

# **SAINT MICHAEL'S COLLEGE OF LAGUNA**

**TERTIARY EDUCATION DIVISION  
STUDENT HANDBOOK**

**2021-2024**

## **About this Handbook**

This Handbook will educate and help you achieve your noble objective. The policies, rules, and regulations that appear in this Handbook apply to all Tertiary Education students, who upon admission, agree to abide by and support these regulations with fullest cooperation, and conduct themselves so as to maintain the Michaellean image of committed, competent, compassionate, loyal, and loving individual, thus upholding the integrity of the school.

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S M C L

## **Prayer to Saint Michael, the Archangel**

Saint Michael, the archangel, defend us in the day of battle.

Be our safeguard against the wickedness and snares of the devil,  
may God rebuke him, we humbly pray, and do thou, O prince of the  
Heavenly Host,

by the power of God, cast into Hell Satan and all the other evil spirits  
who roam throughout the world seeking the ruin of souls.

Amen.

## **Institutional Prayer**

All:

Lord, we turn our life and will over to You  
That we will cease to struggle alone  
But instead allow You to lift us up  
On eagle's wings.

Leader:

Saint Michael, defender of the Church of God,  
take us under your care and protection.

All:

This we humbly pray.

Amen.

## **Alma Mater Song**

We sing to you dear Alma Mater  
Your loyal Michaeleans here  
We'll hold forever in our hearts  
Your shield of red, blue, and white.  
We'll strive to always keep your name on top,  
And never shall we fall.  
We salute your dear Saint Michael,  
Saint Michael, our home and pride!

We salute you dear Saint Michael,  
Saint Michael! Saint Michael!  
Saint Michael, our home and pride!

The Alma Mater song is the collaborative work of Msrs. Rommel Alao, Rogelio Espino, Galanito Gonzales, and Rosauro Vasquez, who penned the lyrics and composed the music. It embodies the ideals, aspirations, and spirit of Saint Michael's College of Laguna. Every Michaelean must know it, understand its meaning, and sing it with fervor and respect.

## **Message from the President**

Saint Michael's College of Laguna, from the vision of its founders, the Limaco family of Biñan, has committed itself to the ideal of teaching men and women the competencies, skills, and attitude that would raise their way of life, to give them a sense of value in themselves.

SMCL firmly believes that education is the most strategic of interventions that we can make in the lives of our countrymen.

It can carry us beyond the determination of will into the prosperity of means.

If we are to grow as a people, into fuller and richer lives, the first growth must take place in the Filipino mind.

This has always been our advocacy.

The School is a laboratory of life where we nurture our students' potential for them to bloom to the fullest, empower, and ennoble them so that they will be able to perform their roles as individuals and as men and women for others.

Welcome to Saint Michael's College of Laguna, our home and pride!

**Lourdes Almada Sese, EdD**  
President

## **Brief History and Institutional Profile**

On August 25, 1975, a brood of nine sisters from the Limaco family envisioned of providing quality education to the masses of Biñan, Laguna and its neighboring municipalities. Known for their integrity, religious and civic involvement, and business acumen, the sisters firmly believed that education should empower the least able and ennoble the most capable to improve their quality of life and in the long run, propel the whole community into growth and development.

To fulfill their vision, the Limaco sisters founded the Miguelunda Educational Corporation to run Saint Michael's College of Laguna (SMCL), formerly known as Biñan College. Two of the Limaco sisters played key and active roles in SMCL's founding. Pura Limaco provided the necessary financial support for the Institution's operations, while Milagros Limaco, a seasoned educator, was later elected as the Chairman of the Board and Director of the Institution.

Working under the inspiration of the philanthropic ideals of the Limaco patriarch, Miguel, after whom the Institution was named, Miguelunda Educational Corporation set out to establish a learning institution that provides quality education at reasonable costs and more importantly, addresses the demands of an education that is responsive and relevant to ever-evolving needs.

The College started offering Commerce, Junior Secretarial, and General Clerical programs in June 1976, with an initial enrolment of 115. In the next six years, additional college programs were opened:

In addition to Secondary and Elementary education, Graduate in Midwifery, Associate in Tourism, Preparatory Dentistry, Bachelor of Arts, and Bachelor of Science in Nursing were offered later.



As the years unraveled the College's potential to bring out the best in the students that came under its care, Bifian College was renamed Saint Michael's College of Laguna in 1983, reaffirming its serious and focused position in performing its mandate and corporate social responsibility. In the same year, the Bachelor of Science in Elementary Education and the Bachelor of Science in Education were offered. Enrolment escalated at dramatic levels, especially with the closure of two private high schools in the area. This enabled the College to expand its reach and to touch more lives.

Milagros Limaco assumed the Presidency in 1986. In the years that followed (1990-1994), degree programs in Accountancy, Hospitality Management, and Computer Science; an associate degree in Computer Secretarial and a graduate school were opened. Amidst these improvements, after twenty-one years of committed service, failing health forced Milagros Limaco to retire in 1997. Her older sister, Rosa Limaco-Cruz once again assumed the Presidency, with the assistance of a niece, Lourdes Almeda-Sese, Ed.D. as Executive Vice-President. It was during this time that the College took a dramatic transformation not only in the campus' physical infrastructure but also in service delivery.

The performance of the tandem leadership was marked by the construction of the Learning Resource Center in 1996 and the conversion of a large covered court into an air-conditioned, multi-purpose hall. Other developments included the initial offering of human resources management, and information services as majors under the Business Administration program (AY 1998-1999), the launching of the College community extension program, Lingkod at Pagmamahal ng SMCL (LINGAP-SMCL), and the forging of an academic exchange program with Namhae College of Gyeongsangnam-do, South Korea (1999), with the first term of the program commencing in 2000. In 2004, Lourdes Almeda-Sese became the third College President after the retirement of

Rosa Limaco-Cruz. Across the three generations, keeping the faith in maintaining a tradition of quality and excellence has been the leadership's living advocacy.

SMCL's success can be attributed to its academic strength, which has served as a source of pride not only in the SMCL community but in the region as well. The Institution maintains competitive faculty members plus a curriculum that adheres and reflects the current trends and changes in the different programs that it is offering. These are complemented by the Institution's modern facilities and technology that address the needs of each program.

With its high scholastic standards, SMCL's academic excellence has been acknowledged in the academic community. One of the foremost accrediting bodies of the country, the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), accredited all academic programs of SMCL. For this, the College was given the Gold Award by the PACUCOA for 100% of its programs accredited in 2015. SMCL was also awarded Deregulated Status by the Commission on Higher Education in 2003 and has retained its status in 2009. In 2016, CHED awarded SMCL Autonomous Status.

SMCL was also awarded ISO 9001:2015 (quality management system) certification by TUV Rheinland for implementing risk-based thinking and management proving its commitment to be globally comparable and competitive in its operations.

Undoubtedly, Saint Michael's College of Laguna will continue to mold minds, touch hearts, and transform lives. It will send forth to the world graduates imbued with the values of service, moral uprightness, commitment to excellence, and love for humanity and intercultural sensitivity. It earnestly hopes that these Michaeleans will aspire to share the fruits of their endeavors with their communities, with the country and the world. If they do and SMCL is certain they will, in their own individual

ways; then the Institution can unequivocally declare with pride that it has been able to achieve what it has set out to do when it was founded.

## **College Philosophy**

We believe every student can learn and succeed, and that his or her potentials can be maximized in a nurturing, supportive environment that sets high expectations and provides the needed reinforcement and enrichment, to make this happen.

We recognize that authentic learning is dependent on the learner's self-motivation, inner sense of direction, and independent study skills to pursue life-long learning, initially for its own sake, and ultimately for the ensuing benefits thereof, not only for himself or herself, but more important, for the glocal (global and local) community of which he or she is an integral part. Knowing that authentic learning does not happen by chance, we conscientiously provide each learner with intellectual challenges and learning opportunities.

Saint Michael's College of Laguna is inspired by a genuine desire to serve mankind which will achieve a reasonable level of well-being to man by making him free from hunger and thirst. By so doing, man, liberated from his material needs is to use this very freedom to unfold to the fullest his abilities and eventually to share the fruits of his endeavor with the whole of humanity.

Thus, Saint Michael's College of Laguna provides a learning environment that will bring forth to the world individuals, who will embody the Michaelean ideal of service, moral uprightness, commitment to excellence and love for humanity.

## **The Michaellean Ideals**

**SERVICE TO GOD AND COUNTRY** - The Michaellean serves with commitment, competence, compassion, loyalty, and love. He/she performs tasks and works conscientiously through their full realization and completion. He/she gives his/her time and best efforts. He/she sees to it that tasks promote the well-being of everyone concerned. He/she can be depended upon. He/she can be trusted and relied upon. He/she is willing to inconvenience himself/herself for the convenience of others.

**MORAL UPRIGHTNESS** - The Michaellean behaves, acts and does things with the purest of intentions. He/she sets a positive model of leadership and credibility in the things that he/she does. He/she does not compromise his/her integrity in any way. He/she is authentic, honest and fair in all his/her dealings. He/she treats others with dignity and respect. He/she obeys the rules and laws of the land.

**COMMITMENT TO EXCELLENCE** - The Michaellean's commitment to excellence motivates and energizes him/her to realize that outstanding level of performance and a high level of productivity that he/she aspires. He/she uses every opportunity that comes his/her way for him/her to grow and develop personally and professionally. He/she uses his/her capacity to be the best in everything. He/she rises above mediocrity and overcomes obstacles more determined and focused to get to the goals he/she has set.

**LOVE FOR HUMANITY AND INTERCULTURAL SENSITIVITY** - A Michaellean values the good life with others. He/she is God-fearing. He/she lives a life not just for himself/herself but for other people. He/she makes his/her fellowmen, his/her country and even the world his/her concern, responsibility, and accountability. He/she supports environmental preservation and sustainable development. He/she believes that his/her action must be responsible as he/she creates bigger

ripples in the larger scheme of things. He/she considers the impact his/her decision will make on the lives of other people. He/she endeavors to understand and adapt to cultural norms wherever he/she is. He/she believes that things can be done in the spirit of trust and cooperation.

## **Institutional Vision**

Saint Michael's College of Laguna, a private premier non-sectarian institution of learning and scholarship, envisions the development of service oriented, moral and ethical professionals, entrepreneurs, and community leaders, committed to excellence and imbued with love for humanity and intercultural sensitivity. It aspires to contribute to the promotion of a culture of quality assurance and global excellence.

## **Institutional Mission**

To realize its vision, the College commits to:

1. Provide instructional delivery that empowers the learners and ennobles the learned based on learner-centered, socially relevant, industry responsive, and technology enhanced curriculum.
2. Undertake research that will contribute to theory, research, policy and practice on the offered disciplines for continued institutional improvement.
3. Provide community and extension services that will support engaged citizenship towards social transformation.

## Quality Policy

Saint Michael's College of Laguna is committed to continual improvement and compliance to statutory and regulatory requirements in providing quality and relevant education to develop professionals, entrepreneurs and community leaders imbued with the values of service, moral uprightness, commitment to excellence and love for humanity.

## Quality Objectives

1. To provide quality education that develops students holistically.
2. To ensure competent and responsive human resources.
3. To provide adequate facilities and infrastructure.
4. To maintain safe learning environment.
5. To continually improve quality management system.
6. To comply with statutory and regulatory requirements.
7. To continuously optimize customer satisfaction.

## Institutional Goals

**QUALITY AND EXCELLENCE** - Provide basic, undergraduate, and graduate education that meet standards of quality and excellence.

**RELEVANCE AND RESPONSIVENESS** - Generate and disseminate knowledge in the growing range of disciplines relevant and responsive to the complexities of the changing environment; develop the potentials of the students so that they may acquire the educational foundation for their development as committed, competent, compassionate, loyal and loving individuals.

**ACCESS AND EQUITY** - Make provision for expanded educational opportunities to deserving qualified students.

**EFFICIENCY AND EFFECTIVENESS** - Utilize school's resources for the maximum institutional and individual returns and benefits.

## **The SMCL Emblem**

The school emblem was designed to serve as visual reminder of what SMCL stands for. Every element of the design echoes as part of the institution's commitment to its students, their parents and every member of the community which it has vowed to serve with vigor and enthusiasm.

**THE UPRAISED HANDS** - The two hands raised up to support the human figure in the center represents the philanthropic will of its original founders that is to develop the youth by providing quality education at affordable cost.

**THE LEAF CLUSTERS** - This symbolizes the five values and virtues which SMCL seeks to inculcate in the hearts of its students. These five values and virtues are Commitment (Dedication), Competence (Desire for Excellence), Compassion (Social Awareness and Concern), Loyalty, and Love.

**THE SCHOOL COLORS** - As a true Michaellean, red symbolizes courage; white for purity in spirit and body; and blue for peace.

**THE SHIELD** - This represents the shield of truth and knowledge as inspired from the shield of St. Michael the Archangel, the patron saint of SMCL.

**THE STAR BURSTS** - The three starbursts represent the three functional areas inherent to an educational institution: Teaching, Research and Extension Services.

## **General Objectives**

All students must familiarize themselves with the contents of this handbook and should strictly comply with all the provisions herein. Ignorance of these provisions does not excuse any student from the stipulated corresponding sanctions.

Subject to corresponding duties and responsibilities as embodied in this Student Handbook and not infringing on the rights of others, the College recognizes that the students have the right to:

- express their concerns on matters related to the quality of education;
- be represented, through the College Student Council in issues that concern them; and
- due process.

