



STUDENT HANDBOOK

MEDICAL COLLEGES OF NORTHERN PHILLIPINES

Alimannao Hills, Peñablanca, Cagayan

Name: _____

Course and Year: _____

ID No.: _____

STUDENT PROFILE

1 x 1
ID PICTURE

NAME: _____ I.D. No. _____

COURSE: _____ YEAR: _____ SECTION: _____

HOME ADDRESS: _____

BOARDING HOME ADDRESS: _____

CELL PHONE NO: _____ TEL NO: _____

DATE OF BIRTH: _____ AGE: _____ GENDER: _____

CIVIL STATUS: _____ NATIONALITY: _____

NAME OF SPOUSE IF MARRIED: _____

OCCUPATION: _____ CONTACT NO: _____

FATHER'S NAME: _____ CONTACT NO: _____

OCCUPATION: _____ OFFICE: _____

MOTHER'S NAME: _____ CONTACT NO: _____

OCCUPATION: _____ OFFICE: _____

GUARDIAN'S NAME: _____ CONTACT NO: _____

OCCUPATION: _____ OFFICE: _____

ADDRESS: _____

FACSIMILE SIGNATURES

Father's Signature : _____

Mother's Signature : _____

Guardian's Signature : _____

Other person/s authorized by parents to sign on pertinent documents:

Name : _____ Signature: _____

Relation : _____ Contact No. : _____

Name : _____ Signature: _____

Relation : _____ Contact No. : _____

MESSAGE

CHRISTIAN R. GUZMAN, Ph. D.
PRESIDENT, MCNP-ISAP



Welcome to Medical Colleges of Northern Philippines! I want you to know that this year offers amazing chances for development, education, and the formation of enduring memories, whether you are a returning student or are joining us for the first time.

Our Student Handbook serves as a reference for our school's policies and procedures as well as a representation of our common values and goals. It explains the values that guide our neighborhood, cultivate respect, and advance a

supportive learning environment. It is important for preserving the high standards of excellence that we value, therefore I urge each of you to take the time to become familiar with its contents.

Keep in mind that our school serves as a place for companionship, growth, and discovery in addition to providing education. Always bear in mind the value of cooperation, empathy, and honesty as you negotiate the academic hurdles and extracurricular opportunities that lie ahead. Let's collaborate to create a climate where each student feels respected, encouraged, and given the tools they need to realize their full potential.

Accept the variety of skills, backgrounds, and viewpoints that make up our student body. Openly converse, foster understanding, and recognize the individual contributions that each of you makes to our community. Your participation in clubs, athletics, the arts, and other activities will not only improve your stay at the university but also improve your peers' lives.

Let's go in one hand with zeal, grit, and a dedication to excellence. Each of you will make a unique contribution to the colorful tapestry that is the history of our school, leaving a lasting impression that will be cherished for years to come.

MESSAGE

WILMA R. GUZMAN, Ph. D.
EXECUTIVE VICE-PRESIDENT
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE



Our school is a hub for collaborative innovation and transformative learning. The ideals and guiding concepts that guide our academic community are encapsulated in this handbook, which is more than just a list of rules and regulations. It acts as a road map for navigating the wide range of possibilities, commitments, and experiences you will come across during your stay here.

You can find advice on how to behave in class as well as details on the exciting and varied student life that awaits you in the pages of this guidebook. Every aspect of your experience, from the classroom to the lab, from the lecture hall to the athletic fields, aims to mold not only your academic prowess but also your character and leadership skills.

We support the development of well-rounded individuals who are not just skilled in their chosen disciplines but also caring citizens of the world. This manual is a reflection of our dedication to establishing an inclusive culture that values all viewpoints, fosters inquiry, and fosters boundless collaboration.

Let’s approach every school year with a sense of purpose, fortitude, and excitement, to sum up. You are the inspiration behind our school’s history, and confident that your contributions will improve our neighborhood and the wider world.

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THE MEDICAL COLLEGES OF NORTHERN PHILIPPINES SEAL



The seal of Medical Colleges of Northern Philippines is depicted by three concentric circles with the year 1994 inscribed at the bottom.

At the center of the innermost circle which is green, stands a burning torch, encircled by a white open book in front. While the Green color represents hope. The white open book, knowledge and wisdom; the branch of laurel leaves, honor and the serpent, healing. (In Greek Mythology, Asclepius, the son of Apollo and the human princess Coronis, is the demigod of Medicine. According to Greek Mythology, Asclepius was able to restore the health of the sick and bring the dead to life.)

The second concentric is yellow, it represents the sun, which is the source of light and life. Inscribed on top is “Deo Et Patria”, which means God and Country.

The third concentric circle is blue. It represents life and dreams. Our dreams will reach the clear blue sky and beyond, as we soar high as eagles.

Through the quality health education, the allied health disciplines producing globally competent health care professionals through the core values which are the trademarks of MCNP’s culture of Excellence; Nationalism, Godliness, Trustworthiness, Industry and Patience. MCNP Education contributes greatly to the upliftment of the quality of life of people as explicitly expresses care for the Filipinos and for the People of the World.

CHAPTER 1

PHILOSOPHY

God has bestowed man with different gifts and potentials, which are inherently good. These gifts, which vary from one person to another when given proper inspiration, can be developed for his own good, for his fellowmen, and for and in the glory of God.

VISION

“The Medical Colleges of Northern Philippines (MCNP) aims to be the premier school in the COUNTRY in the allied Health discipline producing globally competent health care professionals contributing significantly to the upliftment of the quality of life of the individual, family, community and the whole humanity.”

MISSION

“The mission of Medical Colleges of Northern Philippines is the holistic development of the person – a man conscious of his eternal destiny, aware of the dynamics of change, challenged by the needs of daily living, cognizant of national and international development initiatives and ready to meet the demands of life in the pursuit of his objectives in whatever socio-economic level he belongs.”

CORE VALUES

GODLINESS signifies:

- 1. Love of God
- 2. Compassion
- 3. Selfless Love and Humility
- 4. Piety
- 5. Charity/Kindness

NATIONALISM signifies:

- 1. Love of country – loyalty and devotion
- 2. Serving the underserved, poor, and marginalized
- 3. Nobility as Filipino – promoting one’s culture

TRUSTWORTHINESS signifies:

- 1. Honesty
- 2. Reliability/Dependability
- 3. Worthy of Confidence

INDUSTRY signifies:

- 1. Hard work
- 2. Diligence
- 3. Systematic Labor
- 4. Time Management

PATIENCE signifies:

- 1. Forbearance – bearing pains and trials calmly or without complaint
- 2. Steadfast – consistency to realize goals despite strain, provocation, or adversity

QUALITY POLICY STATEMENT

“MCNP upholds quality of life through responsive and holistic education”

QUALITY POLICY OBJECTIVES

Produce globally competent and relevant world class allied health professionals

GRADUATE ATTRIBUTES

- 1. God-fearing - one who keeps the Laws of God primary in all his/her undertakings and transcends human aspirations into God’s wilful promises.
- 2. Good citizen - imbued with self-discipline rooted from constitutional provisions, social norms, and other regulations contributory to social development and progress.
- 3. Mighty eagle - like an eagle, he/she is fearless to dream and pursue his life’s goals, directed to the realization of his plans, strong and confident to deal with life’s challenges, resilient to the signs and demands of the times, and nurturing of the succeeding generation’s future.
- 4. Service-oriented - imbued with outpouring love for the poor and underprivileged, the welfare of communities, the development of the country and the promotion of dignity and humanity, he/she is ready to utilize his/her blessings and gifts without counting the cost.
- 5. Caring and compassionate - overflowing with concern for the health and well-being of man, who is sensitive to the needs of others without prejudice, bias, and reservation.
- 6. Innovative Researcher - equipped with knowledge of the past and present social milieu, who is skilled and motivated to discover new ideas, to introduce novel approaches and strategies and utilizes discoveries for social change and development.
- 7. Competent and Skilled - provided with sufficient learning experiences and exposures both locally and globally, who is equipped with the attributes required of his professional field and chosen area of expertise.

OBJECTIVES:

- 1. To develop continuously our stakeholders and to imbue them with passion for excellence
- 2. To offer enriched and relevant curricula
- 3. To produce board topnotchers and register high passing rates in licensure examinations
- 4. To conceptualize a dynamic and quality-driven scholarship program and other innovative programs for student development
- 5. To produce well-rounded and globally competitive professionals with high regard for the unique Filipino culture
- 6. To evolve a research and development culture
- 7. To establish linkages both locally and abroad to ensure opportunities for relevant experiences and employment
- 8. To undertake uplifting community extension programs

PURPOSE

“Caring for the Filipinos and the people of the world.”

ADMISSION POLICIES

The MEDICAL COLLEGES OF NORTHREN PHILIPPINES (MCNP) subscribes to open admission but the selective retention policy in accepting students. Applicants who seek admission must fully follow the philosophy, vision-mission statements, objectives, and policies of the school.

I. ADMISSION REQUIREMENTS

A. SENIOR HIGH SCHOOL GRADUATES SEEKING ENTRANCE TO THE SCHOOL

- High school graduates seeking admission to MCNP should submit all of the following requirements:
- > The original form 138-A/High School Report Card;
 - > Certificate of Good Moral Character duly signed by the Principal or Guidance Counselor of the High School;
 - > Photocopy of PSA-issued Birth Certificate;
 - > 6 copies of the latest 2x2colored I.D. picture with white background;
 - > Other requirements as prescribed by the program and other requirement as prescribe by CHED where student is seeking admission.

B. STUDENTS SEEKING RE-ENTRY

Students who discontinued their studies for one (1) or more semesters, without prior permission, may be refused admission. If allowed readmission, students should comply with the requirements applicable to transferees.

C. TRANSFEREES

- Transferees should submit all of the following requirements:
- a. Transfer Credential Certificate (Honorable Dismissal) issued by the Registrar of the school previously at tended;
 - b. Certificate of Good Moral Character signed by the Dean of Student Services of the school previously at tended;
 - c. Certified True Copy of Grades/ Transcript of Records (TOR);
 - d. Two (2) copies of the latest 2x2 colored I.D. picture with white background;
 - e. PSA-issued Birth Certificate;
 - f. Must establish at least one (1) year of residency in the school prior to graduation;
 - g. Must pass evaluation and interview with the Program Coordinator or Dean;
 - h. Take written and oral qualifying examinations as well as physical and psychological examinations;
 - i. Must submit a medical certificate that he/she is physically and mentally fit;
 - j. NBI clearance; and
 - k. Other requirements as prescribed by the College or Department where student is seeking admission.

D. SECOND COURSERS

- Degree-holders who wish to enroll in a second course should present all of the following requirements:
- 1. Official Transcript of Records;
 - 2. Certificate of Good Moral Character from previous school signed by the Dean;
 - 3. NBI Clearance;
 - 4. PSA-issued Birth Certificate;
 - 5. Two (2) copies of the latest 2x2 colored I.D. picture with white background;
 - 6. Letter of Permission from the employer, if working
 - 7. Satisfactorily meets the written and oral entrance examination cut-off grade of 83%
 - 8. May be required to take written and oral qualifying examinations as well as physical and psychological examinations;
 - 9. Satisfactorily pass an admission interview process;
 - 10. Evaluation of subjects previously taken and credited to be made by the Academic/Department Head;
 - 11. Must submit a medical certificate that he/she is physically and mentally fit;

12. Exhibits a behavior becoming of a student; and
13. Other requirements as prescribed by the College or Department where student is seeking admission.

II. NON RE-ADMISSION AND NON-ACCEPTANCE

The school reserves the right not to accept applicants or to readmit students in any of its course offerings for non-compliance with requirements, for academic deficiency or for delinquency and/or for violation of school rules and regulations stipulated in this handbook and other issuances relative to school discipline.

A student who is involved as a party in any pending civil, criminal or administrative case shall upon enrolment, present the following documents:

1. NBI clearance;
2. Municipal Court Clearance;
3. Regional Trial Court Clearance;
4. Clearance from where the case is pending; or
5. Provincial Fiscal Clearance.

The school does not admit any student who is convicted with finality of any civil, criminal, or administrative case.

ACADEMIC POLICIES

SCHOOL TERMS

1. ACADEMIC YEAR. Academic year consists of two semesters and one intersession, the number of which is contained in the CHED-issued school calendar.

2. CLASS HOURS. The standard period of every 3-unit lecture subject shall be three (3) hours per week or a total of not less than fifty-four (54) hours in a semester. One-unit laboratory work or fieldwork is equivalent to 3 hours each week.

3. ATTENDANCE AND PUNCTUALITY. Students should attend all classes and be punctual.

3.1. ATTENDANCE

1. Students are required to attend their classes from the first day of school.
2. The standards of attendance should be maintained to prevent giving school credits to students who do not meet the minimum attendance requirements. The checking of attendance is the responsibility of the faculty. On the other hand, it is the responsibility of the student to keep track of his absences.
3. Basic Rule on Absences. A student who has incurred absences of more than 20% of the required number of class and laboratory periods in a given subjects should be given a DROPPED (D) mark. This is in keeping with Section 101, Article XXI, Manual of regulations for Private Higher Education of 2008 which provides on Student Absences:

a) When the institution adopts a different attendance policy for students who belong to the upper half of their classes; and

b) When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping- up with lessons, assignments and examinations. A faculty member may exempt a student who incurs absences beyond the twenty percent (20%) limit, but with the approval of proper school authority.”

c) No student who has been absent for three (3) class periods, and for each absence thereafter, shall re-enter the class without admission slip issued by the Office of the Students Services.

d) When a student has accumulated the number of absences midway the allowable limit, the faculty will submit the names of the students to the Office of the Students Services which will notify the parent/guardian

of the student concerned. The student may not go back to his class without first securing admission slip from said office.

The policy, NO ADMISSION SLIP, NO ENTRY, is followed. An admission slip is released by the Office of the Students Services. An admission slip is released by the Office of the Student Affairs that serves as a pass and should be returned to the faculty by the Student without delay.

f) Absences and Make-up Work/Special Quizzes/Examinations. Absences during classes for whatever reason or purposes are considered against the student. However, a student may make up for any work missed during an excused absence; determination of validity of such absence is to be done by the Office of the Students Services. If a student misses a quiz or an experiment or any class work due to an unexcused absence he will be given a score of zero in this particular quiz or class work. Absences during preliminary, midterm, semifinal or final examinations are considered serious and the taking of special examinations will only be allowed after thorough investigation of the reason for absence by the Office of the Students Services.

3.2 EXCUSED ABSENCE/S.

A. FOR IN-PERSON CLASSES: Excused absences include but are not limited to the following:

1. Illness – a medical certificate is needed with the letterhead of the clinic or hospital.
2. Death of a family member (paternal and maternal grandparents, parents, siblings, spouse, children) – death certificate is required
3. Unforeseen circumstances (flood, typhoon, earthquake, transportation strike)
4. School activities – with written permission from the Dean of the department /OSS

UNEXCUSED ABSENCE/S. Unexcused absences are any circumstances not mentioned above or not supported with necessary documents. The student is held responsible for the lectures, assignments, quizzes, and exams missed due to unexcused absence.

