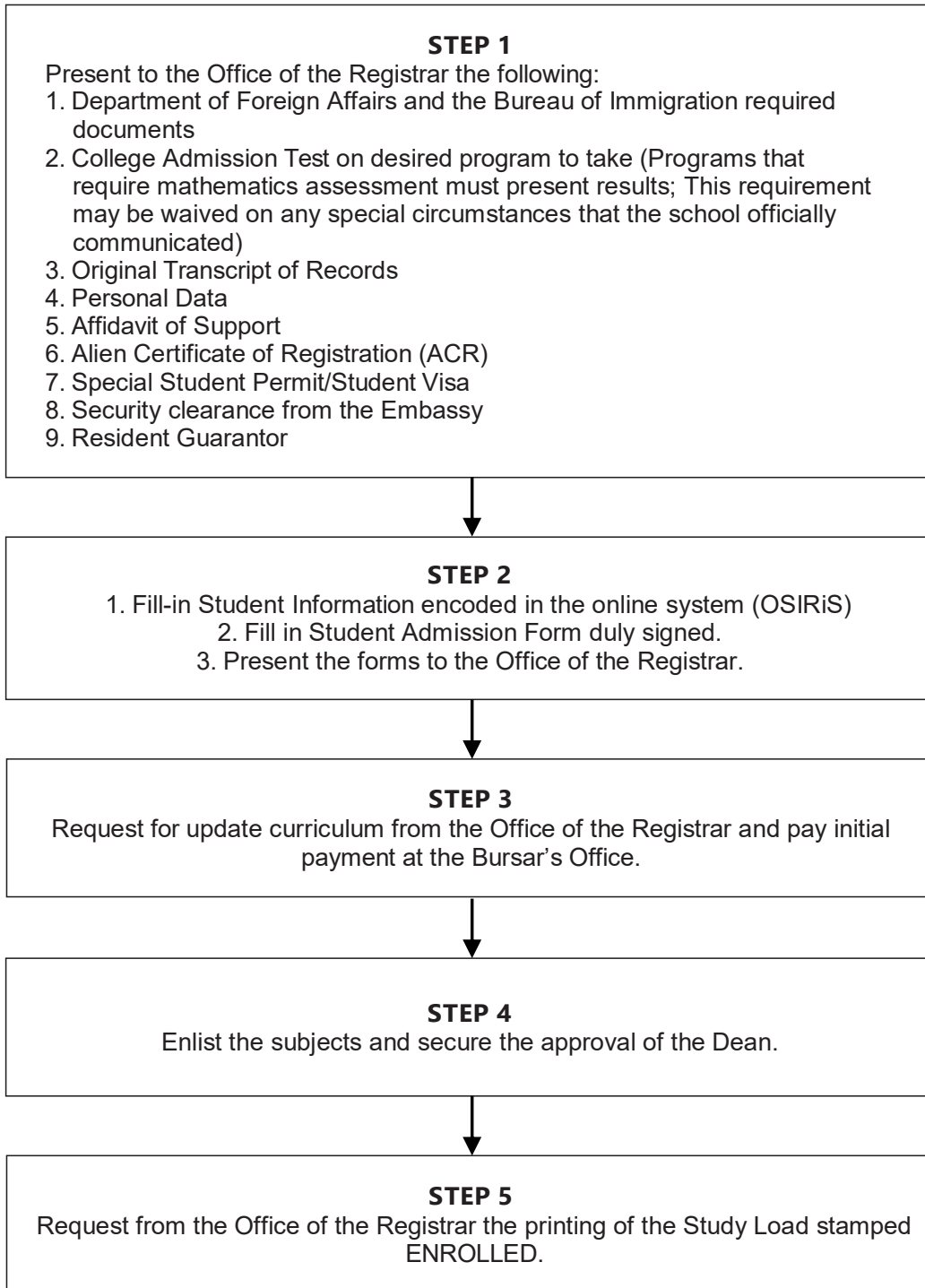
2. ONLINE PRE-REGISTRATION**Process**

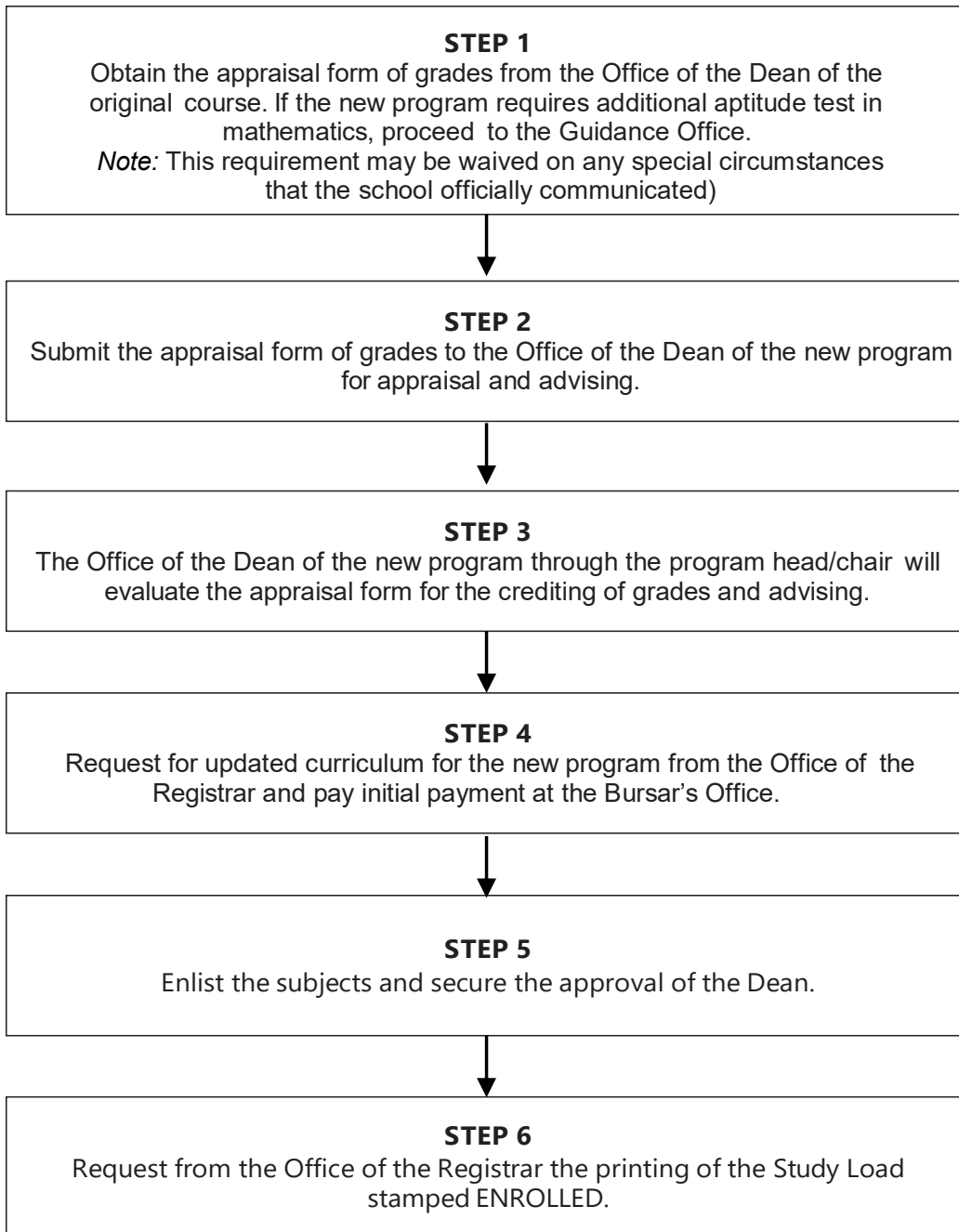
- a. Using the link from CPC FB page, fill in the enrolment registration form(profiling)
- b. Upon completing the form pay the required minimum amount of Php 500 as down payment using the different online payment platform of CPC.
- c. Send a picture or scanned copy of the transaction/payment slip to the ff.:
 1. Tertiary level – registrat@purisima.edu.ph
 2. School of Graduate Studies – sgs@ourisima.edu.ph
 3. College of Law – cpc_llb2017@yahoo.com
- d. You will be notified thru email or text as soon as payment has been verified.
- e. Follow the online enrolment process using Osiris (NEW)
- f. The computer generated copy of the study load containing the schedule and assessment can be viewed in Osiris.

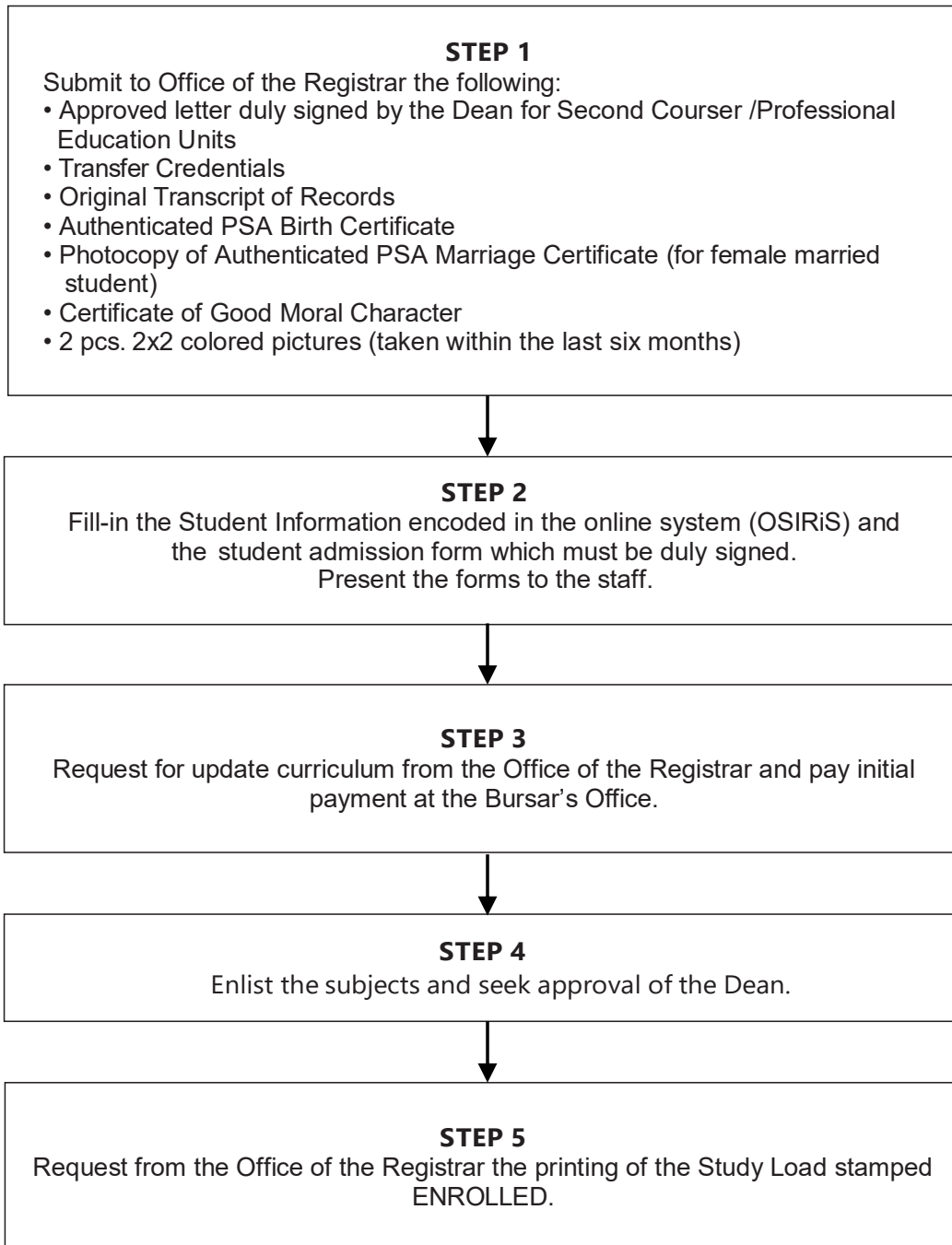
1.18 Process Flow for Admission of Transferee Students

ADMISSION OF TRANSFEREE STUDENTS



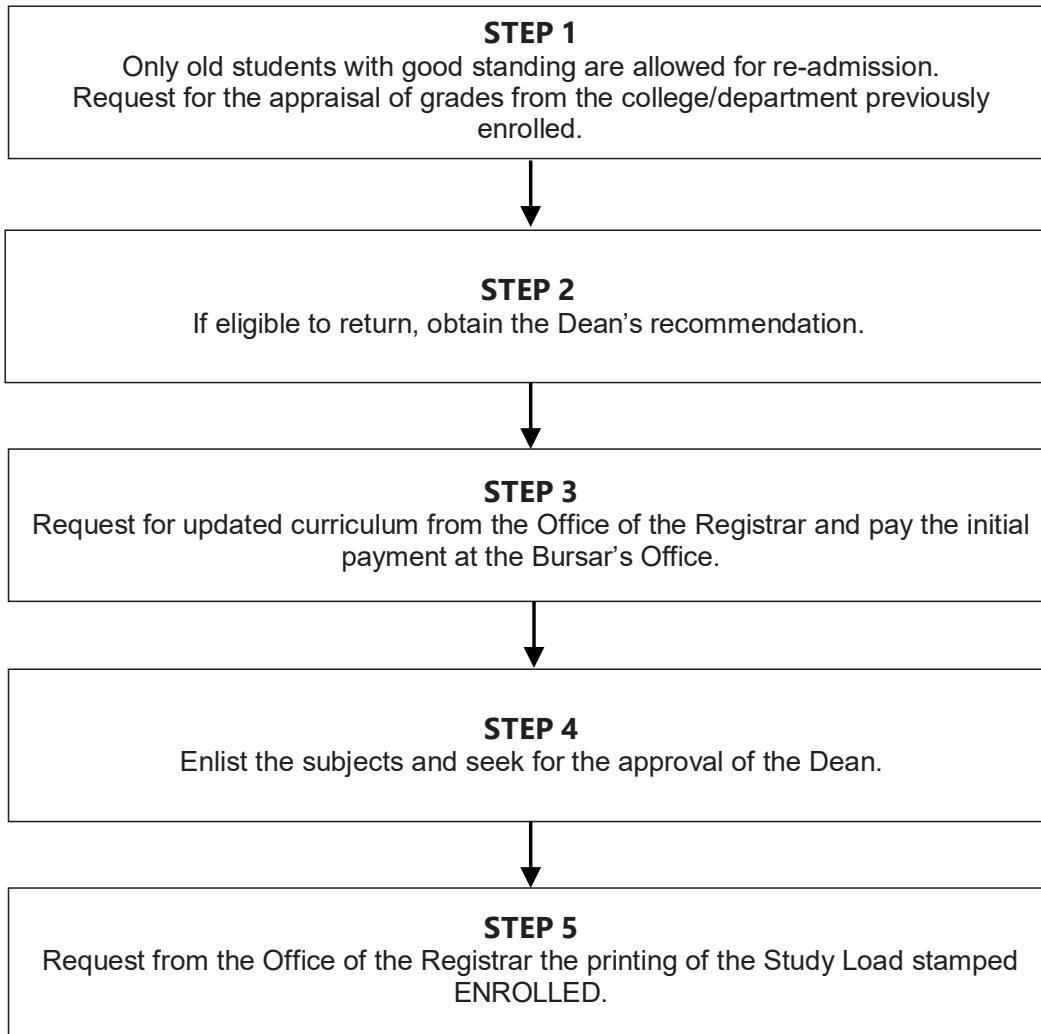
1.19 Process Flow for Admission of Foreign Students**ADMISSION OF FOREIGN STUDENTS**

1.1.10 Process Flow for Admission of Shiftee Students**ADMISSION OF SHIFTEE STUDENTS**

1.1.11 Process Flow for Admission of Second Courser Students**ADMISSION OF SECOND COURSER STUDENTS**

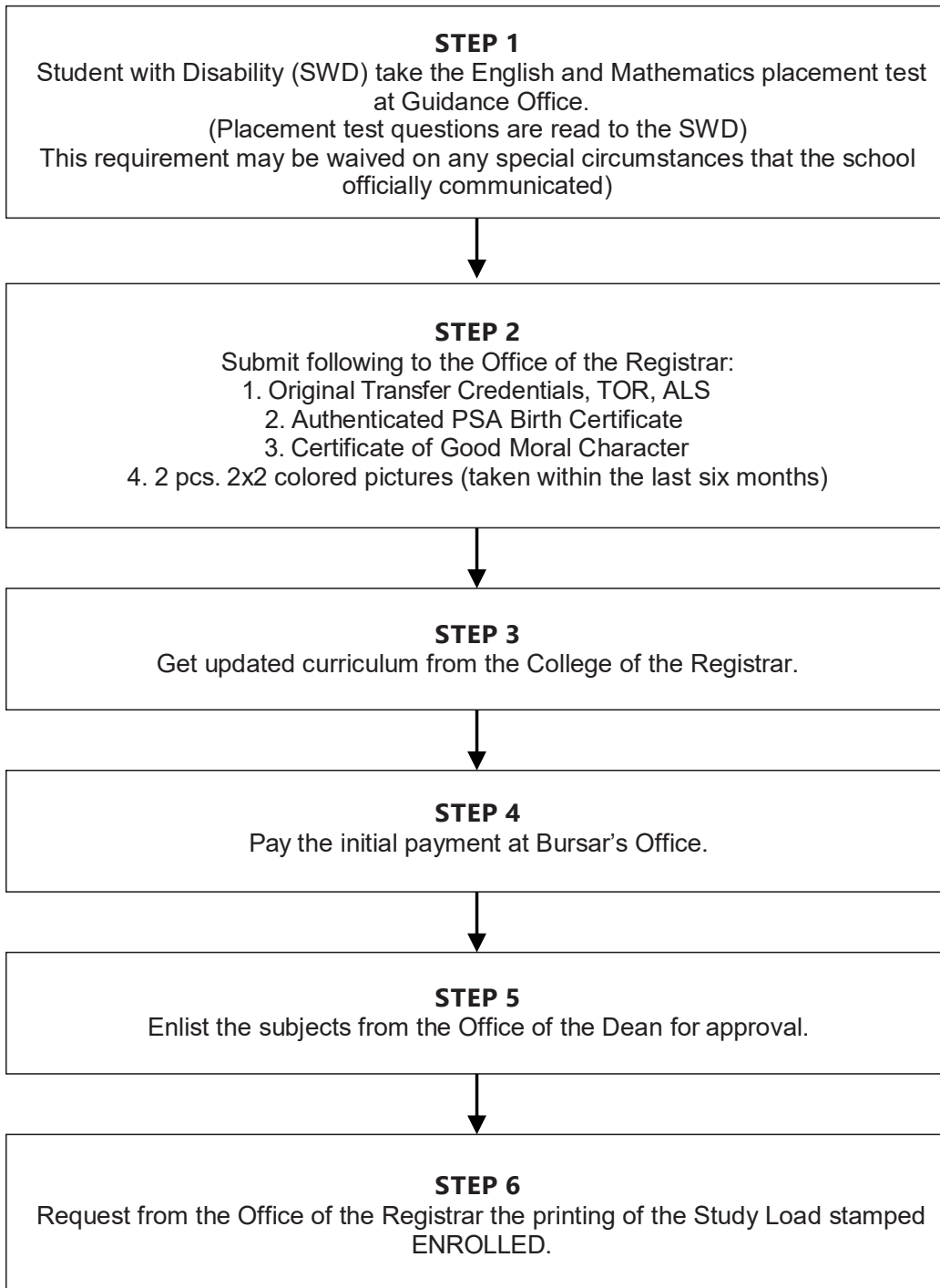
1.1.12 Process Flow for Admission of Returnee Students

ADMISSION OF RETURNEE STUDENTS



1.1.13 Process Flow for Admission of Person with Disability (PWD)

ADMISSION OF PERSON WITH DISABILITY (PWD)



1.2 Registration

Registration or enrollment of a student shall be held during the prescribed registration days as indicated in the approved school calendar. It shall be conducted in accordance with the pertinent procedures of the institution, and is subject to the rules as follows:

- The enrollment or registration is for the entire term, e.g., semester;
- After enrollment, the transfer of a student to another institution is discouraged, especially when the student is expected to graduate during the academic year;
- However, a student may transfer to another institution during the school term provided the consent of both institutions concerned is obtained;
- No student shall be accepted for enrollment unless he/she presents proper school credentials on or before the end of the enrollment period for the school term;
- A student is deemed officially enrolled after he/she has submitted his/her appropriate admission or transfer credentials; made an initial payment of his/her tuition and other fees to the school and was authorized to attend classes by the school.