## **Admissions and Enrollment**

During lockdown/quarantine periods, or for other reasons that on-site registration / enrollment is restricted, admission requirements / policies, as stated below shall be observed.

### ***New Student Admission Requirements***

Completed New Applicant Form available at the School Enrollment Management Information System (SEMIS) website.

Scanned copies of the following:

- Report Card (F 138)
- NSO/PSA Birth Certificate
- Good Moral Certificate
- NCAE Result (if applicable)



*In case, original copies of the requirements cannot be immediately submitted, the student/parent/guardian shall make a promissory note on when to submit the original documents.*

**New Student Online Enrollment Procedure**

1. Open your Internet browser. You must use Google Chrome or Microsoft Edge. Go to SEMIS website.

2. Read the “Data Privacy Statement” and tick the “I Agree” box. Fill in your First Name, Middle Name, and Last Name. Then click the dropdown button to choose the Division and the Grade Level of the student. Click “Apply” to proceed.

3. On the “Student Application Form,” fill in the required fields with the correct information.

4. If your “Current Address 1” and “Permanent Address” are the same, just click the Copy button.

5. Click the Add button on the “Parent/Guardians” and fill in the required details. You may add two or more parents or guardians. Click “Add,” to return to the main form.

6. Click “Save.” Your record is now created.

7. Go to your active email service (Gmail, Yahoo, etc.) and send clear and readable scanned copies of admission documents to admission@smcl.edu.ph.

8. Wait for confirmation email from the admission staff. It will be sent to the email address that you used to submit the requirements. This will take one to two business days. The email from admission@smcl.edu.ph will include instructions on how to login to the SMCL portal (SEMIS) so you can proceed with the enrollment.

**New Student Onsite Enrollment Procedure**

1. Go to the Admission Unit at Saint Michael’s Hall. Follow safety protocols.

2. Present documents to the staff.

3. Get the Admission Slip.
4. Use a computer terminal to visit the School Enrollment Management Information System (SEMIS) website.
5. Follow the instructions for SEMIS enrollment.
6. Go to the Business Services Center at Segunda Limaco Hall (first floor) and pay to the cashier.

### **Old Student Online Enrollment Procedure**

*Update Student Registration Form (if needed) available at the School Enrollment Management Information System (SEMIS) website.*

1. Open your Internet browser. You must use Google Chrome or Microsoft Edge. Go to SEMIS website.
2. Login using your username and password. For newly accepted students, you will receive your username and password in an email sent by [admission@smcl.edu.ph](mailto:admission@smcl.edu.ph). If you forgot your password, contact SMCL IT Helpdesk thru Viber or e-mail them at [smclithelpdesk@smcl.edu.ph](mailto:smclithelpdesk@smcl.edu.ph).
3. If you are a newly accepted student, read the “Data Privacy Statement” and click “Agree” to proceed.
4. If you wish to change your password, click your student number.
5. After logging in, you will be directed to the homepage where you can see your account details. Click “Enroll” to proceed.
6. The next webpage will display the fees for the year. The total amount and payment method can be seen on the right side of the screen.
7. Click the dropdown button for the payment type to choose whether you would like to pay the tuition in full or installment.
8. If you choose installment, you will need to type the amount that you wish to pay. Then choose the number of months to pay. Your monthly payment will be shown on screen.

### **Old Student Onsite Enrollment Procedure**

1. Go to the Admission Unit at Saint Michael's Hall. Follow safety protocols.
2. Present documents to the staff.
3. Get the Admission Slip.
4. Proceed to the IT Division and give Admission Slip to the staff to get Enrollment Assessment Form (EAF).
5. Go to the Business Services Center at Segunda Limaco Hall (first floor) and pay to the cashier.

### **OTHER ENROLLEES**

#### **TRANSFEREES - ADMISSION REQUIREMENTS**

*Online enrollment is not available for transferees*

Completed New Applicant Form available at the School Enrollment Management Information System (SEMIS) website.

Original copies of the following:

- Honorable Dismissal/Transfer Credentials
- Certificate True Copy of Grades
- NSO/PSA Birth Certificate
- Good Moral Certificate
- Three 1x1 ID Pictures

#### **EARNING UNITS - ADMISSION REQUIREMENTS**

*Online enrollment is not available for earning units*

Completed New Applicant Form available at the School Enrollment Management Information System (SEMIS) website.

Original copies of the following:

- Transcript of Records
- NSO/PSA Birth Certificate

- PSA Marriage Certificate (if married)
- Three 1x1 ID Pictures

## **CROSS-ENROLLEE - ADMISSION REQUIREMENTS**

*Online enrollment is not available for cross-enrollees*

Completed New Applicant Form available at the School Enrollment Management Information System (SEMIS) website.

Original copies of the following:

- Permit to Cross Enroll
- NSO/PSA Birth Certificate
- Three 1x1 ID Pictures

*In case, original copies of the requirements cannot be immediately submitted, the student/parent/guardian shall make a promissory note on when to submit the original documents.*

### **Procedure**

1. Go to the Admission Unit at Saint Michael's Hall. Follow safety protocols.
2. Present documents to the staff.
3. Get the Admission Slip.
4. Use a computer terminal to visit the School Enrollment Management Information System (SEMIS) website.
5. Follow the instructions for SEMIS enrollment.
6. Go to the Business Services Center at Segunda Limaco Hall (first floor) and pay to the cashier.

## **READMISSION - ADMISSION REQUIREMENTS**

*Online enrollment is not available for readmission*

- Application for Readmission Form available at the Registrar's Center.
- Clearance Form

## **GUIDELINES FOR THE ACCEPTANCE OF FOREIGN STUDENTS**

1. Applicants should take the Entrance Test.
2. An annual “foreign/non-resident student fee” shall be collected upon enrollment from accepted foreign students/non-resident Filipinos.
3. A Filipino is considered “non-resident” if he/she has not met the residency requirement of three years of schooling in a local high school or college.
4. Exemptions may be granted to missionaries and religious Filipinos who are children of Overseas Filipino Workers; and children of returning Filipino expatriates. A letter requesting for exemption and supporting papers must be submitted upon confirmation.
5. The foreign student/non-resident student fee is not applicable to the following: special exchange students, non-degree students and students on audit.
6. Accepted foreign students are required to take Fil 1 – Komunikasyon sa Akademikong Filipino, Fil 2 – Pagbasa at Pagsulat Tungo sa Pananaliksik, and Fil 3 – Masining na Pagpapahayag as part of the Michaellean curriculum.
7. Applicants may secure the Application for Admission form from the Admissions Unit or may download the application form at <http://www.smcl.edu.ph>.
8. The application form should be filled-out carefully using permanent ink or typing all the information requested. N/A should be written if the information is not applicable to the applicant. Omissions can delay processing of application.
9. Only application forms correctly and completely filled out shall be accepted and processed.

10. The following requirements should be submitted by the applicant together with the application fee:
- Accomplished Application Admission Form
  - Notarized copy of affidavit of support and name and address of guardian and guarantor in the Philippines
  - Original Birth Certificate
  - Photocopy of Passport
  - 3 pcs. 1x1 ID picture
  - Original School Records (with Red Ribbon)
  - Alien Certification of Registration
  - Accomplished Probationary Form
11. Application decision shall be available within two (2) weeks after the application. Notice of Acceptance shall be mailed/hand carried directly to the applicant.
12. Certificate of Acceptance shall be issued to the accepted foreign student for Visa processing.

## **Payment Channels**

### **Paynamics (Preferred)**

1. Go to SMCL Online Payment webpage.
2. Read the Terms and Conditions carefully and click the “Proceed” button. A new window will pop up to confirm if you accept the terms and conditions, if you do, click “I Agree” button.
3. Fill out the form. Make sure that the information that you are providing is correct and accurate.

\*\* Under Payment Particulars, click on the dropdown menu to choose the type of fee you wish to pay for. If you are paying for your previous balance, you can specify the academic year by clicking the

“Tuition Fee for SY” box. Double check if you have answered all required fields. Click “Submit” to proceed.

4. You will be redirected to a summary of all the information you have provided in the previous step. Click “Back” if you wish to change your responses, otherwise click “Proceed”.

5. You will be redirected to a page where you can choose the type of payment gateway that you want to use. Don't forget to click the “I Agree” checkbox before clicking the "Continue" button.

6. If you choose over the counter or online banking payment method, you will be given a reference number. Use this reference number to pay your bills. Follow the payment instructions that will appear on your screen. Reference number will also be sent to your e-mail address.

\* You only have 48 hours to use this reference number. If the reference number is expired, you will have to repeat the process again from step 1 to get a new reference number.

7. You will receive an email if the transaction is successful. This email will serve as your digital receipt.

### **Paying at SM Business Services**

1. Go to a branch of SM Business Services: SM City Santa Rosa, Savemore Biñan, Savemore San Pedro, Savemore Meridian, Savemore Garden Villas, Watsons Pacita, Waltermart Belair, Waltermart Balibago, Waltermart Carmona.

2. Fill out the payment slip with these info: Student's Name, Student No., Grade/Section, Payment Amount, Contact Number.

3. Pay the Service Fee of P20 per transaction.

Note: No need to send a copy of payment slip. SM reports to SMCL one (1) day after receiving payment. Official receipts will be emailed after one (1) working day (Monday to Friday) from the date of receipt of the SM report.

## Academic Policies

1. There shall be two (2) grading periods in the semester, for the Tertiary Education Division, the Midterms, the first half of the semester and the Finals, the second half of the semester. The preliminary and pre-final examinations shall be considered long tests for the two respective grading periods.
2. Computation of grade for courses without research, thesis and laboratory shall use the following formula:

Grade for the grading period for lecture courses =  
Written Works (25%)+Performance (50%)+Periodic Exams (25%)

3. Computation of grade of courses where a project is a major requisite shall use the following formula:

Grade for the grading period for research/lab courses =  
Written Works (15%)+Performance (60%)+Periodic Exams (25%)

4. The Final Grade (FG) shall be computed using the following formula:

a. 
$$\text{Final Grade (FG)} = \frac{\text{PG1} + \text{PG2}}{2}$$

b. PG1=Grade for the Midterm Period

c. PG2=Grade for the Final Period

5. The examination grades shall be computed as follows:

a. 
$$\text{Grade for the examination} = \frac{S}{T} \times 50 + 50$$

b. Where S = score obtained; T = total score of the test

6. The qualifying GPA across all programs in TED is 2.75, provided that the student does not have a grade lower than 2.75 in any



professional course, and must not have a failing grade. In case a student is given a final grade of 3.0, he/she should be given a No Credit (NC) instead.

7. The student should repeat the course if he/she does not meet the required grade for him/her to stay in the program.
8. The conversion to the grade point average equivalent shall be as follows:

1.00 – 99-100

1.25 – 96-98

1.50 – 93-95

1.75 – 90-92

2.00 – 87-89

2.25 – 84-86

2.50 – 81-83

2.75 – 78-80

3.00 – 75-77

4.00 – Conditional

5.00 – Failed

AW – Authorized withdrawal

UW – Unauthorized withdrawal

FA – Failure due to absences

NG – No Grade

NC – No Credit

INC – Incomplete

9. An incomplete grade (INC) is given by the faculty member to a student who:
  - a. Fails to take the final exam due to illness or other valid reasons.
  - b. Fails to comply with a minor requirement as mentioned in the approved syllabus.

In any of these cases, the faculty member has to check if the midterm component is at least passing to warrant the giving of an incomplete grade.

10. A student cannot enroll in a course if he/she has incurred a grade of Incomplete (INC) in the pre-requisite course. He/she

should first comply with the completion requirements and pass the pre-requisite course.

11. An Incomplete (INC) grade shall be considered automatically NC or No Credit if not completed within one academic year.
12. A student who earns a conditional grade of 4.0 or its equivalent shall not be given credit for the course until he/she successfully passes a removal examination.
13. All conditional grades not removed within the prescribed date are automatically regarded as failure (5.0). The schedule for removal examination shall be posted in the Registrar's Center.
14. No student shall be allowed to take any advance course or course which is based upon or is a continuation of the semester's work in which he / she has been conditioned.
15. A failing grade of 5.0 is given to a student who:
  - a. Fails to satisfy the academic requirements as stated in the approved syllabus.
  - b. Commits serious violations or infractions prescribed in the student handbook.
16. A mark of Failure due to absences (FA) is given to a student who:
  - a. Exceeds the maximum number of allowable absences and failed to drop the course officially within the prescribed dropping period.
17. Students who fail in any course must repeat the same at Saint Michael's College of Laguna.
18. A mark of Unauthorized Withdrawal (U.W.) is given to a student who stopped from attending classes within the midterms without processing the required document otherwise a grade of Authorized Withdrawal (A.W.) is given when the student had withdrawn officially.

19. A mark of No Credit (N.C.) is given when the student did not get the qualifying grade for the course.
20. A mark of No Grade (N.G.) is given when the student's performance is not satisfactory enough to merit a passing grade in spite of complete attendance and requirements.
21. Faculty members shall clearly state in the grading sheet the reason for giving an incomplete grade. Such reason shall be made the basis for completing the grade requirements. The Administrator shall administer or supervise the completion or may assign another faculty member who may have taught the same course to administer the completion requirement.
22. An Application for Completion of Grades Form shall be accomplished by the student for the completion of incomplete or conditional grade. This must be submitted together with the requirement/s for completion required in the course/program.
23. A completion fee of P30.00 per course shall be paid by the student/s for the processing of the completion of grade. The Application for Completion of Grades form shall be in two copies:
  - a. one (1) copy for the Registrar's Center
  - b. one (1) copy for the Administrator/Program Chair
24. Students who failed to get final examination on the scheduled date for valid reason shall be allowed to take a special examination before the deadline for before the submission/encoding of grades.