For unexcused absences, parents or guardians of a student will be informed in writing by the Office of the Students Services when he/she incurs absences of ten percent (10%) of the prescribed number of class or laboratory period during the term as enumerated below:

3.3 TARDINESS. Students are marked “Late” if they arrived after the roll call but within the first fifteen minutes of the class period. A student who arrives after the first fifteen minutes of the class period is considered absent. For three (3) consecutive LATE will be marked as one absent and for five (5) consecutive LATE will be marked as one absent. The student needs to get Admission Slip from the Office of the Student Services.

ACADEMIC LOAD

The regular load of the student per semester is prescribed in the CHED-approved curriculum for regular students. Students are advised to follow strictly the program of studies prepared by the Dean/ Program Coordinator based from the approved CMO for the program.

Irregular students or graduating students can have a maximum academic load of thirty (30) units per semester and twelve (12) units for intersession.

NATIONAL SERVICE TRAINING PROGRAM (NSTP) and PHYSICAL EDUCATION (PE)

Students should comply with the NSTP and PE requirements during the first two semesters of residence in the College. NSTP and PE are prerequisite for graduation.

Students with existing medical restrictions in participating physical activities should attend all the lectures and practical classes of NSTP and PE.

LEAVE OF ABSENCE (LOA)

The term “Leave of Absence (LOA)” refers to an absence from the school. A leave of absence allows college student to temporarily suspend their studies. The school allow student to take a leave of absence for one year. Student who can file leave of absence are limited to:

- a. Pregnancy
- b. Student with serious medical condition (serious illness, accident, etc)
- c. Any valid reason approved by the school president

Student who wishes to avail the LOA should get the “Leave of Absence Form” at the OSS upon the recommendation of the dean/ program coordinator. The from must be signed by the dean/ program coordinator, head of the guidance services office, dean of the office of the student services, registrar office, accounting office, vice president for academic affairs and approved by the school president. Approved LOA means discontinuity of the payment from the last day of school. Copy furnished of the approved LOA to all signatories of the LOA.

Failure to comply with the requirement of the LOA will mean the student is still enrolled and expected to attend classes and pay the tuition fee.

Upon return of the student from LOA, he/ she must report to the dean / program coordinator to signify the intent to continue his/ he studies and follow the procedure of the enrollment.

For fully paid student under LOA, the remaining balance will be included to the next semester upon enrollment.

ADDING AND DROPPING OF SUBJECT

Adding and dropping of subjects are only allowed during the first fifteen (15) days after the start of regular classes. After fifteen (15) days, unofficial dropped of any student will pay the entire semestral fee.

A student may drop a subject only with the consent of the Program Coordinator or Dean, and the Registrar. A student who after the dropping period drops any of his/her subjects without prior approval of concerned Dean/Program Coordinator will automatically receive a remark of dropped (DRP) in that subject.

In case a student fails to take a final examination, he/she will get a remark of No Final Exam (NFE). If the student fails to submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final passing grade, the student will get an incomplete mark (INC) provided however, that where the failure to take the final examination, or to submit the academic requirements is due to excusable grounds such as sickness, emergency, or accident, the student may be given a special examination, or additional time for compliance of the requirements. In case a “NFE” or “INC” mark remain for more than one (1) academic year, will be termed as FAILING MARK and the student needs to enroll the subject.

VALIDATION OF GRADES

Semestral grades are submitted to the Registrar within seven (7) working days after the comprehensive examinations. Once an instructor submits his/her grade sheets to the Registrar, the grades are final. Any correction thereof may only be done for a valid reason such as: a) wrong entry with supporting documents; b) inadvertently omitted names in the grading sheet. The subject teacher will draft a letter of appeal address to the VPAA and meet the Academic Council for deliberation.

The Academic Council shall only entertain complaints regarding grades within seven (7) working days from the last day of the comprehensive examination.

SHIFTING COURSES

- 1. Student may shift course after the end of the semester but should undergo the regular enrollment procedure.
- 2. Student should also get a recommendation from the dean/ program coordinator from the program he/ she

wishes to enroll. After the recommendation, the student must be brought to the guidance services office for counseling.

CROSS-ENROLLMENT

- 1. Student must secure cross enrollment form from the Registrar’s Office and seek recommendation from the dean/ program coordinator and from the VPAA for the final approval. This will only be allowed for valid reason given by the Registrar’s Office.
- 2. At the end of the semester, the student should submit the certificate of grades to the Registrar’s Office and copy furnished to the dean/ program coordinator.

TO ENROLL IN ANOTHER INSTITUTION

A student who withdraws from the institution is entitled to Transfer Credentials under the following circumstances:

- a. The student is free from all financial and/or property accountabilities.
- b. The student’s admission credentials are complete and in order.
- c. The student is not serving a penalty of suspension or expulsion.
- d. The student has secured clearance from the concerned offices within the institutions.

EXAMINATIONS

- 1. Students are held responsible for the observance of examination schedules and regulations posted one (1) week prior to the examination to provide adequate time during which they may consult with the Registrar regarding conflicts in the schedule.
- 2. An official examination permit is being issued at the Business Office and students must secure their permit prior to examination schedule
- 3. Cheating in any examination, if proven, means automatic failure in the subject.
- 4. Students should wear their I.D.s and be in their proper and complete uniform during examination days.
- 5. The students are required to adhere to the examination guidelines, which the school may issue from time to time.

SPECIAL EXAMINATIONS

In case of inability to take the periodic examination, a certain procedure will be followed.

The special examination is excused if the reason includes but is not limited to the following:

- 1. Illness – a medical certificate is needed
- 2. Death of a family member (paternal and maternal grandparents, parents, siblings, spouse, children) – death certificate is required
- 3. Unforeseen circumstances (flood, typhoon, earthquake, transportation strike)
- 4. School activities – with written permission from the department/OSS

The special examination is unexcused if the reason is not supported with necessary documents, or when the application of special examination is more than two weeks after the examination week and the student shall pay Php100.00 per subject.

GRADES AND GRADING SYSTEM

The student’s grade at the end of the semester represents the combined marks for Class Standing (CS), Class Performance (CP), and the Term Test (TT). There are four (4) grading periods namely, Preliminary, Midterm, Semi-Final, Final Examinations. The college has adopted the average grading system, which is computed as follows:

A. LECTURE SUBJECTS

PRELIM GRADE	SEMI-FINAL GRADE
PG = AQ (40%) + CS (20%) + PTT (40%)	SFG = AQ (40%) + CS (20%) + SFTT (40%)
MIDTERM GRADE	FINAL GRADE
MG = AQ (40%) + CS (20%) + MTT (40%)	FG = AQ (40%) + CS (20%) + (FTT + CE / 2) (40%)

Note: CE = Comprehensive Examination

AVERAGE FINAL GRADE

$$\frac{PF + MG + SFG + FG}{4} = AFG$$

Where:

CP	= Class Performance (Quizzes, Assignment, Project)	= 40%
CS	= Class Standing (Attendance, Recitation, and Behavior)	= 20%
TT	= Term Test (Prelim, Midterm, Semi-final, Final Examinations)	= 40%
	Total	= 100%
PG	= Prelim Grade	
MG	= Midterm Grade	
SFG	= Semi-Final Grade	
FG	= Final Grade	
FCA	= Final Cumulative Average	

B. GENERAL EDUCATION SUBJECTS W/ LABORATORY

PRELIM GRADE

For a five (5) units subject:

$$PG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

For a four (4) units subject:

$$PG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

MIDTERM GRADE

For a five (5) units subject:

$$PG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

For a four (4) units subject:

$$PG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

SEMI-FINAL GRADE

For a five (5) units subject:

$$SFG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

For a four (4) units subject:

$$SFG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

FINAL GRADE

For a five (5) units subject:

$$FG = [CP (40\%) + CS (20\%) + TT (40\%) * 60\%] + (LG * 40\%)$$

For a four (4) units subject:

$$FG = [CP (40\%) + CS (20\%) + (TT + CE / 2 (40\%) * 60\%] + (LG * 40\%)$$

AVERAGE FINAL GRADE

$$\frac{PG + MG + SFG + FG}{4} = AFG$$

Where: LG = Laboratory Grade

C. SUBJECTS WITH SKILLS LABORATORY

PRELIM GRADE

$$PG = K (40\%) + S (40\%) + A (20\%)$$

MIDTERM GRADE

$$MG = K (40\%) + S (40\%) + A (20\%)$$

SEMI-FINAL GRADE

$$SFG = K (40\%) + S (40\%) + A (20\%)$$

FINAL GRADE

$$FG = K (40\%) + S (40\%) + A (20\%)$$

Where:

K = Knowledge (AQ, TT, Rotation Exam, Case Presentation)

S = Skills (Actual Performance in the Laboratory)

A = Attitude (Attendance, Recitation, Assignment and Behavior / conduct)

INCOMPLETE GRADES

An incomplete grade indicates that certain requirements for the course have not been fulfilled. It is given to a student whose class standing throughout the semester is passing but fails to appear for Final Examination, or fails to comply with some requirements of the course.

- Period of Completing Incomplete Grades
 - Any incomplete grade incurred during the Prelims should be completed before the Midterm Examination.
 - Any incomplete grade incurred during the Midterms should be completed before the Semi-Final examinations.
 - Any incomplete Final Grade should be completed within one (1) year after the semester from which the subject was enrolled.
- Students who were issued transfer credentials upon request are officially separated from the school. Therefore, after the issuance of the transfer credentials, students can no longer request for the completion of the incomplete grades.

HONORS AND AWARDS

I. ACADEMIC AWARDS

A. LATIN HONORS

SUMMA CUM LAUDE 95 to 100% with no grade in any one subject below 93% or their equivalents

MAGNA CUM LAUDE 93 to 94.99% with no grade in any one subject below 90% or their equivalents

CUM LAUDE 90 to 92.99% with no grade in any one subject below 85% or their equivalents.

QUALIFICATIONS

- A residency in the College of at least four (4) years.
- Must have good moral character as certified by the Dean of the Student Services.
 - All those who will not meet the cut-off grade but with the same average will be given certificates of Academic Distinction.

B. MOST OUTSTANDING TRAINEE

QUALIFICATIONS

- Must have shown exemplary performance in all On-the-Job Training (OJT) as evaluated by the Area Supervisors duly approved by the College Dean/Program Coordinator.
- The candidate should have no grade lower than 85% in any of the OJT and with a minimum average of 85%.
- A residency in the College of two (2) years for all Bachelor Degree Courses.
- Must have good moral character as certified by the Office of Student Services.
- Must have demonstrated competency in skills in the performance of procedures in the agencies where he was assigned.

C. MOST OUTSTANDING GRADUATE

QUALIFICATIONS

- The candidate should have a general weighted average of at least 90% and above with no grade lower than 85% in any of his subjects both academics and OJT.
- A residency in the College of at least four (4) years. and valid evaluation of the candidate's on-the-job-training performance and academic grade.
- Must have good moral character as certified by the Office of the Student Services.
- Must have manifested loyalty to the Mission-Vision of the College in general.

D. NON-ACADEMIC AWARD

1. LEADERSHIP AWARD

The Leadership Award is given to students who have ably balanced their academic studies with student activities. This award gives recognition to those who have rendered exemplary service to the school and student body through active leadership in student organizations.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

- Entry Requirement:
 - Must be an active Class Officer for two (2) consecutive years duly certified by the class adviser and approved by the College Dean/Program Coordinator.
 - Must have attained a general weighted average of 85% with no grade lower than 80% in any subjects (including NSTP and PE).
 - Must have good moral character certified by the Office of the Student Services.
- Active OFFICER in any organization duly recognized by the school, community and the national organization. If the organization is outside the school, the nominee should present a certificate of the accreditation of the organization duly signed by the founder/ adviser. The Certificate of Accreditation of the club/ organization should include the year of the establishment.
- Use the pointing system for the nominee every school year that he/ she stays in the institution as an officer.

Organization	Officer	Points
International	President / Other Equivalent	16
	President / Other Equivalent	15
	Secretary/ Treasurer/ Other Equivalent	14
	Other Position/ Other Equivalent	13
	Member	12
National	President / Other Equivalent	14
	President / Other Equivalent	13
	Secretary/ Treasurer/ Other Equivalent	12
	Other Position/ Other Equivalent	11
	Member	7
North Luzon	President/ Other Equivalent	12
	Vice President/ Other Equivalent	11
	Secretary/ Treasurer/ Other Equivalent	10
	Other Position/ Other Equivalent	8
	Member	6
Regional	President/ Other Equivalent	11
	Vice President/ Other Equivalent	10
	Secretary/ Treasurer/ Other Equivalent	9
	Other Position/ Other Equivalent	8
	Member	5

Provincial	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7
Citywide/ Town	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7
School (Council of Leaders)	Chairman	10
	President/ Other Equivalent	8
	Vice President/ Other Equivalent	7
	Secretary/ Treasurer/ Other Equivalent	6
	Other Position/ Other Equivalent	5
Department/ Non-Academic Organization	President/ Other Equivalent	6
	Vice President/ Other Equivalent	5
	Secretary/ Treasurer/ Other Equivalent	4
	Other Position/ Other Equivalent	3
Classroom	President/ Other Equivalent	4
	Vice President/ Other Equivalent	3
	Secretary/ Treasurer/ Other Equivalent	2
	Other Position/ Other Equivalent	1

4. Initiated and implemented projects and programs (seminar / conferences) for the school, department or club during his/ her stay in the school, community or national organization. It must be certified by the club/ organization adviser or the community head.

5. Use the pointing system for the nominee every school year that he/ she stays initiated and implemented projects and programs.

	Points
International	15
National	10
North Luzon	9
Regional	8
Provincial	7
Citywide/ Town	6
Community/ Barangay	5
School	4
Department/ Non-Academic Organization	3

SEMINAR/ CONFERENCES/ OTHER EQUIVALENT

Competition	Points
International	15
National	13
North Luzon	12
Regional	10
Provincial	9
Citywide/ Town	7
School	5

6. The nominee who will get the highest points will be the GOLD MEDAL in Leadership Award, the second highest points will be the SILVER MEDAL in Leadership Award and the third highest points will the BRONZE MEDAL in Leadership Award and the rest will be given certificate.