1.2.1 Enrollment Procedure for New Student

Step 1 – Entrance Examination and Registration (Guidance / Registrar)

- Secure lists of requirements and instructions from the Registrar's Office;
- Pay at the Bursar's Office for the examination fee;
- Proceed to the Guidance Office for the admission test;
- After passing the exam, submit credential requirements to the Office of the Registrar;
- Fill-up the student info form for profiling and curriculum updating.

Step 2 – Initial Payment (Cashier)

- Proceed to the cashier for the payment of your first instalment fee (minimum of Php500). Take care of your official receipt (OR) for it bears your OSIRIS username and password.

Step 3 – Enlist Subjects (Deans/Program Heads/Registrar)

- Go to your respective Dean for the enlistment of subjects and approval of study load;
- Proceed to the Registrar's Office for the printing of your study load. You are now officially enrolled to CPC.

Step 4 – Full/Additional Payment (Cashier)

- You may opt to go to the cashier and pay the full amount and avail of discounts.

1.2.2 Enrollment Procedure for Old Students

Step 1 – Appraisal of Grades (Registrar/Deans/Program Heads)

- Secure a form from the Registrar's Office and have it signed by the respective college authorized person for curriculum updating; and
- Go to your respective Dean for appraisal of grades.

Step 2 – Update Curriculum (Registrar)

- Proceed to the Registrar Office for the updating of your curriculum.

Step 3 - Initial Payment (Cashier)

- Proceed to the cashier for the payment of your first instalment fee (minimum of Php500). Take care of your official receipt (OR) for it bears your OSIRIS username and password.

Step 4 – Approval of Study Load (Dean's Office/Registrar)

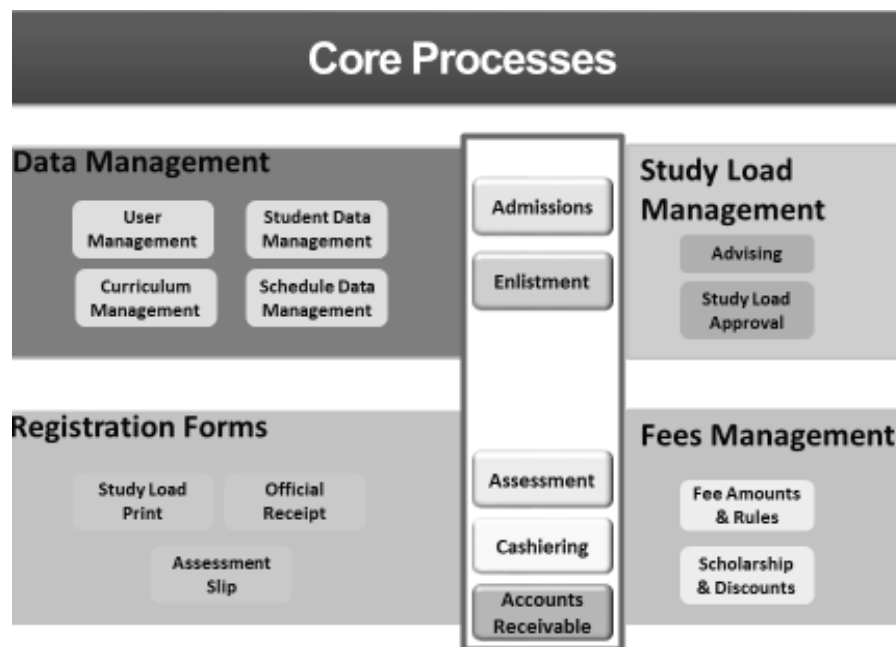
- Go to your respective Dean for the enlistment of subjects and approval of study load; and,
- Proceed to the Registrar's Office for the printing of your studyload. You are now officially enrolled to CPC.

Step 5 – Full/Additional Payment (Cashier)

- You may opt to go to the cashier and pay the full amount and avail of discounts.

1.23 Online Student Information and Registration System (OSIRIS)

Online Student Information and Registration System (OSIRIS) – is the online registration system of the college which allows the students to enlist the subjects to be enrolled every semester and view their grades and account.

DIAGRAM SHOWING THE CORE PROCESSES OF OSIRIS***Username and Password***

- Upon payment made for enrollment/registration, the student will receive the username and password generated by the system and printed in the official receipt.
- The username will be used all throughout his/her stay in the college. However, the password changes every semester. In cases where the student cannot remember his/her password, they can request for a new one at the Bursar's Office.
- The (uniform resource locator) URL, e.g. http://180.190.184.11/OSIRIS_CPCv3/ upon which they can access the OSIRIS System is also provided in same receipt.

1.24 Features of the System

The OSIRiS account of every student contains the following:

Student

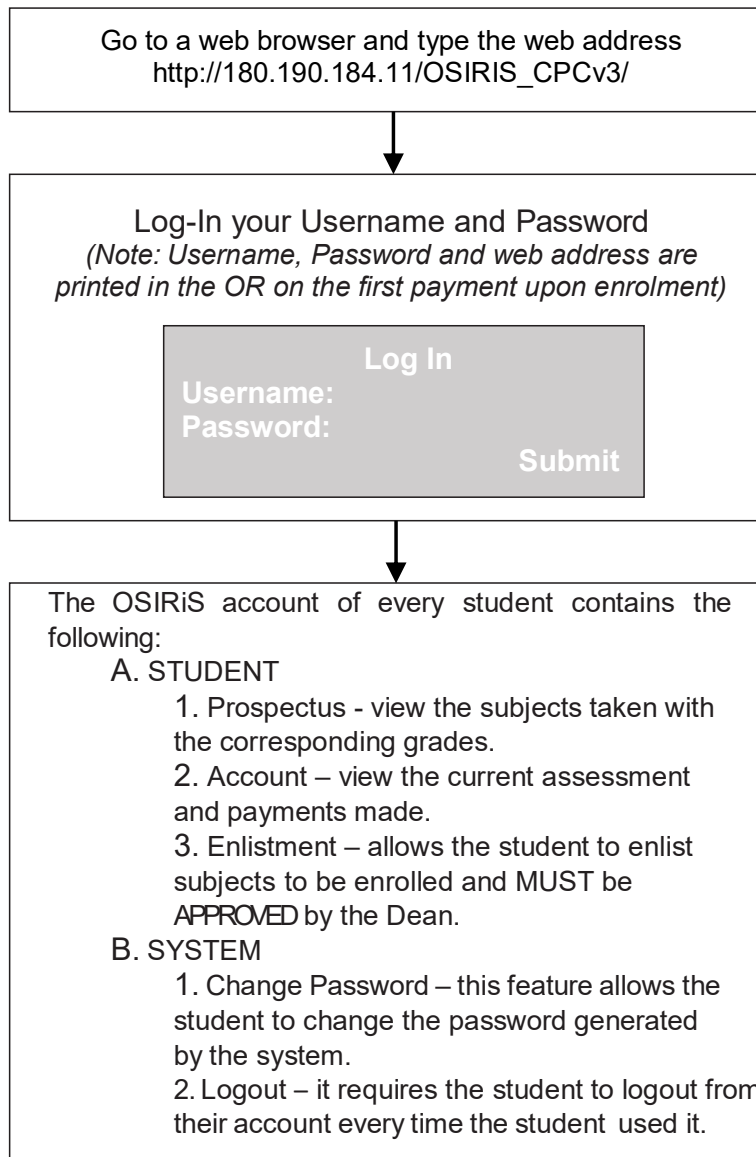
- Prospectus – it contains the subjects taken by students with the corresponding grades.
- Account – it contains the current assessment and payments made by the students.
- Enlist – it allows the students to enlist subjects to be enrolled subject for approval by the Dean.

System

- Change Password – this allows the students to change the password generated by the system.
- Log Out – it requires the students to logout from their account every time they used it.

1.25 Process Flow on the Use of OSIRiS

PROCESS FLOW ON THE USE OF OSIRIS



1.26 Process Flow for Students' Enrollment (New Students)

**PROCESS FLOW OF STUDENTS' ENROLLMENT
(NEW STUDENTS)**

STEP 1 – ENTRANCE EXAM, SUBMIT CREDENTIALS

GUIDANCE / REGISTRAR

1. Secure lists of requirements and instructions from the Office of the Registrar
2. Pay at the Bursar's Office for the examination fee.
3. Proceed to the Guidance Office for the admission test.
4. After passing the exam, submit credential requirements to the Office of the Registrar.

Note: The entrance exam may be waived on any special circumstances that the school officially communicated

STEP 2 – INPUT STUDENT INFO, CURRICULUM UPDATING, ISSUE STUDENT NUMBER

REGISTRAR

5. Fill-up the student information form for profiling and curriculum

STEP 3 – INITIAL PAYMENT

CASHIER

6. Proceed to the cashier for the payment of your first installment fee (minimum of Php500), and take note of the access credentials that will be issued to you (USERNAME &PASSWORD)

STEP 4 – ENLISTMENT AND APPROVAL OF STUDY LOAD

DEAN'S OFFICE/REGISTRAR

7. Go to your respective Dean for the enlistment of subjects and approval of study load.
8. Proceed to the Office of the Registrar for the printing of your study load. You are now officially enrolled to CPC.

STEP 5 – FULL/ADDITIONAL PAYMENT

CASHIER

9. You may opt to go to the cashier and pay the full amount and avail of discounts.

1.27 Process Flow for Students' Enrollment (Old Students)

**PROCESS FLOW OF STUDENTS' ENROLLMENT
(OLD STUDENTS)**

STEP 1 – APPRAISAL OF GRADES

REGISTRAR/DEANS/PROGRAMHEADS

1. Secure a slip from the Office of the Registrar and have it signed by the respective college authorized person for curriculum updating.
2. Go to your respective Dean for appraisal of grades.

STEP 2 – UPDATE CURRICULUM

REGISTRAR

3. Proceed to the Office of the Registrar for the updating of your curriculum.

STEP 3 – INITIAL PAYMENT

CASHIER

4. Proceed to the cashier for the payment of your first installment fee (minimum of Php500). Take care of your official receipt (OR) for it bears your OSIRiS username and password.

STEP 4 – ENLISTMENT AND APPROVAL OF STUDY LOAD

DEAN'S OFFICE/REGISTRAR

5. Go to your respective Dean for the enlistment of subjects and approval of study load.
6. Proceed to the Office of the Registrar for the printing of your study load. You are now officially enrolled to CPC.

STEP 5 – FULL/ADDITIONAL PAYMENT

CASHIER

7. You may opt to go to the cashier and pay the full amount and avail of discounts.

1.3 Online Enrolment

1.3.1 Online Enrolment Procedure for New/Transferee Students

PROCESS FLOW OF ONLINE ENROLMENT (NEW/TRANSFEREE STUDENTS)

STEP 1 – INITIAL DATA REQUIREMENTS

1. In the web browser, the student will type cpc.hbsi.ph
2. On the homepage of Osiris, Click the link under Login Button
For New Student or Transferee - Click here to apply
3. Fill out the form and click Submit
4. An email verification will be sent to student's email. Enter the code and click Verify.
5. The student will be notified via email that his/her application was approved and he/she can now login to Osiris to request credentials and self-enlist.

STEP 2 – REQUEST UPDATING OF CURRICULUM

6. Student's View. Login to Osiris using the username and password the student provided.
7. By default, the student will see the Student Information page.
8. To Proceed to Enlistment, Click the Enrolment Tab and Click the Online Enlistment Task.
a) The Student will be notified that he/she has no updated enrolment credential and needs to do a request. Click Ok and Click the "Request for Enrolment Credential Update" and fill out the target department, program and year level.
9. Click Submit request button and wait for the registrar to update/approve the request.

STEP 3 – ENROLMENT OF SUBJECTS AND APPROVAL

10. On Student's view. Click refresh or re-open the enlistment module.
a) If the request was approved/updated. The "Create Study load" button will appear. Click the button and Available schedules will be listed.
b) Click the "Add" link button that corresponds to the desired subject/schedule to enlist.
11. Once done enlisting, Click "Submit Request" as the Dean or department head will have to check the study load before approval.

STEP 4 – VIEW OF APPROVED STUDY LOAD

12. Click the refresh button or re-open the enlistment module.
13. Once Study load is approved. No further editing can be made. Study load status will be changed to "Approved"
a) Study load and assessment can only be viewed

STEP 5 – SETTLE ACCOUNT AND SCHOOL REQUIREMENTS

14. Settle your accounts thru fund transfer (thru BPI, PNB or GCash) or with the cashier
15. Proceed to the Admission Office for the other requirements.
16. Proceed to the OSA for the processing of ID.
17. Present the OR, ID validation form and other school requirements for new student/transferee at the Office of the Registrar
18. The Office of the Registrar will then print the study load marked "ENROLLED".

1.3.2 Online Enrolment Procedure for Old Students

PROCESS FLOW OF ONLINE ENROLMENT (OLD STUDENTS)

STEP 1 – INITIAL DATA REQUIREMENTS

1. In the web browser, the student will type cpc.hbsi.ph
2. Login to Osiris using the student surname as Username and ANY OFFICIAL RECIEPT NUMBER transacted at the bursar's office AS PASSWORD.
3. By default, the system will display the Student Information page. The system will require to add the email address if not included in the student information.

STEP 2 – REQUEST UPDATING OF CURRICULUM

- 3.
4. To Proceed to Enlistment, Click the Enrolment Tab and Click the Online Enlistment Task.
5. Click Submit request button and wait for the registrar to update/approve the request

STEP 3 – ENROLMENT OF SUBJECTS AND APPROVAL

6. On Student's view. Click refresh or re-open the enlistment module.
 - a) ***If the request was approved/updated. The "Create Study load" button will appear. Click the button and Available schedules will be listed.***
 - b) ***Click the "Add" link button that corresponds to the desired subject/schedule to enlist.***
7. Once clicked. The subjects will appear on the left table.
 - a) ***Once done enlisting. Click "Submit Request" as the Dean or department head will have to check the study load before approval.***

STEP 4 – VIEW OF APPROVED STUDY LOAD

8. On Student's view. Click the refresh button or re-open the enlistment module
9. Once Study load is approved. No further editing can be made. Study load status will be changed to "Approved"
 - a) ***Study load and assessment can only be viewed***

STEP 5 – SETTLE ACCOUNT AND SCHOOL REQUIREMENTS

10. Settle your accounts thru fund transfer (thru BPI, PNB or GCash) or with the cashier
11. Present the OR, validated ID at the Office of the Registrar
12. The Office of the Registrar will then print the study load marked "ENROLLED".

Important: You shall be considered enrolled only after you complete the enrollment process.

1.4 Cross-Enrollment

A student officially enrolled at CPC is not allowed to enroll in the other institutions without the consent of the Registrar and the Dean concerned.

However, one may be given permission, if:

- He/she is a candidate for graduation during the School year;
- The subjects to be cross-enrolled are in conflict with the other subjects; or not offered during the term in which he/she is supposed to graduate; and
- The subjects to be enrolled do not exceed six units during the regular term.

1.4.1 Cross-Enrolment Form(CEF) (F-REG-033)

Procedure:

1. Student secure a Cross-Enrolment Form (F-REG-033) from the Office of the Registrar.
2. The student obtains the endorsement of the Dean of the mother school.
3. The student secures the permission of the receiving school to cross-enroll.
4. The student submit the accomplished form duly signed by the registrar of the mother school to the Office of the Registrar.

STEP 1

Student secure a Cross-Enrolment Form (F-REG-033) from the Office of the Registrar.

STEP 2

Obtain the endorsement of the Dean.

STEP 3

Secure the permission of the receiving school.

STEP 4

Submit the accomplished form duly signed by the receiving school at the Office of the Registrar.

1.5 Late Enrollment

A student may enroll after the lapse of the registration period specified in the approved school calendar, and be admitted in accordance with the reasonable rules of the institution for late enrollment, but in no case exceed two (2) weeks after the opening of classes. Thereafter, no further enrollment shall be allowed.

Absences from classes due to late enrollment/registration are counted against the allowed number of absences in class. An additional fee is charged for late registration.

1.6 Shifting Policy

A shifter is a student in a bachelor program seeking admission to another bachelor program.

Shifters currently enrolled in any level should follow the latest approved curriculum of the program he/she is shifting to at the time of enrollment.

However, courses that require Mathematics assessment must be considered and followed.

Shifting to another degree program within the college is allowed only once.

1.7 Adding and Changing of Subjects

A student is allowed to change and/or add subject/s not later than the second week after the start of each semester. For such subject/s to be credited, he/she must:

1. Fill up the appropriate forms;
2. Get the approval of the concerned dean, Registrar and Academic Director; and,
3. Submit the forms to the Accounting Office and Registrar's Office.

1.8 Withdrawal of Subjects

A student who wishes to withdraw must consult the Dean. He/she must fill up the appropriate forms and submit a copy of each to the Registrar, Accounting Office and the Dean concerned. Withdrawal of subjects is allowed when the following conditions are met:

1. The accumulated number of absences from classes does not exceed 20% of the prescribed number of classes; and
2. The application for withdrawal is made not later than the second week after the start of each semester.

A student who stops attending class without filling an official notice of withdrawal, or incurs absences more than 20% of the prescribed number of school days, is delisted from the roll and is given a failing grade.

1.9 Study Load

The study load shall be in accordance with the approved curriculum for each degree program. Reasonable exceptions may be permitted taking into account the best interest of the student:

1. The normal semester study load is prescribed by the curriculum;
2. A student considered full time carrying a full load when he/she enrolls all the subjects prescribed in his/her curriculum for the semester;
3. During the summer session, a student may carry a maximum load of (9) nine units; and,
4. A graduating student may be permitted with an additional (6) six units in excess of the normal load for the term.

1.10 Advanced Subjects and Back Subjects

As a general rule, a student shall not be permitted to take any advanced subject until he/she has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in prerequisite and advanced classes under the conditions as follows:

1. When the prerequisite is a repeated subject;
2. When the student has superior scholastic standing;
3. When the student is graduating at the end of the school term; and,
4. When it is approved by the Dean or the Academic Director.

Gifted or honor students may be permitted to take such additional advanced subjects or overload, including the summer session, based upon assessment and the previous academic performance of the student.

1.11 Scholastic Record, Credentials, Certifications

Appropriate forms for requesting certificate to transfer credentials, transcript of records, true copy of grades, diploma, certificates of graduation, and graduation, and certificate of candidacy for graduation, are available at the Registrar's Office. These credentials are issued only when the student is cleared of all his/her obligations to the College.