### **Adding/Dropping/Changing of Courses**

1. Application Form for changing and/or dropping courses is available at the Registrar's Center. The student should accomplish this form and submit it to the Registrar's Center

within two weeks from the start of classes if he/she wishes to drop or change course/s. If dropping is not done officially or without the permission of the instructor, the College Registrar, and the Administrator/Program Chair, the student is given a grade of 5.0 for the course at the end of the semester.

2. The College Registrar shall not issue application forms for official dropping of individual courses if the student had already dropped the same course in previous semesters.
3. A student who drops a course after the midterm grade has been given is considered FAILED in the course and is therefore given a grade of 5.0.

### **Refund of Tuition and Other Fees**

1. When a student registers in SMCL, it is understood that he/she is enrolling for the entire school year. However, a student who has already paid the pertinent tuition and other school fees and subsequently transfers or otherwise withdraws, in writing, shall be entitled to refund of tuition subject to the following deductions:

**Table 1. Refund Schedule**

Period of Withdrawal from Roster	Amount to be Deducted from Total Amount Due*
Before School Opening	10%
Within 1st Week of Classes (regardless whether or not he/she actually attended classes)	25%
Within 2nd Week of Classes (regardless whether or not he/she actually attended classes)	50%
After 2nd Week of Classes (regardless whether or not he/she actually attended classes)	100%

*\* The Total Amount Due for the year means, the total tuition and fees for the School Year. Notice of withdrawal must be done in WRITING.*

A student may be charged all the school fee in full if he withdraws any time after the second week of classes regardless of whether or not he has actually attended classes. Where tuition and other school fees are paid for the first month in a monthly installment scheme, no refund shall be given to the student when he withdraws any time after the registration period.

### **Attendance to Class**

1. Punctual and regular attendance is required of all students from the first meeting to the last meeting of every course.
2. No student is given a credit in any course with attendance of less than eighty per cent (80%) of the prescribed number of class hours regardless of the reason for the absence.
3. A student is considered absent from his/her class if he/she arrives after the first 20 minutes for a 60-minute class, 80 minutes for a 4-hour laboratory class or the first 30 minutes for a 90-minute class.
4. All students should come to class in the prescribed uniform.
5. Faculty members are expected to begin their classes promptly. However there are unavoidable circumstances which may cause faculty member to be late for class. In such cases, the following guidelines are to be observed:
  - a. For 60-minute classes, students should not leave until after 20 minutes have passed; and for 90-minute classes, students should wait for 30 minutes.

- b. In case an instructor/professor who has not sent any prior notice fails to arrive within the required waiting time, a class representative should inform the Administrator/Program Chair or his deputy about this before the class is dismissed.
6. A student is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for his absence.
7. No student may attend classes in courses wherein he/she is not officially enrolled. Instructors should countercheck and initial the student's registration form at the beginning of each term/semester.
8. Students are not allowed to sit in a class unless they are enrolled (for credit or audit) in the said class.

## **Classification of Students**

**New student** – a graduate of Senior High School or Basic Education Curriculum who will enter the Tertiary Level.

**Old student** – a student in the Tertiary Education Division (TED) who will enroll in the next level.

**Transferee** – a student from any educational level who studied in another school and desires to enroll in the Institution.

**Certificate Program Education student** – a student who finished a baccalaureate degree and wants to earn additional education units.

**Cross enrollee** – a student from another school/college/university who wishes to enroll in the Institution, courses that are not offered in his/her school/college/university.

**Readmission** – a student who is intending to return and be classified as a returnee subject to readmission policies and procedures of the Institution.

**Foreign student** – a student belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized by the government of the Philippines.

**TESDA** – a graduate of high school / college undergraduate / college graduate enrolled in a polytechnic course.

## Examinations

- There are two major examinations and two long tests per course per semester.
- Before being allowed to take the examination, a student must settle the outstanding balance for the month on or before the cut-off date and time set by the Business Services Center.
- Promissory notes should be filed a week before the exam. The student may apply for a promissory note for a maximum of two consecutive months.
- Michaelian Objective Virtual Evaluation (MOVE) shall take place in the Michaelian Distance Learning System (MDLS) platform (Microsoft 365).
- Students shall be given a defined schedule to finish answering the exams. Late turn-ins without a valid reason shall be given deduction from their scores.
- A student who is not able to take the test as scheduled because of a valid reason is given the special test. It is scheduled a week after the regular examination schedule. No additional fee is required of the students.
- Students with outstanding balance will be given time to settle their accounts before they will be allowed to take the final examinations. Students who have remaining balance in tuition fees for last month of

the semester may be allowed to take the exams. In case of failure to settle the accounts, credentials shall be withheld.

- The course coverage and type of tests for periodic examinations shall be determined by the teacher based on the nature of subject matter covered and guided by the approved learning plan.
- The Registrar's Center has the responsibility of scheduling the periodic examination based on the approved school calendar. However, the Administrator has the prerogative to reschedule the examination/s due to unavoidable circumstances. Proper notification shall be made.
- Regular classes/make-up classes can be conducted during examination week.
- Graduating students' final examinations shall be taken at least one week ahead of the non-graduating students to facilitate compliance to final requirement.

## **Appeals Committee for Rating Reconsideration**

1. Students desiring to submit an appeal for rating reconsideration may do so by accomplishing an Appeals Form, which can be secured at the Registrar's Center. The accomplished Appeals Form must be submitted to the College Registrar not later than two weeks after the submission of grades by the instructors / professors. After the appeal has been filed, the student will have to wait for his / her name posted on the College Registrar's bulletin board. He / She is not allowed to approach any faculty member regarding his petition. If the petition has been filed, such action by the student would be immediate grounds for the petition's automatic dismissal.



2. The Appeals Committee for rating reconsideration is the avenue allowed by SMCL for students to seek reconsideration of final grades received in any course. The Appeals Committee, however, does not guarantee that the appeal submitted would be granted.
3. The Appeals Committee will promulgate its own rules regarding the appeals procedure.

## **Shifting**

The student may shift to another program/major provided he/she follows the procedures listed below.

1. Shifting to another program/major must be accomplished prior to the period.
2. The student must submit a letter to the Registrar's Center stating his/her reason for such a request duly endorsed by his/her parent if applicable and the Administrator/Program Chair.
3. He/she must meet the required cumulative GPA of the program before being allowed to shift.
4. No student may shift to another program/course if he/she had already shifted to another program/major in previous semesters.

## **Honors' Circle**

The Honors' Circle is published at the end of every semester of each academic year to give recognition to students' outstanding scholastic achievement. To qualify for the Honors' Circle, a student should:

- carry the full student load including NSTP and zero credit courses unless the taking of a lighter load was due to justifiable

reasons and duly approved by the College Registrar and Administrator;

- have no grade below 2.0 in any course including P.E. NSTP and Computer;
- have no failure in any course including ORDEV, NSTP and any zero credit course;
- not have been involved/investigated of any misdemeanor or meted any disciplinary action;
- the Dean's Honors shall be classified with grade requirements as follows:
  - a. First Honors: 1.00 to 1.40
  - b. Second Honors: 1.41 to 1.60

## **Graduation**

1. As a general rule, no student should be allowed to graduate unless he or she complies with all academic, non-academic, and other requirements of SMCL for graduation. This means obtaining passing grades in all courses, settled all accountabilities, and completion of all admission requirements.
2. Graduating students should apply for graduation. An application form must be filed before the end of the first semester prior to graduation on or at the latest, before the last day of enrolment of student's terminal semester.
3. The candidate must have satisfactorily completed all academic, non-academic and other requirements of the given faculty.
4. He/She must have a residence of at least one (1) year (the last two semesters) with full load in this College before graduation.
5. He/She must have settled all his/her financial and property obligations to the school.

6. He/She must have his/her records appraised by the Registrar's Center for the last curriculum year.
7. The inclusion of the student's name in the list of candidates for graduation and his/her participation in the commencement exercises do not necessarily mean that he /she has completed satisfactorily all the requirements of the course including passing the comprehensive examinations and his/her graduation shall have been approved by the Commission on Higher Education (CHED).
8. The following honors are awarded to graduating students:
  - a. Cum Laude - 1.41–1.60
  - b. Magna Cum Laude - 1.21–1.40
  - c. Summa Cum Laude - 1.00–1.20
9. Candidates for Summa Cum Laude and Magna Cum Laude must have completed all four-curriculum years at SMCL. Candidates for Cum Laude must have a residence in the Colleges of at least three (3) curriculum years.
10. In the case of students graduating with honors in courses the prescribed length of which is shorter than four years, the descriptive equivalent: "With Honors", "With High Honors," and "With Highest Honors" are used instead.
  - a. All grades prescribed in the curriculum will be included in all computation of the weighted point average. Candidates must have no grade lower than 2.0 in any academic course including Physical Education and in any zero credit course. Candidates for honors must have satisfactorily completed NSTP requirement without any failing grade.
  - b. When the student shifts from one program to another, grades in all the courses taken in the previous program will be counted in the computation of the student's GPA.

- c. They must have taken the full study load during each semester, unless the taking of a lighter load was due to justifiable reasons and duly approved by the College Registrar and the Administrator.
11. Students who do not qualify for Latin honors may be recommended by their Dean for Honorable Mention provided they meet the following criteria:
    - a. Cumulative GPA of 1.60 or higher
    - b. No more than three (3) grades of 2.25, two (2) grades of 2.5 and one (1) grade of 2.75 in any academic course.
    - c. No grade of 3.0 in any course, whether academic or non-academic.
  12. Graduates may also be awarded special honors for excellence in their major fields based on the criteria determined by each academic department.
  13. Loyalty awards are given to students who have completed both their basic and college schooling at SMCL.

### **Discontinuance of Studies**

1. A student should request for a transfer credential (Honorable Dismissal) from the College Registrar as soon as he decides to discontinue his studies for a reasonable cause. In order to secure this certification, the student is required to surrender his college ID and to accomplish the General Clearance Form.
2. A student who discontinues his / her courses without a written permission from the Institute Administrator and the College Registrar shall be given a mark of UW (Unauthorized Withdrawal)

3. A student who accumulates more than the maximum number of allowable absences for a course shall be given a mark of FA (Failure due to Absences) for that course.
4. A student who wishes to withdraw from all courses or not to enroll for a specific term (s) should apply for a Leave of Absence from the Administrator/Program Chair. The Administrator/Program Chair in turn submits the approved application to the College Registrar. The leave is good only for two semesters or one school year. Upon termination of the leave, the student classified as a returnee is required at least one week before the start of the period to see the College Registrar in order to accomplish the Application Form for Readmission. The student returnee follows the same procedure of an old student.
5. Any leave of absence or extension of a leave not formally approved by the Administrator shall be considered Absence without Leave (AWOL) in which case the College Registrar reserves the right to refuse to readmit the student.

## **Student Life**

SMCL exists to educate and empower young people to make a difference to society.

The College understands that students need to be enabled, assisted, and empowered. SMCL ensures that every Michaellean is developed holistically. As one enters Saint Michael's, one will gain relevant experiences that are useful for life.

SMCL is aware that each one is unique and passionate about his/her dreams. The academic and co-curricular offerings at Saint Michael's will help students shape their preferred future.

Here at SMCL, we make you the best that you can be.

## Student Services

What Michaeleans learn in school activities is as meaningful as what they learn inside the classroom. From sports to creative writing, the campus offers a myriad of opportunities for Michaeleans to shine. Clubs and organizations provide avenues for students to express themselves or develop their skills. In SMCL, each student is a star.

**VISION.** Saint Michael's College of Laguna - Student Services Division (SMCL SSD) envisions an environment that ensures students' well-being, formation, and holistic development.

**MISSION.** Saint Michael's College of Laguna - Student Services Division (SMCL SSD) aims to complement the academic program through the effective and efficient program that will ensure the optimal unfolding of the students' as self-actualized individuals and responsible citizens of the nation.

**GOALS.** It is committed to the realization of the following goals:

- develop committed and responsible students who will eventually assume leadership roles in their chosen field through the formation of educational, social, cultural, religious and civic organizations;
- provide for the selection and direction of prospective students through established admissions criteria that will allow them reasonable chances of success and excellence;
- render psycho-social support directed towards students' wellness, emotional development and total personality development;
- provide for an efficient and effective processing of students' records and documents; and

- develop the students' social conscience through awareness, concern and involvement/immersion in community development.

In line with its commitment to nurture the full potentials of the individual student and develop his/her total personality, the College promotes and implements a comprehensive student services program.

Coordinated by the Director, the Student Services Division (SSD) includes Counseling and Career Services Center, Center for Extension Services, Student Development Center, and Health Services. The Student Development Center covers the following: Student Activities, Culture and Arts, Sports Development, and Scholarship and Financial Assistance.

## **Counseling and Career Services**

The Counseling and Career Services Center (CCSC) is a unit which helps further Saint Michael's College of Laguna's mission and facilitates the student's growth process through its programs and services.

**VISION.** The Counseling and Career Services Center envisions producing pupils/students of all ages with healthy body, mind and spirit, globally competent, productive members of the society imbued to serve mankind with commitment, competence, compassion, loyalty and love.

**MISSION.** The Counseling and Career Services Center intends to facilitate holistic growth approach for each pupil/student to achieve and perform their optimum potentials, values and work-oriented self-directing social beings, globally competitive and productive members of the society driven by excellence, compassion and commitment.