2. SCHOOL SPIRIT AWARD

The school spirit award is given to student who presented an outstanding dedication to his/ her learning and demonstrates our schools vision and mission and the core values at all times. He/ She exhibits outstanding generosity of spirit and selflessness, and who has the habit of doing what is right regardless of personal interests or outside pressures.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

1. Must live up to the School Core Values. (Attached duly filled checklist from the classroom advisers, program coordinators/ deans.
2. Must have shown dedication and cooperation in all School programs and activities
3. Must have a residency of two (2) years in this School prior to the graduation.
4. Must have represented the Department and the School in various curricular and co-curricular activities inside and outside the institution.
5. Must have attained no grade lower than 80% in any subject. (including NSTP and PE).
6. Must have a good moral character as certified by the Office of the Student Services.
7. Must be an active member in any club or organization (certified by the Club adviser)
8. Must have a recommendation from dean/ program coordinator.
9. Must have represented the school and won in academic and non-academic competition and seminars. (certified by the deans/ program coordinators/ coaches)

Competition

Competition	Points
International	15
National	13
North Luzon	12
Regional	10
Provincial	9
Citywide/ Town	7
School	5

Participation

Competition	Points
International	12
National	10
North Luzon	9
Regional	7
Provincial	5
Citywide/ Town	3
School	1

10. Use the pointing system for the nominee every school year that he/ she stays in the institution.

Seminar/ Conferences/ Other Equivalent

Competition	Points
International	15
National	13
North Luzon	12
Regional	10
Provincial	9
Citywide/ Town	7
School	5

11. The dean/ program coordinator and the classroom advisers (since 1st year) must use the criteria below for the award:

Table 2: CRITERIA FOR SCHOOL SPIRIT AWARD

Criteria	Weight
1. School Performance a. Active in school activities preparations voluntarily. b. Show teamwork and collaboration among its members. c. Joins various organization and different contest and activities inside and outside the school.	40%
2. Exemplary Output a. Displays good student and positive attitude, carrying the core values of the school. MCNP - Godliness - Nationalism - Trustworthiness - Industry - Patience - ISAP	40%

- Integrity - Spiritual Uprightness - Altruism - Patience - Innovativeness - Adaptiveness - Nationalism	
3. Contribution to the School and Community a. Benefits the school community because of his/ her small acts of service thus inspires other students	20%

9. Below is the bracket to determine the points of the criteria for School Spirit Award

95-100	10 points
90-94	8 ponts
85-89	7 points
80-84	6 points
75-79	5 points
70-74	4 points
Below 70	3 points

10. The nominee who will get the highest points will be the GOLD MEDAL in School Spirit Award, the second highest points will be the SILVER MEDAL in School Spirit Award and the third highest points will the BRONZE MEDAL in School Spirit Award and the rest will be given certificate.

3. ATHLETIC AWARD

The athletic award is awarded to the athlete who shows excellent sportsmanship, attitude, effort, overall athletic performance, and achievement. The athlete has good motivation and reason for being involved in sport, shows special attributes, and presents himself with grace and decorum in the school and in the sport/community. He/ She participates in sports events inside and outside the school over the course of the year, continually setting a positive example for his team and participants.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

- a. Must have been a consistent athlete for the past two (2) years duly certified by the adviser/ deans/ program coordinators
- b. Must have represented the College/Department in any athletic competition.
- c. Must have at least a general weighted average of 80% in any subject.
- d. Must have a good moral character as certified by the Office of the Student Services.
- e. Has represented the College/Department in schoolwide/ local/national athletic competitions. (certified by the deans/ program coordinators/ coaches)
- f. Use the pointing system for the nominee every school year that he/ she stays in the institution as student athlete.

Participation

Participation	Points
International	15
National	10
North Luzon	9
Regional	7

Provincial	5
Citywide/ Town	3
School	1

Competition

Competition	Points
International	20
National	15
North Luzon	12
Regional	10
Provincial	7
Citywide/ Town	5
School	2

g. Use the pointing system for the nominee every school year that he/ she stays in the institution as an officer of the related club/ organization. If the organization is outside the school, the nominee should present a certificate of the accreditation of the organization duly signed by the founder/ adviser. The Certificate of Accreditation of the club/ organization should include the year of the establishment.

Organization	Officer	Officer
International	President/ Other Equivalent	16
	Vice President/ Other Equivalent	15
	Secretary/ Treasurer/ Other Equivalent	14
	Other Position/ Other Equivalent	13
	Member	12
National	President/ Other Equivalent	14
	Vice President/ Other Equivalent	13
	Secretary/ Treasurer/ Other Equivalent	12
	Other Position/ Other Equivalent	11
	Member	7
North Luzon	President/ Other Equivalent	12
	Vice President/ Other Equivalent	11
	Secretary/ Treasurer/ Other Equivalent	10
	Other Position/ Other Equivalent	8
	Member	6
Regional	President/ Other Equivalent	11
	Vice President/ Other Equivalent	10
	Secretary/ Treasurer/ Other Equivalent	9
	Other Position/ Other Equivalent	8
	Member	5
Provincial	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7
	Member	5
Citywide / Town	President/ Other Equivalent	8
	Vice President/ Other Equivalent	7
	Secretary/ Treasurer/ Other Equivalent	6
	Other Position/ Other Equivalent	5
	Member	3
Citywide / Town	President/ Other Equivalent	8
	Vice President/ Other Equivalent	7
	Secretary/ Treasurer/ Other Equivalent	6
	Other Position/ Other Equivalent	5
	Member	3

School's Non-Academic Organization	President/ Other Equivalent	6
	Vice President/ Other Equivalent	5
	Secretary/ Treasurer/ Other Equivalent	4
	Other Position/ Other Equivalent	3

h. The nominee who will get the highest points will be the GOLD MEDAL in Athletic Award, the second highest points will be the SILVER MEDAL in Athletic Award and the third highest points will be the BRONZE MEDAL in Athletic Award and the rest will be given certificate.

4. COMMUNITY SERVICE AWARD

The Community Service Award is developed to honor students who are making significant contributions to their community through their time, actions, talents and dedication (outside any volunteer work done for the school/ department). The recipient of the award should serve as a role model for compassion, and service and be striving to make the world a better place. He/ she should have a passion for helping others in the community.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

- a. Must have good moral character as certified by the Office of Student Services.
- b. Must have at least a general weighted average of 80% in any subject.
- c. Must have done volunteer work and outreach activities in their respective communities aligned or in connection to the institution's Vision and Mission, in the institution or to the department.
- d. Must have done advocacy work and sustain the advocacy related or in connection to the school. (certified by the adviser/ deans/ program coordinators)

4 years and more of the advocacy

-10 points

1 year to 3 years of the advocacy

-7 points

Below one year of the advocacy

-5 points
- e. Must be an active member of any club (certified by the Club adviser)
- f. Must have joined outreach program of the Extension Office or their Department Outreach program. (2 points per activity that the nominee joins). This must be certified by the deans/ program coordinator or from the community extension office.
- g. Must have initiated and implemented programs, activities and projects as evidenced by certifications, photos and other documents
- h. Use the pointing system for the nominee every school year that he/ she initiated activities/ projects and programs.

Participation

Competition	Points
International	15
National	10
North Luzon	9
Regional	7
Provincial	5
Citywide/ Town	3
School Sportfest	1

Competition

Competition	Points
International	20
National	15
North Luzon	12
Regional	10
Provincial	7
Citywide/ Town	5
School Sportfest	2

g. Use the pointing system for the nominee every school year that he/ she stays in the institution as an officer of the related club/ organization. If the organization is outside the school, the nominee should present a certificate of the accreditation of the organization duly signed by the founder/ adviser. The Certificate of Accreditation of the club/ organization should include the year of the establishment.

Organization	Officer	Officer
International	President/ Other Equivalent	16
	Vice President/ Other Equivalent	15
	Secretary/ Treasurer/ Other Equivalent	14
	Other Position/ Other Equivalent	13
	Member	12
National	President/ Other Equivalent	14
	Vice President/ Other Equivalent	13
	Secretary/ Treasurer/ Other Equivalent	12
	Other Position/ Other Equivalent	11
	Member	7
North Luzon	President/ Other Equivalent	12
	Vice President/ Other Equivalent	11
	Secretary/ Treasurer/ Other Equivalent	10
	Other Position/ Other Equivalent	8
	Member	6
Regional	President/ Other Equivalent	11
	Vice President/ Other Equivalent	10
	Secretary/ Treasurer/ Other Equivalent	9
	Other Position/ Other Equivalent	8
	Member	5
Provincial	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7
Citywide / Town	President/ Other Equivalent	8
	Vice President/ Other Equivalent	7
	Secretary/ Treasurer/ Other Equivalent	6
	Other Position/ Other Equivalent	5
School's Non-Academic Organization	President/ Other Equivalent	6
	Vice President/ Other Equivalent	5
	Secretary/ Treasurer/ Other Equivalent	4
	Other Position/ Other Equivalent	3

h. The nominee who will get the highest points will be the GOLD MEDAL in Athletic Award, the second highest points will be the SILVER MEDAL in Athletic Award and the third highest points will the BRONZE MEDAL in Athletic Award and the rest will be given certificate.

4. COMMUNITY SERVICE AWARD

The Community Service Award is developed to honor students who are making significant contributions to their community through their time, actions, talents and dedication (outside any volunteer work done for the school/ department). The recipient of the award should serve as a role model for compassion, and service and be striving to make the world a better place. He/ she should have a passion for helping others in the community.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

- a. Must have good moral character as certified by the Office of Student Services.
- b. Must have at least a general weighted average of 80% in any subject.

- c. Must have done volunteer work and outreach activities in their respective communities aligned or in connection to the institution's Vision and Mission, in the institution or to the department.
- d. Must have done advocacy work and sustain the advocacy related or in connection to the school. (certified by the adviser/ deans/ program coordinators)
 - 4 years and more of the advocacy - 10 points
 - 1 year to 3 years of the advocacy - 7 points
 - Below one year of the advocacy - 5 points
- e. Must be an active member of any club (certified by the Club adviser)
- f. Must have joined outreach program of the Extension Office or their Department Outreach program. (2 points per activity that the nominee joins). This must be certified by the deans/ program coordinator or from the community extension office.
- g. Must have initiated and implemented programs, activities and projects as evidenced by certifications, photos and other documents
- h. Use the pointing system for the nominee every school year that he/ she initiated activities/ projects and programs.

Projects/ Programs/ Activities Implemented for the Outreach

Competition	Points
International	25
National	20
North Luzon	17
Regional	15
Provincial	12
Citywide/ Town	10
School	7
Department	5

- i. The nominee who will get the highest points will be the GOLD MEDAL in Community Service Award, the second highest points will be the SILVER MEDAL in Community Service Award and the third highest points will the BRONZE MEDAL in Community Service Award and the rest will be given certificate.
- j. Certificate of Appreciation will also be given to students who are SK chairman in the localities.

5. SOCIO CULTURAL AWARD

The Socio-Cultural award is given to an artist who has made an outstanding contribution of talents, artistry, dedication and service to the performing arts. The artist shows excellent performance, attitude, effort and commitment to promote culture and artistry in performing. He/ she must also show motivation and reason for being involved in performing, shows special love in culture, and presents himself/ herself with grace and decorum in his/ her performance inside and outside the school.

General Guidelines:

The nominee should satisfy the following to be considered for the award.

- a. Must have good moral character as certified by the Office of Student Services.
- b. Must have attained a general weighted average of 80%.
- c. Must have good moral character and has not shown behavioral misconduct of any form as certified by the Office of the Student Services.
- d. Must be an active member of the TRIBU AGILANG SIKAT OR CAMPUS MINISTRY (certified by the Club Adviser)
- e. Use the pointing system for the nominee every performance that he/ she joins.

Participation

Participation	Points
International	15
National	10
North Luzon	9
Regional	7

Provincial	5
Citywide/ Town	3
School	1

Competition

Competition	Points
International	20
National	15
North Luzon	12
Regional	10
Provincial	7
Citywide/ Town	5
School	2

- i. Use the pointing system for the nominee every school year that he/ she stays in the institution as an officer of the related club/ organization. If the organization is outside the school, the nominee should present a certificate of the accreditation of the organization duly signed by the founder/ adviser. The Certificate of Accreditation of the club/ organization should include the year of the establishment.

Organization	Officer	Officer
International	President/ Other Equivalent	16
	Vice President/ Other Equivalent	15
	Secretary/ Treasurer/ Other Equivalent	14
	Other Position/ Other Equivalent	13
	Member	12
National	President/ Other Equivalent	14
	Vice President/ Other Equivalent	13
	Secretary/ Treasurer/ Other Equivalent	12
	Other Position/ Other Equivalent	11
	Member	7
North Luzon	President/ Other Equivalent	12
	Vice President/ Other Equivalent	11
	Secretary/ Treasurer/ Other Equivalent	10
	Other Position/ Other Equivalent	8
	Member	6
Regional	President/ Other Equivalent	11
	Vice President/ Other Equivalent	10
	Secretary/ Treasurer/ Other Equivalent	9
	Other Position/ Other Equivalent	8
	Member	5
Provincial	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7
Citywide / Town	President/ Other Equivalent	8
	Vice President/ Other Equivalent	7
	Secretary/ Treasurer/ Other Equivalent	6
	Other Position/ Other Equivalent	5
School's Non-Academic Organization	President/ Other Equivalent	6
	Vice President/ Other Equivalent	5
	Secretary/ Treasurer/ Other Equivalent	4
	Other Position/ Other Equivalent	3

- j. The nominee who will get the highest points will be the GOLD MEDAL in Socio Cultural Award, the second highest points will be the SILVER MEDAL in Socio Cultural Award and the third highest points will be the BRONZE MEDAL in Socio Cultural Award and the rest will be given certificate.

6. LITERARY AWARD

The Literary Award is awarded to students who are making significant contributions to the schools' official paper – The Quill, through writing what are right, relevant and timely articles. The recipient of the award should serve as catalyst of change, service oriented and sharing his/ her talent and skills in writing.

General Guidelines:

- The nominee should satisfy the following to be considered for the award.
- a. Must have been a staff of the official College publication or the School Publication as attested by the adviser.
 - b. Must have a residency of two (2) years in the College.
 - c. Must have a general weighted average of 80%.
 - d. Must have good moral character as certified by the Office of Student Services.
 - e. The nominee must have submitted articles and published with the corresponding points: (certified by the departmental school adviser or the dean or the Head of the Publication Office.

Published Articles

	Position	Points
Departmental School Paper	5 or more published articles per school year	10
	2 to four published articles per school year	8
	1 article per school year	5
School Publication	5 or more published articles per school year	15
	2 to four published articles per school year	12
	1 article per school year	10

- f. For the graphic artists/ lay out artists/ cartoonist the following point system will be used:
- Design infographics for the department/ school/ publication as seen in the official facebook of the department/ school/ or publication per school year:
- | | |
|-----------|-------------|
| 5 or more | - 10 points |
| 3 to 4 | - 8 points |
| 1 to 2 | - 5 point |
- Published editorial cartoons and comic strips for the departmental school paper or to the “The Quill” per school year:
- | | |
|-----------|-------------|
| 5 or more | - 10 points |
| 3 to 4 | - 8 points |
| 1 to 2 | - 5 points |
- Artists who designed the lay out of the departmental school paper or to the “The Quill” will be given 10 points per issue.

Published Articles

	Number of Designs	Points
Departmental School Paper	5 or more published articles per school year	10
	2 to four published articles per school year	8
	1 article per school year	6
School Publication	5 or more published articles per school year	15
	2 to four published articles per school year	12
	1 article per school year	10

- g. Use the pointing system for the nominee every school year that he/ she staff of the publication.

Positions

	Position	Points
Departmental School Paper	Editor-in-chief	10
	Associate Editor	8
	Section Editor	6

Departmental School Paper	Lay out/ Graphic Artist/ Cartoonist	4
	Staff	2
	Editor-in-chief	15
	Associate Editor	12
	Section Editor	9
	Lay out/ Graphic Artist/ Cartoonist	7
	Staff	5

Seminars/Conferences

	Points
International	15
National	10
North Luzon	8
Regional	7
Provincial	6
Citywide/ Town	5
School	2

Awards/Competition

	Points
International	20
National	15
North Luzon	12
Regional	10
Provincial	8
Citywide/ Town	6
School	5

h. Use the pointing system for the nominee every school year that he/ she stays in the institution as an officer of the related club/ organization. If the organization is outside the school, the nominee should present a certificate of the accreditation of the organization duly signed by the founder/ adviser. The Certificate of Accreditation of the club/ organization should include the year of the establishment.