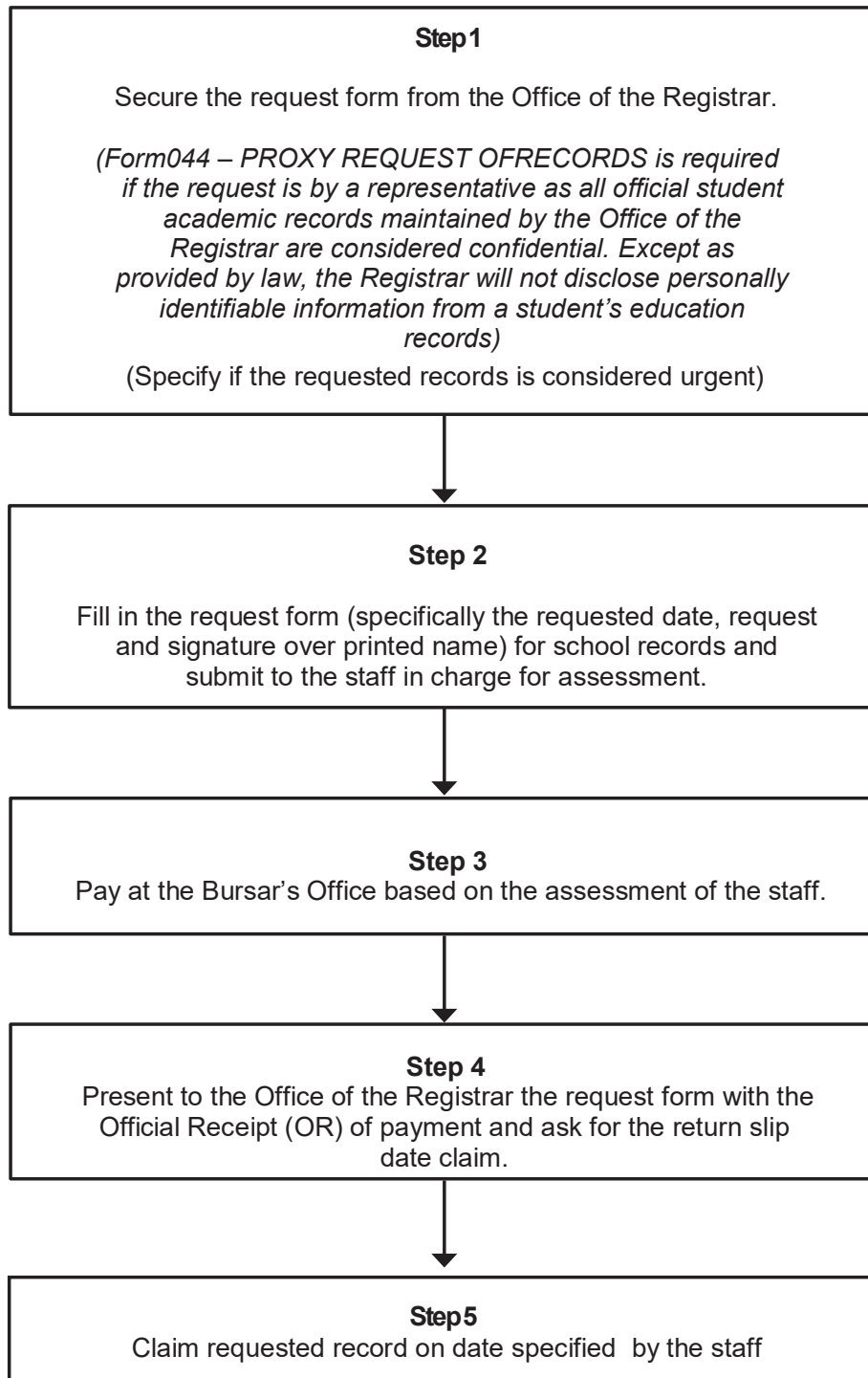
The diploma and certificate for graduation are issued only when the student has completed all academic requirements for his/her course and the Special Order for Graduation has been issued by the CHED.

1.12 Transfer of Student and Transfer Credentials

A Student enrolled shall be entitled to transfer to another institution, provided, that he/she has no unsettled obligation, or is not under suspension by the school or expulsion by the CHED. He/she shall be provided transfer credentials appropriate for admission in another institution. It must be signed by the Registrar, and issued two (2) weeks after the filing of the application for transfer.

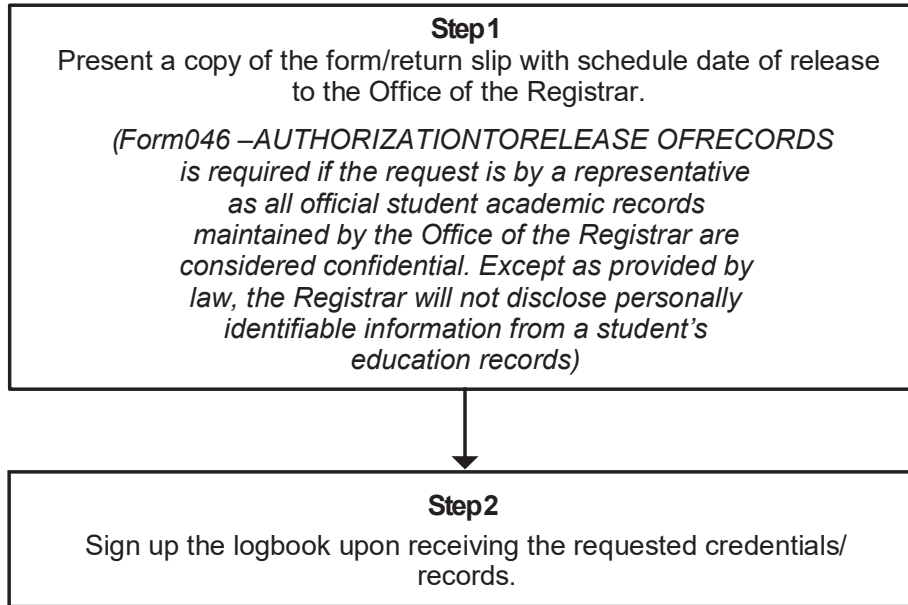
1.12.1 Request and Transfer of School Records

The school records should not be given to the transfer student unless authorized in writing by the admitting institution requesting for the records. The school records will be forwarded directly to the admitting school within thirty (30) days from the receipt of the request. The credentials shall be requested and transferred to the requesting school only once.

1.12.2 Process Flow for the Request for Credentials and other Student's Records**REQUEST FOR CREDENTIALS AND OTHER STUDENT'S RECORDS**
(UNDERGRADUATE/GRADUATESCHOOL/COLLEGE OF LAW)

1.12.3 Process Flow for Release of Credentials and other Records

RELEASE OF CREDENTIALS AND OTHER RECORDS
(UNDERGRADUATE/GRADUATE SCHOOL/COLLEGE OF LAW)



Modified Policy or the “New Normal”

Procedure for requesting of documents will still be the same. However, modification was made to suit the present condition by requesting online thru the FB page of the Office of the Registrar. Payments may be done online or at the bursar's office prior to its release. Additional payment will be required for documents like CAV, Special Order and documents requested for the courier's fee.

1.12.4 Processing Period

Transaction/Documents	Processing Time
Certification	1 day
Transcript of Records (TOR) – 1 st request Using the online system (OSIRIS) from 2011 onwards Manual System	3-5 days 10 days
Transcript of Records (TOR) – 2 nd Request and more	2 days
Certified True Copy (CTC) of records	1 day
Transfer Credentials (with TOR)	5 days
Certification, Authentication, & Verification (CAV)	20 Working Days
Diploma	1 Month
Diploma (Re-Construct)	1 Month

1.12.5 Withholding of Credentials

The school, at its discretion may withhold the release of the transfer credentials of a student who has outstanding financial obligations or is under penalty of suspension or expulsion. It shall be released upon settlement of the obligation, or after the penalty of suspension is served or expulsion lifted.

2 EXAMINATION

The dates of preliminary, midterm, pre-final and final examinations are published in the school calendar by the Office of the Registrar. No examination is conducted outside these dates without the approval of the Dean and Director for Academic Affairs.

A student caught cheating or abetting cheating is subjected to sanctions in accordance with the code of the discipline in this Handbook.

A student who fails to take the final examination or has not completed the other requirements for the course is marked "INCOMPLETE".

Special examination is not given to a student who deliberately absents himself/herself from the examination. However, if a special examination is given, an additional fee is charged as a penalty.

Fieldtrips and non-academic activities shall not be undertaken in lieu of any examination.

Grades will be viewed in the OSIRiS 15/20 days after the final examination.

3 GRADING SYSTEM GUIDELINES

3.1 General Rules

Grades submitted to the Registrar's Office which beforehand are encoded in the OSIRIS, are final and can never be changed. Final grades submitted to the Registrar's Office should only have any of the following entries: 1.00, 1.25, 1.50, 1.75, 2.00, 2.25, 2.50, 2.75, 3.00, 5.00 (Failure) or in some cases, INC (incomplete).

Grades are determined from class participation/recitation, quizzes, periodic examinations, and other course requirements. Extra-curricular activities are not considered.

Grade	Equivalent	Verbal Interpretation
1.00	100%	Excellent
1.25	97-99%	
1.50	94-96%	Very Good
1.75	91-93%	
2.00	88-90%	Good
2.25	85-87%	
2.50	82-84%	Fair
2.75	79-81%	
3.00	75-78%	Passed
5.00	below 75	Failed

3.2 Computation of Weighted Average

The academic standing of the student is determined by computing the weighted average as follows:

1. Multiply the grade in each course by the number of credits to find the grade points in each course (ex. 1.75 x 3 units);
2. Find the sum of all weighted averages from first year to fourth year; then
3. Divide the sum of all grade points by the total number of credits, including credit units for which a 5.0 was earned (though no grade points are given for a 5.0)

3.3 Grading System

Averaging is the approved system for computing the final grades, effective this AY 2016-2017 to AY 2018-2019 for 4-year baccalaureate program and up to AY 2019-2020 for the 5-year baccalaureate program.

3.4 Percentage Allotment for Various Teaching/Learning Areas:

The Grading System:

Prelim Grade.....	25%
Prelim Examination.....	50%
Quizzes.....	20%
Class Participation	
Presentation.....	15%
Assignments/ Term Paper/ Projects.....	15%
 Midterm Grade.....	 25%
Midterm Examination.....	50%
Quizzes.....	20%
Class Participation	
/Presentation.....	15%
Assignments/ Term Paper/ Projects.....	15%
 Pre-final Grade.....	 25%
Pre-final Examination.....	50%
Quizzes.....	20%
Class Participation/ Presentation.....	15%
Assignments/ Term Paper/ Project.....	15%
 Final Grade.....	 25%
Final Examination.....	50%
Quizzes.....	20%
Class Participation/ Presentation.....	15%
Assignments/ Term Paper/ Projects.....	15%
 Total.....	 100%

Computation of Equivalent Score:

$$E = \frac{50 + 50 (\text{Score})}{\text{Perfect Score}}$$

3.4.1 Grading System under Special and Other Similar Conditions

The CPC adopts flexible blended learning modality that combines face-to-face and online learning experiences with prepared modules for areas where internet connection is weak or totally unavailable.

A new percentage allotment for the learning areas is used using only two components: (1) Worksheets/Exercises (40%) that contain activities that stimulate and facilitate the learning of one or more learning outcomes; and (2) Assessment/Evaluation (60%) focuses on the intended learning outcomes for the prelims, midterm, pre-final and final coverage in terms of content and learning outcomes.

With the combined modality, assessment and evaluation had to be modified to Knowledge, Skills and Attitudes which documented student's output using empirical data.

Prelim Grade.....	25%
Worksheet/Exercises	40%
Assessment.....	60%
Midterm Examination.....	25%
Worksheet/Exercises	40%
Assessment.....	60%
Pre-final Grade.....	25%
Worksheet/Exercises	40%
Assessment.....	60%
Final Grade.....	25%
Worksheet/Exercises	40%
Assessment.....	60%
Total.....	100%

Computation of Equivalent Score:

$$E = 50 + 50 (\text{Score})$$

Perfect Score

Example of computing the grade using the averaging system:

Preliminary grade	88%
Midterm tentative grade	94%
Pre-Final	90%
Final	88%
Total:	360/4 = 90% Final Grade

4 PROVISION FOR CHANGE/CORRECTION OF GRADES

All grades are final. Once submitted to the Registrar's office, they become official and can NEVER be changed.

After the final grade has been submitted to the Registrar, students are not allowed to do make-up assignment. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade.

In a very extraordinary case, a change of grade may be requested only for the reason that the teacher may have inadvertently made a mistake in the calculation, recording or encoding (in the OSIRIS) of a student's grade. The appeal for change of grade by the teacher should be substantiated with test papers, reports, assignments, class record attendance and projects. Grade Correction Form (F-REG-038).

Students may request a review of their records if the possibility of a clerical or computational error exists. In such case, a written request should be addressed to the Dean (cc: Director for Academic Affairs) with the attached test papers, reports, assignments and projects.

A student receiving a grade of 5 (Failure) has to repeat the subject.

Requests for the change of grades should be submitted not later than the allowed schedule of dropping/changing of subjects in the succeeding or summer term. For graduating students, the request should not be later than 15 days after the deadline of submission of grades.

Once the grades have been forwarded to the Higher Office, the Commission on Higher Education (CHED), the change of grades will be allowed upon submission of a notarized affidavit executed by the teacher.

4.1 Procedure

- Accomplish the GRADE CORRECTION FORM/COMPLETION
- Support the form by attaching a copy of the class record authenticated by the teacher.
- The teacher submits the form to the College Dean for signature and finally to the Director for Academic Affairs.

4.1.1 Grade Correction Form (GCorF)

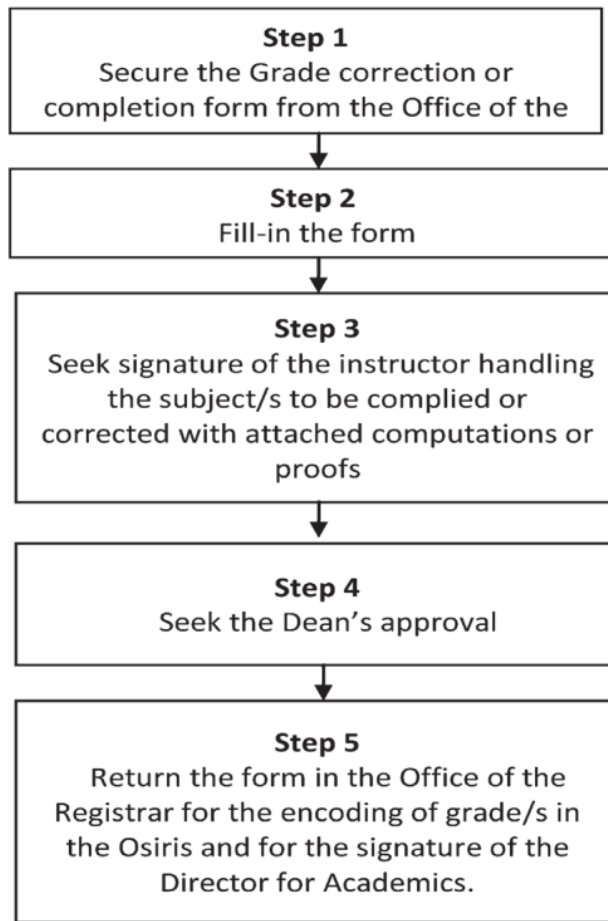
(F-REG-038)

Condition:

1. For Grade Correction Form, attached Appeal of Grades form duly signed.
2. In a very extraordinary case, a change of grade may be requested only for the reason that the teacher may have inadvertently made a mistake in the calculation, recording or encoding of a student's grade.

Procedure:

1. Secure a Correction form from the Office of the Registrar.
2. Fill in the form. The subject/s needed to be compiled or corrected as indicated must be duly signed by the instructor and must write under justification the reason/s for giving incomplete or for correcting the grades.
3. Request instructor to write the grade and justification, affix his signature and other proofs such as class records showing the completion/correction of grades.
4. Seek approval of the Dean.
5. Return the GCorF to the Office of Registrar for the encoding of grades in the OSIRIS.
6. The Office of the Registrar forwards the GCorF to the Office of the Academic Director for signature.



4.1.2 Provision for Incomplete Grades (INC)

An INC (Incomplete) is a temporary grade given by the teacher to students who failed to comply with any of requirements for the course: failure to take the examinations; failure to submit class requirements; and, poor performance due to illness, emergencies and other unforeseeable circumstances. But not because of negligence or late work.

As a temporary grade, an INC must be completed within the two consecutive regular semesters only; otherwise, after the allotted period has elapsed without completing the requirement, INC will automatically translate to a grade of 5.00 (Failure).

Students enrolled in Thesis Writing, Feasibility Study, Research, Field Study Course, On the Job Training, Internship, Practicum, Community Project, and the like, but did not complete the requirements within the prescribed period, will also receive INC grades.

Students who have INC grades and have successfully completed the requirements of the course will have a final grade based on the basis for grading, that is, class participation, tests, projects, etc.

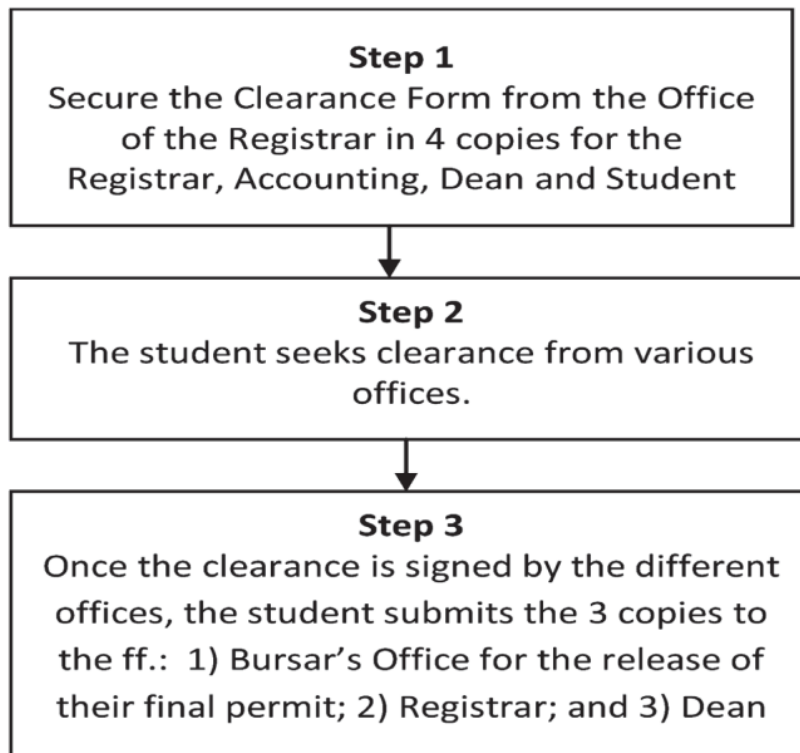
Completed INC grade will have no bearing on the student's GPA.

It is the responsibility of the student to arrange for the completion of incomplete grades at the Dean's Office and the Registrar.

4.2 CLEARANCE FORM (CF)

(F-REG-029A)

1. Secure the Clearance Form (CF) every end of semester/summer from the Dean's Office.
2. Seek clearance from required offices.
3. With clearance accomplished, submit the copy for the Accounting Office at the Bursar's Office for the release of the final permit. The rest of the other copies will be given to the Office of the Registrar and the Dean.