To achieve this mission, the CCSC adopts development and prevention programs that are designed based on the belief that every student is of value and has the right to optimum personal development. Furthermore, the CCSC programs are focused on three domains namely:

Academic development, Personal/Social development, and Career development.

To facilitate implementation of the programs, the CCSC provides various services of which every student can have access to:

### **Counseling/Consultation Services**

- Students with academic, personal, or social, as well as career concerns can avail of counseling service provided by a licensed counselor. Counseling can be done individually or by group through Tele or Web Counseling. Face-to-face counseling may be done as per arrangement and in consideration of the health protocols set by the school.
- Each student shall have an Individual Cumulative Record. This shall contain the progress development of each student. This is maintained, updated and kept for reference purposes. All information is kept strictly confidential and secured.
- All counseling sessions are properly documented using the Counseling/Consultation Form and held in utmost confidentiality.
- Follow-up sessions are done on a case-to-case basis.
- In cases of referral by the adviser, teacher, administrator, parent, or student, the Referral Form is accomplished by the referee and submitted to the CCSC. The Counselor shall use appropriate intervention to address the concern.
- For walk-in clients, CCSC conducts the initial interview to assess the concern of the client. If the concern can be addressed through consultation service, the CCSC staff provides and documents the session using the Counseling/Consultation Form. Otherwise, appointment for tele or web counseling can be offered.



- For counseling-initiated cases, the CCSC uses the appropriate procedures for calling the client.

### **Peer Volunteer Service**

Peer Volunteer service is an adjunct service utilized to reach out to as many students through the help of student volunteers.

Students interested to join/attend/participate in Peer Volunteer Group shall accomplish a Peer Volunteer Application Form and secure their parent's approval using the Peer Volunteer Membership Parent's Approval Form.

The Peer Volunteer students undergo training on basic counseling skills and other related skills before they are given specific duties.

### **Career Placement Service**

- Career guidance and development activities are provided for students as well as graduates.
- Career Choice and Tertiary Preference Survey is administered to Grade 10 and 12 students.
- The CCSC provides career counseling to assist the students develop further self-understanding, discover aptitude and interests, and identify career perspectives.
- The CCSC provides career coaching through provision of relevant career information that will help students arrive at career options.
- The CCSC is responsible for inviting practitioners from various professional fields to share their expertise and specialization to the graduating class.

- A Virtual Career Fair is conducted to provide career opportunities for SMCL Alumni and graduating students.

### **Mental Health Psychosocial Support Services**

- Policies and programs for students designed to raise awareness on mental health issues, identify and provide support and services for individuals at risk and facilitate access including referral mechanisms of individuals with mental health conditions to treatment and psychological report.
- The CCSC provides basic support services for students at risk or already have mental health condition.

### **Student Development**

The Student Development Center aims to assure the smooth and balanced implementation of co-curricular and extra-curricular activities of the different student groups from the student council to batch organizations and recognize student clubs.

It ensures that the mission, goals, and objectives of the various organizations are in accord with the vision-mission statement of the College.

It seeks to provide opportunities that would allow students to develop their managerial and leadership potentials and be motivated to get involved in important and relevant issues and concerns.

**STUDENT PUBLICATIONS.** The main concern of the student publications is to provide for the development and the promotion of campus journalism as a critical and creative means of strength and ethical values. It upholds and protects the freedom of the press at the campus level. It serves as an outlet for students' creative expression not

only improving their journalistic skills but also developing their moral character and personal discipline. *The Michaelian Herald* is the official student publication of Saint Michael's College of Laguna. It is funded by Michaelians thru subscription.

**CULTURE AND THE ARTS.** This aims to enhance and promote cultural awareness and appreciation of the different art forms among the members of the SMCL academic community. The unit taps and develops the students' potentials in the various art forms through training, seminars, and workshops. The unit provides the artistic entertainment to the different sectors of the school and promotes the name of the school off campus through cultural programs and activities.

**SPORTS DEVELOPMENT.** The sports programs are designed not only to develop the kinesthetic intelligence of the Michaelians but also to instill the values of discipline, fair play, teamwork, leadership, and cooperation. It also offers an alternative lifestyle where there is development of character, healthy disposition, and sound mind. The athletes are also regarded as role models in the campus for they contribute to the attainment of peace and goodwill among the Michaelians. The SMCL Varsity Team is called *Angels*.

## **Clubs and Organizations**

### **Types of Club/Organization**

Students may request for accreditation of any of the following:

1. Co-curricular – academic oriented or extension of academic departments composed of students who will be professionals in their disciplines. These shall operate under the supervision of the department head or his/her designate.

2. Interest – organizations composed of students with special or common interests coming from different disciplines cutting across curricular years.
3. Socio-civic and religious – these are chapters of international and national organizations composed of interested students coming from different disciplines, cutting across curricular years. They are exempted from submitting constitution and by-laws since they follow the international or national organization's rules and regulations; however, an adviser/moderator must be recommended by the respective department head.

### **Interim Recognition**

1. Any group of five (5) bona fide students may apply for an interim recognition of their club or organization using the Application for Interim Recognition of Club/Organization form. The students may elect a faculty member as an adviser who should sign the form upon submission to the Student Development Center. In the absence of a moderator, the Director for Student Services or his/her designate may assign or recommend a faculty member to act as an adviser.
2. The club or organization seeking recognition should furnish the Student Development Center, along the signed application form, one (1) copy of the constitution and by-laws together with proposed activities or projects for one (1) school year and a list of members (and officers, if applicable).
3. Upon submission of materials, the Student Development Center will determine the eligibility of the proposed club or organization for the school year.

4. SMCL denounces all acts of abuses, violence, and hazing. SMCL shall not sanction and recognize any sorority or fraternity or any group to that effect.
5. No hazing or initiation rites in any form or manner by an organization or club shall be imposed upon applicants, recruits, or new members as a prerequisite for admission into membership. Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks (RA 11053, §2)

### **Full Recognition**

1. The club or organization may be granted full recognition after one semester or one school year provided the officers, with the supervision of the adviser or moderator take concrete steps to fulfill the following:
  - a. A list of members with gender breakdown and projects or activities that will serve as evidence of inclusivity

(including but not limited to attendance or participation in trainings)

- b. A semestral or annual report that prove the autonomy of the club or organization without obligation to or direct interference or pressure from any parent organization, national chapter, or international organization

## **Reporting**

1. Student leaders should submit a signed Activity Approval Form three (3) days prior to the scheduled activity; however, provisions shall be made in case a scheduled event is postponed or rescheduled due to unavoidable circumstances (availability or speakers, resources, venue, force majeure, etc.).
2. Student leaders should make a separate request for venue and logistics.
3. The recording secretary should document the activity. This includes a short narrative of the event, photographs, and the result of the evaluation (using the appropriate evaluation form).
4. The treasurer and/or auditor of the club or organization should prepare a financial statement signed by the adviser/moderator. Clubs or organizations without membership fees are exempted from this requirement.
5. All documents must be compiled and submitted as a semestral report or annual report.

## **Privileges of Recognized Clubs or Organizations in Good Standing**

1. Full access to opportunities for leadership development and fellowship through the Student Development Center for officers and members

2. Access to campus spaces and venues in accordance with existing processes

### **Recruitment support from the Student Development Center**

1. Event advising and planning with the assistance of the College Student Council or Central Student Council (whichever is applicable)
2. Eligibility to post announcements and notices in designated areas in the campus

### **Student Council**

The College Student Council is the highest governing student body of the Tertiary Education Division. Its officers are elected annually based on its applicable Constitution and By-Laws.

### **Participation to Off-campus Activities Not Sanctioned by SMCL**

1. Students who wish to participate outside-the-campus activities that are not sanctioned by the Institution (such as but not limited to mall shows, radio broadcast, film and TV appearances, etc.) should secure an Off-Campus Activity form approved by the Director for Student Services and the Principal/Director/Administrator.
2. Parents of students who participate in off-campus activities should submit a signed Parental Consent form.

*Note: SMCL adheres to health and safety protocols set by the government to combat Sars-Cov 2. While the country is under quarantine, gathering of students is prohibited. School activities such as orientation, seminars, and the like are migrated online through Michaelean Distance Learning System platform. During quarantine, request letters must be sent via email for approval of the School Heads.*

## Extension Services

Believing that education is the best intervention towards poverty alleviation, Saint Michael's College of Laguna (SMCL) started its community extension services on July 5, 1989 by offering pre-elementary education in Barangay Malaban, Biñan, Laguna. This was conducted in consortium with DECS Region 4 and with the Office of the Mayor of Biñan. The SMCL – initiated consortium was designed to benefit the pre-schoolers of depressed, disadvantaged, and underserved communities of Biñan.

On 10 August 2001, Saint Michael's College of Laguna formally launched the "Lingkod at Pagmamahal ng Saint Michael's College of Laguna" (LINGAP), a community involvement and immersion program that symbolizes and stands for its strong commitment to the upliftment of depressed communities in Biñan, Laguna. At present, LINGAP has its **HEAL (Health, Nutrition and Sanitation, Empowerment thru Education and Capability Building, Advocacy and Social Awareness, and Livelihood Opportunities) Program**. Linkages have become more expansive, to ensure effective and efficient program implementation.

To date, LINGAP has been converted into a Foundation called LINGAP-SMCL or Lingkod at Pagmamahal ng Saint Michael's College of Laguna Foundation, Inc., the College's social services arm. SMCL coordinates with and courses all its corporate social responsibility initiatives and projects through LINGAP-SMCL Foundation, Inc.

## Health Services

The SMCL clinic provides first aid, consultations, and starter medications for common ailments. Students (or their parents as their



representatives) may set an appointment by texting or calling the numbers provided at [https://www.smcl.edu.ph/health\\_services.html](https://www.smcl.edu.ph/health_services.html). Provide the following details: full name, grade/year level and section, student number, age, chief complaint/medical concern.

In case a problem with connectivity occurs at the time of the appointment, the Health Services staff will set a new schedule.

For emergency case/s, students or their parents may call or text the provided number until 9:00 PM, otherwise they are directed to proceed to the ER of the hospital of their choice.

## **Accident Group Insurance Plan**

This plan includes reimbursement of expenses for the treatment of the bodily injuries caused by accidents while:

1. attending classes;
2. traveling directly between student's residence and school and return to attend classes or school sponsor activities; and
3. traveling with other students as supervised activities including athletics during or after school hours.

All duly registered students who paid the corresponding premium during registration period are automatically covered by this plan.

## **Milagros Limaco Learning Library Commons (MLLLC)**

### **Vision and Mission**

MLLLC as the heart of the institution envisions the optimum development of professionals who are effective and responsible users of ideas and information to become life-long readers and learners, through:

- Maintaining a collection of excellent quality supporting a wide range of interests and abilities, accessible to students, faculty and the greater Michaellean family.

- Providing access to Internet, relevant and engaging materials through various print resources and online databases.
- Promoting equal opportunities for academic support, productivity and growth for all students and faculty.
- Supplying relevant resources in a variety of formats and technologies to meet the diverse needs of all learners and in which develops into an information–literate person, a lifelong learner and a responsible citizen for institutional improvement and social transformation.

### **Objectives**

- To implement the general program and specific educational objectives of the institution.
- To provide services within and outside regular class schedules to give the clients the opportunity to use library resources.
- To give the students and faculty members greater access to the library collections through the open shelf system.
- To make regular announcements of new acquisitions so as to attract the academic community to avail of the latest library collection.
- To provide opportunities for using non-book collections for teaching and learning.
- To give students and faculty members greater access to wider range of library resources.

### **Online Library Services**

- Access to Gale Academic OneFile Select – more than 5,600 multidisciplinary journals with 500 Gale virtual reference library ebooks and kids infobits books and journals for elementary pupils. Link: <http://infotrac.galegroup.com/itweb/phsmc1>

- Web-based Library Automation System – allows access to the library collections 24/7 on Online Public Access Catalog (OPAC)
- Mobile services: “A library in the palm of your hand”
  - Online borrowing of books (username and password as library card of students)
  - Ask the Librarian (Keyboard Warrior) - helps the students with their assignments and research needs.
  - Online document access newspaper articles, abstract of thesis and journals
  - Delivery services – Pick up or Delivery door to door
- Library Webpage/Social Media Account: Facebook page – <https://facebook.com/SMCL.Library>
- Digitization of library resources – another option to make information available upon request of the students, subject to copyright law

### **Library Collections**

1. **Reserve.** The Reserve collection consists of books as required and collateral reading for their course. Due to the heavy demand for these books, they are not allowed for outside use. They are placed in a separate area together with the other circulating books.
2. **General Circulation.** The Circulation Section houses and circulates the books in the General Collection. The General Collection consists of books pertaining to the general knowledge and various programs/courses offered by the College at the same time other general collections.
3. **Periodical and Special Project Section.** Included are magazines, journals, and other forms of serial publications available locally and abroad through subscriptions. Bound

Journals, Vertical File Clippings are also available in this section, since important articles taken from newspapers and magazines are kept in vertical file cabinets. They are arranged alphabetically by subject heading.

4. **E-Journals.** Gale Academic OneFile Select link: <http://infotrac.galegroup.com/itweb/phsmcl>

### **Lost or Damaged Materials**

1. Lost library material must be reported at once. Failure to notify the Librarian means accumulation of fines and the amount will be added to the cost of book. A lost book must be repaid or replaced one week after it was reported lost.
2. Failure to replace or pay lost or damaged book within the allowed period means suspension of borrowing privileges until such time he/she has settled all his/her library accounts.
3. Damaged, torn, missing pages must be reported immediately to the Librarian before borrowing the book or library materials.