Organization	Officer	Officer
International	President/ Other Equivalent	16
	Vice President/ Other Equivalent	15
	Secretary/ Treasurer/ Other Equivalent	14
	Other Position/ Other Equivalent	13
	Member	12
National	President/ Other Equivalent	14
	Vice President/ Other Equivalent	13
	Secretary/ Treasurer/ Other Equivalent	12
	Other Position/ Other Equivalent	11
	Member	7
North Luzon	President/ Other Equivalent	12
	Vice President/ Other Equivalent	11
	Secretary/ Treasurer/ Other Equivalent	10
	Other Position/ Other Equivalent	8
	Member	6
Regional	President/ Other Equivalent	11
	Vice President/ Other Equivalent	10
	Secretary/ Treasurer/ Other Equivalent	9

Provincial	Other Position/ Other Equivalent	8
	Member	5
	President/ Other Equivalent	10
	Vice President/ Other Equivalent	9
	Secretary/ Treasurer/ Other Equivalent	8
	Other Position/ Other Equivalent	7

i. The nominee who will get the highest points will be the GOLD MEDAL in Literary Award, the second highest points will be the SILVER MEDAL in Community Service Award and the third highest points will be the BRONZE MEDAL in Community Service Award and the rest will be given certificate.

TWO-YEAR COURSES

ACADEMIC DISTINCTION (Certificates)

QUALIFICATIONS

1. The candidate for this award should have no grade lower than 83% in any of his subjects and has reached a general average of 90% and above and has not shown behavioral misconduct of any form.
2. Must have shown exemplary performance in clinical area as evaluated by the Clinical Instructors/ Supervisors duly approved by the Dean of the College.
3. A residency requirement of two (2) years is imposed in order to come up with accurate and valid evaluation of the candidate's clinical performance and academic grades.
4. Must have good moral character as certified by the Office of the Student Services.
5. Special Citation Certificate will be given to students who exemplify outstanding leadership, community involvement, and other awards. Portfolio of the nominee must be submitted to the committee on awards.

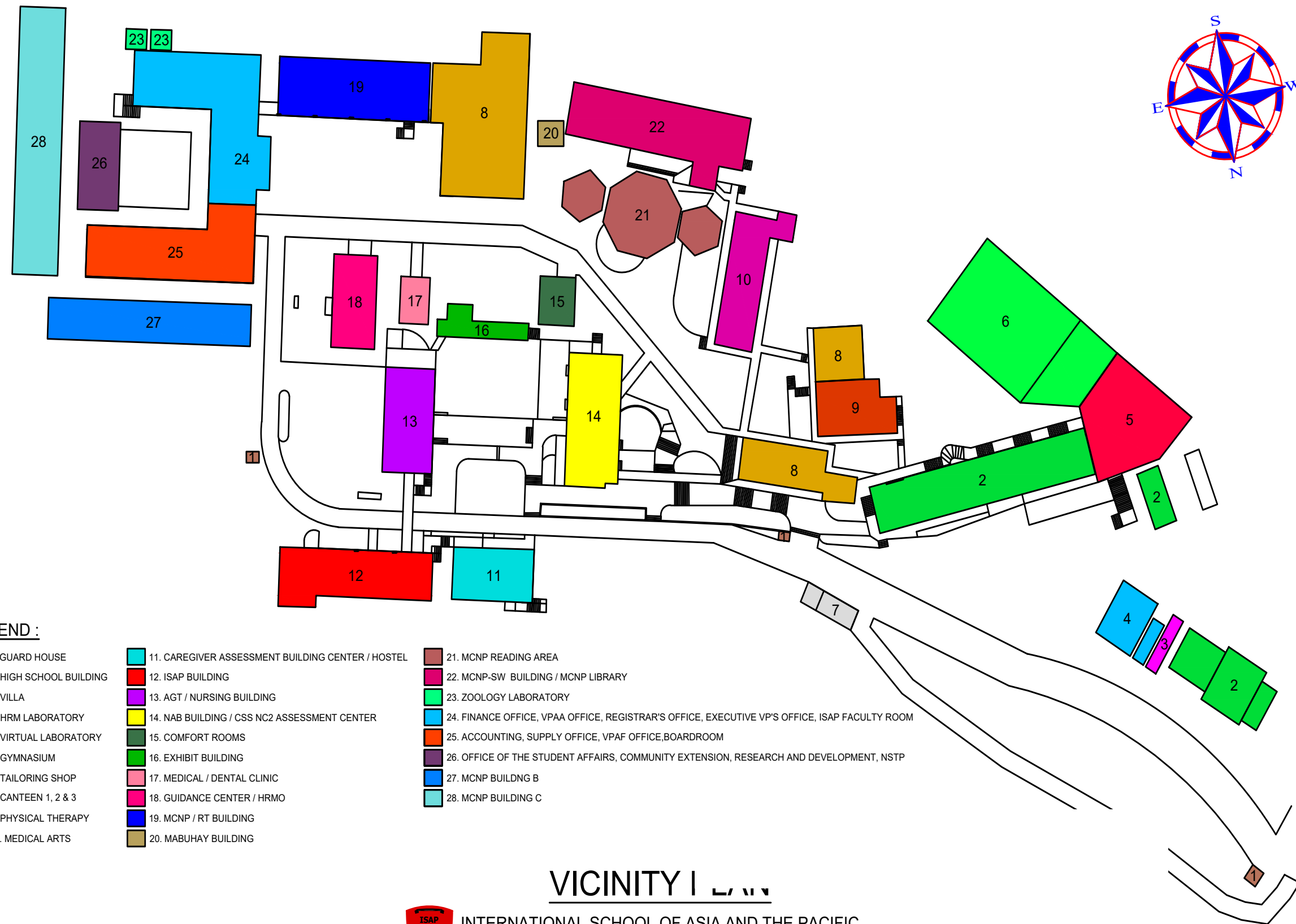
STUDENT CODE OF CONDUCT

The Student Code of Conduct provides the basic framework of normative rules to facilitate the total formation of students according to the core values of the institution, an individual imbued with dignity inherent in his/her being an image and likeness of God. It embodies the school's commitment to facilitate the development of students' moral character and personal discipline. This Code of Conduct aims at engaging students in the community, following from the belief that we can find God in all things. The proceeding list of responsibilities, procedures, offences and sanctions contains the modes of conduct conducive to the creation of school academic community committed to and consistent with the fundamental values of honesty, fairness, integrity and justice.

I. Basic Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Loyola Schools is wholesome and conducive to human formation.

- A. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.
- B. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.
- C. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.
- D. Students are required to keep their contact and personal information on GRMS (Guidance Record Management System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.
- E. While students are encouraged to participate in campus activities, especially those that are cultural and educational in nature.
- F. Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf.
- G. The school environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.
 1. It is the responsibility of students to take care of school property and to help keep the school clean. Students are expected to make themselves aware of, and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage due to a willful act or negligence.
 2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.



MCNP - ISAP MAP

VICINITY I



INTERNATIONAL SCHOOL OF ASIA AND THE PACIFIC
Alimannao Hills, Peñablanca, Cagayan

3. Eating and drinking are strictly prohibited in laboratories, AVR's, and Library. The same is discouraged in classrooms, but permission for limited drinking/eating may be obtained from the faculty member in charge.
- H. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for. Students are expected to conduct themselves properly in such functions and to use the name of the school responsibly. Students officially representing the institution or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.
- I. All students should observe the libraries regulations which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.
- J. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures against the use of dangerous drugs.
- K. As members of the academic community, students share responsibility for the community's well-being, protection and integrity. Students are expected to report to institutions authorities any event which may compromise the community to institutions authorities, and to assist in arriving at the truth of an incident to the extent of one's knowledge and ability.

SECTION 1

MINOR OFFENSES

Section 1.1 In-Person Classes

- Proper Conduct And Grooming – For Female Students
- Section 1.1.1 Wearing of mini-skirts, shorts, plunging necklines, sleeveless, halter pants, tethered pants, fitted pants/ slacks and revealing clothes is strictly prohibited once in the school, unless otherwise required.
- Section 1.1.2 Only black and inconspicuous hair accessories are allowed.
- Section 1.1.3 Ladies are not allowed to wear the following:

a. colored earrings, more than a pair of earrings and dangling;

b. more than one ring, bracelet and necklace;

c. anklet;

d. colorful accessories;

e. socks (only skin-tone foot cover is allowed, wearing of skin-tone stockings is optional; and (Except if required / approved by the department Dean).

g. High fashioned shoes (stiletto, boots, sandals, crocs, slippers, black shoes with colored accents and colored shoes).
- 1.1.4 Facial make-ups is allowed provided it is applied moderately.

Proper Conduct and Grooming for Male Students

- 1.1.5 Male students are not allowed to wear the following:

a. earrings;

b. wristband;

c. more than 1 ring;

d. colored undershirt/T-shirt with prints;

e. dog chain/hanging belt; and

f. rubber shoes (except if required)
- 1.1.6 Facial make-up, including eye liner and eye brow make-up, are not allowed for male students.

- Section 1.2 Proper Conduct and Good Grooming for Male and Female Students
- 1.2.1 During non-uniform days, student apparels must be in consonance with our standard of decency, modesty, propriety and decorum. The following are not allowed to be worn inside the campus:

a. Mutilated pants

b. Shorts / Short pants

c. Cycling shorts

d. Revealing clothes

e. Slippers/Sandals

f. tattered pants
- 1.2.2 Students must conform to the following:

a. Students should observe proper and decent haircut (MALE: 2 finger-bridge from the tip of

- the ear and must not touch the collar) and hairstyles. – see attached picture.
- b. Students are not supposed to be uttering indecent words, yell or shout inside the classroom/campus.
- c. Badges, stickers and bag/shirt prints must not be provocative of sexual desires, terrorism and subversive acts, and personal/organizational attacks.
- d. Nail polish, nail art and hand accessories such as bracelets, wristbands and rings must be in consonance with the school attitude of decency and modesty.
- e. Cellular phones, and other gadgets, must be turned off inside the classroom or laboratory during class hours or in seminars/conferences in and off campus.
- f. Posting and distribution of notices, and leaflets are not allowed without prior approval from the School Registrar.
- g. Eating inside the classroom, AVR's, Amphitheatres, laboratories and libraries is strictly prohibited.
- h. Charging of electronic gadgets including laptops, cellular phones, and others anywhere inside the campus is allowed if they are being used during academic classes or academic purpose.
- i. Students shall not wear caps and sun glasses inside the rooms, offices and buildings.
- j. As a matter of politeness, students in a classroom or laboratory must stand whenever a teacher or any administrator enters to acknowledge his presence. A student must greet a teacher/ administrator whenever he encounters them inside and outside the campus.
- k. No mustache and beard.
- l. No loud dyed hair such as red, pink, yellow, orange, etc. Only dark brown and black.
- m. Body tattoo should be checked by the prefect of discipline and must adhere to the following:

> Should not be seen when student are wearing the proper uniform

> No demonic, pornographic images or words

> No to vulgar tattoo (big enough) to catch attention

> No tattoo in face, neck and other areas of the body that be seen when wearing uniform.

- Section 1.3 On-line Classes
- Proper Conduct and Good Grooming for Male and Female Students
1. Student must all time wear their school uniform in attending online classes. However, sandos, and pajamas are not allowed for non-uniform days classes.
2. They must adhere to good grooming same as in-person classes.

- Section 1.4 School Uniform
- The school uniform reflects and embodies the image of the school. Hence, school uniforms are only to be worn within the school or in places where required.
- Section 1.4.1 Students should wear their proper uniform and their official school identification card (ID) at all times inside the campus unless otherwise required.
- Section 1.4.2 Only black leather school shoes are allowed for male and black heeled closed shoes, with one (1) inch heel, for female students. No flat and doll shoes for female students.

- Section 1.5 LITTERING AND UNSANITARY ACTS. Students shall not commit any form of littering or unsanitary acts such as, but not limited to, urinating against the wall within the school premises.
- Section 1.6 CLASSROOM AND CAMPUS DISTURBANCE. Students shall not disturb classes in any manner.
- Section 1.7 NON-USE OF SCHOOL IDENTIFICATION CARD (ID). School ID should wear at all times inside the school compound even during non-academic activities.
- Section 1.8. POSSESSION OF SMOKING PARAPHENALIA AND LIQUOR. Students are not allowed to have possession or to bring smoking paraphernalia and liquor within the school premises.

PENALTY FOR ANY OF THE ABOVE MINOR OFFENSES:

- 1st Offense - Warning
- 2nd Offense - disciplinary notice and parents will be informed.
- 3rd Offense - to have a community service minimum of three days and maximum of ten days upon the discretionary of the dean and the prefect of discipline.

SECTION 2 MODERATE OFFENSES

- Section 2.1 **UNAUTHORIZED SCHOOL ENTRANCE AND EXIT.** *The school has one gate for entrance and exit. Students shall enter only enter the main gate.*
- Section 2.2 **WATCHING PORNOGRAPHIC OR ILLEGAL MATERIALS INSIDE THE SCHOOL.** *Students shall not bring into the school subjects, pictures, digital materials or literatures which are morally offensive or subversive of national interest.*
- Section 2.3 **SMOKING.**
Section 2.3.1 – The School is a “NON-SMOKING AREA” therefore the students are not allowed to smoke within the school premises including e-cigarette (vape and pods).
Section 2.3.2 – Smoking is also prohibited while the student is wearing the school uniform even if he or she is outside the school premises.
Section 2.3.3 – Smoking is prohibited during any school-sponsored activity even outside the school premises.
- Section 2.5 **DRINKING LIQUOR.** *Students shall not enter the campus while under the influence of liquor nor bring into the school premises any alcoholic drink. Drinking liquor is also prohibited while the student is wearing the school uniform even if he or she is outside the school premises. Drinking is also prohibited during any school sponsored activity even outside the school premises.*
- Section 2.6 **GAMBLING.** *Students shall not engage in any form of gambling, poker, STL, jueteng, online betting, sabong, or any other scheme nor shall they bring gambling materials where chance and monetary consideration are involved while inside the campus or outside while wearing their school uniform or while participating in any school activity.*
- Section 2.7 **DISRESPECT TO AUTHORITY AND FELLOW STUDENTS.** *Students shall refrain from using language and committing acts that are disrespectful, vulgar, or indecent, or which in any manner may cause or tend to disturb employees, any member of the School and other students.*
- Section 2.8 **PUBLIC DISPLAY OF AFFECTION.** *Engaging in Public Display of Affection (PDA) is strictly prohibited while in the school and outside the school while in uniform.*
- Section 2.9 **BLOGS, ARTICLES, MEMES, POST, COMMENTS OR ANY OTHER FORMS IN ANY SOCIAL MEDIA MADE BY A STUDENT, THAT DEGRADES OR Demean THE INSTITUTION, THE EMPLOYEES, AND OTHER STUDENTS ARE PROHIBITED.**
- Section 2.10 **JOINING BIKINI OPEN PAGEANTS AND THE LIKE.** *Students are not allowed to join bikini open pageants or any form that convey sexual acts, immorality and the like. Moreover, student is not allowed to join Gay and Lesbian Beauty Pageant. However, students who will be joining decent and reputable beauty pageant should ask approval from their academic dean and the OSS*
- Section 2.11 **CHEATING.** *Cheating during examinations, quizzes, assignments and copying from Artificial Intelligence or internet and others are prohibited.*
- Section 2.12 **PUBLIC APPEARANCE WHETHER IN PERSON OR VIA OTHER MEDIA INVOLVING THE NAME OF THE SCHOOL.** *Any public appearance of a student whether in person or via other media should also be with the prior consent of the Adviser and the Dean of the Student Services. If it is unavailable to get prior consent for the appearance, the student should not mention the name of school, nor is the student allowed to wear uniform, ID, or any identifiable clothing, article, or symbol of the school. Where no prior notice can be obtained due to unavoidable circumstances, the student is obliged to inform the Adviser and the Dean of Student Services after the appearance.*

PENALTIES FOR THE ABOVE-MENTIONED OFFENSES

- 1st Offense:** Student has to go community service minimum of three days and maximum of ten days upon the discretionary of the dean and the prefect of discipline
- 2nd Offense:** Student will undergo the procedure set by the Student Discipline Committee (SDC) with Three (3) to Five (5) days suspension will be imposed.
- 3rd Offense:** Student will undergo the procedure set by the Student Discipline Committee (SDC) Ten (10) to Fifteen (15) days suspension will be imposed.