PROCESS FLOW**5 ABSENCES**

With the implementation of blended learning approach in the delivery of instruction, students were given the choice of the mode of delivery depending on the availability of resources and capabilities. It resulted to the difficulty of keeping track students' attendance. Given such case, attendance was not considered in the computation of grades.

However, under normal circumstances and in the implementation of the limited face-to-face classes for some degree programs and courses, policy on attendance shall be enforced.

A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the term shall fail, earn no credit for the course or subject, and is given a grade of 5.00, except in the instances as follows:

1. A student who participates in any activity as representative of the College in an official capacity is excused from attending classes upon the recommendation of the Dean of the Student Affairs and the approval of the Dean of the school concerned.

2. Students with excused absences should not be put to a disadvantage. The faculty member should give special make-up activities, other requirements, or special considerations, the manner and form determined by the faculty member following pertinent school guidelines. The schedule/deadline of such (e.g., special make-up activities, other requirements, or special consideration) shall be in consultation with the student concerned. Students should communicate the absence to the faculty concerned prior to the absence.

3. A student is considered absent from class if he/she after (10) ten minutes late for a one-hour subject, and (15) fifteen minutes for a one and one-half hour or more hours subject.

4. A student who has been absent from his/her classes must present to his/her teachers, a letter of excuse supported by his/her parent/guardian and duly noted by the Dean.

5. A student who leaves the classroom without permission from the teacher shall be marked absent.

6 SUSPENSION OF CLASSES

To promote the welfare of the students at all times, especially during disasters and calamities, the student should take note of the following:

1. Automatic suspension of classes when it is declared "storm signal number 3." Otherwise the decision is left to school heads or local governments (CMO 15, s. 2012).

2. Classes may be cancelled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the NDRRMC. The concerned Local Disaster Risk Reduction and Management Office (LDRRMO) headed by the local chief executive shall be responsible for announcing the suspension of classes and work in the government offices in the affected areas in coordination with the NDRRMC, through all forms of mass media available under the circumstances (EO 66, s. 2012).

7 POLICIES ON PROMOTION

The promotion of a student from any curricular or component subject/course of a degree program towards graduation shall strictly comply with the conditions or requirements as follows:

1. A student shall be given the necessary academic credits toward the completion of, or graduation from a degree program, provided that, he/she has enrolled in the program, has satisfactorily complied with the admission requirements, has faithfully and regularly attended classes, and has acquired the expected proficiency required in the curricular or component subject of the program;

2. A student shall be promoted or permitted to enroll in advanced or specialized subjects, provided, that he/she has satisfactorily passed the basic and prerequisite subject/s, except otherwise provided in this handbook; and,

3. A student shall earn academic credits for promotion towards graduation, provided he/she garners a final grade of at least seventy-five percent (75%) or its equivalent, e.g. 3.00;

8 HONORS, ACADEMIC CRITERIA, SPECIAL AWARDS

CPC being a Catholic school with the motto “Pro Deo et Patria,” includes grades in Theology in the computation of the weighted average. The college academic honors are: Rector’s Award, Summa cum laude, Magna cum laude, Cum laude, and Theology Award. Students need to apply for academic honors (Summa cum laude, Magna cum laude, & cum laude), with the recommendations of the offices of their baccalaureate programs. Upon graduation, the following honors are conferred to students, regular or working, of any baccalaureate program, with the corresponding criteria:

Honors	Weighted Ave/ Grade	Lowest Grade	Residence/ Units
Summa Cum Laude	1.25	1.5	All Units
Magna Cum Laude	1.5	1.75	Last 3 years
Cum Laude	1.75	2.0	Last 2 years

Grades in NSTP: LTS/ROTC are not included in the computation of the weighted average. However, a student applying for honors must not have a grade lower than 2.50 in this subject.

Grades earned in other institutions and other curricula are considered and included in the computation of honors. Program of course of a regular student must be completed within the prescribed curriculum years; program of course of a working student of the college must be completed one (1) academic year more than the prescribed program of course and has enrolled for at least 18 units in any semester.

Students who have incurred INC are not eligible for academic honors.

8.1 Rector’s Award

The Rector’s Award is determined by the Academic Affairs Office and the Registrar’s Office. This award is given to the honors graduate of a baccalaureate program with the highest weighted average.

NSTP: LTS/ROTC grades are not included in the computation. However, the student must not have a grade lower than 2.50 in this subject.

The College reserves the right to withhold honors to a graduate if he/she has been sanctioned for breach of school discipline, or of any other cause as determined by the Academic Council and/or Administrative Council and/or Office of the Student Affairs. The conferment of academic honors is the responsibility of the Academic Affairs Office.

8.2 Theology Award

Student recipient must be:

1. A Catholic.
2. Of good moral/standing - without any record of breach of discipline as attested to by the Offices of the Student Affairs and Guidance Services Office;
3. Obtain the highest weighted average of at least 1.50, but with no grade lower than 2.25, in all Theology courses within the first two years of his baccalaureate program. In case of a tie, the candidate with the highest grade in Theology course, will be given the award.
4. Recommended by the Department of Theology.

8.3 Adolfo B. Bellosillo, M.D. Academic Excellence Award

This award is given to baccalaureate graduate with the highest academic achievement for the academic year. The committee on Scholarship, Awards and Honors shall select the recipient among the BACCALAUREATE students of the graduating class based on its established criteria. Along with the medal and certificate, the awardee shall receive cash amounting to Twenty-Five Thousand Pesos (PHP 25, 000).

8.4 Non-Academic Awards

Students may also receive Non-Academic Awards in recognition of a performance criteria determined by Non-Academic Award Committee, such as: Outstanding Student Award, Leadership Award (graduate and undergraduate level), Journalism Award, Catechist Award, Cultural Award, Duty Award (graduate and undergraduate level), Outstanding Extension Worker Award, and Athletic Award. Loyalty award is granted to a student who has continuously studied in this College for a period of 14 years and has finished his/her programs within the prescribed curriculum years.

9 GUIDELINES FOR CANDIDATES FOR GRADUATION

All Deans shall inform the fourth year students that the current year processing/monitoring of documents for possible, potential graduates starts first Monday of August and every year thereafter. The deadline for the submission of the list of candidates for graduation to the Office of the Registrar is on the last Friday of September.

The Dean appoints two (2) members of the Process Committee from the faculty using an Appraisal Form, Curriculum for the Course to review and verify the academic status of the student in terms of:

His/her having completed all incomplete grades within the prescribed given time; All his/her prerequisite/ co-requisite subjects have been complied with; All his/her subjects in the first, second, and third years are passed.

The Process Committee monitors closely the subjects for the last curriculum year to satisfy all academic and other requirements prescribed by the college.

Two weeks after the schedule of the final examinations, the Dean deliberates with the teachers to evaluate the status of the candidates for graduation.

The Dean recommends the candidates for graduation.

The Registrar's Office checks, validates records for accuracy.

The Registrar endorses the list to the Academic Director for approval.

The list of approved candidates for graduation is posted on the bulletin boards of the different colleges.

9.1 Graduation Requirements and Commencement Exercises

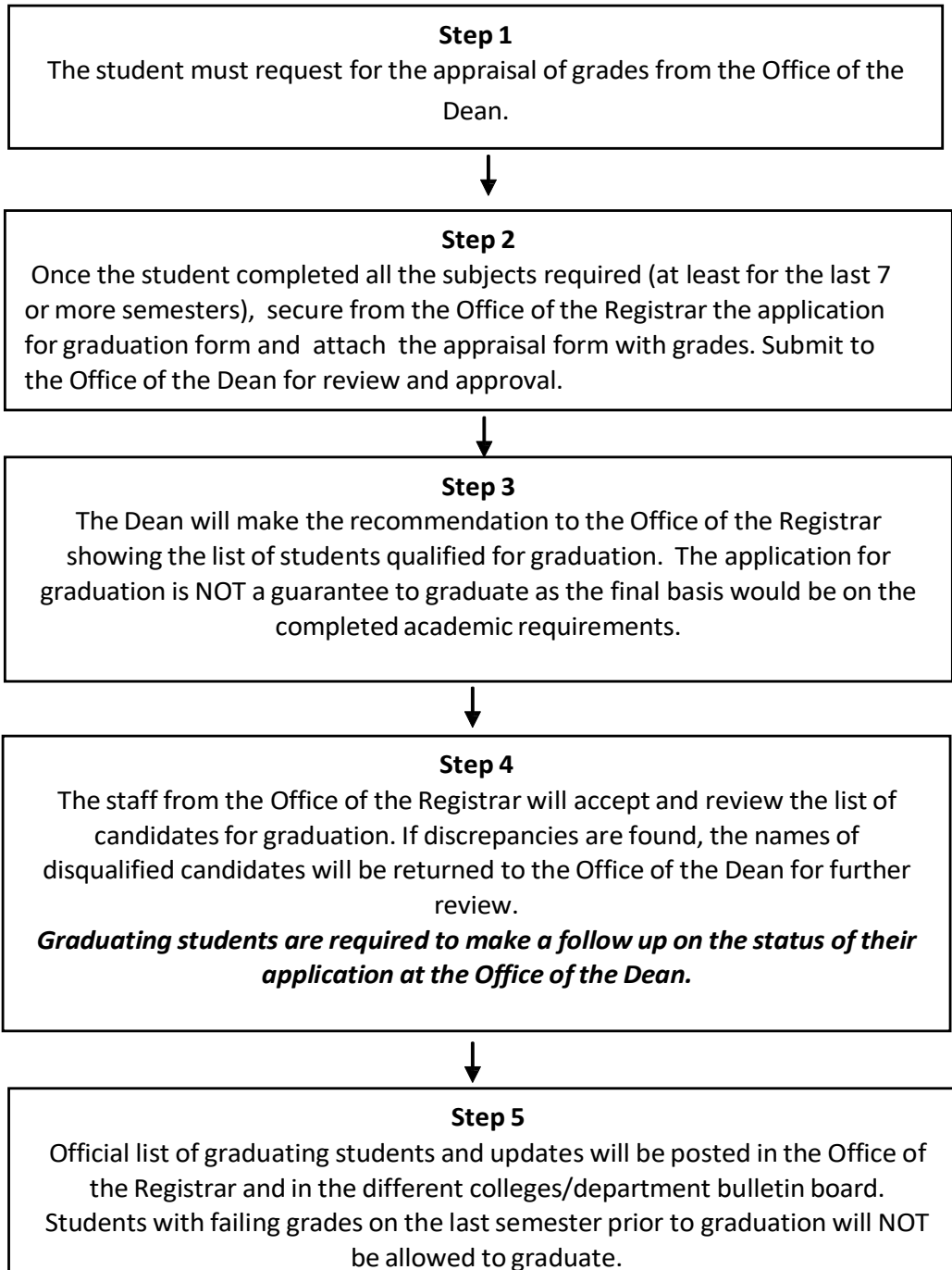
A student who has satisfactorily completed all the requirements of his/her course, or has cleared his/her deficiencies, must file an application for graduation with the Dean or Registrar within three months before the scheduled date of graduation;

Graduating student must see to it that his/her name is in the list to ensure its inclusion in the graduation program;

Graduating students are required to participate in the commencement exercises.

Participation of a student in the commencement exercises or inclusion of his/her name in the graduation program is not a guarantee of his/her graduation;

He/She is deemed graduate when he/she has completed the required curriculum for a particular program or course and he/she has been issued the corresponding Special Order by the Commission on Higher Education.

92 Process Flow for Application for GraduationAPPLICATION FOR GRADUATION
(UNDERGRADUATE/GRADUATE SCHOOL/COLLEGE OF LAW)

10 INSTITUTIONAL RETENTION POLICY REQUIREMENTS

The policy is to ascertain that students meet the minimum requirements of their programs and to determine the student's year level classification. Any student is eligible to be promoted to the next semester/year level after passing all the required subjects including all prerequisite subjects. However, the school must maintain the following conditions:

1. A student is not eligible to be enrolled in a major professional course or general education subjects without passing the prerequisite subjects.

2. Any student who receives a grade of 5.00 or a remark of 'Failed' in five (5) professional or general education subjects will be advised to leave the program but can be admitted in another program or course.

3. A student may be on probation if he obtains three failed grades or dropped (D) subjects. The student shall be given a warning letter by the Dean to improve his grades and shall be required to enroll and pass the failed subjects in the next semester offering. All Incomplete (Inc) grades must be complied based on the following conditions:

Incomplete (Inc) incurred in the 1st Semester must be complied prior to October of the following year.

Incomplete (Inc) incurred in the 2nd Semester and Summer must be complied prior to March of the following year.

However, for subjects with prerequisites, the student with an incomplete remark must comply first their deficiencies before they will be allowed to enlist the subject/s.

4. NSTP/ROTC/PE/THEOLOGY subjects are part of the semester load and must be completed before enrolling in the 3rd year level (Junior year).

11 ONBOARD TRAINING (OBT) PROGRAM FOR MARITIME STUDENTS

The degree on Bachelor of Marine Engineering and Bachelor in Marine Transportation can only be conferred to students who satisfactorily complied with the seagoing service as prescribed by STCW and CMO 20/2014 and STCW Circular no. 2014-02. Proofs of such completion must be notarized and submitted to the Registrar's Office.

Students are required to apply and report to the Shipboard Training Officer for proper documentation and monitoring. Students on-board are required to regularly inform the STO officer of the progress of their training through various means of communication, but preferably using the approved and validated form to filled at all times in the office of the STO officer.

12 STUDENT INTERNSHIP PROGRAM (SIP)

The CPC through the Office of the External Linkages and Internalization in coordination with the Director for Academic Affairs, Office of the Director for Student Affairs and Services and the respective deans and program heads implements the policies on Student Internship Programs as stipulated on the Institutional Student Internship Manual based on CMO No. 104, s. 2017.

It set an institutional policy in providing students with actual workplace experience, exposure to various management styles, industrial, academics and procedures of various occupations in relation to their respective fields of learning; provide standards and guidelines in the conduct of internship program with regard to the amount of workload, number of hours, learning objectives, monitoring scheme and sanctions; provide clear establishment of roles and responsibilities of involved parties and provide protocols regarding possible scenarios that may arise during the student internship program; promote the student internship program through standardized procedures that are manageable and practical; and establish strategic agreements, clear objectives and expectations

In accordance to the CMO No.4, s. 2020, CPC adopts the CPC Alternative/Flexible Guidelines in the New Normal to ensure that clear safety precautions are in place for the completion of the internship during this time of pandemic since traditional on-site and face-to-face internships are risky

PART II SCHOOL FEES

General Rule

All payments in relation to the assessed tuition and miscellaneous fees of the students.

1 TUITION AND MISCELLANEOUS FEES

The submission of appropriate admission or transfer credentials and the initial payment of the student of his/her tuition and miscellaneous fees for the purpose of enrolling the courses offered in a term of an academic year, regardless made in partial or in full, shall bring into existence of a student-school relationship in so far as the enrolled term of a given academic year is concerned. Starting this point, the student shall be liable to pay the remaining amount of his/her tuition and miscellaneous fees duly assessed by the Office of the Registrar upon the enlistment of courses made by the concerned Academic Department.

The assessed tuition and miscellaneous fees are subject to changes before the allotted period for changing, adding and/or dropping courses. Thereafter, the courses enlisted shall be deemed fixed, final and irrevocable. However, the School reserves the right to amend the charges for the tuition and miscellaneous fees subject to the approval of the Commission of Higher Education in any period of the academic year.

All checks, drafts, and money orders for payment of tuition and miscellaneous fees must be payable to Colegio de la Purisima Concepcion and not to any individual or specific College or Department of the School, otherwise payment shall not be acknowledged nor received.

2 TARIFF FEES FOR FACULTY/STUDENT IN RESEARCH SUBJECTS

A student enrolled in research is required to pay an additional amount for other expenses related to the process of research. The research will be done by groups and the fee is divided among the members of the group. The amount will be collected in the office of the Dean and a corresponding receipt is issued to the student.

For the College of Hotel and Tourism Management, College of Arts, Sciences and Education, College of Engineering and Technology, College of Business Management and Accountancy, College of Criminal Justice

A. College of Hotel and Tourism Management

Items	Fee
Adviser's Fee	1,500.00
Proposal – (3 panels x ₱100)	300.00
Statistician	800.00
Editing	500.00
Final Defense (3 panels x ₱300)	900.00
Total per Research	Php. 4,000.00

B. College of Arts, Sciences and Education

Items	Fee
Adviser's Fee	1,500.00
Proposal – (3 panels x ₱100)	300.00
Statistician	800.00
Editing	500.00
Final Defense (3 panels x ₱300)	900.00
Total per Research	Php. 4,000.00

entire due shall be divided by the number of months in a given term. Should the period of a given term have an excess weeks or days, the excess which is equivalent to or more than ten (10) working days shall be considered as one full month.

No refund of tuition and miscellaneous fees shall be made after the lapse of two (2) working weeks from the official date of start of classes and if the withdrawal or transfer is made within two (2) working weeks from the official date of start of classes, no refund shall likewise be made when the student's initial payment is not equal to or does not exceed the one month's peso equivalent of the student's tuition and miscellaneous fees.

There shall be, however, refund to the students who decided to withdraw from the School or to transfer to another School before the official date of start of classes equivalent to their initial payment less the cost of registration in the School's online information system and a fixed charge of two hundred pesos (Php 200.00) as processing fee, *Provided that* the request for refund must be supported by a document which states that the concerned Dean or Academic Head has consented and duly authorized the student's withdrawal or transfer. Should the cost of registration and the fixed processing fee exceed the initial payment made by the student, he/she shall be held liable for any difference to the School and until such difference is paid, admission and/or transfer credentials of the student shall remain being withheld.

4 FINANCIAL DELINQUENCIES

The School reserves the right to the following against students who have outstanding financial or property obligations in accordance with the Section 95, 97 and 99 of the Manual of Regulation for Private Higher Education of 2008 (CMO No. 40 s. 2008):

1. Withhold the final grades;
2. Refuse admission/re-enrollment of the student;
3. Refuse the student to transfer to another institution; and
4. Withhold the release of school records of a student.

5 ONLINE PAYMENTS

Payment for tuition and other fees can be done through bank deposit, online bank transfer (BPI and PNB) and other fund transfer facilities (GCash and Palawan).

Official receipts can be claimed by presenting the hard copy of bank deposit/a screenshot printout of online fund transfer transaction confirmation or Palawan Pawnshop transaction receipt.

1 STUDENT WELFARE

1.1 Information Services

1.1.1 Announcement Services

Students must be always informed about relevant and updated policies, guidelines and important updates of the college. They must always try to get information posted on the bulletin boards through letters, text messages and campus student publication on important matters and advertisements from the different sectors of society.

1.1.2 Orientation Services

Students must attend the orientation activity held for new students and reorientation activity for old students regarding relevant laws, policies, and announcement of the college concerning their welfare and development.

2 GUIDANCE AND COUNSELING SERVICES

The guidance and counselling services are well-placed to provide students with opportunities and experiences for growth delivered in different modes (in-person and virtual) most applicable to them under prevailing circumstances.

2.1 Admission (Placement and Appraisal) Services

GSC serves the applicants in their entry to college by administering the placement test (Placement exams are waived for AY 2021-2022), checking their credentials and other requirements, and guiding them in the entire enrollment process.

2.2 Information and Educational (Orientation) Services

GSC provides all students the opportunity to acquire knowledge, skills and dispositions necessary for their development through discussions of relevant topics in the course of: Beginning of the Year Orientation; and, Seminars, Symposia and Trainings.