### **Library Clearance**

All clearances of library users whose library records are not cleared by the end of each semester/summer/academic year shall not be signed.

## **Michaelean Distance Learning System (MDLS)**

To protect everyone from the dangers of coronavirus infection, SMCL will not hold face-to-face classes until the Department of Health (DOH) or the Inter-Agency Task Force (IATF) announces that it is safe for students to go to school.

The Michaelean Distance Learning System (MDLS) is launched to allow learners to continue their studies through classes that they can

access remotely/online. Because synchronous sessions are online, students need a stable Internet connection at home (wired, Wi-Fi, or mobile data). Each learner also needs one device (a smartphone, a laptop/desktop, or a tablet). Microsoft 365 apps may be accessed through an Internet browser or by installing it through [www.office.com](http://www.office.com) for PC and Mac devices, or Play Store and App Store for mobile devices. Learners may opt to use an earphone with a built-in microphone while attending online classes.

Synchronous classes will be conducted as scheduled using Microsoft Teams whether by chat or video call. Each class will have a channel where they can find learning materials and assignments.

For the asynchronous part, learners will receive instructions to answer assignments or create simple projects that will be submitted within seven days.

## **Online Classes Netiquette and Social Media Policy**

SMCL embraces the responsible use of social media and online technology to communicate and build relationships with the members of its scholastic community. It recognizes the ever-changing purposes of social media, its role in the education and character formation of its students, and in encouraging an informed school community. SMCL supports the responsible use of social media as a tool to accelerate learning and teaching.

At present, students can easily express freely their feelings, thoughts, and opinions in various avenues including their use of social media platforms. Consistent with its duty to educate and nurture socially responsible citizens and to provide a safe and conducive learning environment for everyone, SMCL aims to guide its students in the responsible and sensible use of social media and online technology.

## General Guidelines

1. **Think twice before posting.** Discern carefully when sharing links or information to any social media platform, keeping in mind the call to live the school's vision which is to affirm life at all times. Seek assistance from the subject teachers, class advisers or guidance counselors to attend to these.
2. **Be respectful.** Maintain personal privacy and decency in the use of varied social media platforms. Understand that any content posted, published or shared online could attract or encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on you, your family and/or the School. Be conscious of your comments, status or posts as these can be interpreted wrongly by others as such you should on your best behavior when socializing.
3. **Be mindful of copyright and intellectual property rights.** All SMCL instructional materials, like the self-learning modules, recorded videos, worksheets, questionnaires etc., are proprietary in nature, and the unauthorized copying, reproduction or dissemination of these materials, whether for profit or not, is strictly prohibited. The School reserves the right to avail of any and all remedies available to it in order to protect its rights. Further, students must be reminded that materials found on social media (photographs, music composition, digital art, etc.) are protected by copyright law even if there is no apparent notice to that effect. Be mindful to use proper citation when using these materials.
4. **Use privacy settings.** Always bear in mind that nothing is virtually private in social media even if shared thru messenger. Know, understand and use the privacy settings on social media platforms. Otherwise, your personal information becomes

available to the public. Likewise, know the risks of sharing your photos and other personal information online as this may be used for identity theft or to steal your identity.

5. **Do not share personal information.** Do not provide your personal identifying information, or those of others, such as date of birth, phone numbers, home addresses or class schedules. If you must share another person's personal information, make sure to obtain their consent first.
6. **Protect your online reputation.** Do not share information or photos or post comments that are inappropriate or uncalled for. Remember, whatever you post online creates your reputation and affects your credibility. Thus, students are encouraged to leave insightful and constructive comments. Do not leave rude or sarcastic comments.

### **Before Class**

1. Be presentable.
  - a. Follow basic personal hygiene habits.
  - b. Wear SMCL PE T-shirt or the prescribed attire of the Institute.
2. Be in the right place.
  - a. Consider the environment (sound and sight) when choosing the best area to stay during a virtual class. Avoid noisy spaces.
  - b. Prepare for the synchronous class at least 20 minutes before the video call begins.
  - c. Keep important things such as notebooks, papers, and writing tools near you.

### **During Class**

1. Be considerate.

- a. Use a headset or an earphone with a microphone combo to eliminate echoing or feedbacking.
  - b. Turn on your camera and mute your microphone before joining a video call.
  - c. Unmute your microphone when necessary.
  - d. Save Internet bandwidth by attending online classes on time.
  - e. Refrain from using a separate application or chat room during class as it may disrupt the flow of the lesson.
2. Be scholarly and professional.
    - a. Use proper language when discussing ideas.
    - b. Use correct spelling and syntax in the channels and conversation tabs.
    - c. Be truthful when giving statements.
    - d. Address others by name or appropriate title.
    - e. Treat all participants fairly.
    - f. Refrain from shouting and making unnecessary remarks.
    - g. Avoid using hurtful words.
    - h. Avoid chatting in all capital letters as they may be misinterpreted due to the lack of nonverbals.
  3. Be mindful.
    - b. Always ask permission if there is a need to leave the class.
    - c. Refrain from getting screenshots of online classes to protect the privacy of all participants.

### **After Class**

1. Be respectful.
  - a. Refrain from sharing information from the class (such as photos, screenshots, media files, documents, and personal data) to social media or other websites outside the SMCL online learning environment.



- b. Submit asynchronous projects or assignments on time. When technical issues arise, confer with the teacher, or send an email to the IT Help Desk at [smclithelpdesk@smcl.edu.ph](mailto:smclithelpdesk@smcl.edu.ph).

## **Discipline System**

Each student of SMCL is expected to act as a mature and responsible individual at all times, whether on or off campus, accepting and following the rules and regulations prescribed by the school and protecting its good name as an educational institution. Students should keep in mind that SMCL is committed to the following objectives:

1. To maintain and / or improve its academic standards.
2. To protect the school's property and the property of its members.
3. To protect the health and insure the safety of persons in the academic community.
4. To preserve peace and order and maintain student morale.
5. To protect its good name as an educational institution.

## **Definition and Types of Offenses**

### **Major Offenses**

These are acts that do the greatest damage to an individual's person, property, honor and dignity as a human being and to the school.

The penalty for the commission of any of these offenses is subject to the decision of the Committee on Discipline for appropriate sanction which may range from suspension of five (5) days with five (5) points demerit in the over-all conduct grade during the particular quarter, to non-readmission, dismissal, or expulsion. In the light of the above, the following are considered major offenses:

1. Directly or indirectly damaging the name, image and reputation of SMCL
2. Any deliberate act of dishonesty and deceit to the students, faculty or staff of the school.
3. Acts that would directly jeopardize, threaten and/or endanger the physical, mental or moral well-being of any member of the student body, faculty or staff.
4. Falsification, forgery, alteration or misuse of official school documents, records or credentials, the furnishing of false or fraudulent documents or information to the school.
5. Carrying, possession, use, or sale of deadly weapons, explosives and / or incendiary devices within the premises of the school.
6. Involvement in hazing or the infliction of any physical or mental harm or ordeal to any person which injures, degrades or disgraces any student, faculty, administrator or staff in the school.
7. Possession, sale, use, or distribution of prohibited or regulated drugs or chemicals within the school's premises and during school – related activities.
8. Unauthorized possession and / or drinking of alcoholic beverage within the school premises or entering the school in a drunken state.
9. Gross act of disrespect towards faculty member, school officials and staff that would tend to hold such individual to ridicule or contempt.
10. Vandalism or destruction of property belonging to the College, any school official, faculty, student, or visitors while on campus.
11. Cheating in any form such as copying from another's paper or allowing others to copy from one's paper, possession of

- unauthorized material related to the test being given; having somebody else take the examination for another.
12. Acts of lewdness, public display of physical intimacy, commission of any act of immorality or the possession and/or display of pornographic material within the school premises.
  13. Any form of deception to a minor or a fellow Michaelean that leads to sexual advances/coital intimacy.
  14. Membership in any fraternity, sorority or similar organization / aggrupation not recognized by the school.
  15. The commission of a crime punishable by existing laws of the land or such other acts showing moral turpitude.
  16. Stealing, extortion or any attempt to commit such actions.
  17. Gambling in any form within the campus and mere possession of gambling paraphernalia inside the campus.
  18. Unauthorized collection of money in connection with matters pertaining to the College.
  19. Misappropriation of class or association's funds.
  20. Frightening, inflicting injury upon any member of the school community, visitors and guests.
  21. Implicating, leading or participating in concerted activities leading to disruption of classes.
  22. Preventing, threatening or coercing student/s, faculty members or school authorities from discharging their duties, from attending classes or entering school premises.
  23. The act of deliberately concealing knowledge of an incident/offense prejudicial or detrimental to the general welfare of the Michaelean Community. Concealment of an Incident is committed by "any student who has actual knowledge or has witnessed an offense, as defined in the Student Handbook, committed by any student or member/s of the Michaelean

Community but intentionally fails to take any action in reporting such offense to school authorities or deliberately withholds such information during the course of the investigation." Such concealment of an Incident shall constitute a major offense (if proven during the course of investigation).

24. The act of indirectly participating in an offense prejudicial or detrimental to the general welfare of the Michaelean Community. Indirect Participation in an offense is committed by any student or member of the Michaelean Community who, during and at the time of the commission of an offense by another party,
- a. is present in the area where the offense is being committed;
  - b. is aware of the commission of the offense; and
  - c. fails to report to or call the attention of school authorities to the offense being committed, shall be charged as an accessory to the offense. Such indirect participation shall constitute a major offense if the principal offense is also a major offense.
25. The act of providing support whether logistical or through information gathering, to another party who commits an offense, as defined in the Student Handbook, although not physically present in the actual scene of the commission of the offense, shall be considered as "Connivance" with the offending party. Definition of Connivance: Any student who provides information, logistical support, or encouragement to an individual or group for the consummation of an offense or incident detrimental or prejudicial to the general welfare of the Michaelean Community.
26. The act of knowingly buying a hot or stolen item/s shall be classified as fencing. Definition: A student who buys property which he knows or reasonably ought to know are hot or stolen item/s is deemed to have violated the anti-fencing law.

27. An act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the College.
28. Commission of a minor offense for the third time, whether or not the offenses are of the same kind or nature.
29. Habitual disregard for and violation of existing school policies and regulations.
30. Disobeying school regulations contained in this Handbook and any rule and other regulations approved by the Council of Heads and disseminated through student publications.
31. Such other acts or omissions as may hereinafter be determined by the Administration provided the application thereof is prospective in nature and properly disseminated to students.

### **Minor Offenses**

These refer to failure of students to follow some school regulations. Rules and regulations must be followed for the maintenance of proper teaching-learning atmosphere and the protection of students. Violation of such regulations falls under this category.

The sanctions may range from verbal reprimand or written reprimand to 3 days—suspension with a corresponding three points deduction from the over-all conduct grade during the particular grading period.

Minor offenses are acts that are considered detrimental to the peace and order of the school system but are not included as major offenses.

These are the following:

1. Entering the campus without an ID card.
2. Using someone else's ID card.
3. Entering the campus or attending class in improper uniform. Wearing of sandos, cycling shorts, miniskirts, and slippers.
4. Smoking (including the use of e-cigarettes and the like).

5. Littering and eating in prohibited areas within the campus.
6. Making excessive noise that would disrupt classes,
7. Unauthorized use of school facilities and equipment.
8. Failure or refusal to return found articles.
9. Use of profane or indecent language.
10. Using inappropriate language within the Michaellean Distance Learning System (MDLS);
11. Creating unauthorized group chats inside MDLS with the purpose of ridiculing, harassing, or bullying other students or teachers;
12. Using or displaying malicious and improper gestures during synchronous online classes;
13. Disobedience to other school regulations not specifically mentioned above.
14. Other offenses which disturb the peace and order of the school unless properly classified as a major offense
15. Such other acts or omission as may hereinafter be determined by the Administration provided the application thereof is prospective in nature and properly disseminated to students.

## **Due Process**

1. The Student Discipline Committee shall be composed of the following:
  - a. Chair (Administrator/Program Chair) and two members/alternates who are appointed by the President from names recommended by their respective sectors.
  - b. Associate Director, Counseling and Career Services Center
  - c. Administrator
  - d. President of the College Student Council

2. The Administrator/Program Chair has the direct supervision to students and handles the disciplinary cases in coordination with the Safety Management Unit.
3. Definition and Types of Offenses
  - a. Major Offenses – These are acts that do a great damage to an individual's person, property, honor and dignity as a human being and to the school. The penalty for the commission of any of these offenses shall be subject to the decision of the committee for appropriate sanction.
  - b. Minor Offenses – These refer to failure of students to follow some school regulations. The sanction may range from verbal reprimand or written reprimand to three (3) days suspension.
4. Formal complaint in writing, preferably under oath, may be filed by the aggrieved party, any school officer, faculty member or personnel or any person having direct knowledge of the commission of act complained of, or by Institution itself (as Complainant).
5. The formal complaint must contain the following information:
  - a. The name of the student against whom the complaint is filed (Respondent);
  - b. A narration of pertinent facts and circumstances of the act or acts complained about.
6. In every instance when an offense shall have been discovered by or reported to any faculty member or personnel, he/she should secure independent written statements from the persons who witnessed the commission of the offense or complaint, if any. Likewise, the faculty member/personnel must take custody of all items relating to the offense and make a record of the effects of the offense committed. All statements must be signed, and if possible, made under oath.