SECTION 3 MAJOR OFFENSES

- Section 3.1 **BRINGING OR USING DEADLY WEAPONS OR EXPLOSIVE MATERIALS.** *Students shall not bring into the school premises explosive materials or deadly weapons of any kind, whether concealed or openly. The use of such weapon shall aggravate the act. The Guard-on-Duty has the right to “body search” or “bag search” of student upon at the main gate. If found any deadly weapon or explosive material, the guard will not allow the student to enter the school and immediately call the OSS for proper investigation.*
- Section 3.2 **ACTS OF LASCIVIOUSNESS.** *Students shall maintain proper and decent behavior towards co-students, patients, faculty members and school staff. Acts of lasciviousness or lewdness shall be prohibited. If the act is done outside the school, and has been reported to the prefect of discipline, the student-suspect will be called together with the parent. The guidance facilitator will also intervene during the process.*
- Section 3.3 **VANDALISM.** *Students shall not write, draw, or engrave on any place or any property of the school, students, faculty and school staff or visitors.*
- Section 3.5 **DAMAGE OF SCHOOL PROPERTY AND WILLFUL DESTRUCTION.** *Students shall not damage school property, students, faculty and school staff or visitors in any manner.*
- Section 3.6 **DISHONESTY.** *Students shall not commit any form of dishonesty, including but not limited to a) willfully concealing needed information for evidence, b) Fabrication and/or giving false statements;*
- Section 3.7 **FORGERY, FALSIFICATION AND TAMPERING OF SCHOOL RECORDS, SCHOOL FORMS, RECEIPTS, OFFICIAL ANNOUNCEMENTS, AND POSTERS.** *Students shall not forge, falsify nor tamper school document of any kind.*
- Section 3.8 **STEALING.** *Students shall not steal properties of other students, school personnel, and faculty members as well as properties of the School.*
- Section 3.9 **MAINTAINING BARRICADES AND OBSTRUCTION TO ANY ENTRANCE OR EXIT OF THE CAMPUS.** *Students shall not maintain any obstruction to any entrance to or exit from the School or prevent, coerce, or threaten other students, faculty members, administrator, or any school personnel from entering into or going out of the campus.*
- Section 3.10 **GRAVE THREAT AND OTHER RELATED INCIDENTS LEADING TO THE SAME INTENTION.** *Students shall not engage in any act to threaten other students, employees, faculty members, and administrators of the School.*
- Section 3.11 **DRUG USE.** *Students shall not enter the school premises under the influence of drugs nor bring any prohibited or regulated drugs that contain addictive ingredients. Possession and selling of drugs are also prohibited.*
- Section 3.12 **PLAGIARISM.** *Students shall not copy someone else's work, either in whole or in part, and passing them off as theirs.*
- Section 3.13 **MEMBERSHIP IN ANY UNRECOGNIZED ORGANIZATION.** *Students shall not form nor affiliate in any unrecognized organization including fraternities and sororities. Unrecognized organizations refer to those which are not accredited by the Office of Student Services.*
- Section 3.14 **HAZING.** *Students shall not conduct nor be involved in any form of hazing or any activity inflicting harm or physical injury to fellow students.*
- Section 3.15 **PHYSICAL INJURY.** *Students shall not commit serious provocation, attack, inflict harm or physical injury to fellow students, personnel, faculty members, administrators, and other employees of the School.*
- Section 3.16 **IMMORALITY.** *Students shall not be involved in any immoral acts including but not limited to:*
a. Illicit Affairs;
b. Man to man, woman to woman relationship;
c. Abortion;
d. Prostitution; or
e. Student to Faculty relationship
- Section 3.17 **PUBLIC SCANDAL.** *Students shall not be involved in any public scandal inside the school and outside the school.*
- Section 3.18 **USERPATATION AND LENDING SCHOOL ID.** *Using school ID of students and lending ID to others*

are prohibited.

PENALTIES FOR THE ABOVE-MENTIONED OFFENSES

The respondent will undergo the procedure set by the Student Discipline Committee (SDC). If proven, the student will be sanctioned from **DISMISSAL** to **EXPULSION**.

Section 2.27 ***OFFENSE COMMITTED OUTSIDE THE SCHOOL.** The school has a vital interest in the character of the students and may regard off-campus behavior as a reflection of students' character and their fitness to be a member of the studentry. The penalties below shall be imposed for acts committed outside the school and beyond school hours in the following instances:*

a. In cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus;

b. In cases where the misconduct of the student affects the good name or reputation of the school or is a violation of Philippine Laws.

PENALTY:
The respondent will undergo the procedure set by the Student Discipline Committee (SDC). If proven, the student will be sanctioned from **DISMISSAL** to **EXPULSION**.

Section 2.28 *The School Administration reserves the right to reprimand and/or penalize students for any breach of Philippine law, rule, or regulation or is against good morals and proper conduct and decorum or any misdemeanor contrary to the vision-mission of the School or the existing school policies, regulations, or laws not embodied in the handbook, but hereafter, will be adapted as part of this Code of Conduct .*

The respondent will undergo the procedure set by the Student Discipline Committee (SDC). If proven, the student will be sanctioned from **DISMISSAL** to **EXPULSION**.

PROCEDURE FOR STUDENT DISCIPLINE COMMITTEE (SDC)

1. The respondent (student accused of violation) will submit a detailed incident report within three working days of being notified of the alleged violation. The Office of Student Services (OSS) will conduct a preliminary investigation to gather facts and determine if there is sufficient evidence to proceed with a formal hearing.

2. If the preliminary investigation justifies a hearing, the OSS Dean will schedule the hearing with the Student Discipline Committee (SDC). All concerned parties, including witnesses, will be notified at least five working days in advance.

3. The Student Discipline Committee (SCD) will convene as scheduled. Prior to the hearing, all committee members will review the incident report, preliminary investigation findings, and any other relevant documents.

The Student Discipline Committee is composed of:

Dean of the Office of Student Services (Chair)

Prefect of Discipline

Academic Adviser

Dean/Program Coordinator of the respondent's department

Student Representative

- 3.a. During the hearing, the committee will review the incident report and evidence.

3.b. Hear statements from the respondent, witnesses, and any other relevant parties.

3.c. Allow the respondent to present their case and respond to any allegations.

3.d. The committee will deliberate in private to reach a decision based on the evidence and testimonies presented.

4. The prefect of Discipline will call the parent of the respondent for dialogue and discuss the case and possible consequences and penalty.

5. The Prefect of Discipline will draft the disposition of the case, which includes the committee's findings and recommended sanctions. This draft will be signed by all committee members with two days after the schedule meeting of the SCD. The draft disposition is then submitted to:

For moderate offenses, the Vice President for Academic Affairs will review and recommend the copy of the decision of the Student Discipline Committee (SDC) to the School President for review and approval within five working days.

For major offenses, the Legal counsel will review the decision of the Student Discipline Committee to check that the discipline committee's decisions adherence to statutes regarding student rights and disciplinary procedures comply with local, state, and CHED laws. After which the copy of the decision will be forwarded to the Vice President for Academic Affairs and to the School President for their review and approval within seven working days.

6. Once approved by the President, the decision becomes final and executory. Copies of the final disposition will be forwarded to the department. The respondent and the parent will be notified on the necessary sanctions by the dean or the program coordinator which will then, the decision will be implemented immediately. The original copy of the decision will be kept in the OSS.

7. After the penalty has been served by the student, he will undergo counseling before he/ she can return to his or her class. The class adviser will assist the respondent.

8. The respondent has the right to appeal the decision within five working days of receiving the final decision. The appeal must be submitted in writing to the School President, who will review and respond to the appeal within ten working days.

9. All documents related to the incident, investigation, hearing, and final decision will be maintained securely by the OSS.

DEFINITION OF PENALTIES

Student Discipline Committee (SDC) - is a formal body constituted by the school to manage and adjudicate cases involving alleged violations of students from the Student Code of Discipline. The committee is tasked with ensuring fair and consistent application of disciplinary procedures and sanctions.

Suspension – a penalty where the student is not allowed to attend classes.
Community Service – a penalty given to student where he/ she needs to do some community work within the school or within the community.

Dismissal –refers to the permanent removal of a student from the school due to severe violations of the student code of discipline.

Expulsion – a penalty wherein the erring student is disqualified for admission to any public or private higher education institution in the Philippines.

STUDENT SERVICES

I. RATIONALE:
Education primarily nurtures the capabilities and cultivates the potential of man towards the development of a holistic human being – a person conscious of his eternal destiny, aware of the dynamics of change, challenged by the need of daily living, cognizant of regional, national, and global issues and ready to meet the demands of life in pursuit of objectives in whatever socio-economic level he belongs. It is in this context that the Student Services provides activities and assistance to students to pursue their aspirations, thus realize the vision-mission of the School which is the breeding of a skilled, scientifically-informed, committed and technically-competent health professionals primarily concerned in the promotion of health and prevention of maladies.

- II. OBJECTIVES:**
1. To make the stay of the students in the School enjoyable through the numerous activities and programs they will be exposed to.

2. To help the students through group experiences to learn and to live harmoniously with others.

3. To help students excel academically according to their attitudes and interests.

4. To make students understand themselves better through their attitudes and interests and to be relieved of disabling tensions, learn to manage their emotions properly, and use them productively.

5. To inculcate the values of co-existence, service and cooperation among the students.

6. To maximize the potentials and enhance the talents of the students.

7. To help students cope with the problems that affect their academic performance and be aware of the school policies.

cies and regulations which bind students, faculty members, personnel and administrators together and be one in the achievement of the School's vision and mission.

III. DECLARATION OF PRINCIPLES

- 1. That efficient and effective delivery and implementation of the different student services contribute to the attainment of the school's vision, mission and objectives
- 2. The Student Services provide opportunities for students' total development and formation
- 3. That the administrative support is necessary for an effective implementation of the Student Services

THE STUDENT SERVICES

A. STUDENT WELFARE PROGRAMS AND SERVICES

These are the basic services that are necessary to serve the needs and well-being of the students.

a. GUIDANCE SERVICES

A set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest. These include the following major services:

- 1. Information and Orientation Services
- 2. Career and Placement Services
- 3. Individual Inventory Service
- 4. Counseling Services
- 5. Testing Services
- 6. Research and Follow-up Services
- 7. Referral

SPECIAL PROGRAMS

i. Advisorship Program

The Advisorship Program is an integrated student program for all students from first year to fourth year. It is designed to provide students with knowledge and skills in self-understanding and management, personality development, building healthy relationships, crisis management, career planning and the formation of character that is grounded on sound personal values. This is conducted for an hour once a week depending on the availability of students and their advisers.

ii. Gender and Development Program

Gender and Development is a program which promotes gender equality, thus; removing explicit, implicit, actual and potential gender biases, emphasizes fairness and equity, and demands that everyone in society, whether male or female has the right to the same opportunities to achieve a full and satisfying life.

iii. Adolescent Reproductive Health Program

In furtherance of one of the major components of the UNFPA 5th Country Programme of Assistance – RH Subprogramme, this program aims to provide holistic support and opportunities for young people and attempts to meet their needs by building their own capabilities, assisting them to cultivate their own talents and increasing their self-worth, and easing their transition to adulthood.

With its invaluable support and active involvement in the implementation of the ARH Program during the UNFPA 5th Country Programme of Assistance, ISAP was chosen as the ARH model for non-sectarian setting and beneficiary of the UNFPA 6th CP Technical Assistance Programme (TAP).

b. SCHOLARSHIP AND FINANCIAL ASSISTANCE

With the initiative of the Community Extension Service, and on the basis of certain guidelines, policies and requirements, students who are “poor but deserving” are recruited to be given study grants and scholarships sponsored by the school and other private entities and agencies.

c. HEALTH SERVICE

This service looks into the health condition of students. It includes physical and dental examination, medical examination / consultation daily dispensary treatment, health education / counseling /lectures, adolescent representative, health (HIV-AIDS / STD education), pregnancy testing, safety services, vital signs taking, height and weight monitoring, hepa screening c/o Holy Infant Clinic, national voluntary blood donation c/o Cagayan Valley Medical Center blood bank, health lectures and referral to established affiliation centers. The school clinic entertains health concerns of students, faculty and staff of the school with a stand-by school ambulance to be of use for emergency purposes. Licensed medical and dental professionals with the aid of student nurses, in rotation schedule, administer these services.

d. FOOD SERVICE

This service is provided to cater students' physiological needs through the availability of safe and healthy food. Considering the student population, the school has provided them with four (4) canteens. A range of dishes at affordable prices are offered to students. A glass of free mineral water is provided to students at every meal. A purified drinking fountain is made available.

e. SECURITY AND SAFETY SERVICES

This service ensures the security and safety of students while in the school premises. Infrastructures and facilities comply with government standards with well-structured electrical plans and with fire safety gadgets installed in strategic places in every building. Perimeter fences are put up to protect students from unnecessary temptations and outsiders. Licensed and competent security personnel are also provided to further ensure their safety and security.

f. STUDENT CONDUCT AND DISCIPLINE

This service is involved in imposing sanctions to students who committed infractions and violations of the school rules and regulations and ensures due process in the implementation of such. The Prefects of Discipline keep all records of students for confidentiality purposes; and in cases of major violations, a Grievance Committee is consulted before any sanction is imposed.

g. STUDENT HOUSING

This service provides assistance in terms of housing accommodation of students. There are dormitory matrons who strictly monitor students' behavior. Likewise, dormitory cleanliness is observed to ascertain a safe and conducive environment. Rules and regulations are established to facilitate any dormitory activity such as programs, orientation, residential counseling, socialization, supervised study time, and familiarization tours.