2.3 Responsive (Counseling) Services

GSC helps the students break the barriers that impinge upon their personal, interpersonal, academic and career development by allowing them to explore their feelings and by facilitating change in their behavior through self-understanding and decision-making. This is done through individual and group counseling, consultations, and referrals.

2.4. Career Education Services

GSC provides students relevant information and activities that may assist them in their career exploration and planning and in their understanding about the world of work.

2.5. Individual Inventory Assessment Services

GSC collects, organizes, and stores student information that can serve as bases for understanding student needs. It also administers, scores and interprets different psychological and educational tests, and makes use of the results to assist the students in meeting their concerns.

2.6 Gender and Development Services

The GSC through the gender and development focal person facilitates activities to educate and inform students on the need to recognize and respect the rights of women and men. Educating more women translates to additional socio-economic gains that benefit societies, including increased economic productivity, higher family incomes, more informed member of society, and respect for the rights of women. These activities are, but not limited to, Gender and Sexuality, Reproductive Health and Teenage Pregnancy, Gender Sensitivity and Concept Awareness, Gender Fair Language, Sexual Rights and Human Trafficking.

3 MEDICAL-DENTAL SERVICES

The Medical and Dental Services aim to deliver the primary health care and to seek increased awareness on the health status of the general CPC populace, especially the students. It also aims to disseminate information/knowledge to all in order to equip them with precautionary/preventive measures when disease outbreak occurs. CPC's Medical-Dental Services:

3.1 Annual Medical and Dental Examination

Every student in every year level is requested to submit themselves for an annual physical and dental examination.

3.2 Daily Consultation

- To give consultation to students with medical and dental complaints during school hours
- To provide first aid treatment and initial medications to primary complaints (e.g. dressing of wounds, fever, headache, mouth sores, etc.)
- To make necessary referral if further treatment and evaluation is needed

3.3 Medical Certificate/Clearance

To provide medical check-up to students who will participate in the tournaments/ games and other trainings (inside and outside the school activities); medical clearance is then granted if found physically fit.

3.4 Employees

- To provide medical and dental consultation to school employees during office hours
- To give primary treatment and medications
- To make necessary referral if further diagnosis and/or treatment is needed

Note: Due to the pandemic, medical-dental services are made available to students through physical/online platforms.

4 STUDENT DEVELOPMENT

4.1 Students Clubs/Organizations

Clubs/organizations are opportunities for students to put into practice what they have learned in the classrooms and to express their right to form, establish, join, and participate in such to foster their intellectual, cultural, spiritual, and physical growth and development.

The Classifications of Clubs/Organizations are as follows:

4.1.1 Scope of Membership

- College-Wide Clubs/Organizations – these are student Clubs/Organizations whose members belong to many colleges/departments.
- College Clubs/Organizations – these are student Clubs/Organizations whose members exclusively to a college.
- Department Clubs/Organizations – these are student Clubs/Organizations whose members belong to academic program course.

4.2.1 Nature of Activities

- Student Councils
- Chapters/Branches of Recognized National or Regional Organizations.
- Academic-Based Clubs/Organizations
- Interest/Skills-Based Clubs/Organizations
- Student Clubs/Organizations are required to register their Clubs/Organizations to the Office of the Student Affairs for Accreditation and to renew it annually.

Before the start of the Academic Year, the new Club/Organization must submit their Constitution and By-Laws. However, old Club/Organization must submit the following:

- List of Officers and members for the current Academic Year;
- Appointment of their Faculty Adviser;
- Action Plan for the current Academic Year;
- Financial Statements of the preceding Academic Year;
- Accomplishment Report of the preceding Academic Year; and,
- Officers must attend the Leadership Training Seminar.

Upon receiving the Certificate of Accreditation, the group is a bonafide accredited Club/Organization of Colegio de la Purisima Concepcion and so therefore avail the following:

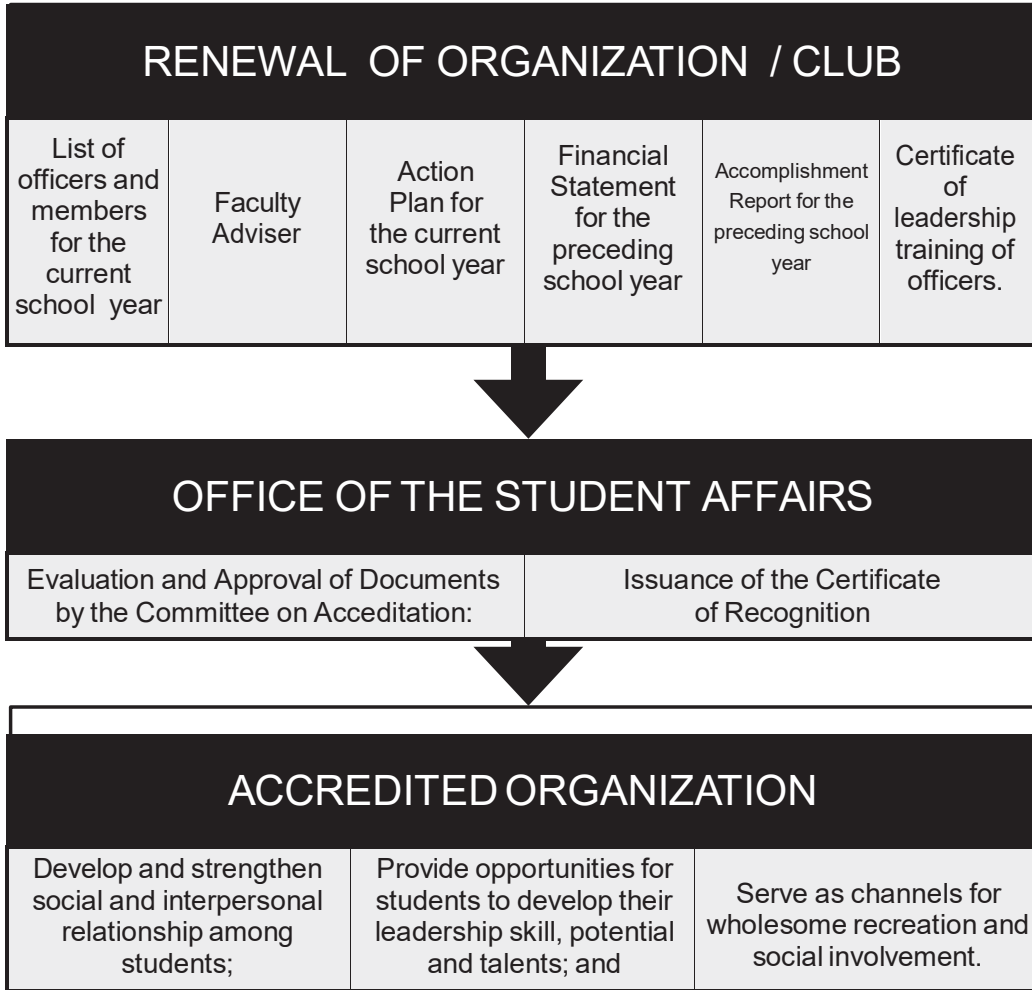
- Usage of the facilities subject to rules and regulations on the use of such and provided academic activities are not affected or compromised;
- Participation in major activities; and
- Representation, through the Supreme Student Pastoral Council, on concerns as regards to student welfare and development.

However, the accreditation of the Club/Organization may be suspended or revoked by the Committee on Accreditation, after due process, when any of the following are committed:

- Violation of its own Constitution and By Laws;
- Failure to submit the requirements for Accreditation;
- Letter of complaint from their respective Dean or President of the Student Council;
- Failure to comply to any important tasks given by the Office of the Student Affairs; and,
- Failure to comply with the policies and regulations of the College.

4.1.3 Process Flow for Accreditation of Organizations and Clubs (Renewal)

**ACCREDITATION OF ORGANIZATIONS AND CLUBS
(RENEWAL)**



Step 1:

The Organization /Club must provide and submit to the Office of the Student Affairs and Services the following documents:

1. List of officers and members for the current school year
2. Faculty Adviser
3. Action Plan for the current school year
4. Financial Statement for the preceding school year
5. Accomplishment Report for the preceding school year
6. Certificate of Leadership Training of officers.

Step 2:

The Office of the Student Affairs and Services through its Committee on Accreditation must:

1. Evaluate documents.
 - a. If the Organization/Club does not violate its own Constitution and By-Laws
 - b. If the Organization/Club complies with the policies and regulations of CPC, they are ready for the next step.
2. Issuance of the Certificate of Recognition.

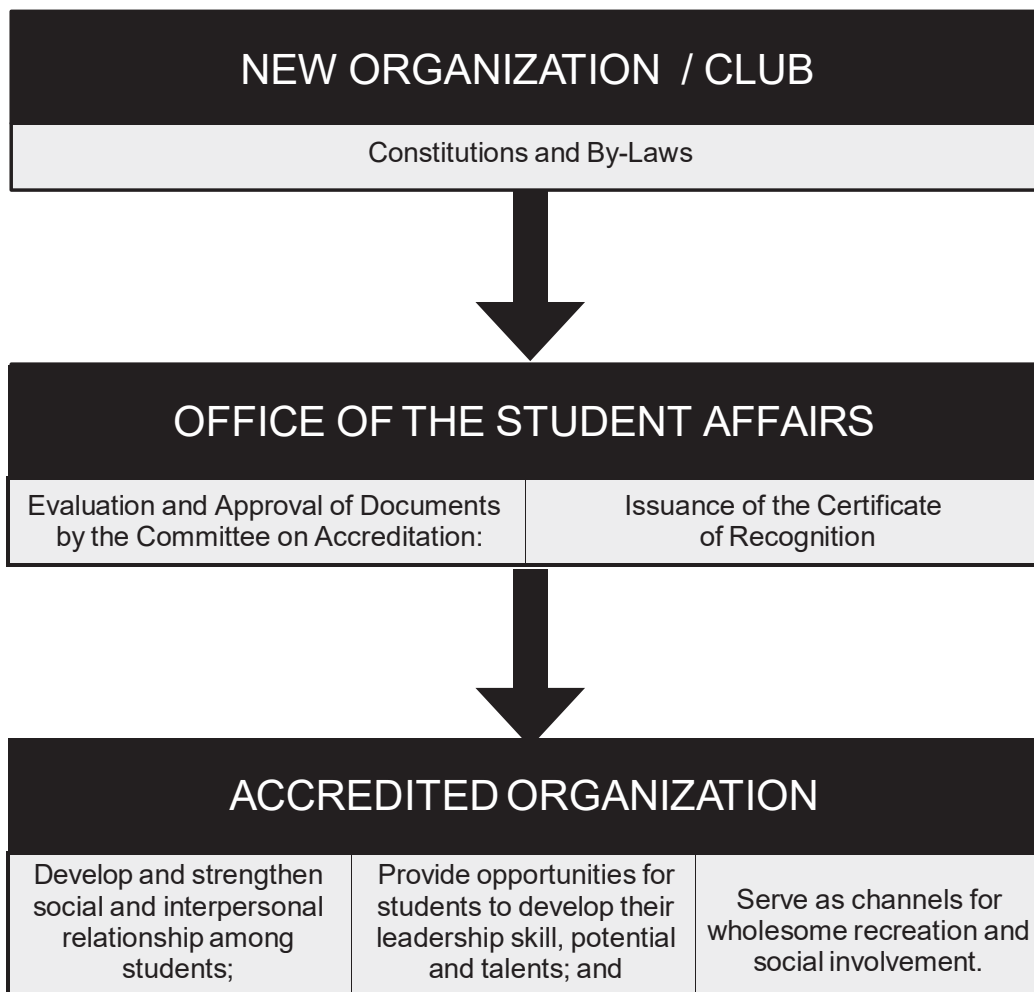
Step 3:

Upon receiving the Certificate of Recognition, the group is a bona fide and accredited Organization/Club of this Institution and so therefore avail of the services and facilities of the college and participate in school activities. Furthermore, they should:

1. Develop and strengthen social and interpersonal relationship among students;
2. Provide opportunities for students to develop their leadership skill, potential and talents; and
3. Serve as channels for wholesome recreation and social involvement.

4.1.4 Process Flow for Accreditation of Organizations and Clubs (New Applicant)

**ACCREDITATION OF ORGANIZATIONS AND CLUBS
(NEW APPLICANT)**



Step 1:

The Organization /Club must provide and submit to the Office of the Student Affairs and Services the following documents:

1. Constitution and By-Laws

Step 2:

The Office of the Student Affairs and Services through its Committee on Accreditation must:

1. Evaluate documents.
 - a. If the Organization/Club do not violate its own Constitution and By-Laws
 - b. If the Organization/Club comply with the policies and regulations of CPC, they are ready for the next step.
2. Issuance of the Certificate of Recognition.

Step 3:

Upon receiving the Certificate of Recognition, the group is a bona fide and accredited Organization/Club of this Institution and so therefore avail of the services and facilities of the college and participate in school activities. Furthermore, they should:

1. Develop and strengthen social and interpersonal relationship among students;
2. Provide opportunities for students to develop their leadership skill, potential and talents; and
3. Serve as channels for wholesome recreation and social involvement.

4.2 Leadership Training Programs and Services

To better enhance and prepare student leaders the following programs and services are organized and implemented in response to Art. VIII, sections 20-21 of CMO 9, s. 2013 delivered in different modes (in-person and virtual) most applicable to them under prevailing circumstances.

4.2.1 Student Leaders' Strategic Planning and Evaluation

Through this, the Supreme Student Pastoral Council (SSPC) Officers and the Student Pastoral Council (SPC) Presidents of each college will be able to systematically and deliberately evaluate their last year's Action Plan and create and innovate student activities that correspond and complement OSA's Action Plan as well as the College.

Presentation and Critiquing of Action Plan. The SSPC Officers together with the SPC Presidents of each college will present the result of the STRATEGIC PLANNING AND EVALUATION to the rest of the SPC Officers and to all the officers of the different Clubs/ Organizations. They will deliberate and discuss the plans for the benefits of the whole studentry.

4.2.2 Pastoral Leadership Training (PLT)

To develop the student leaders in enhancing their potentials and leadership skills is given by the PLT Team of the Archdiocese of Capiz.

Leadership Training Seminar-Workshop (LTS). The SSPC Officers, SPC Officers and Clubs/Organizations Officers will have the LTS that aims to develop and enhance student leaders' potentials and leadership skills.

Retreat for Leaders. This activity aims to nourish the spiritual aspect of leaders since the service that is asked of them is pastoral.

4.2.3 Other Activities

Other activities for leaders will be designed as the need arises.

4.3 Student Government

4.3.1 Supreme Student Pastoral Council

They are the officers of the whole studentry. They are composed of the following: President, Vice Presidents (Worship, Service, and Education), Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Auditor, Public Relations Officer, and department presidents as representatives. The qualifications are:

- A Catholic Student;
- Currently enrolled for at least 18 units and not graduating in the first semester;
- No failing grade in any subject including NSTP;
- No derogatory record or a major offense given by the school administration or by the student council;
- Residency of at least two (2) consecutive years immediately prior to the election for the office of the President and Vice President. One (1) year residency for other positions;
- Attended the Pastoral Leadership Training Seminar;
- No involvement in illegal organization outside CPC.

4.3.2 Student Pastoral Council

They are the officers in their respective departments or colleges. They are composed of the following: President, Vice Presidents (Worship, Service, and Education), Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Auditor, Public Relations Officer, and year-level presidents as representatives. Their qualifications are

- A Catholic Student;
- Currently enrolled for at least 18 units and not graduating in the first semester;
- No failing grade in any subject including CMT;
- No derogatory record or a major offense given by the school administration or by the student council;
- Residency of at least two (2) consecutive years immediately prior to the election for the office of the President and Vice Presidents. One (1) year residency for other positions;
- Attended the Pastoral Leadership Training Seminar; and,
- No involvement in illegal organization outside CPC.

5 STUDENT DISCIPLINE

CPC promulgates these disciplinary rules for the maintenance of good school discipline and attendance. When a student enrolls and is accepted, he / she agrees to abide by the policies, procedures, rules, regulations, and other school duties and responsibilities set forth in this Handbook and other notices of the College.

CPC maintains discipline inside its campuses as well as within the immediate surroundings of the school premises and virtual classrooms.

CPC exercises disciplinary authority over students outside its campuses, and beyond school hours, term or year in the instances as follows:

- When school policies or regulations were violated; and,
- When the misconduct involves or affects a student's status, or the good name and reputation of the school.

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

The penalties are provided and categorized as follows:

1. Warning. A verbal admonition to erring student.
2. Reprimand. A written admonition which becomes a part of the student's official record.
3. Suspension. A penalty in which a student is not allowed to attend class or enter any and all campuses of CPC for a period of not exceeding 20% of the prescribed class days and recording the suspension in the student's file.
4. Dismissal. A penalty in which a student is excluded or dropped from the school rolls for being undesirable and transfer credentials are immediately issued (with respect to his/ her accounts)
5. Expulsion. An extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary of Education.
6. Restitution. A reimbursement is the payment for damage, destruction or misappropriations of the property of the College or member of the academic community.
7. Community Service. This involves participation in beautification and cleanliness drive, literacy programs, and other projects organized by the college or other communities.
8. Fine. A penalty in monetary form.

Conformably with Art. XXI, sec. 105 (MoRPHE), CPC, through any of its authorized representatives, may cause the filing of an administrative action against erring students for serious offenses. The standard procedure herein as follows:

1. A report stating the nature and circumstance of the offence including any evidence is submitted in writing to the Office of the Student Affairs (OSA).
2. If there is a complainant, he/she is asked to present his/her complaint/accusation in writing using the "Students Grievances/ Complaints/ Concerns Sheet.

After validating the spot report/complaint, OSA will forward the case to the student's respective dean. The dean shall conduct an investigation of the case. Parents of the concerned student and the student himself//herself are to be duly notified. Accused student will be asked to present his/her defense in writing.