7. Whenever circumstances warrant, the faculty member/personnel that discovered the offense may secure a separate written statement from the alleged offender detailing his/her version of the incident. This statement must also be signed by the offender, and if possible, made under oath.
8. After collating statements, the items and records, the faculty member/personnel may prepare preliminary report detailing the circumstance in which the alleged offense was committed, identify the person(s) bringing the complaint if any, and the person(s) who are purportedly responsible for the offense, and the listing of the items, statements and records taken. He/she should then endorse such documents and evidence to the Administrator for evaluation.
9. The Administrator/Program Chair shall seek to clarify the matter further, he/she shall summon such persons who are allegedly involved in the offense for further inquiry. The Administrator shall notify each respondent and his/her parents/guardians in writing of the offense(s) charged against him/her.
10. The Administrator/Program Chair shall reduce such inquiry into writing, signed by the person(s) so called. Should the VPAR or Administrator/Program Chair find it necessary, he/she or his/her designate may immediately put the offender under Preventive Suspension.
11. If the Administrator/Program Chair is satisfied that all necessary facts have been included in the investigation, he/she shall then prepare a final report of the incident, stating the circumstances under which the offense was committed, the identity of the purported offender(s) (i.e. admission of guilt, identified by eyewitnesses, caught in the act), the exact offense(s) allegedly



committed by the offender and the corresponding penalty provided for in the manual for the offense(s) committed.

12. The report shall be turned over to the Discipline Committee, along with copies of the statements, records, and such other supporting documents. Should Administrator deem it necessary, he/she may recommend leniency or more severe penalty and justify the imposition of such penalty. The committee shall convene a hearing with the alleged offender to confront the same with the evidence against him at least five (5) days prior to the scheduled conference, in writing of the charges against the student, with a copy of the complaint attached.
13. The respondent shall be required to answer the complaint in writing under oath within three (3) days from receipt of the charge.
14. Upon receipt of the answer or if no answer is filed within three (3) days, the committee shall schedule the case for hearing. The corresponding written notice, which is mandatory, shall be issued to the parties and the parents or guardians of the respondents.
15. A hearing before the committee shall be summary in nature and cross-examination is not essential. However, the committee should ensure that the following standards required by due process in discipline cases as satisfied:
  - a. The respondent should have been informed in writing of the nature and cause of the accusation against him; if the student is a minor, it is mandatory for his/her parent/guardian to be furnished with a copy of the show-cause letter.
  - b. The respondent should have been granted the right to answer the charges against him/her;
  - c. The respondent should be informed of the evidence in his/her own behalf;

- d. The respondent is given the right to adduce evidence in his/her own behalf;
  - e. Such evidence shall be considered by the committee;
  - f. In all stages of the proceedings, the respondent shall have the right to assistance of a counsel of his choice.
32. If the committee feels that all the arguments have been evaluated and addressed, and a decision could be made on the matter; the committee may hand down the decision on the matter either independently or in consultation with other school officials, informing the parties concerned, in writing, of the said decision.
33. Should anyone appeal the decision of the Discipline Committee, he/she must take appeal to the President, in writing, within five (5) working days from the receipt of the decision; otherwise, the decision becomes final and executory.
34. In case where the appeal is found to be meritorious and with basis, the President may take such steps he/she may deem proper to re-evaluate the Discipline Committee's decision and the penalty imposed/action taken. If the penalty imposed by the committee is suspension or higher, the matter would automatically be brought to the President for review.
35. All those who are involved in disciplinary cases are recommended to undergo counseling.

## **Sanctions and Penalties**

1. Penalties – The imposable penalties are here listed according to their gravity (from lightest to severest):
2. Warning and/or Admonition – this sanction is inherent in all types of disciplinary actions and may be imposed by the proper College official verbally, or in writing. A record of the penalty

imposed and the offense for which it was imposed will be included in the student's file. This sanction is usually imposed on the first-time offenders for minor offenses.

3. Community Service – The school believes in the principle of redirecting the energies of offenders to more useful and productive ends to benefit both the offenders and the school in general. As such, in certain instances, the sanction of the Community Service is imposed for offenses, which would require the student to perform services to his students as a way of atoning for the offense he/she committed. Community Service is in no way intended to degrade or humiliate the offender, but is intended to make offenders be of service to his or her schoolmates by utilizing the skills that offender may have. This penalty shall be served by the student in the campus or immediately around the area of the campus to perform productive functions. The duration of the Community Service may range from 2-20 hours of service depending on the gravity of the offense. This sanction is to be monitored by the Administrator/Program Chair.
4. Probation – This is a more severe version of Warning or Admonition, as this would entail a written notice to the student and his/her parents/guardian that any further violations of the manual and school policies would warrant more severe penalties by the College. Students placed on probation may or may not lose certain rights or privileges that they enjoy (like positions in organizations) while under probation, depending on the gravity of the offense that they have committed.
5. Suspension – The College may suspend an erring student during the school year or term for a maximum period not exceeding 20% of the prescribed school days per offense committed.

6. Non-readmission – This penalty is imposed on a student who committed an offense which makes him/her undesirable to be admitted by the College on the next term or school year. While he/she will be allowed to complete the present term and get his/her transfer credentials, he/she will no longer be admitted on the term or school year following the term when the resolution finding the student guilty of the offense charged and imposing the penalty of non-readmission.
7. Exclusion – this penalty where the offender is dropped from the roll of students during the school year or term, immediately upon the promulgation of the resolution of exclusion (A student who dropped shall be immediately issued his/her transfer credentials).
8. Expulsion – this is the extreme form of administrative sanction, which not only drops a student from the roll but also declares the student disqualified for admission to any public or private school of the Philippines.
9. Other Measures. The following measures/actions may also be taken, concurrent with any of the above penalties, at the discretion of the responsible College official:
  - a. Public/Written Apology
  - b. Technical Suspension – while the student is not actually suspended, he/she will not be allowed to enter the classroom, attend classes or participate in school activities unless previously cleared by Dean/Administrator that he/she served the sanctions imposed on him/her. This type of suspension is not considered penalty/sanction.
  - c. Preventive Suspension – a student under investigation in a case may be preventively suspended from entering the College premises if the evidence of guilt is strong and the

responsible school official is morally convinced that continued stay of the pupil or student during the period of investigation would cause sufficient distraction to the normal operations of the College or poses a risk or danger to the life of persons or properties in the College. This type of suspension is also not considered penalty/sanction.

**Parent-Teacher Conference Meeting** – Parents/guardians may be invited for a conference meeting as may be deemed necessary by the school. This is may be for the purpose of discussing the student's academic or behavioral standing.

## **Complaints against Teacher or Other School Personnel**

If a student or parent believes that a teacher or other school personnel committed some offense, the concerned parent/student should bring the matter to the Administrator or should file a written complaint to the HR Director. The discipline of teachers and other school personnel shall be dealt in accordance with the Administration Manual. All disciplinary cases involving teachers shall be decided in light of the provisions under the labor law and employment manual.

## **Confidentiality of Records**

All records pertaining to student investigation and discipline, such as sworn statements, documentary evidence and the like, shall be kept in strict confidence. Unless authorized by the parties involved in the case, no party shall be entitled to receive copies of such records. Only the official decision/resolution shall be released to the parties.

# Data Privacy Policy

## Introduction

This Privacy Manual is hereby adopted in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and other relevant policies, including issuances of the National Privacy Commission.

Saint Michael's College of Laguna needs to gather and use information about individuals. These can include students, employee, suppliers, business contacts, and other people the institution has a relationship with or may need to contact. Saint Michael's College of Laguna SMCL respects and values of the all the employees, students' suppliers and other working on behalf of the institution's data privacy rights and makes sure that all personal data collected from them are processed in adherence to the general principles of transparency, legitimate purpose, and proportionality.

This policy describes how this personal data must be collected, handled and stored to meet the institution's data protection standard and to comply with the law.

## Why this policy exists

This Data Privacy Policy ensures that SMCL:

- Complies with the data privacy law and follows good practice when it comes to personal data handling.
- Protects the rights of the students, employees, and other business partners of the institution.
- Is open about how its stores and processes individual's data.
- Protects itself from the risks of a data breach.

## **Data Privacy Act of 2012 (RA 10173)**

Data Privacy Act of 2012 describes how the organizations including SMCL collects, handle, and store personal data, it protects individuals from unauthorized processing of personal information that is (1) private, not publicly available; and (2) identifiable, where the identity of the individual is apparent either through direct attribution or when put together with other available information.

DPA entails the following rules:

All personal information must be collected for reasons that are specified, legitimate, and reasonable. In other words, customers must opt in for their data to be used for specific reasons that are transparent and legal.

Personal information must be handled properly. Information must be kept accurate and relevant, used only for the stated purposes, and retained only for as long as reasonably needed. Customers must be active in ensuring that others, unauthorized parties do not have access to their customers' information.

Personal information must be discarded in a way that does not make it visible and accessible to unauthorized third parties.

These rules apply regardless of whether data is stored electronically, on paper on or other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

## **Policy Scope**

### **Scope and Limitations**

This privacy manual applies to the following:

1. All personnel of Saint Michael's College of Laguna, regardless of the type of employment or contractual arrangement, must comply with the terms set out in this Privacy Manual.

2. All company or organization, private or public, that are requesting data from the institution must agree and comply to the requirements with regards to the data protection policy of Saint Michael's College of Laguna.
3. Students must follow and obey the rules about protecting the data of the Institution.
4. Processing of Personal Data

## **Data Collection**

### *Students*

SMCL collects general and sensitive information and documents of the students as well as the personal information who will be enrolled in the institutions. For instance, personal data of their parents or their guardian are also collected.

The categories of education information that SMCL collects, holds and shares include the following:

1. Personal information. Examples are:
  - a. Name
  - b. Address
  - c. Birthday
  - d. Gender
1. Family Background – e.g., names of parents, marital status, occupation, employment, names of siblings, address
2. Characteristics – e.g. ethnicity, language, nationality, country of birth and religion
3. Attendance information – e.g. number of absences and absence reasons
4. Assessment information – e.g. national curriculum assessment results, examination results
5. Relevant medical information



6. Documents
  - a. Birth Certificate
  - b. Form 137/138
  - c. Good Moral Certificate
  - d. Transcript of Record
  - e. Picture

## **Data Privacy Risks**

This policy helps to protect Saint Michael's College of Laguna from some very real data risks, including:

- Breaches of Confidentiality. Information is being given out inappropriately.
- Failing to Offer Choice. All individuals should be free to choose how the Institution uses data relating to them.
- Reputational Damage. The Institution could suffer if hackers successfully gain access to sensitive data.

## **Responsibilities**

Everyone who works for or with SMCL has some responsibility for ensuring data is collected, stored and handled appropriately. Each team that handles personal data must ensure that it is handled and processed in line with this policy and data privacy rules.

However, the following have key areas of responsibility:

The Board of Directors is ultimately responsible for ensuring that SMCL meets its legal obligations.

The Data Protection Officer is responsible for:

- Keeping the Board updated about data protection responsibilities, risks and issues.

- Reviewing all data protection procedures and related policies, in line with agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from employee and students and anyone else covered by this policy.
- Dealing with requests from individuals to see the data SMCL holds about them.
- Checking and approving any contracts agreement with third parties that may handle company's sensitive data.
- The IT Director is responsible for:
  - Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
  - Performing regular checks and scans to ensure security hardware and software is functioning properly.
  - Evaluating any third-party services the company is considering using to store or process data. For instance, cloud computing services.
- The Institutional Communication Officer is responsible for:
  - Approving any data protection statements attached to communications such as e-mails and letters.
  - Addressing data protection queries from journalists or media outlets like newspapers.

### **General Staff Guidelines**

1. The only people able to access data covered by this policy should be those who need it for their work.

2. Data should not be shared informally. When access to confidential information is required, employees can request it from their department heads.
3. SMCL will provide training to all employees to help them understand their responsibilities when handling data.
4. Employees should keep all data secure, by taking sensible precautions and following the guidelines below.
5. In particular, strong password must be used and they should never be shared.
6. Personal data should not be disclosed to unauthorized people, either within the company or externally.
7. Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
8. Employees should request help from their department head or the data protection officer if they are unsure about any aspects of data protection.

### **Storage, Retention and Destruction**

SMCL will ensure that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. The company will implement appropriate security measures in storing collected personal information, depending on the nature of the information. All information of the students shall be retained as long as the students are enrolled in the institution, one (1) year after the graduation, all of the data must be converted electronic data and all hard copies of personal data shall be disposed and destroyed, through secured means.

## **Data Use**

Personal data collected will be used by the Institution for student's educational purposes and for employee's employment purposes.

## **Providing Information**

Saint Michael's College of Laguna aims to ensure that the individuals are aware that their data is being processed, and that they understand how the data is being used and how to exercise their rights.

## **Access**

Due to the sensitive and confidential nature of the personal data under the custody of the Institution, only the authorized representative of the Institution shall be allowed to access such personal data, for any purpose, except for those contrary to law, public policy, public order or morals.

All individuals who are the subject of personal data held by SMCL are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access on it.
- Be informed how the company is meeting its data protection obligation.

If the individual contacts the company requesting this information, this is called subject access request.

Subject access request from individual is made upon filling up the request form from the data controller.

The data controller will always verify the identity of anyone making a subject request before handing over the information. For instance, some subject access requests will be made electronically.