A Boarding Home Owners and Managers Association (BHOMA) is created to ensure that boarding houses (those not operated by the School) where students are lodged meet the required standard and are accredited by the School.

h. TRANSPORTATION SERVICE

This service pertains to the mobility of the students in and out of campus through the use of school transportation. The school provides the students with coasters and buses for their use during retreats, local tours, Related Learning Experiences (RLE) and other school-related activities.

i. STUDENT INSURANCE

The School provides for a personal insurance policy to all bona fide students which covers accidental death and dismemberment.

B. STUDENT DEVELOPMENT PROGRAMS AND SERVICES

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility.

a. STUDENT ORGANIZATIONS AND ACTIVITIES

This service pertains to the recognition and accreditation of student groups or organizations. Certain guidelines and requirements are imposed in the accreditation and in the renewal of membership as a recognized club or organization of the School. The Coordinator of Student Activities has set a standard system of supervising, monitoring and evaluating student groups and their activities to ascertain that any activity planned by the organization is properly and legally

conducted.

b. LEADERSHIP SEMINARS

To develop the capacity of the students for future responsibility and leadership, numerous leadership seminars are conducted by the School to render assistance to students to become an effective and productive component of the school and the community.

c. STUDENT COUNCIL

This is a recognition of the right of the students to govern themselves and to be represented in appropriate student councils. The president of the Student Council is an automatic member of the Grievance Committee and the curriculum review team of the school.

d. STUDENT PUBLICATION

The student publication recognizes the right to free and responsible expression of students. The Quill, the official publication of the school, is being published at least twice in every academic year, to inform students and employees of important events that have transpired and to provide an avenue for students to express their ideas and views on issues that are of political, social, and educational relevance.

e. SPORTS AND DEVELOPMENT PROGRAMS

This service is provided to students for them to be given the opportunities for physical fitness and recreational activities for the upliftment and enhancement of their skills and abilities towards a holistic development.

f. CULTURAL PROGRAMS

This activity is provided to give the students the opportunity and appreciation of culture and the arts. It encourages participation of students to join in any musical, cultural and theatrical endeavors for their exposure and recognition.

g. SPIRITUAL FORMATION

The constitutional right of the students to exercise freely their religion is respected. This paved the way to the creation of campus ministry which sponsor monthly masses and the accreditation of clubs and organization by the Office of the Student Services which aim to help students pursue a God-centered lifestyle.

h. COMMUNITY SERVICE

Reaching out to the poor and disadvantaged individuals, families, and communities, has been a pledge of the school as a way of recognizing its love of the community and of the nation. In coordination with several government and non-government units and agencies, the school serves the needs of the target beneficiaries and partner-communities.

i. SPECIAL PROGRAMS

I. Discovery Weekend

This is a 2 ½-day self awareness program for freshmen conducted at MCNP-ISAP Friendship Camp in Cabbo, Peñablanca, Cagayan. This retreat is focused on the “Self Vision” with the theme: “Self Awareness - Strengthening the Foundation of the Future”. In essence, this is a growth session aimed at providing students with prayerful weekends and input. The quiet, peaceful and reflective environment helps students examine themselves and give stronger support for them to face the future with more confidence and assurance of better success.

II. Friendship Camp

This special program intended for the second year students aims to awaken the spirit of cooperation, healthy communication, commitment, responsibility and leadership. This is a continuing program of the Discovery Weekend in order to maintain the students' sense of well-being through their interactions with others. The main idea is to leave to the classroom those subjects which can be best taught there and take to the campsite the things which can be better understood in an actual setting.

III. Camp of Colors

The Camp of Colors is a 3-days & 2-nights program for 3rd year students of MCNP designed to help them face challenging life situations every day. It is geared on the following objectives: to realize that the world and man are two inseparable realities, to understand man as a value, to live a life of human-relatedness with others, to practice love for

fellowmen as the ultimate criterion to human relations, to understand death as inevitable reality in the life of man, to establish proper attitude about the issue of death and to understand that God is the source of true happiness.

IV. Success Plus Seminar

A special send-off orientation cum leadership seminar of the candidates for graduation where they are being prepared to face the world on their own as adult professional s ready for the challenges that lie ahead. This activity aims at empowering students to pursue a career path that will put them on the right track and will help them make the first step towards ensuring individual successes.

**POLICIES, GUIDELINES AND PROCEDURES FOR MCNP-ISAP MANDATORY
RANDOM DRUG TESTING OF STUDENTS**

RATIONALE

The Philippines’ drug problem continues to remain a serious national concern that permeates both the public and private sectors not only as security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complimentary role of public and private higher education institution (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs is enjoined to include in their student’s handbook the conduct of mandatory drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of institutional freedom, also include in its Student Handbook a policy on the conduct of a mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other requirements.

It is the desire of the institution in compliance to CMO no. 64 s. 2017, to conduct the mandatory random drug testing for the welfare of the students which ensure the benefits of the program not only personal but for the welfare of the MCNP and ISAP as a whole.

OBJECTIVES

The program aims to:

1. Promote a “drug free” campus and further the legitimate interest of the government in preventing a deterring dangerous drug use among the youth:
2. Instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching and learning environment and affecting other students as well:
3. Strengthens the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents:
4. Establish a stronger partnership between the government, the institution and parents/stakeholders in providing programs and activities intended to facilitate the holistic and well-rounded student development and promoting healthy lifestyle practices: and
5. Ensure that the drug testing policies of the institution are just and reasonable which guarantee the protection of the fundamental rights of the students.

ESTABLISHMENT OF DRUG-FREE COMMITTEE (DFC)

1. The school shall establish a Drug-Free Committee(DFC) which shall formulate the Guidelines and Procedures of the Drug Testing in Accordance with the pertinent provisions of RA 9165, Board Regulation no. 6 s. 2003 as amended by Board Regulation no. 3 s. 2009. The program shall include, among others the drug education, prevention and control initiatives that will promote a “drug-free” campus. The result of the drug testing will be on utmost confidentiality.

2. The school President shall be the head of the DFC and shall appoint a Drug Testing Coordinator (DTC) who shall handle the drug testing program.
3. The names and compositions of the DFC shall be submitted to the CHEDR02.
4. The DFC shall have the following responsibilities:

a. Compose the selection Board for the conduct of the drug testing with the DTC as the chairperson, Health Services, Guidance office, Council of Leaders, Parent Representative, School statistician and the Dean of the Student Services as the member.

b. Closely coordinates with identified partner agencies to access official list of DOH-accredited drug testing facilities, physicians or private medical practitioners duly accredited to administer and conduct drug testing.

c. Always ensure the confidentiality and integrity of the drug test results and handles reportorial requirements and any relevant information that is need for submission to CHEDR02.

d. Determine the level of preparedness of its terms of the appropriate institution-level interventions and referrals.

e. Monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing appropriate interventions for the intention of treatment and rehabilitation.

f. The DFC, including all Guidance Counselors and other qualified medical personnel of the school shall be trained for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

PROCEDURES

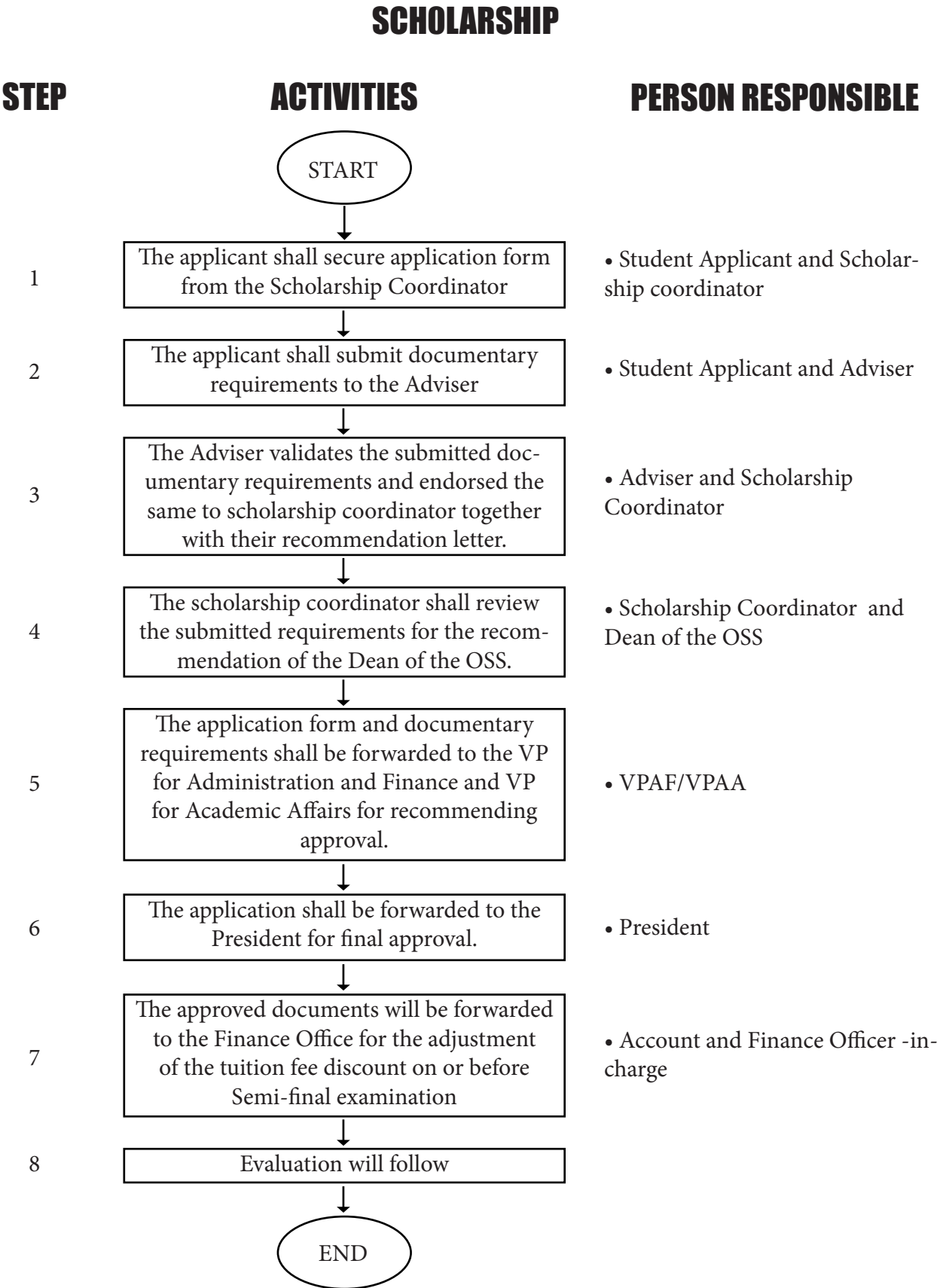
1. The school's administration through the "Drug Free Committee" shall discuss and explain the provision and its procedures in the conduct of Mandatory Random Drug testing to the school community specifically the students and the parents/stakeholders. All students and their parents/stakeholders shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school year. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the drug testing.
2. The institution, through the office of the Health Services shall partner with the DOH-accredited drug testing facility, physician or private medical practitioner duly accredited to administer drug testing.
3. The testing expenses shall be part of the fees under Student Activity Fund.
4. The conduct of the drug testing shall be once in every School Year upon the approval of the administration. The office of the Student Services together with the Health Services shall prepare and submit annual report to the CHED Regional Office 02 through the Executive Officer on the implementation of the program.
5. Selection of Sample

PRE-SPECIMEN COLLECTION PHASE

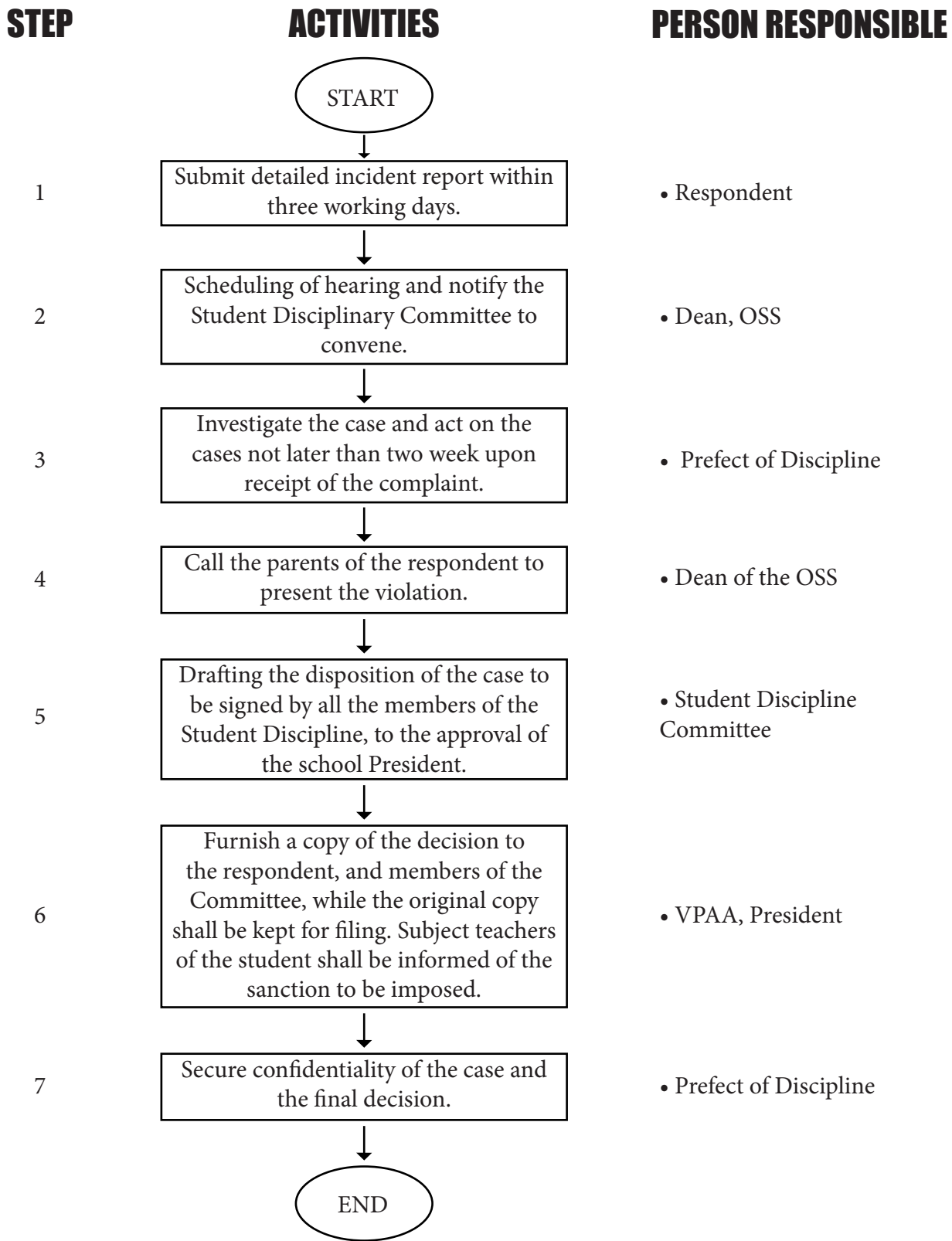
- a. Supervising Agency Requires the Creation of "Selection Board" at the school/institution level and orients them on the roles and responsibilities including preparation of documents.
- b. Supervising Agency through the Selection Board, informs the parent's/families of students on the conduct of the Random Drug Testing (RDT) in writing (now through MEMORANDUM dated JANUARY 6, 2014).
- c. Supervising Agency and the Department of Health prepare plans on the conduct of RDT and convenes the Team.