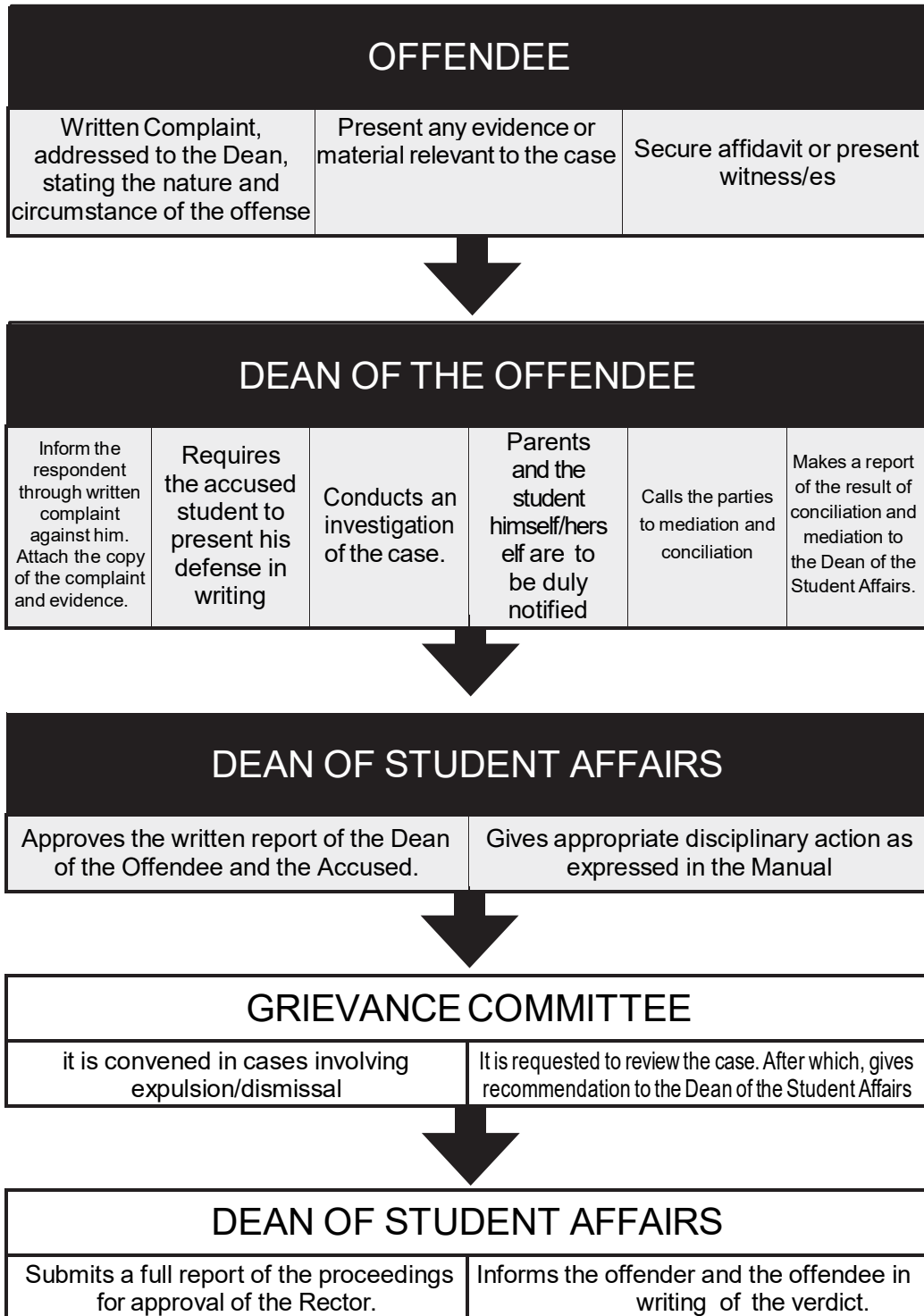
After the investigation and proceedings, the said dean submits a narrative account of his/her investigation, proceedings, and recommendations for approval of the Dean of the Student Affairs. After which, appropriate disciplinary action is applied.

3. In cases involving expulsion/dismissal, the CPC Grievance Committee is requested by the Dean of the Student Affairs to review the case. After their recommendation, the Dean of the Student Affairs submits a full report of the proceedings and his own to the concern body for approval of the Rector.

4. The Dean of the Student Affairs then informs the offender and the offende in writing of the final verdict.

5.1 Process Flow for Matters on Discipline

MATTERS ON DISCIPLINE



Conformably with Sec. 76 of the Manual of Regulations corresponding action against erring students for serious offenses and after due notice and hearing for the protection of students and the procedure is as follows:

Step 1

A report is submitted in writing to or done by the College Dean (where the offending student/s is/are enrolled) stating the nature and circumstance of the offence including any evidence or material relevant to the case. Complaining and/or accused students shall be asked to present their complaint/accusation and defense in writing.

Step 2

As any case maybe, the College Dean conducts an investigation of the case. Parents are to be duly notified.

Step 3

After the investigation, upon the recommendation of the College Dean for approval of the Dean of the Student Affairs, appropriate disciplinary action is applied.

Step 4

In cases involving expulsion/dismissal, the CPC Grievance Committee (CPC Board of Arbitrators) is requested by the Dean of the Student Affairs to review the case. After their recommendation, the Dean of the Student Affairs submits a full report of the proceedings and his own to the concern body for approval of the Rector. He then informs the offender and the offende in writing of the final verdict.

6 SPECIFIC OFFENSESAND ITS PENALTIES

	PENALTIES		
	1st Offense	2nd Offense	3rdOffense
1. Any serious violation of the laws of the land within or outside the campus.	Dismissal		
2. Gross immorality acts of lasciviousness or scandalous acts which cause dishonor to the College.	Dismissal		
3. Possession, use or trafficking of drugs inside and outside the campus.	Dismissal		
4. Physical assault, intimidation and threats against a member of the faculty staff and administration.	Dismissal		
5. Falsifying and/or tampering of school or public documents or securing or using such document.	Dismissal		
6. Gross misconduct, bribery and other analogous acts.	Dismissal		
7. Possession or bringing of firearms or deadly weapons	Suspension	Dismissal	

in the campus.

8. Possession or bringing in the campus pornographic or subversive materials.	Suspension	Dismissal	
9. Furnishing mass media or other third parties any false or derogatory information about the College or any member of the faculty staff and administration.	Suspension	Dismissal	
10. Preventing or threatening students or school personnel from entering the campus or attending classes or discharging their duties.	Suspension	Dismissal	
11. Unauthorized collection or solicitation of money or in kind or use of the name of the college for whatever purpose.	Suspension	Dismissal	
12. Giving or offering false testimony during a school investigation	Suspension	Dismissal	
13. Instigating or engaging in activities resulting in damage to school property, injury to persons, stoppage or disturbance of classes, or school functions.	Suspension & Restitution	Dismissal	
14. Theft/stealing or an attempt thereof.	Suspension & Restitution	Dismissal	
15. Unauthorized possession and/ or drinking of alcoholic beverages within the campus or being in the campus under the influence of liquor.	Reprimand	Suspension	Dismissal
16. Gambling inside the campus and its immediate vicinity.	Suspension	Dismissal	
17. Gross discourtesy, abusive behavior against fellow students, college personnel or visitors.	Reprimand	Suspension	Dismissal
18. Proselytizing	Reprimand	Suspension	Dismissal
19. Failure to respond to disciplinary summons or sanctions without valid reason	Reprimand	Suspension	Dismissal

20. Deliberate destruction, disfiguration or improper disfiguration or improper Fine use of properties and facilities of the college or members of the school community.	Restitution/ Service/ Fine/	Suspension/ Restitution/ Service/	Dismissal
21. Any form of cheating during examinations including talking with one another without the subject permission.	Zero in the exam	Failing Grade in	Suspension
22. Leaving, dropping or Fine throwing rubbish, or other acts against cleanliness and sanitation in classrooms or other places in the campus.	Warning	Reprimand	Service/
23. Unauthorized posting and or removing from the official bulletin Boards an official notice or announcement.	Warning	Reprimand	Suspension/
24. Non-wearing of proper uniform or attire.	Warning	Reprimand	Service/Fine
25. Smoking inside the campus.	Warning	Reprimand	Service/ Fine
26. Unauthorized eating inside the classrooms or corridors.	Warning	Reprimand	Service/ Fine

7 DEPARTMENT

Under normal circumstances and shall the limited face-to-face class be approved and implemented, the following guidelines on department are to be observed.

7.1 At the School Gate

A student who enters the school for class and other school related activities, should pass quietly, visibly exposing his ID card, and should wait for his turn in getting through. During class days, a student is expected to be in proper uniform. A student may enter the school campus on non-class days only with prior permission, in proper attire and will still be bound to follow the rules and regulation of the school.

7.2 During the Mass and other Spiritual Exercises

In a devout manner, students are expected to attend and participate actively in all Liturgical Celebrations mandated schedules inside and outside the school.

7.3 During Flag Ceremony

Students should participate in the Flag Ceremony and Flag Retreat. He/she, must stand in attention and participate in the opening prayer, the singing of the National Anthem, and the College Hymn, and the mission-vision of the school.

7.4 Inside the School Premises

Proper behavior is expected of every CPC student at all times. Hence any misbehavior inside (and even outside) the school will be subjected to disciplinary actions. CPC students should be courteous and practice Christian charity to one another. They are to respect everyone in the school including the properties of the school.

7.5 Along the Corridors

Students are to use the corridors properly. Silence is to be maintained at all times. Loitering, littering and form at vandalism in the corridors (and anywhere) are not allowed.

7.6 In the Canteen

Students are expected to be orderly in their behavior at the canteen. They must observe proper table manners. Disorderly conduct, boisterous noise or causing the damage or destruction of canteen facilities is prohibited. The depository area is to be strictly observed.

7.7 During Examinations

Students are exhorted to study every day in order to avoid the risk of cheating. Cheating is prohibited and has corresponding penalties

8 STUDENT PUBLICATIONS

CPC supports the establishment of student publication as provided in Campus Journalism Act of 1991. The Purisimian is the official student publication in the tertiary level. And the yearbook is the official publication of the graduating class.

These publications are directly supervised by their respective faculty advisers.

1 SCHOLARSHIP IN GENERAL

In the fulfillment of the mission and vision of the college to serve those who have less in life, Colegio de la Purisima Concepcion extends scholarships and privileges to poor and deserving as well as outstanding students. These scholarship grants are either institutional Scholarships – directly given by the school or non-institutional scholarships – funded by the agencies, organizations, private individuals, businesses, and institutions.

1.1 General Guidelines

- a. No student shall enjoy multiple scholarship grants whether institutional, non- institutional or both.
- b. Scholarships are not cumulative and transferable.
- c. Scholarships will be granted to students who have satisfied all the requirements of the respective scholarship and upon the approval of the administration.

1.2 General Procedures

- a. Secure the list of requirements and instructions from the Office of the Student Affairs.
- b. Complete the requirements needed by the particular scholarship.
- c. Pass the requirements to the Office of the Student Affairs for checking and evaluation before the specified deadline.
- d. Submit oneself to an examination interview, and demonstration as may be required by the scholarship.

2 INSTITUTIONAL SCHOLARSHIPS (MERIT SCHOLARSHIPS)**2.1 Academic Scholarship**

- This scholarship is offered to Elementary and Senior High School graduates who ranked first in their batch.
- Rank 1: 50% tuition fee discount for every semester (without prejudice to retention policy of the academic programs).
- Sumer is not included unless it is part of the curriculum.
- Miscellaneous, Laboratory, NSTP, and other fees are to be paid.

2.1.1 Requirements

- a. Form 138 (Report Card)
- b. Certification from the Principal (as Rank 1 of the graduating class)
- c. Baptismal Certificate
- d. Recommendation from Parish Priest
- e. Certificate of Good Moral Character from the school last attended
- f. Admission test result from the Guidance Service Center
- g. Two pieces of 2x2 ID picture
- h. Two pieces of 2x2 ID picture
- i. He/she must pass the interview

2.1.2 Application Procedure**Step 1**

The applicant must accomplish and submit application form and requirements at the Office of the Director for Student Affairs and Services (OSAS) for checking and evaluation before the specified deadline.

Step 2

The applicant must submit himself/herself to an interview.

Step 3

The applicant must acquire the Notice of Acceptance (NOA) from the OSAS as

proof of scholarship grant and present it to the Accounting Office.

Step 4

The applicant must attend an orientation regarding the scholarship.

2.1.3 Retention of the Scholarship

In order to continue availing the scholarship, the recipient/grantee should comply with the following requirements per academic year:

1. He/she does not enjoy other scholarships.
2. He/she must carry the full study load as prescribed by his/her curriculum per year,
3. He/she should maintain a weighted average of not less than 95% and with no grade less than 2 (90) in any of his/her subjects in the previous academic year.
4. He/she should attend his/her classes regularly. Once a scholar is dropped from any of his/her subject, he/she loses the scholarship.
5. He/she should not be subjected to any disciplinary action by the College.

2.2 Rector's Scholarship

- This is an academic scholarship (for tertiary level only) that pertains directly to the outstanding academic performance and other academic achievements of students including research and community service.
- Free full tuition (as prescribed by curriculum per semester)
- Free miscellaneous fee (except Laboratory, NSTP, ID, Insurance, Developmental, PRISAA, College Day, School Papers, Red Cross, Energy and OSIRIS {Online School Information and Registration Services fees.})

2.3 Msgr. Sinforiano Fuerte Scholarship

- This scholarship is particularly offered to Civil and Electrical Engineering students.
- Only two civil engineering and two electrical engineering students are admitted to the scholarship per academic year.
- A full free tuition for one semester is granted to engineering student(s) with full study load obtaining a grade not below 2.25 (85-87) in any of his/her subjects in the previous semester.
- Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.

3 INSTITUTIONAL SCHOLARSHIPS (NON-MERIT SCHOLARSHIPS)

3.1 Student Assistance Privilege Program

- This scholarship is offered to students who have the potential to finish an academic degree but whose parents (combined) are earning below PHP150,000 per annum. The scholar is offered free tuition but also works for a specified number of hours in the different offices of the College.
 - Free Tuition up to 18 units every semester and 6 units during summer.
 - Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.
- Note: Due to the pandemic, this scholarship is temporarily suspended.*

3.2 Sport Scholarship

- Free tuition for a number of units depending on the recommendation of the Sports Coordinator.
 - Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.
 - Scholarship does not include summer classes.
- Special Provision: This may be suspended depending on any special circumstances that the school officially adhered to and officially communicated.*

3.3 Cultural Scholarship

- Free tuition for a number of units depending on the recommendation of the Cultural Coordinator.

- Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.
 - Scholarship does not include summer classes.
- Special Provision: This may be suspended depending on any special circumstances that the school officially adhered to and officially communicated.*

3.4 Publication Scholarship

- This scholarship is granted to college students who have talent and experience as members of the editorial board and who will become part of the CPC Publication. Publication scholar will be given privileges in the form of scholarships on tuition fees excluding miscellaneous, laboratory fees, and other fees. The breakdown for scholarships is as follows:
- | | |
|----------------------------|------------------|
| Editor-in-Chief | 80% of 24 units |
| Associate Editor | 50 % of 24 units |
| Managing Editor | 50 % of 24 units |
| Layout and Graphics Editor | 50 % of 24 units |

3.5 Scholarships for Capiz Clergy & Religious Sisters

- This scholarship is given to members of the Capiz Clergy and Religious Sisters assigned in the Archdiocese of Capiz are granted free tuition and miscellaneous fees.
- Note: For religious sisters, this is only for old/existing scholars.*

3.6 Employee's Privilege

- This scholarship is given to children of CPC employee who has rendered at least 6 semesters or three years of full-time service.
- Free Tuition is granted to one child at a time.
- Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid. Scholarship includes summer term.

4 GOVERNMENT MANDATED SCHOLARSHIPS

4.1 P.D. 577 –Armed Forces of the Philippines Scholarship Program

Free tuition up to 18 units during regular semester and 6 units during summer Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.

4.2 P.D. 451 – For the Supreme Student Pastoral Council Offices

Free tuition up to 18 units during regular semesters and 6 units during semester Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.

5 OTHER SCHOLARSHIPS

5.1 Religious Education (REED) Scholarship

- This scholarship is offered to poor and deserving students taking up Religious Education and in the process, who are expected to help their parish/quasi-parish/mission station.
- The parents' combined income must not be more than P150,000 per annum
- Every parish/quasi-parish/mission station is entitled to one (1) scholar. Having more than one scholar will be subject to the approval of the Rector and the availability of slots.

- 50% Tuition fee discount every semester to all incoming first year.
- Development Fee, PRISAA, College Day, School Papers, Red Cross, NSTP (Miscellaneous Fees and Laboratory Fees for new student) are to be paid.

5.2 Siblings Policy

- This scholarship is given to one (1) of the three siblings simultaneously enrolled in the College (Pre-school, Maritime Education, College of Law and Graduate School are not included).
- Full tuition fee is granted to one of at least three legitimate or legally adopted children who are enrolled in this institution and is given to the sibling with the lowest tuition fee.

- Miscellaneous, Laboratory, NSTP, Internship, Genyo and Schoology and other fees are not included (Unless when SHS sibling enjoys the privilege)

5.3 Archdiocesan (Parish/Mission Station) Scholarship

- Free tuition up every semester and 6 units during summer.
- Miscellaneous Fees, Laboratory Fees, NSTP, and other fees are to be paid.

Note: This is only for old/existing scholars.

5.4 Scholarship to Students from Identified Catholic Schools

- This scholarship is open to (incoming College and Junior High School) students who graduated from identified catholic schools in the Archdiocese of Capiz, which are St. Catherine Academy, St. Lawrence the Deacon Parochial School, Our Lady of Snows Institute, Parochial School of St. Isidore, and Nuestra Señora del Pilar Parochial School.
- 25% free in tuition fee in any regular load only. Should there be overload units, he/she should pay fees appertaining to it.

5.5 Non-Institutional Scholarships and Privileges

- TESDA Scholarships
- Special Program for Employment of Students
- CHED Scholarship
 - Tulong Dunong
 - PESFA
- Tertiary Education Subsidy (T.E.S)
- Ilongga Community in Austria (ICA)
- Lord of the Black Nazarene Foundation, Inc.
- SM Foundation Scholarship
- KABALAKA Scholarship Program
- UPOD KITA Scholarship Program
- Capizeño Circle Scholarship- New Jersey Chapter

PART V. OTHER SERVICES

1 FOOD SERVICES

The food services refer to the insurance of available, adequate, safe, and healthful food within the campus in accordance with the food, safety, and sanitation guidelines of the Department of Health.

CPC shall set the criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution.

CPC shall periodically inspect food outlets for sanitation and hygiene. The certificate to Operate should be displayed in prominent area of food outlet.

Special Provision: This may be suspended depending on any special circumstances that the school officially adhered to and officially communicated.

2 SECURITY AND SAFETY SERVICES

2.1 Security Policy

CPC Security Service is a part of the over-all Administrative Service Program of the College. It measures, makes progress and revisions in the establishment of school safety and security plans and programs for students, employees, school properties and visitors.

It is directly under the Office of the Director for Administrative Affairs. A person-in-charge is assigned to supervise this service unit, one for every campus, namely, Main Campus (includes Calipayan Campus) and Boulevard Campus, and under him/her are the security guard/s and gate keeper/s.

In providing a secured and safe school atmosphere, CPC Security Service is a benchmark of the institution and a concrete public relations tool that can demonstrate the commitment of the college to have a thorough, external and professional safety and security components in the overall prevention, intervention, school safety and security program.

2.2 Objectives

To provide security and safety measures to the students, faculty, staff, and visitors of the college through:

- A respectable school security presence (in professional appearance).
- Positive security and safety procedures (including first aid).
- A control over the school access.
- A monitoring scheme for school visitors.
- Short-term security and safety improvements and long-term strategic plans for enhancing school safety.

2.3 Guidelines

The GUARD/S is to take charge in ensuring the following:

1. Peace and order of the school (campus).
2. Safety and security in and of the entrance area (no loitering).
3. Only one school entrance for students, faculty, staff and visitor/s.
4. No illegal substance (drugs or alcohol), deadly weapons and dangerous items are taken inside the school premises. Spot check of bags may randomly be done.
5. No equipment can be brought inside the school without proper gate pass and no school properties are taken out without the same (pull out form).
6. Requiring employees to wear complete uniform/ I.D. upon entry to the school.
7. Requiring students to wear complete uniform/ I.D. upon entry to the school. If a student is not in his/her proper uniform, a Temporary Entry Slip is given and asked to be signed by the Office of the Student Affairs (College students) and Prefect of Discipline (High School students) for approval. A record of this is kept intact.
8. Receiving visitor/s or if there is Gatekeeper, turns the guests to him.
9. Assigned Guard(s) should report punctually. He (They) is (are) to conduct his duty in complete uniform (including foot wear) at all times.
10. Regulate entrance of students to school on non-class day/days without school activity. No Permit to Use School Facilities-no entry.
11. Regulate entrance/stay of employees outside office hours. No Permit to Use School Facilities-no entry.
12. Keep custody of all keys in all offices, rooms and laboratories and keep record of all who get and borrow the key(s) (taking note also of time borrowed and returned).
13. For roving guards, conduct regular rounds every hour covering the whole assigned campus. For guards on night duty, conduct regular rounds inside the school campus during night time. Included in the rounds is the turning off of lights and other appliances and noting of the cleanliness of the classrooms. A report on dirty classrooms will be reported to the Admin Office the following day.
14. Coordinate break-time and personal necessities with the Gate Keeper who will take his post during this period.
15. Maximum safety of the gun. Visitors carrying guns, including military and police personnel will be asked to deposit the firearms before entering the school campus.
16. Courtesy and respect to faculty, staff, students and visitors and project positive and confident self-image as part of maintaining high standards of business ethics.