## **Lawful Criteria for Processing Personal Information**

SMCL shall only process personal data of its students, parents, employees, and other individuals under any of the following circumstances:

1. The data subject has given his or her consent;
2. The processing of personal data is necessary for the fulfillment of a contract with the data subject;
3. The processing of personal data is necessary for compliance with a legal obligation to which SMCL is subject;
4. The processing of personal data is necessary to protect vitally important interests of the data subject, including life and health;
5. The processing of personal data is necessary in order to (a) respond to national emergency, (b) to comply with the requirements of public order and safety, or (c) to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
6. The processing of personal data is necessary for the purposes of the legitimate interests pursued by SMCL or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

## **Lawful Criteria for Processing Sensitive Information**

The processing of sensitive personal information and privileged information shall be PROHIBITED, except in the following cases:

1. The data subject has given his explicit consent;
2. The processing of personal data is provided for by existing laws and regulations: Provided, that such regulatory enactments guarantee the protection of the sensitive personal information

and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information

3. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
4. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations;
5. The processing is necessary for purposes of medical treatment;
6. The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

### **Disclosure and Sharing**

All employees and personnel of the Institution shall maintain the confidentiality and secrecy of all personal data that come to their knowledge and possession, even after resignation, termination of contract, or other contractual relations. Personal data under the custody of the company shall be disclosed only pursuant to a lawful purpose, and to authorized recipients of such data. Requesting for data sharing must undergo into a legal contract and appropriate agreement before the issuance.

## **Social Media**

These rules protect individuals from cybercrimes. They also ensure the security of sensitive data from malicious attack online.

These guidelines apply whether the data is in the form of documents or images.

- Employees should not post personal information of individuals on public.
- Employees should ask permission from the individuals before broadcasting information online.
- Online chats should not be used in sending any kind of data documents.
- For instance, the institution post personal data online for promotion and marketing purposes, however, formal consent form signed by individuals are needed.

## **Security Measures**

As a personal information controller (PIC) and personal information processor (PIC), Saint Michael's College of Laguna implements a reasonable and appropriate physical, technical and organizational measure for the protection of personal data. Security measures aim to maintain the availability, integrity and confidentiality of personal data and protect them against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination. In this section, you give a general description of those measures.

### **Organization Security Measures**

Every personal information controller and personal information processor must also consider the human aspect of data protection.

The Data Protection Officer shall oversee the compliance of the organization with the DPA, its IRR, and other related policies, including

the conduct of a Privacy Impact Assessment, implementation of security measures, security incident and data breach protocol, and the inquiry and complaints procedure.

The Institution shall sponsor a mandatory training on data privacy and security at least once a year. For personnel directly involved in the processing of personal data, management shall ensure their attendance and participation in relevant trainings and orientations, as often as necessary.

### **Conduct of Privacy Impact Assessment (PIA)**

The Institution shall conduct a Privacy Impact Assessment (PIA) relative to all activities, projects and systems involving the processing of personal data. It may choose to outsource the conduct a PIA to a third party.

### **Duty of Confidentiality**

All employees with access to personal data shall operate and hold personal data under strict confidentiality if the same is not intended for public disclosure.

### **Review of Privacy Manual**

This Manual shall be reviewed and evaluated annually. Privacy and security policies and practices within the organization shall be updated to remain consistent with current data privacy best practices.

### **Physical Security Measures**

1. Format of data to be collected. Personal data in the custody of the Institution may be in digital/electronic format and paper-based/physical format.
2. Storage type and location.



Digital/Electronic Data – All the electronic data under the custody of the Institution shall be stored on the server located in a secure data center. All employees handling personal information shall use their employees drive in saving personal data.

Manual Data – All paper documents shall be stored in a filing cabinet in a secure location that cannot be access by unauthorized person.

3. Access procedure. Only authorized personnel shall be allowed inside the data center. Other personnel may be granted access to the room upon filing of an access request form with the Data Protection Officer and the latter's approval thereof.
4. Monitoring and limitation of access to room or facility. Different access levels shall be given to employees when accessing personal information. Electronic system must have audit logs feature to track who is accessing the data and what are the processes done by the employee. Each department shall assign a person to access filing cabinet to protect paper documents containing sensitive personal information.
5. Design of office space/workstation. The computers are positioned with considerable spaces between the user to maintain privacy and protect the processing of personal data. Printers are place in a location that are not easily accessible by unauthorized personnel. For Instance, printers may ask username and password for them to be used. USB port of the computers shall be disabled and will be enabled if necessary.
6. Persons involved in processing, and their duties and responsibilities. Persons involved in processing shall always maintain confidentiality and integrity of personal data. They are not allowed to bring their own gadgets or storage device of any

form to store the data under the custody of the institution. For some instance employees shall follow the institution's policy with regards in using their own device in processing and storing data.

7. Modes of transfer of personal data within the organization, or to third parties. Transfers of personal data via electronic mail shall use a secure email facility with encryption of the data, including any or all attachments. Facsimile technology shall not be used for transmitting documents containing personal data. Employees shall use their corporate email when sending electronic data or images containing personal data.
8. Retention and disposal procedure. The Institution shall retain the personal data of a client, as necessary. Upon expiration of such period, all physical and electronic copies of the personal data shall be destroyed and disposed of using secure technology.

### **Technical Security Measures**

Each personal information controller and personal information processor must implement technical security measures to make sure that there are appropriate and sufficient safeguards to secure the processing of personal data, particularly the computer network in place, including encryption and authentication processes that control and limit access. They include the following, among others:

1. Monitoring for security breaches. The Institution shall use an intrusion detection system to monitor security breaches and alert the organization of any attempt to interrupt or disturb the system.
2. Security features of the software/s and application/s used. The Institution shall first review and evaluate software applications before the installation thereof in computers and devices of the organization to ensure the compatibility of security features with overall operations. Installation of software application must be

done by authorized personnel only with the approval of the IT Director.

3. Process for regularly testing, assessment and evaluation of effectiveness of security measures. The Institution shall review security policies, conduct vulnerability assessments, and perform penetration testing within the company on regular schedule to be prescribed by the appropriate department or unit. The Institution shall regularly check and assess the employee if they are following the guideline of all the policies under data privacy.
4. Encryption, authentication process, and other technical security measures that control and limit access to personal data. Each personnel with access to personal data shall verify his or her identity using a secure encrypted link and multi-level authentication.

### **Breach and Security Incidents**

Every personal information controller or personal information processor must develop and implement policies and procedures for the management of a personal data breach, including security incidents. This section must adequately describe or outline such policies and procedures, including the following:

1. Creation of a Data Breach Response Team
  - a. A Data Breach Response Team comprising of five (5) officers shall be responsible for ensuring immediate action in the event of a security incident or personal data breach. The team shall conduct an initial assessment of the incident or breach to ascertain the nature and extent thereof. It shall also execute measures to mitigate the adverse effects of the incident or breach.

- b. The Institution shall regularly conduct a Privacy Impact Assessment to identify risks in the processing system and monitor for security breaches and vulnerability scanning of computer networks. Personnel directly involved in the processing of personal data must attend trainings and seminars for capacity building. There must also be a periodic review of policies and procedures being implemented in the organization.
2. Procedure for recovery and restoration of personal data
  - a. The organization shall always maintain a backup file for all personal data under its custody. In the event of a security incident or data breach, it shall always compare the backup with the affected file to determine the presence of any inconsistencies or alterations resulting from the incident or breach.
3. Notification protocol
  - a. The Head of the Data Breach Response Team shall inform the management of the need to notify the NPC and the data subjects affected by the incident or breach within the period prescribed by law. Management may decide to delegate the actual notification to the head of the Data Breach Response Team.
4. Documentation and reporting procedure of security incidents or a personal data breach
  - a. The Data Breach Response Team shall prepare a detailed documentation of every incident or breach encountered, as well as an annual report, to be submitted to management and the NPC, within the prescribed period.

## **Inquiries and Complaints**

Every data subject has the right to reasonable access to his or her personal data being processed by the personal information controller or personal information processor. Other available rights include: (1) right to dispute the inaccuracy or error in the personal data; (2) right to request the suspension, withdrawal, blocking, removal or destruction of personal data; and (3) right to complain and be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data. Accordingly, there must be a procedure for inquiries and complaints that will specify the means through which concerns, documents, or forms submitted to the organization shall be received and acted upon. This section shall feature such procedure.

1. Online Inquiry – Data subjects may inquire or request for information regarding any matter relating to the processing of their personal data under the custody of the organization, including the data privacy and security policies implemented to ensure the protection of their personal data. They may write to the organization at [privacy@smcl.edu.ph](mailto:privacy@smcl.edu.ph) and briefly discuss the inquiry with complete details.
2. Office Inquiry – Complaints shall be filed in three (3) printed copies and directly discuss to the legal counsel of Saint Michael's College of Laguna together with the Data Protection Officer.

## **Gender and Development Accord of Philippine Higher Education Institutions with a Declaration of Commitment and Partnership**

WHEREAS, the Philippines is a signatory to international conventions which all aim to preserve, enhance and protect the human rights of women and marginalized sectors of the global society, and under Article II of the Philippine Constitution on the Declaration of State Principles, these treaties and covenants therefore form part of the law of the land;

WHEREAS, REAFFIRMING the BEIJING DECLARATION AND PLATFORM FOR ACTION, and the outcome document of the twenty-third special session of the United Nations General Assembly as well as the declarations adopted by the UN Commission on the Status of Women on the occasion of the tenth and fifteenth anniversaries of the Fourth World Conference on Women;

WHEREAS, REITERATING the objectives of the Convention on the Elimination of All Forms of Discrimination against Women, the Convention on the Rights of the Child, the Convention on the Rights of Persons with Disabilities and the Optional Protocols thereto, as well as other conventions and treaties, such as the relevant conventions of the United Nations Educational, Scientific and Cultural Organization and the International Labour Organization, which provide a legal framework and a comprehensive set of measures for the promotion of gender equality in education and employment;

WHEREAS, taking note of the Budapest Science Agenda — Framework for Action, adopted at the World Conference on Science in 1999, and of the Dakar Framework for Action: Education for All, adopted at the World Education Forum in 2000.

AND FURTHER REAFFIRMING THE WORLD DECLARATION ON HIGHER EDUCATION FOR THE TWENTY-FIRST CENTURY: VISION AND ACTION

- Ensuring the grant of access to women and marginalized sectors to higher education irrespective of race, gender, language or religion, or economic, cultural or social distinctions, or physical disabilities;
- Achieving and promoting access of women to higher education, despite the fact that various socio-economic, cultural and political obstacles still continue in many places of the world to impede their full access and effective integration;
- Considering gender aspects in different disciplines and to consolidate women's participation at all levels and in all disciplines, in which they are under-represented and, in particular, to enhance their active involvement in decision-making;
- Promoting gender studies (women's studies) as a field of knowledge, determined to be strategic for the transformation of higher education and society; and
- Exerting efforts to eliminate political and social barriers whereby women are under-represented and in particular to enhance their active involvement at policy and decision-making levels within higher education and society.

WHEREAS, pursuant to the commitments in the aforementioned treaty documents, both Houses of the Philippine Congress have enacted pertinent legislation to address the issues on gender such as the Anti-Sexual Harassment Act of 1995 (RA 7877), the Anti-Rape Act of 1997 (RA 8505), the Anti-Trafficking of Women Act of 2003 (RA 9208), the

Anti-Violence Against Women and their Children Act of 2004 (RA 9262), and the Magna Carta of Women (RA 9710);

WHEREAS, as its commitment to the foregoing international treaties and pursuant to its mandate under the Magna Carta of Women, the Commission on Higher Education (CHED) has spearheaded a Call for Partnership among all higher education institutions in full and effective coordination with its co-convenors the Philippine Commission on Women, the Civil Service Commission, the Center for Women Studies of the University of the Philippines, the Miriam College Women and Gender Institute, and the Institute of Women's Studies of the St. Scholastica's College, and convened the 1st Higher Education Summit on Gender Issues at the U.P. Ang Bahay ng Alumni;

WHEREAS, this Call for Partnership is deemed as a timely call for Action on the part of all stakeholders and concerned members of the Philippine Higher Education Sector;

NOW, THEREFORE, the above considerations having been fully understood by all, WE, THE PARTICIPANT PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES, OTHER PUBLIC HIGHER EDUCATION INSTITUTIONS, AND PRIVATE HIGHER EDUCATION INSTITUTIONS, hereby covenant and commit ourselves and our respective unit bureaucracies to the following:

1. Ensure the gender stereotypes and images in existing educational materials and curricula are adequately and appropriately revised, and the Gender-sensitive language shall be used at all times;
2. Pursue capacity-building on gender and development (GAD), peace and human rights education for teachers, and all those involved in the education sector;



3. Encourage partnerships between and among players of the education sector, including the private sector, churches, and faith groups;
4. Promote sports and health education for women and girls;
5. Develop and promote gender-sensitive curriculum;
6. Develop gender-fair instructional materials;
7. Implement a capacity building program on gender, peace and human rights education for officials, faculty and non-teaching staff;
8. Promote partnerships between and among players of the education sector, including the private sector, churches and faith-based groups in the pursuit of the objectives of the Magna Carta of Women;
9. Encourage advertising industry and other similar institutions to provide free use of space and installation of displays for schools, colleges and universities for campaigns to end discrimination and violence against women;
10. Provide scholarship programs for marginalized women and girls and ensure that conditions such as age, pregnancy, motherhood, disabilities, or lack of consent of husband shall not be ground for disqualification in the grant of scholarships;
11. Develop programs aimed at increasing the enrolment of women in non-traditional skills training in vocational and tertiary levels, and mechanisms for assessment and monitoring of compliance such as sex-disaggregated list of students, tracers of graduates and the like;
12. Develop policies to ensure that all teachers and trainers, regardless of sex, ethnicity, political, social, economic and religious status and affiliations have equal access to scholarships;