SPECIMEN COLLECTION PHASE

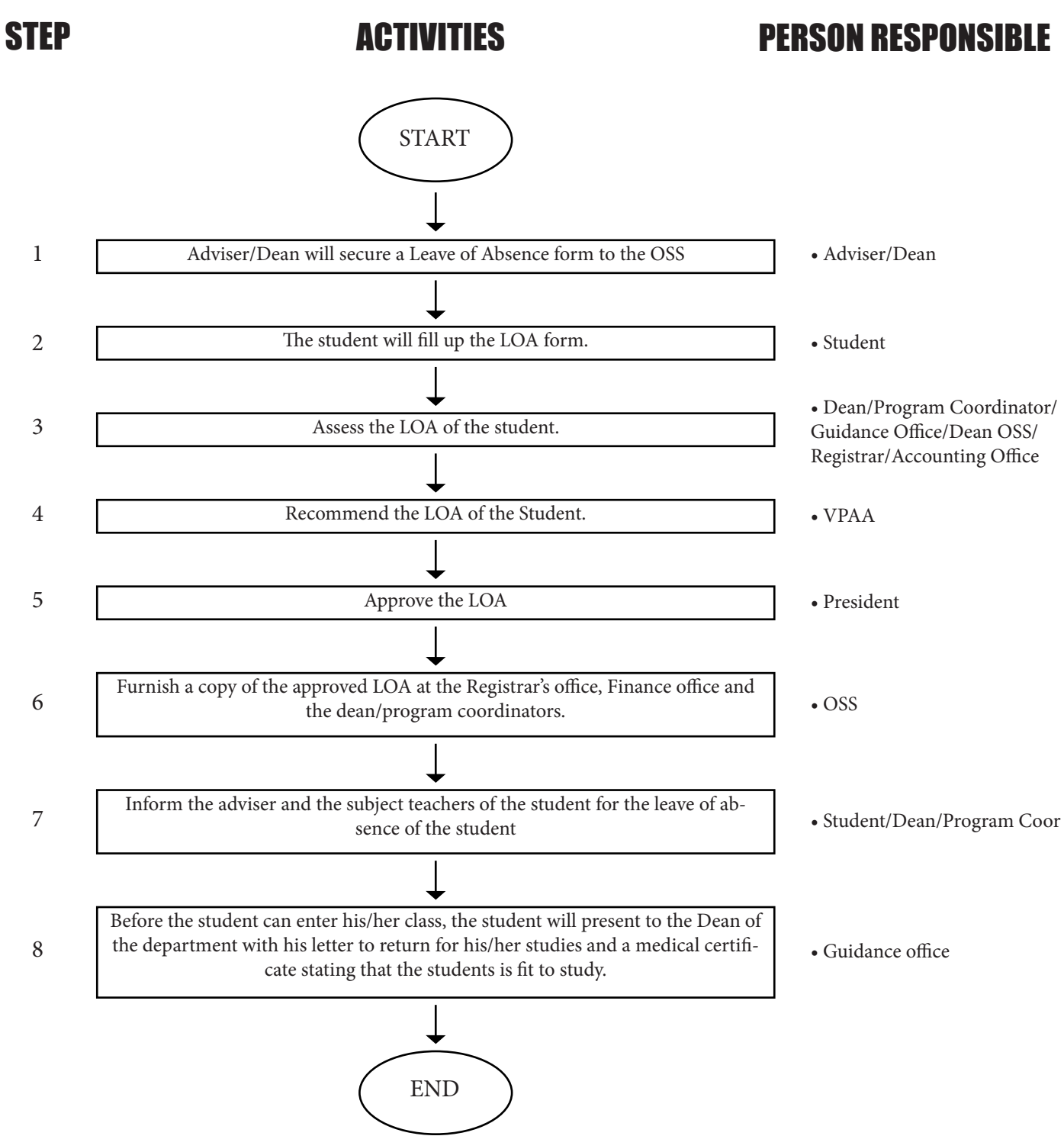
- a. RDT Team meets with the Selection Board of the School concerned, pays courtesy call and does orientation, while simultaneously preparing the collection site. The collection site will be done at the school premises.
- b. RDT Team and Selection Board, following set procedures, randomly select the students to be tested from the masterlist provided by the school.
- c. The whole student population of the Institution shall be included in the Random sampling.
- d. The selection criteria will be deliberated by the Selection board using the stratified random sampling technique. This technique will give an equal percentage of each colleges/departments based from their population. The total sample size to used will at least five percent(5%) of the total enrolled students.

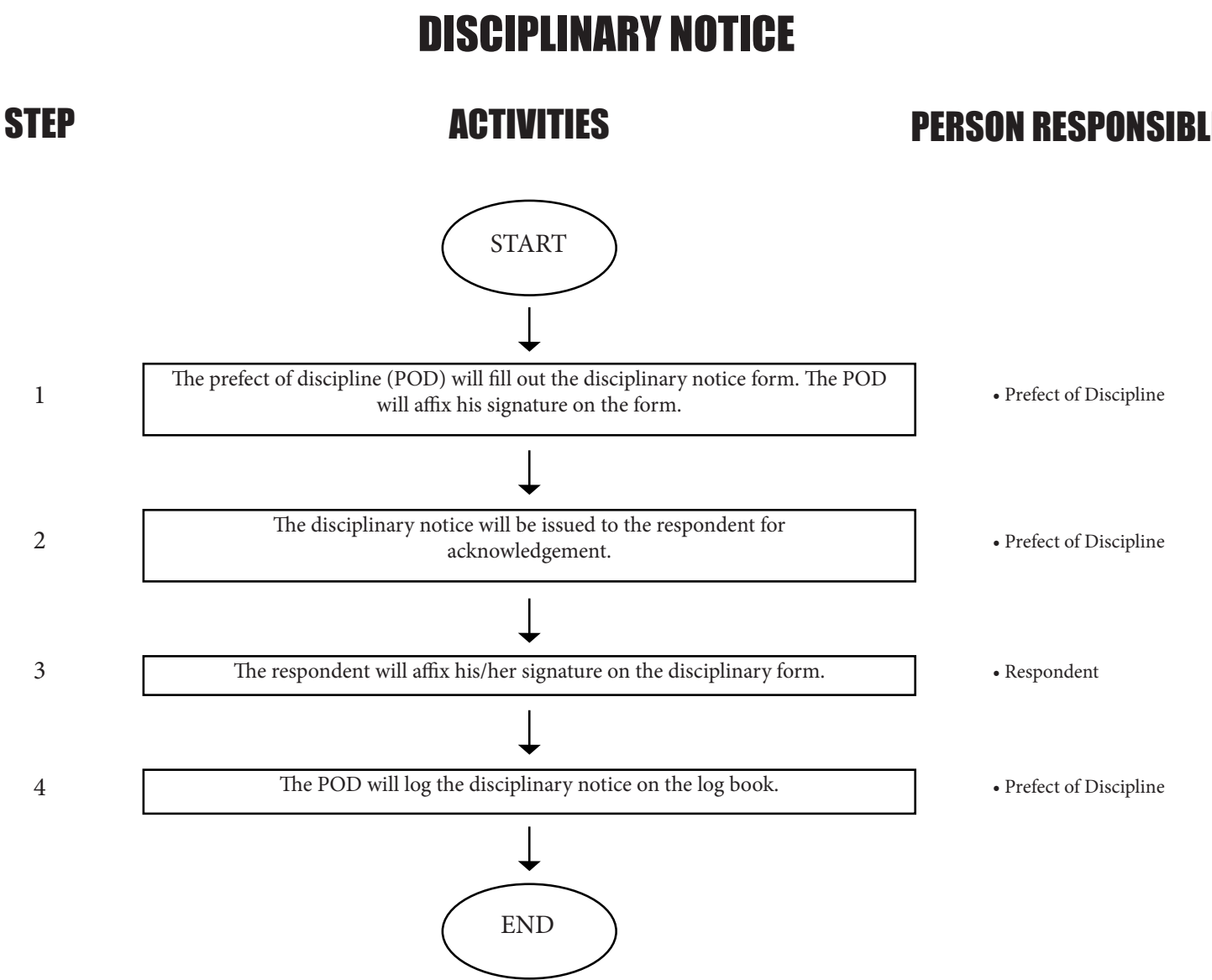
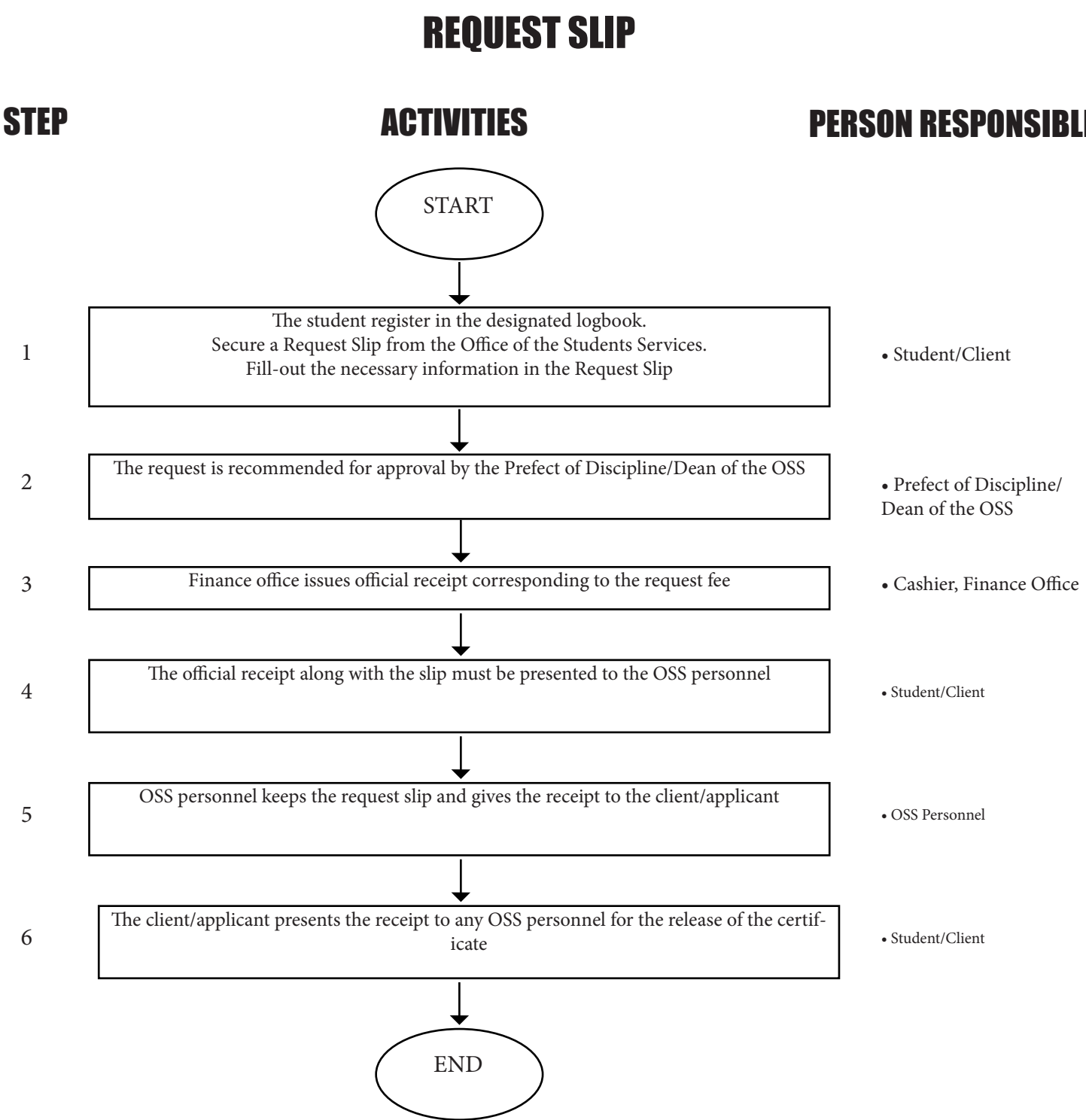