Below is the schedule of assigned guards:

a. Station Security Guard (who should post himself at the podium standing during the given schedule below) for CPC Main, CPC Elementary Department Boulevard Campus, CPC Boulevard Campus and CPC Calipayan Campus.

DAY	TIME
Monday-Friday	6:30AM-6:30PM
Saturday	6:30AM-6:30PM
Weekend/Weekdays (w/o Class but with activity)	6:30AM-6:30PM
Weekend/Weekdays (w/o Class)	6:30AM-6:30PM

Outside this time-the guard may keep his podium inside and post himself inside the gate (with a chair).

b. Roving Security Guard (who should make rounds of the whole campus assigned every 30 minutes for CPC Main and CPC Boulevard. Both the station and roving guards may interchange roles during the entire period of duty.

DAY	TIME
Monday-Friday	7:30AM-7:30PM
Saturday	7:30AM-11:30PM
Sundays/Holidays	

c. Vehicle Security (who should facilitate the entrance and exit of vehicles) in CPC Boulevard Campus

DAY	TIME
Monday-Friday	6:30AM-6:30PM
Saturday	6:30AM-6:30PM
Weekend/Weekdays (w/o Class but with activity)	6:30AM-6:30PM
Weekend/Weekdays (w/o Class)	6:30AM-6:30PM

NOTE: On Saturday Afternoon & Sunday, this post will be replaced by Station Guard; thus, taking care of entrance of visitors (for valid and approved reasons by the administration) and the entrance of the vehicles taking note of Rule on Other Important Guidelines no. 17.

d. Station Security Guard (who should post himself at the podium standing during the given schedule below) for CPC Main, CPC Elementary Department Boulevard Campus, CPC Boulevard Campus and CPC Calipayan Campus.

DAY	TIME
Monday-Friday	6:30AM-6:30PM
Saturday	6:30AM-6:30PM
Weekend/Weekdays (w/o Class but with activity)	6:30AM-6:30PM
Weekend/Weekdays (w/o Class)	6:30AM-6:30PM

Outside this time-the guard may keep his podium inside and post himself inside the gate (with a chair).

e. Roving Security Guard (who should make rounds of the whole campus assigned every 30 minutes for CPC Main and CPC Boulevard. Both the station and roving guards may interchange roles during the entire period of duty.

DAY	TIME
Monday-Friday	7:30AM-7:30PM
Saturday	7:30AM-11:30PM

f. Vehicle Security (who should facilitate the entrance and exit of vehicles) in CPC Boulevard Campus

DAY	TIME
Monday-Friday	6:30AM-6:30PM
Saturday	6:30AM-6:30PM
Weekend/Weekdays (w/o Class but with activity)	6:30AM-6:30PM
Weekend/Weekdays (w/o Class)	6:30AM-6:30PM

NOTE: On Saturday Afternoon & Sunday, this post will be replaced by Station Guard; thus, taking care of entrance of visitors (for valid and approved reasons by the administration) and the entrance of the vehicles taking note of Rule on Other Important Guidelines no. 17.

GATEKEEPER/s, in close coordination with the Guard/s on Duty, is to take charge in ensuring the following:

1. Reception of visitors upon turn-over of the guard on duty by:
 - Welcoming
 - Checking the faculty/staff/student to be visited
 - Keeping a Logbook for admitted visitors
 - Giving the Visitor's I.D. (which is asked to be worn at all times while inside the campus).
 - Leading the visitors by giving directions for showing the school vicinity map.

NOTE: On weekends when there is no gatekeeper, the guard takes charge of this.

2. Coordinate break-time and personal necessities with the Guard on Duty who will take his post during this period.

3. Secures permission slip of faculty/staff, files them and turn-over these slips to the Administration Office daily (4:30pm cut off).

4. Takes charge in securing/filling the following: Equipment Gate Pass (IN and OUT), Permit to Use School Facilities, Group Visitor's Gate Pass, Temporary Entry Slip (Incomplete Uniform), Delivery Vehicles (Canteen and Suppliers) Log-book, Food, Concessionaires Log-book, Working Student Log-book.

NOTE: On weekend when there is no gatekeeper, the guard takes charge of this.

5. Assist the guard in the entrance and exit of students.

6. Courtesy and respect to faculty, staff, students and visitors and project positive and confident self-image as part maintaining high standards of business ethics.

2.4 Health and Safety Protocols during the Pandemic

Due reported cases of local transmission, protocols/guidelines, aside from the minimum health requirements like the wearing of face masks and face shields, handwashing and hand-sanitation with alcohol, and the practice of social distancing at all times, are set forth for strict compliance for the safety and health of everyone.

2.4.1 School Entrances

1. Guards are instructed to implement strictly the sanitation protocols to all those who enter CPC. Failure to follow these may result to certain sanctions (for CPC employees) or to denial of entry (for guests).
2. Employees are to wear always their IDs when entering the campus. "No ID no entry" will be strongly enforced.
3. All should follow the designated entrance / exit.

2.4.2 Guests

1. Aside from sanitation protocols, guests are required to log-in significant information.
2. If a guest has no purpose, he/she may be refused entrance to the campus.
3. Guests wishing to meet a certain employee should be entertained at the lobby. Guards and other security personnel will inform the concerned office/employees about the guest.
4. Guests who exhibit symptoms of Covid-19 like cough, fever and others or who may have come from identified quarantined areas may be denied entrance.

2.4.3 Employees

1. ALL SECRETARIES/STAFF should disinfect their respective areas/places of work EVERY MORNING.
2. Unless it is not possible, transactions in offices should be done through the designated windows.
3. The following are strongly discouraged: buying of food outside the campus (everyone is strongly advised bring packed lunch), eating lunch with colleagues in an office, the sharing of spoon, fork and glasses, and food deliveries.
4. Temporarily, birthday parties/ celebrations and gatherings in all areas of the CPC campuses are prohibited.
5. Less movement of employees inside CPC campuses is desired. Unless with official concerns and business, all employees are expected to stay in their own areas and not roam around and stay in other offices.
6. After office hours and on weekends, everyone is strongly advised not to go to parties, gatherings and crowded places outside the campus.
7. Extra caution should be exercised in handling money and documents coming from outside and even within offices. Communications and inter-memos shall be sent through email and be printed only for filing purposes.
8. If sick (especially if exhibiting symptoms of Covid 19) please be honest and do not report for work. Call immediately your immediate head, who in turn should notify the HRDO. Once recovered, the employee must secure medical certificate from his/her local health unit or from a private doctor. Without the certificate, you will not be allowed to enter the CPC Campus.
9. In case of possible exposure with a suspected Covid-19 patient or tested with Rapid Test or Reverse Transcription-Polymerase Chain Reaction (RT-PCR), the employee is strongly advised to stay at home and on quarantine (until clearance has been given by their local health authorities) and immediately inform his/her immediate head and the HRDO. The concerned employee should present clearance/medical certificate before being allowed to return to CPC.

2.4.4 Others

1. Personal online orders/ deliveries (except those ordered by CPC Supply Office) should be addressed to your own respective addresses/ residence, not to CPC.
2. Couriers sent to from other provinces and areas should be thoroughly disinfected before opening.

2.5 Other Important Guidelines

1. Afternoon Mass Goers. Afternoon Mass Goers are given Mass Goers Pass before their entry and attendance of the Mass (only) at CPC Chapel. It is expected that these Mass Goers will turn-over the Mass Goers Pass as they leave the campus soon after the Mass. The Guard and/or the Gatekeeper are in-charge of this.

2. Group Visitors (CAPRISA Meeting, Group Meeting). In times when meetings for a big group are held inside the college (e. g) CAPRISA, CAPTESA, Parents Assembly, Alumni Meeting, Family of Group Mass Schedule of CPC Priests, etc) the person-in-charge secures a Group Visitors Permission Sheet and have it approved by the Campus Security Supervisor. The said Sheet is then turned over to the Guard/Gatekeeper who will have the sheet accomplished/signed by the expected visitors upon entry to the school. When the group is more than a hundred- a general permission is given. The Guard and/ or the Gatekeeper is in-charge of this.

3. Family Members of Faculty/ Staff. Occasional visit of family members of CPC Faculty/ Staff is subject to the usual procedure of entry. In cases, however, when these family members of CPC Faculty/Staff would regularly enter the school (e.g. lunch. "sugat", routinary visit, etc.). that Faculty/Staff is to secure a general permission from the Security Supervisor who will approve such arrangement. The Gatekeeper is in-charge of this.

4. Lack of Uniform (staff/employees). Staff/Employees that enter the school without proper uniform may still be admitted. However, the Human Resource and Development Office is notified for proper action. The Gatekeeper is in-charge of this.

5. Vehicle Entry and Parking (Priests/School Vehicles). Entry and parking of Priests/ School vehicles are to be noted. A designated parking is to be maintained especially during office/class hours. Private Parking request is to be approved by the Security Supervisor through a Private Parking Request Form. The Guard is in-charge of this

6. Vehicle Pass Entry Policy. In order to strictly enforce security measures in the CPC Arnaldo Boulevard Campus especially with the vehicles entering the campus and, at the same time, to ensure the efficient and fast entry of vehicles and thus, avoiding traffic and inconvenience to all concerned, the VEHICLE PASS/STICKERS is enforced. Vehicles (cars and motorcycles) of faculty, staff, and even parents entering the campus always and frequently are enjoined to apply for the Vehicle Pass. Transient guests' vehicles or those without vehicle pass stickers will still be allowed to enter and park in the campus but will have to go through a more rigid inspection and will have to leave their driver's license with the guard on duty, which will be returned upon exit of the campus. (Memo DAA No. 007, Series of 2014, Implemented November 17, 2014).

7. Media (Radio and TV). All Media practitioners (Radio/TV) are to wait for a go signal from the person/office concerned before they are allowed to enter the particular person/office. When entry is approved, the gate is notified by the Security Supervisor and the usual procedure is followed. This kind of visitors is only accommodated during office hours. The Gatekeeper is in- charge of this.

8. Solicitation. All solicitation related visitors are to wait for a go signal from the person/office concerned before they are allowed to enter the particular

person/office. This kind of visitors is only accommodated during office hours. The Gatekeeper is in-charge of this.

9. Walk-in Sales/Promo Persons. All walk-in Sales/Promo Persons are to wait in the lobby for a go signal from the Security Supervisor before they are allowed to coordinate the conduct of their sales/promo to the Office of the Student Affairs. This kind of visitors is only accommodated during office hours. The Gatekeeper is in-charge of this.

10. Priests' Visitor(s) (during non-office hours). Before allowing the entry of CPC Priests' visitor(s) (for non-office related matters), the Guard and/or the Gatekeeper are to seek first approval from the CPC Priest/s concerned.

11. Entry of Faculty Staff and Students (outside office or class hours). All faculty /staff and students who would enter the school outside the office or class hours/days are to secure permit, i.e. PERMIT TO USE SCHOOL FACILITIES duly signed and approved prior to their school entry. This includes Dance Troupe Practices, ROTC related functions, Varsity Practices, make-up class, publication work and other related activities. The Guard and/or the Gatekeeper are in-charge of this.

12. Weekdays Over-Stay at the Campuses. Unless otherwise officially approved, such Make- up Classes or Extended Classes, Practices and other Events, classrooms and all offices should normally be closed and vacated at 7:30pm. Faculty Members, Staff and Students wishing to stay beyond this time should get the Permit to Use School Facilities duly signed and approved by the Director for Administrative Affairs. The guard on duty is obliged to ask those concerned to leave the campus.

13. Guests are expected to have decent dress codes when entering the campus. The guard may refuse a guest wearing shorts, sandos and slippers and/or other indecent dress.

14. Entrance of Vehicles on Saturday Afternoon and Sunday. Unless there are approved events held in the Boulevard Campus on such days and time, vehicles will not be allowed entrance in the campus unless with valid reasons.

NOTE WELL THE FOLLOWING:

1. No cooking /eating of meals in the lobby.
2. No leaving of things (student/staff/faculty) in the lobby. The guard should ask the student / faculty/staff to leave their things at the Office of the Student Affairs.
3. No changing of clothes in the lobby. Guard Quarters will be at the Boy's Quarters-Ground floor.
4. No Guard/Gatekeeper tables allowed in the lobby area.
5. No Guard/Gatekeeper chairs in the lobby area.
6. Guards/Gatekeepers are to have Class Schedules handy (Classrooms and Laboratories) for easy monitoring purposes.
7. Guards/Gatekeepers are to secure key of all rooms/laboratories.
8. Guard on duty is to conduct evening rounds. He checks and reports to the Security Supervisor any malfunctions in the water and electrical (and other school) facilities.
9. Guards/Gatekeepers are to secure a school vicinity map for their perusal
10. Maintenance of security records and reports. Monitoring and answering designated telephones.

3 EARTHQUAKE AND FIRE DRILL

An earthquake drill is different from the fire drill. The difference is that:

- In the Fire Drill, the sound of a siren/bell means that a fire is ongoing and all occupants

of the building are to immediately evacuate to ensure their safety; while

- In the Earthquake Drill – the sound of a siren/bell indicates that a strong shaking is ongoing and the level of ground shaking prevents people to stand and move around. To do so can cause more injury to the person as debris can fall and hurt him. One is not supposed to get out of the building while the shaking is ongoing.

3.1 What to Do Before, During and After an Earthquake

Before:

1. KNOW your location and surroundings
2. FAMILIARIZE the floor plan of the buildings, offices, classrooms, etc
3. OBSERVE the arrangement of desks, tables, chairs, cabinets, etc
4. Identify the SAFE SPOTS in the rooms (tables, desks, doors, etc.
5. Identify DANGER ZONES (e.g. windows and glass, book shelves, machinery, cabinets and furniture that may topple or slide inside the classroom as well as all hanging and heavy objects)
6. Be familiar with EVACUATION PLAN/ROUTE of the building
7. Identify the assigned OPEN AREA where you can evacuate after an earthquake.

During:

The main concern during an ongoing shaking is how to PROTECT ONESELF

1. Keep calm and DON'T PANIC;
2. Perform DUCK, COVER and HOLD or TAKE COVER under a table, desk, strongly supported doorway, or chair. Remain in this position until the shaking stops; and
3. Make sure that the DOOR IS OPEN during the shaking.

After:

As soon as the shaking stops, personnel and students must evacuate the buildings and proceed to the designated evacuation areas:

1. Walk out of the rooms in an orderly manner;
2. While walking along the corridors to the nearest exit of the building, BE ALERT and LOOK OUT for falling debris;
3. DON'T RUN, PUSH, TALK, and NEVER GO BACK until the buildings are inspected and declared safe.
4. WAIT for further instructions from the teachers.

For teachers, make sure all students are accounted for, once in the designated evacuation area.

3.2 What to Do If There is Fire

Be alert & Responsible. EXTINGUISH the small Fire quickly with a rug or a pail of water; If fire is beyond control, STAY CALM, DON'T PANIC but ACT QUICKLY, GO to the nearest exit, CALL FOR HELP immediately, SOUND the alarm, and don't retrieve your belongings anymore; PLACE your belongings to a place where they don't block the fireman's way; Don't save lives, leave this job to the fireman; &, ASK assistance immediately if injured and burnt;

If Inside a Burning Building

GO to the nearest exit or FIND other means to escape if there is a panic rush for the main exit. KEEP CALM. Don't open the doorknob if you feel it's already hot. OPEN the window, if necessary, & SHOUT for assistance. HOLD your breath if you must make a dash through the smoke or flame. KEEP DOWN or CRAWL on the floor to avoid inhaling smoke. The air is better near the floor. WRAP yourself with a wet towel & COVER your nose & MOUTH with a damp cloth.

When Your Clothes Catch Fire

STOP. Do not run.
DROP to the ground, then,
ROLL over and over until the flame is out.

4 BOMB THREAT DRILL

Most bomb threats are made over the phone. Although it is possible that it may only be a prank call, it is best to always treat each call seriously and to handle it properly for everyone's safety and security.

Below are the steps to take in case this happens.

If you receive the call:

1. Do not panic. Stay calm.
2. Gesture to someone to get your teacher or immediate superior immediately.
3. Talk to the caller in a normal and calm tone in order to get and write down the following information:
 - Where is the bomb?
 - What time it will go off?
 - Get a description of the bomb.
 - What is the name of the caller?
 - What is his motivation for calling?
 - What is the caller's reason for doing this?
 - What is the bomber's reason for doing this?
4. Stay on the phone for as long as possible. Be very attentive and listen to background noise such as traffic, machinery, music, sound of children and animals as this will help the investigators.
5. Note the voice characteristics of the caller in terms of accent, tone, pitch and volume. Immediately turn over all the information to your teacher or immediate superior and wait for further instructions.

If you are the teacher or the immediate superior of the student who received the call:

1. Do not panic. Stay calm.
2. Keep your student who is talking to the caller as calm as possible so he can continue getting more information. Avoid talking to your student in a loud voice or distracting him/her.
3. Write down all information that your students gets from the caller.
4. Immediately inform the Security Office or the Director for Administration.
5. Wait for instructions coming from the Head of Security and Safety or Director for Administration regarding evacuation.

4.1 Phases of Evacuation

Phase 1: Evacuation

Once the instruction coming from the administration is given, teachers and students should evacuate the school building and proceed using pre-determined routes to go to identified evacuation areas.

Phase 2: Assembly

At the designated evacuation area, students must be grouped together according to the class where they belong.

Phase 3: Headcount

Teachers should check and make sure all students are accounted for.

PART VI. CULTURAL AND SPORTS DEVELOPMENT

1 CULTURAL SERVICES

CPC provides opportunities for cultural and artistic appreciation as well as its enhancement among students. Thus, the cultural affairs offers:

- Dance Training Services - Sarayawan Dancers
- Music Services - CPC Grand Chorale
- In-Support Training Services - Training for Higher level Competition
- Consultation/Information Services - To inform students how to enhance their talent and abilities as regards to Culture and the Arts.

Special Provision: This may be suspended depending on any special circumstances that the school officially adhered to and officially communicated.

2 SPORTS DEVELOPMENT SERVICES

CPC provides opportunities for physical fitness and well-being of students. Thus, the Sports Development Programs are:

- Athletic Training Services - CPC Varsity
- In-Support Training Services - Training for Higher level Competition
- Consultation/Information Services - To inform students how to enhance their skills and abilities as regards to sports

Special Provision: This may be suspended depending on any special circumstances that the school officially adhered to and officially communicated.

PART VII. GENERAL POLICIES ON DEPARTMENT

CPC aims to develop in its students a sense of identity, and identity is about character. The appearance of students is one of the major parts of the process of developing character because it reminds us of who we are and what we stand for.

Under normal circumstances and shall the limited face-to-face class be approved and implemented, the following general policies on department are to be observed.