13. Ensure that women faculty who become pregnant outside of marriage shall not be discriminated by reason thereof, taking into account the school's academic freedom as constitutionally guaranteed. They shall not be dismissed, separated from work, forced to go on leave, re-assigned or transferred without due process. They shall have access to work already held with no diminution in rank, pay or status and shall be entitled to all benefits accorded by law and by the concerned learning institutions, subject to the school's exercise of its institutional academic freedom;
14. Ensure that no female student shall be expelled, dismissed, suspended, refused or denied of admission or forced to take a leave of absence in any educational institution solely on grounds of pregnancy outside the marriage during her school term. When needed, students who are pregnant shall be accorded with special leave from school upon advice of the attending physician, and be given an opportunity to make up for missed classes and examinations. The same leave benefits shall likewise be accorded to pregnant faculty members, and school personnel and staff;
15. Ensure that pregnant students shall be assisted through available support services while in school, such as but not limited to counseling to ensure completion of their studies;
16. Develop programs and policies to prevent VAW, including institutional mechanisms for complaints in cases of rape, sexual harassment, and other forms of violence and discrimination against women, and provide assistance to students, faculty, or personnel who have been victims of VAW;
17. Coordinate with PNP, DOJ, CHR, DSWD, and the LGU so that appropriate assistance are given top female faculty and students

- who are victims of rape, sexual harassment and other forms of violence against women and discrimination;
18. Conduct activities such as sports clinics and seminars for potential female leaders, coaches, teachers at least once a year;
  19. Provide equal incentives and awards for both men and women for any competition;
  20. Provide equal opportunities for scholarships and travel grants for women leaders, coaches, and athletes with adequate support mechanism;
  21. Provide sufficient funds to support girls and women in sports;
  22. Form more girls' and women's teams in athletic leagues like the Palarong Pambansa, University Athletic Association of the Philippines, National Collegiate Athletic Association, and University Games;
  23. Promote partnerships with community-based sports organizations;
  24. Increase the participation of the elderly women, women with disabilities and indigenous women through the promotion and development of programs for them in coordination with other sport organizations;
  25. Ensure the integration in the curriculum health education that is gender-responsive, right-based and culture-sensitive; and
  26. Encourage institutions to conduct capacity building sessions, such as gender-sensitivity and health and sexuality education for school personnel (faculty and non-teaching staff) and students to promote women's health;

WE HEREBY AGREE AND COVENANT TO LL THE FOREGOING UNDERTAKINGS THIS 12th DAY OF OCTOBER 2011 AT THE U.P. ANG BAHAY NG ALUMNI ON THE OCCASION OF THE 1st HIGHER EDUCATION SUMMIT ON GENDER ISSUES.

## Investigation and Prevention of Sexual Harassment

Sexual Harassment is a form of discrimination prohibited by the Anti – Sexual Harassment Act of 1995. Sexual Harassment is any unwanted and unwelcome sexual advance and request for the sexual favors in exchange for the academic or employment benefits. Incidents of sexual harassment should be reported to:

Director for Student Services - for students

Institute Administrator (TED) - for Faculty

HRD Officer - for staff

*Confidentiality will be strictly observed.*

Student Council representative

Faculty representative

HRD Officer or her / his representative

Such other members appointed by the Administration

### 1. GENERAL POLICY

Saint Michael's College of Laguna is committed to maintain learning environment where all members of the community – the administrators, the faculty, the staff and the comfortably and, as a consequence, productively. In keeping with its commitment, the school adopts the policy of condemning all acts which would constitute WORK, EDUCATION OR TRAINING – RELATED SEXUAL HARASSMENT, as the term is defined by law.

Accordingly, any conduct in violation of this policy shall render the perpetrator liable for administrative sanctions, to be enforced in a manner as hereinafter provided.

### II. DEFINITION OF WORK, EDUCATION OR TRAINING – RELATED SEXUAL HARASSMENT.

Work, education or training – related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

A. In a work – related or employment environment, sexual harassment is committed when:

- The sexual favor is made as a condition in the hiring or the employment of said individual, or in granting said individuals favorable compensations, terms, conditions, promotions, or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- The above acts would impair the employee's right or privileges under existing labor laws; or
- The above acts would results in intimidating, hostile or offensive environment for the employee.

B. In an education or training environment, sexual harassment is committed:

- Against one who is under the care, custody or supervision of the offender.
- Against whose education, training, apprenticeship or tutorship is entrusted to the offender;
- When the sexual favor is made a condition to the giving of passing grade, granting of honors and scholarship, or the

payment of a stipend, allowance or other benefits, privileges or considerations; or

- When the sexual advances result in an intimidating, hostile or offensive environment of the student, trainee or apprentice.

C. Common Provision to all incidents of sexual harassment.

“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 the other without which it would not have been committed, shall also be held liable under this act.” (RA 7877 § 3)

### III. COMMITTEE ON INVESTIGATION AND DECORUM

The Committee on Investigation and Decorum, hereinafter referred to as the CID for brevity is hereby created for the purpose of disseminating information and orienting all officers, employees, instructors, teachers, professors, trainers, coaches, trainees, students as well as any other persons falling to increase awareness and understanding of the nature of Sexual Harassment and ways of prevent it. The CID will also be tasked with promulgating and implementing measures for the prevention of Sexual Harassment, subject to the approval of the executive Committee. In the event of the occurrence of Sexual Harassment, subject to the approval of the Executive Committee. In the event of the occurrence of the Sexual Harassment, The CID is tasked with the constitution or creation of Investigation Sub – Committee (s) to investigate the same.

A. Composition of the committee on Investigation and Decorum

The members of the committee on Investigation and Decorum are the following:

- Executive Vice President – as ex – officio Chair
- Student Council representative
- Faculty representative

- HRD Officer or her / his representative
- Such other members appointed by the Administration

#### B. Specific Powers and Functions

- Conduct meetings, seminars and various other activities for the purpose of increasing awareness and understanding of Sexual Harassment and the rights of everybody to be protected from it.
- Promulgate and implement, subject to the approval of the Executive Committee such rules and regulations as may be necessary to effectively protect the rights of individuals from Sexual Harassment.
- Constitute or create Investigation Sub Committee to look into reported incidents of sexual Harassment within the campus or outside the campus, where the school exercise jurisdiction over the activity being conducted.
- Provide counseling and assistance to any members of Saint Michael's College of Laguna, be they full – or part time employees, faculties and / or students, who are victimized by Sexual Harassment within the campus or the jurisdiction of the school, should they require the same.

#### C. Jurisdiction

The CID and its Investigation Sub – Committee (s) shall exercise sole and exclusive jurisdiction over all cases of Sexual Harassment to the exclusion of any other body who may have jurisdiction over the same as provided for in other codes / manuals of conduct.

The CID and its Investigation Sub – Committee(s) shall exercise jurisdiction over all officers, employees, teachers, faculty, trainers, coaches, trainees, students and such other persons who are subject to the jurisdiction of the school, regardless of their status or length of stay.

The CID and its Investigation Sub-Committee(s) shall have jurisdiction over all incidents of Sexual Harassment within the Campus and such places outside the school campus where school related activities are being conducted or endorsed by the School.

#### D. Investigation Sub - Committee

1. The investigation Sub – Committee to be constituted by the CID, shall be composed of the following:

- A member of the CID as ex – officio chair
- A member from peers of the offender
- A member from the peers of the offended party
- Such other members as may be appointed by the CID

In all cases the actual composition of the Investigation Sub – Committee shall be the sole prerogative of CID, which shall endeavor to ensure that the proper representation in the Sub – Committee of all appropriate persons or parties is maintained. Pursuant to this, the CID may appoint, at any time, such other persons to the Sub – Committee that they may deem to be necessary for all full redress of the matter.

2. The investigation Sub – Committee, being an extension of the CID, exercises the same jurisdiction as the CID, as well as exercise such powers and functions expressly granted to them by the CID or implicit in their function as an investigating body such as the issuance of subpoenas and conducting hearings.

3. In all cases handled by the Investigation Sub – Committee, it shall be the sole body with authority to cognizance thereof. However, all other bodies, offices or persons may be called upon Investigation Sub – Committee in order to clarify the matter being investigated upon.

4. The Investigation Sub – Committee, once constituted, shall remain existing and shall enjoy such powers relative to the matter being investigated so long as it remains unresolved. Vacancies will be filled up as needed until the matter being investigated is concluded.



#### IV. REPORTING PROCEDURE

Any person who believes she / he has been the victim of sexual harassment of Saint Michael's College of Laguna, or any person with personal knowledge of acts which may constitute sexual harassment may file a complaint and / or report to any of the above mentioned offices or persons or to the CID directly, with six months from such commission or acts committed prior to March 1, 1995. The complaint / report, should be in writing and made under oath, filed in three (3) copies, signed by complainant and shall state the identity of the respondent, the time and place of the commission, as well as the nature of the act complained of.

#### V. INVESTIGATION AND RECOMMENDATION

Upon receipt of the written complaint, the CID shall constitute an Investigation Sub – Committee to look into the matter.

The Investigation Committee shall furnish the respondent a copy of complaint together with a written notice requiring him / her to submit a written explanation of his / her side regarding the charges within 24 hours from receipt of said notice.

The Investigation Sub-Committee shall furnish the respondent a copy of the complaint together with a written notice requiring him / her to submit a written explanation of his / her side regarding the charges within 24 hours from receipt of said notice.

Under receipt of respondent's explanation, the Investigation Sub – Committee shall call both complainant and respondent, as well as their witness, to a formal investigation where evidences may be submitted. The entire proceeding of the formal investigation shall be recorded but will be strictly confidential.

The Investigation of Sub – Committee is tasked with determining if an act of Sexual Harassment has indeed occurred and how it occurred. It shall also be incumbent upon the investigation Sub-Committee to

recommend such sanctions to the CID for approval, the Anti-Sexual Harassment Act of 1995 and any other applicable School Code (s) of Discipline pertaining to Sexual harassment. Any complaint regarding sexually related acts not included in this policy shall referred to the Executive Committee for appropriate action.

In the investigation of any sexual harassment case, the principal due process will always be observed. However, as this investigation is not judicial in nature, a lawyer present during the investigations and hearings is not necessary right.

It is only upon the completion of the formal investigation that the CID shall issue a decision on the matter. The decision of the Committee shall contain, in so far as may be practicable, the following:

- The name of both the complainant(s) and respondent(s)
- The nature of the act complained of as well as the time and place of its commission;

A summary of the testimonies of witnesses and the evidence submitted by both parties;

The conclusions reached by the investigation Sub – Committee, concurred in by the majority of the members of the CID;

The recommendations of the CID, agreed to by the majority of its members, as to what sanction should be imposed upon the respondent in case of guilt.

The decision of the CID will become final upon the review and approval thereof by the Executive Committee, if either party files no reconsideration. In any event, with or without any motion for reconsideration, the sanction imposed is immediately executory.

## VI. ADMINISTRATIVE PENALTY

Sexual harassment shall be punishable with reprimand, suspension without pay for a minimum period of six (6) m months, or dismissal,

taking into consideration the seriousness of the offense in the light of the facts and circumstance of the case.

## VII. MOTION FOR RECONSIDERATION

Either party may file a Motion for Reconsideration with the appealing party's representative in the CID within ten (10) days from the receipt of the copy of the decision on any of the following grounds:

New evidence has been discovered which materially affects the decision.

The evidence on record does not support the decision.

The decision is contrary to law or based on a misappreciation of the fact.

No Motion for Reconsideration filed by any party will result in the automatic suspension of the decision earlier handled down by the committee. In exceptional circumstances, as may be determined by the CID and so indicated in their report, the return of all rights and benefits of the party who was sanctioned and the reasons for their recommendation.

The CID will then meet to determine the merit of the grounds forwarded by the appellant and give written recommendation to the Executive Committee within TEN (10) working days from the time the motion is filed. The Executive Committee will then take up the matter of the Reconsideration on the Executive Committee Meeting immediately following the date of the CID's recommendation for approval or denial of the Motion.

The Executive Committee's decision on the Motion for Reconsideration becomes final and effective immediately.

## VIII. MALICIOUS PROSECUTION

While Saint Michael's College of Laguna is totally committed to the protection of its members against Sexual Harassment, it does not

condone the malicious imputations that may be instituted against any person for any of its activity within the campus or outside that are baseless and without credence. Saint Michael's College of Laguna shall not be a party to giving authority to people to secure power over another with the simple exigency of instituting a complaint on Sexual Harassment, be it true or not.

To this purpose, Saint Michael's College of Laguna requires all complaints and reports to be made under oath, and if possible, all testimonies and statements made by witnesses should also be made under oath.

#### IX. CONFIDENTIALITY OF PROCEEDINGS

The proceeding of all sexual harassment cases shall be private and confidential. No proceeding for sexual Harassment may be conducted in public or in place that may be observed and / or heard by parties not interested or involved in the matter.

#### X. EFFECTIVITY

These rules and Regulations Implementing the Anti Sexual Harassment Act 1995 in Saint Michael's College of Laguna shall take effect fifteen (15) days posting by the Executive Committee.

Note: The Policy against Sexual Harassment for Saint Michael's College of Laguna (Rules and Regulation Implementing RA 7877) was signed on February 24, 2000 and posted on February 25, 2000.