1 UNIFORM

College students are required to wear the prescribed school uniform during school days and other official activities of CPC.

School Uniform for male students:

- a. White polo shirt and black pants be worn on prescribed days
- b. Black denims or corduroys are not allowed
- c. Black leather shoes and plain white socks
- d. Undershirts should be plain white and properly tucked in. Printed undershirts are not allowed.

School Uniform for female students:

- a. White long-sleeve blouse (with cuff links, six pleats at both side in front, and the base of the blouse designed to be with blue- buckled checkered royal blue belt), checkered royal blue necktie and checkered royal blue skirt
- b. Length of skirt is approximately two inches below the knee

The school ID is part of the uniform, and therefore, must be worn at all times while on campus. It is nontransferable. School pin is encouraged and is placed on the left of the collar;

The PE uniform should be worn for PE classes only.

Male students are not allowed to wear earrings and chokers.

Those who wish to be exempted must seek approval from the Dean of the Student Affairs. They must wear clothes that are appropriate to the academic environment. Thus, the following must be observed:

- a. Wearing of tights, tattered jeans or short pants on campus is not allowed except during sports training and other special occasions allowed by the office of the Rector
- b. Wearing of slippers or step-ins on campus is not allowed

Students who are not in proper uniform shall be subjected to service or community work. This involves participation in beautification and cleanliness drives, catechesis, literacy programs and other projects organized by Colegio de la Purisima Concepcion or other groups; and

All members of the faculty have the right to implement this policy. The Dean of the Student Affairs, with the recommendation of the Head for Security and Discipline Services, shall determine the date, time, place and type of community work to be performed.

2 HAIRCUT

- Male and Female hairstyle must be neat, clean, and well groomed
- Male students must sport the prescribed school haircut: the hair must not touch the ears or the shirt's collar. Bangs must not touch the eyebrows
- Male students taking up Army/Navy ROTC have their prescribed haircut/hairstyle
- Shaven head and semi-bald styles are not allowed unless medically prescribed
- Faddish haircuts/hairstyles/hair color/s inappropriate for academic environment are not allowed, e.g. Mad Max, Mohawk, Pony-tailed, Lock Hair, etc.

2 LIBRARY POLICIES

The CPC library was established and maintained to support the vision and the mission of the College as a Catholic learning institution. It also supports the different programs in all levels elementary, secondary, tertiary and graduate levels. The following specific objectives are:

- To acquire materials that will meet the research and information needs of the faculty and students
- To organize these materials for effective use
- To provide adequate resources for the clientele that will satisfy not only their immediate needs but also their remote life goals
- To support the educational, religious, social, civic and cultural activities of the Purisimian community through the resources
- To provide support and encouragement for academic advancement and extend assistance to any research work
- To maintain adequate and upgraded collection
- To continuously educate the students in the proper use of the library resources and facilities
- To establish linkages with other libraries

The Library will be open as a space for learners to research and work on their requirements. However, only a certain number of users will be allowed to enter at a given time. Social distancing, wearing of face mask and disinfection will be observed. Library open for limited numbers of users.

The library provides and assists faculty and students for the reference materials through online services (Open Access Sites). Librarians/Staff are ready to answer queries via email and social media platforms. Scanning and documents delivery of reference materials through email are provided for.

In order that all CPC Library users will have an equal opportunity to use the library resources, services and facilities, rules and regulations are established. Library users are expected to observe the following CPC Library Rules and Regulations:

Recognized Users

Bonafide students of CPC, Faculty and staff, Board of Trustees, Parish Priest and Lay workers of the Archdiocese of Capiz.

Researchers and alumni not connected with the college including those from IBP with referral according to the library policy.

3.1 Requirements for Using the Library

Students must secure a library card which they use every time they wish to use the library and its resources.

Library cards are issued upon presentation of official registration form and two ID photographs.

Library cards must be validated every year/semester or summer term, upon presentation of validated school ID.

Library cards are not transferable and offenders forfeit their library privileges.

Circulation of Books

- Fiction Books: may be borrowed for one week renewable for another week.
- Non Fiction Books: Three books of varied subjects maybe borrowed for home use for three days.
- Reference Books: The use is limited within the library only. Faculty may charge these out for classroom use upon the discretion of the librarian but should be returned after the class period. Maybe requested for photocopying.
- Reserve Books: One book for only one hour and renewable for another hour. Maybe requested for photocopy or be borrowed for overnight use from 4:30 PM but should be returned at 8:00 the following morning
- Periodicals: All bound and unbound periodicals are for REFERENCE USE only. Maybe requested for photocopying.
- Theses and Dissertations: All theses and dissertations are for REFERENCE USE only. Photocopying of any part is strictly prohibited.
- Filipiniana Books: All Filipiniana Books are for REFERENCE USE only. Maybe requested for photocopying.

Maximum Allowable Book Loans

Students: 3 Non-fiction books for 3 days subject to renewal +1

Fiction book for 1 week subject to renewal

Faculty: 5 books per semester + 2 books for 2 weeks subject to renewal

- Books should be returned or renewed on time at the counter from which they were borrowed.
- Renewal of book loans is allowed except when other users need the material, or when it is overdue.

- Any book/material on loan is subject to recall at anytime whenever necessary.
- All overdue books should be returned immediately upon recall.
- A week before and during the final examinations, all books are for room use only.
- Loan services are closed fifteen minutes before closing time.

Fines for Overdue Books

Circulation Books: Five pesos per day (Php 5.00/day) Reserve Books: Three pesos per hour (Php 3.00/hour)

3.1.1 Loss of Books

A lost book shall be replaced with the same or later edition of the same title and the corresponding fine must be paid. If replacement is not possible, the borrower shall pay the current price of the book, plus binding cost if appropriate, and fines, which shall be computed up to the day when the obligation is settled.

3.1.2 Damaged Library Materials

Any damage of library materials should be replaced by the borrowers or paid the current replacement cost. The damaged material remains the property of the library.

3.2 Referrals for Other Institutions

Students or Faculty members who need to consult other libraries or information centers may request the Director of Libraries for the issuance of referral letters to the institutions of their choice.

3.3 Library Property

Writing on books, library tables and chairs, theft of any library materials, tearing of pages and all other mutilation of books and other materials beyond reasonable wear are strictly prohibited and subject to disciplinary action. The penalty shall be as prescribed by the Student Affairs Office to whom a report shall be sent by the Library.

Removal of library materials or property from the library premises and installing/ altering/deleting programs or utilities without authorization shall be dealt with appropriate disciplinary action.

Control Policies

Library users should deposit their bags, briefcases, umbrellas, jackets, large envelopes in the depository counter upon entering the library. However, cash or any valuables should be removed, for the library shall not be held liable for whatever is lost in the bags when deposited. Lost claim card is assessed a fee of Ten pesos. Students should present their valid school Identification Card upon entering the library. All materials taken out of the library should be presented for inspection to the guard/ student assistant at the gate.

3.4 Conduct in the Library

- All library users are expected to respect the right of others to study in a quiet atmosphere. It is the staff's responsibility to enforce the rule of silence and as such is authorized to confiscate identification card of students who engage in discussions and in loud and extended conversations in the library and turn it over to the Director of Student Affairs.
- Responsible conduct must be observed in the libraries at all times. Students who engage in disruptive and in inappropriate behaviors will be asked to leave the library.
- Accounting columnar and other class projects that require the use of Manila paper, pentel pen, scissors and related equipment should not be done in the library.
- Cellular phones, beepers and other disruptive devices should be deactivated

when entering the Library.

- Chairs must be pushed back against the table after using and must not be transferred from one place to another.
- Cleanliness and orderliness must be observed strictly at all times.
- Laptops and cell phones can be used, provided these are solely for research and are not connected to any electrical outlet in the library.
- Smoking, eating, and drinking are not permitted in the library.

4 LABORATORY POLICIES

When laboratories shall be open for students to conduct experiments and work on their requirements, only a certain number of users will be allowed to enter at a given time based on the laboratory capacity. Health protocols such as social distancing, wearing of face mask and disinfection shall be implemented.

1. Students should conduct themselves in a responsible manner at all times in the laboratory.
2. No chairs or other facilities in the laboratory should be brought outside unless needed. If so, the responsible person (s) should make sure to return them after use.
3. Students must follow all written and verbal instructions carefully. If they do not understand a direction or part of a procedure, they should ask the teacher before proceeding with the activity.
4. Students should never work alone in the laboratory or without the presence of the teacher.
5. Students should perform only those experiments/activities authorized by the teacher. Unauthorized experiments/activities are not allowed.
6. Eating may be allowed in the laboratories but one should see to it that cleanliness is maintained. They should not use laboratory glassware as containers for food or beverages.
7. Students should never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Students must be alert and proceed with caution at all times in the laboratory and notify the teacher immediately of any unsafe conditions they observe.
9. Students must dispose all chemical wastes properly. They should check with the teacher for proper disposal of chemicals and solutions.
10. Students must read the labels and equipment instructions carefully before use. They must set up and use the equipment as directed by the teacher.
11. Before leaving the laboratory, the teacher and students should see to it that:
 - All lights, electric fans, and laboratory equipment are turned off;
 - The chairs and tables are in order;
 - No garbage is littered; and
 - The white/blackboard is cleaned.
12. All students should be reminded to dispose all forms of garbage, that is, to throw them into the waste cans/garbage bins.
13. The last class to use the laboratory in the evening should switch off the circuit breaker of the laboratory.

5 CHILD PROTECTION, ANTI-BULLYING, AND ANTI-SEXUAL HARASSMENT POLICIES

Colegio de la Purisima Concepcion supports and adopts the zero tolerance policy of the Department of Education against any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.

Thus, any complaint by a student regarding actions against child protection, anti-bullying, and anti-sexual harassment policies of the college shall be dealt with in accordance to their respective procedures.

Nature & Commission of Acts of Sexual Harassment in an education or training environment:

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable.

5.1 Child Protection Policy

Violence against children committed in schools” refers to a single act or a series of acts committed by school administrators and/or personnel against a child, which result in or is likely to result in physical, sexual, psychological harm suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

5.2 Anti-Bullying Policy

“Bullying “shall refer to any severe or repeated use by one or more students of written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student she has the effect causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of the school. (Based from Anti-Bullying Act of 2012)

Types:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons.
2. Any act that causes damage to victims’ psyche and /or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
4. Cyber – bullying or any bullying done through the use of technology or any electronic means or other technology, such as, but not limited to, texting, email, instant messaging, chatting, internet, social networking websites, or other platforms or formats. (Based from Sec. 2 Anti- Bullying Act of 2012)
5. Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
6. Stalking or constantly following or pursuing a person in his or her daily

activities, with unwanted and obsessive attention;

7. Taking property;

8. Public humiliation, or public malicious imputation of crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, expose a person to contempt;

9. Deliberate destruction or defacement of or damage to the child's property

10. Physical violence committed upon a student without the aid of weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;

11. Demanding or requiring sexual or monetary favor or extracting money or property, from a pupil or students; and

12. Restraining the liberty and freedom of pupil or student. (Based from Anti-Bullying Act of 2002)

6 POLICIES AND GUIDELINES ON EDUCATIONAL TOURS/FIELD TRIPS AND LOCAL OFF-CAMPUS ACTIVITIES

Colegio de la Purisima Concepcion deems educational tours/field trips and local off-campus activities as instruments to an efficient and interactive learning of students to broaden and enhance the opportunities for knowledge, skills and values for student welfare and development as required and included in the approved curriculum.

However, during the pandemic, Educational tours/field trips are highly discouraged. Whenever applicable under normal circumstances:

- Educational tours/ field trips shall not be made compulsory substitutes of major examinations (CMO no. 17, s. 2012, Sec.9). Those who cannot join the educational tours/field trips shall be given parallel school activity which provides similar acquisition of the required practical competencies and achieves other learning objectives (CMO no. 17, s. 2012, Sec. 8).

- Learners with special needs (PWDs) shall be given due consideration (CMO no. 17, s. 2012, Sec. 8).

CMO no. 17, s. 2012, Art. 2, Sec. 4 delineates:

- Educational Tour** – an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip.

- Field Trip** - an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

CMO 63, s. 2017, Article IV, Section 6 on Local Off-Campus Activities enumerates that these activities shall include but not be limited to the following:

•Curricular

1. Educational Trips/Field trips

- Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
- Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
- Plant industry visit, host training establishment visit, and other related visits.

2. Participation and/or attendance in degree program-relevant events

3. Field Study/Experiential Learning/Related Learning Experience

• **Non-Curricular**

1. Mission-based activities (e.g., retreat, recollection, etc.)
2. Conventions, seminars, conferences, symposiums, trainings and teambuilding
3. Volunteer work including peer helper programs, relief operations, community outreach and immersion;
4. Advocacy projects and campaigns;
5. Participation in sports activities;
6. Activities initiated by recognized various student groups;
7. Interschool competitions/tournaments; or
8. Culture and arts performances and competition.

7 DATA PRIVACY POLICY

Colegio de la Purisima Concepcion Concepcion advocates compliance to the Republic Act 10173, otherwise known as the Data Privacy Act (DPA) including its policies and Implementing and Regulating relevant to the vision, mission, goals, and objectives of the college.

It is the policy of the college to ensure that principles of transparency, legitimate purpose, and proportionality are complied in the direct exercise data privacy rights (under DPA 2012) of its students, employees, and other stakeholders.

Upon enrolment and re-enrolment (of students) and employment (of employees), consent is given to the college to process personal data that espouses legitimate interests and in carrying out effectively the responsibility of the College as an educational institution.

8 CPC MAJOR ACTIVITIES

Colegio de la Purisima Concepcion believes that education should not be confined within the four walls of the classrooms. Hence, programs are geared not only toward excellence in academics but also toward the integrative development of the individuals in the fields of sports, arts, and culture. These activities are conducted in modes that guarantees safety and security among students considering the prevailing circumstances.

8.1 Orientation

Each academic year, all freshmen and transferees are provided with a general orientation about the college and a reorientation for old students. This activity is spearheaded by the Office of the Student Affairs through the Guidance Service Center.

8.2 Mass of the Holy Spirit

The first general activity of the College is the Mass of the Holy Spirit. The CPC Board of Trustees, the Capiz Clergy, the Administrators, faculty, staff, and students gather together to invoke the grace of the Holy Spirit. After the Eucharistic celebration, the new faculty/staff members of the college are formally introduced and sworn into office. A general assembly of the school faculty and staff follows where Deans and Heads of Offices present their programs for the school year. This is also the time when the new members of the faculty and staff are introduced.

8.3 Acquaintance/Induction of Officers

(SSPC, SPCs, Club/Organization Officers). The freshmen and transferees are made "to feel at home" by the upperclassmen in an activity that consists of fellowship, presentation of students according to their respective college and department, and induction of student officers.

8.4 Founder's Day/Grand Intramurals

The Grand Intramurals is held on the first or second week of August to commemorate the death of her founder, Rt. Rev. Msgr. Vicente Gonzales. Sports, cultural, and literary competitions among the different colleges are scheduled.

8.5 Christmas Party

Like any other institution, CPC students hold a Christmas party a day before the Christmas break. A college wide celebration starts with a Eucharistic Celebration and games. After which students break out to their respective departmental or class Christmas Celebrations.

8.6 Foundation Day

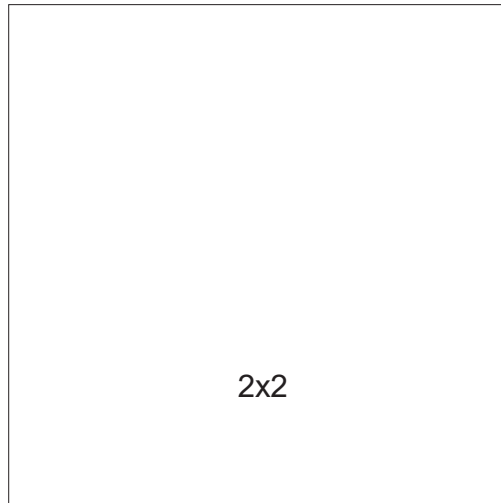
In the month of February, CPC observes her Foundation day. This affair includes various activities of every college, student clubs/organizations, and employees that are reflective of the mission and vision of the college. The alumni homecoming is held during this time.

8.7 Religious Activities

Top in the priorities CPC is for her students to evangelized and be evangelizers. Religious and spiritual activities compliment religious instructions. Spiritual enrichment is prompted through the daily masses held at the College chapel, recollections, retreats, prayer activities, special novenas, Archdiocesan Religious gatherings and the First Friday mass devotion to the Sacred Heart of Jesus. Classes meetings, meeting programs conferences and other activities begin and end with a prayer. Big and important events are highlighted by a Eucharistic celebration.

STUDENT

PERSONAL DATASHEET



SCHOOL LAST ATTENDED: _____
YEAR OF ENTRY AT CPC: S.Y. _____ YEAR LEVEL: _____
BIRTHDAY: _____ BIRTHPLACE: _____
HOME ADDRESS: _____

TELEPHONE NO. (Home): _____
MOBILE NO. _____ EMAIL ADDRESS: _____
FATHER'S NAME: _____ TELEPHONE NO.: _____
MOTHER'S NAME: _____ TELEPHONE NO.: _____

IN CASE OF EMERGENCY PLEASE CONTACT:
NAME: _____
ADDRESS: _____
CONTACT NO.: _____

COLEGIO DE LA PURISIMA CONCEPCION
The Catholic School of the Archdiocese of Capiz
Roxas City

ACKNOWLEDGEMENT

I, _____ a bonafide student of CPC, and we
his/her parents/ guardian MR./MRS. _____

Have carefully read and fully understood the contents of this Student Manual.
During the stay of our son/ daughter in this school, we hereby agree to abide by
the rules, regulations and policies set forth by the authorities of CPC.

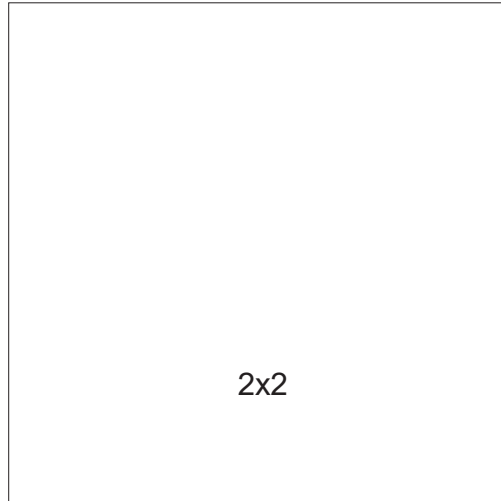
Signature of Parent (Father)

Signature of Parent (Mother)

Signature of Student

STUDENT

PERSONAL DATASHEET



SCHOOL LAST ATTENDED: _____

YEAR OF ENTRY AT CPC: S.Y. _____ YEAR LEVEL: _____

BIRTHDAY: _____ BIRTHPLACE: _____

HOME ADDRESS: _____

TELEPHONE NO. (Home): _____

MOBILE NO. _____ EMAIL ADDRESS: _____

FATHER'S NAME: _____ TELEPHONE NO.: _____

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Signature of Parent (Father)

Signature of Parent (Mother)

Signature of Student

School Adress (Main Campus)
Colegio de la Purisima Concepcion
Arzobispo St., Roxas City, Capiz 5800

**Tel No. (036) 6214- 192/ (036) 6211882/
(036) 52229730/ 6210286**

School Adress (Annex Campus)
Colegio de la Purisima Concepcion
Arnaldo Boulevard, Roxas City, Capiz 5800
Tel. No. (036) 6212192/ 6211221