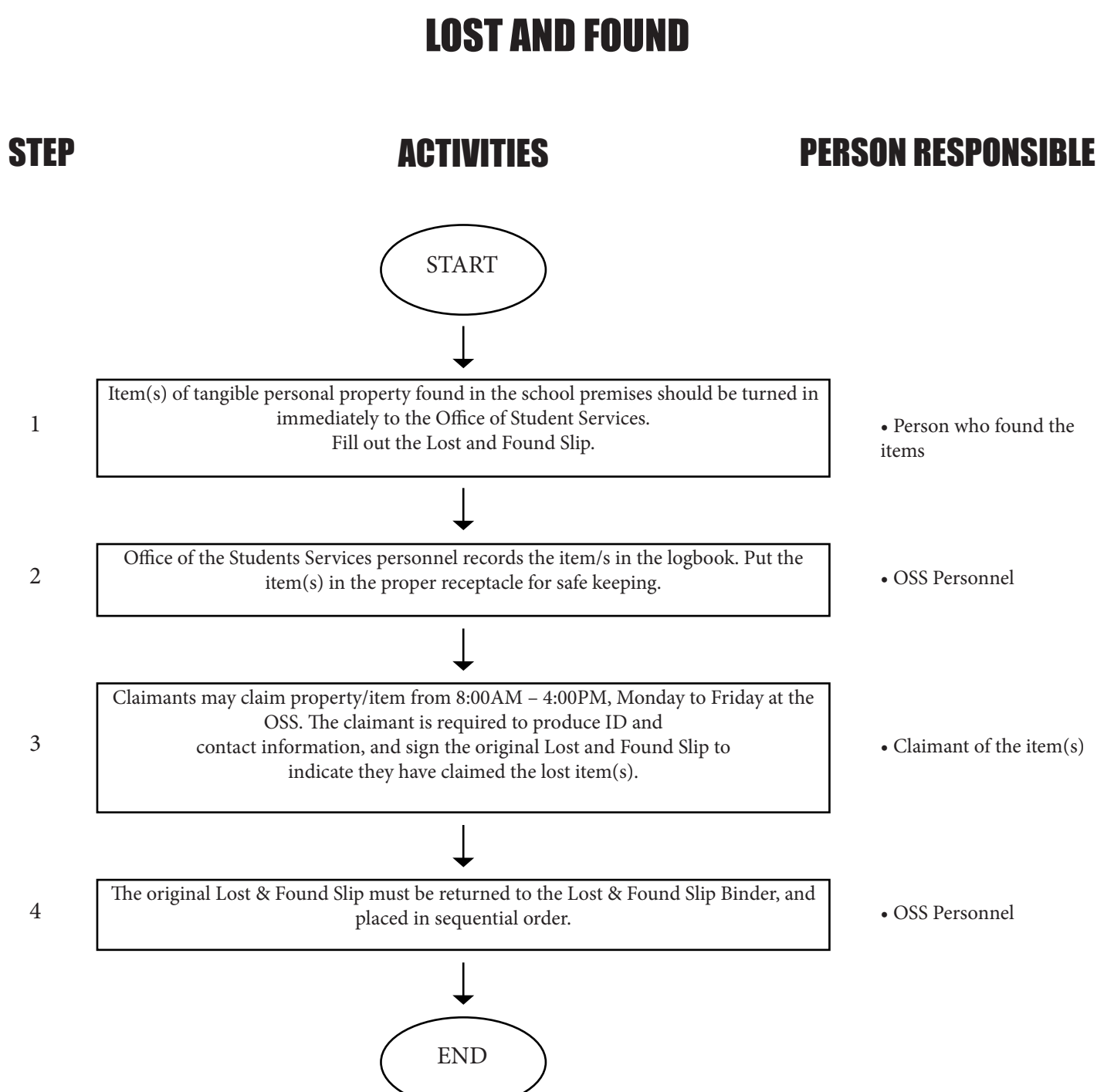
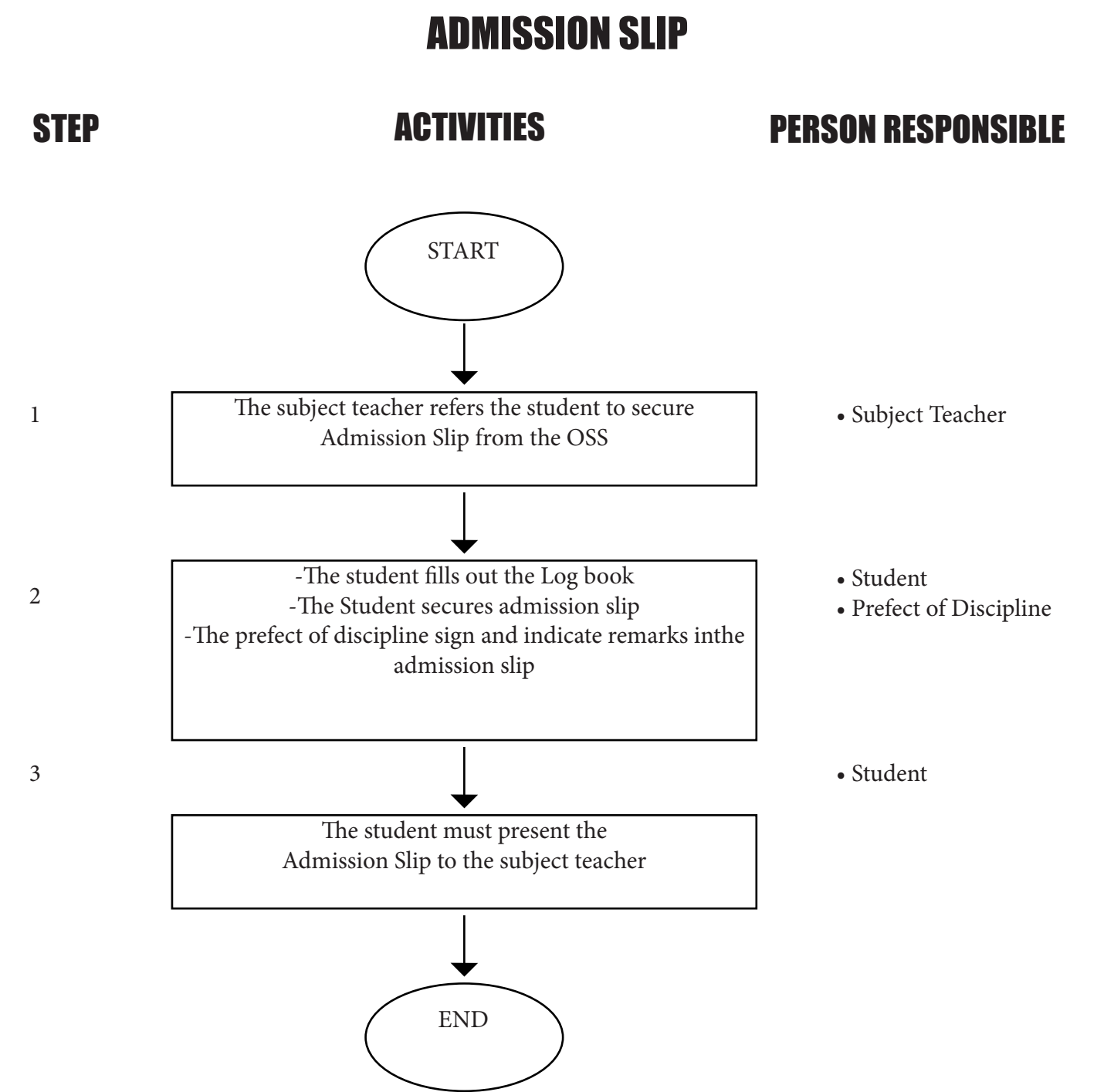
IMPOSING DISCIPLINARY ACTION



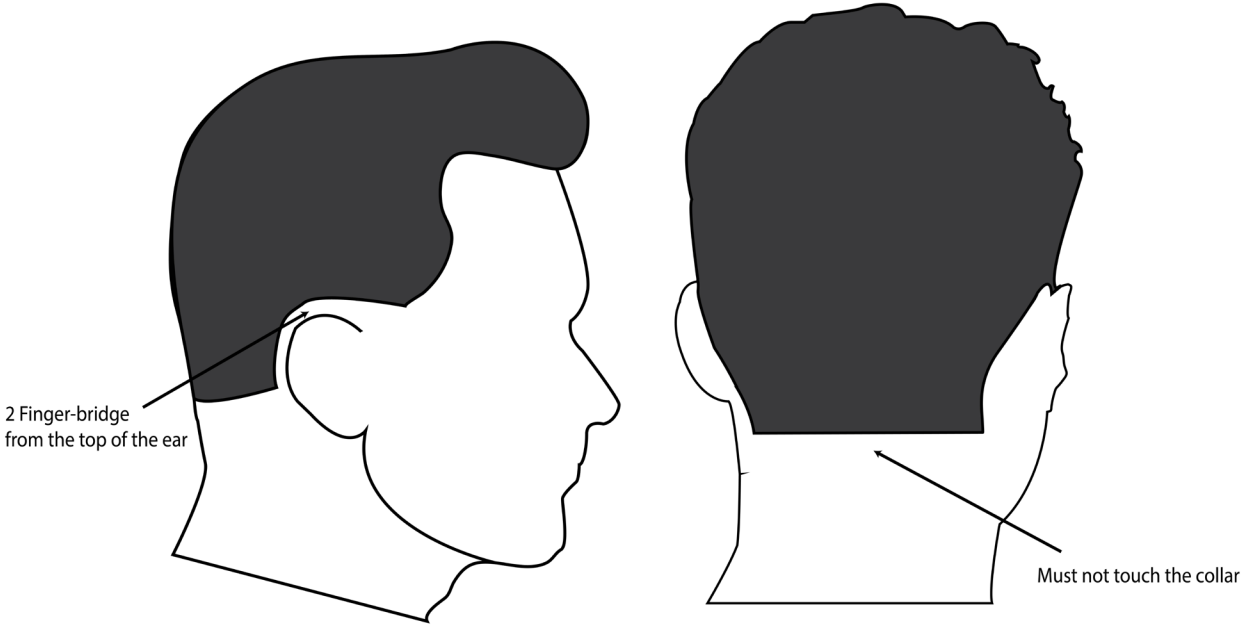
LEAVE OF ABSENCE



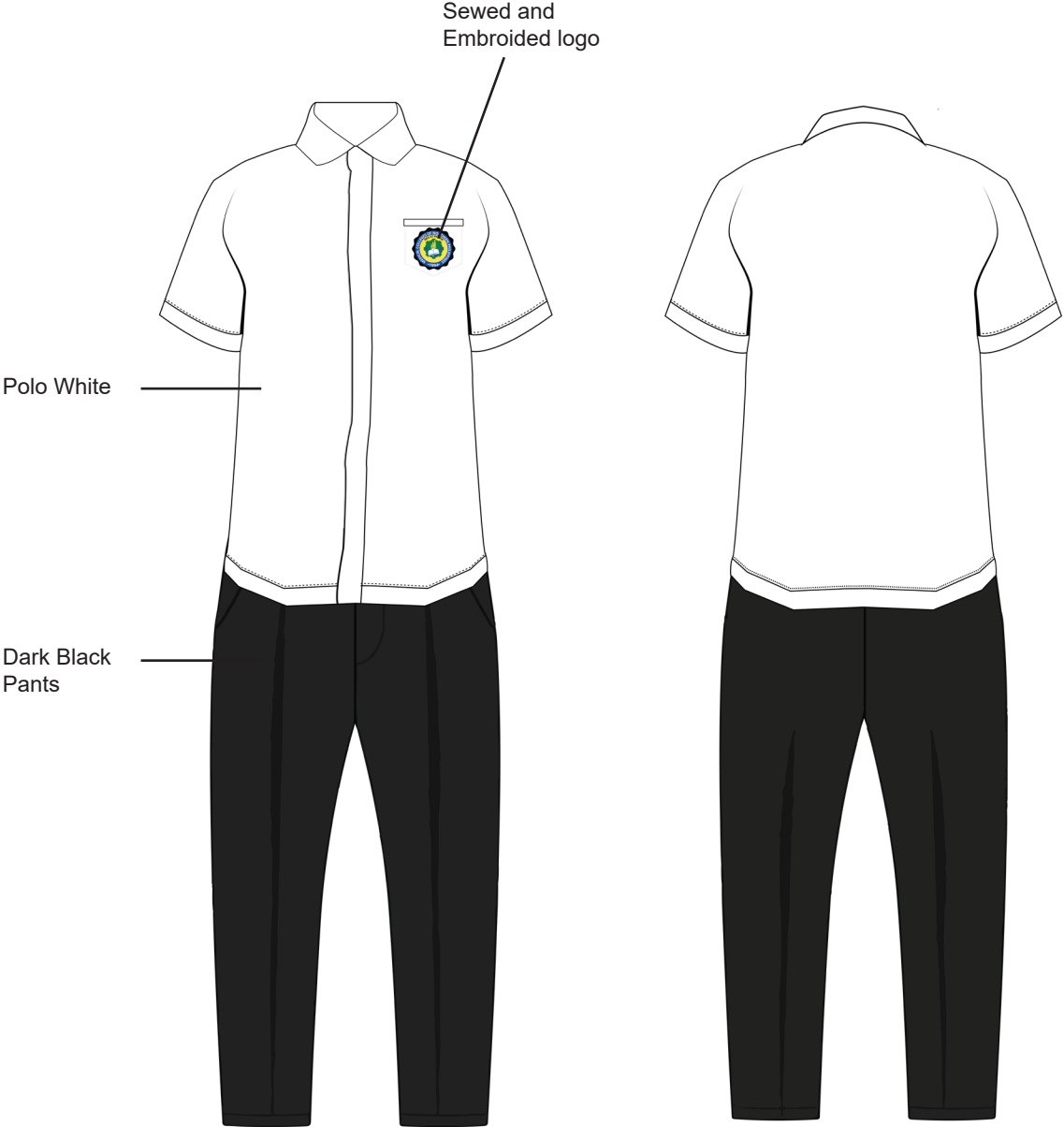




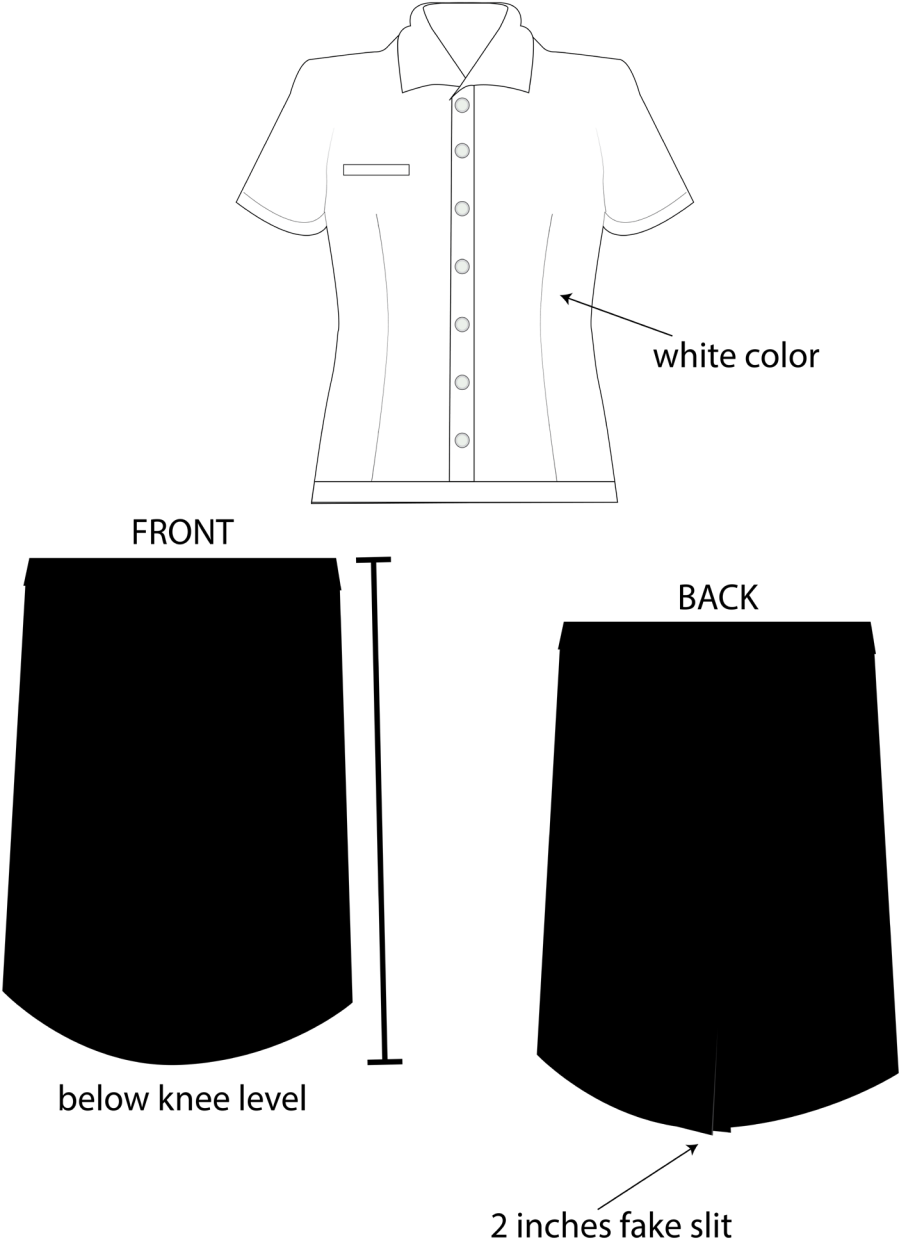
HAIRCUT FOR MEN



UNIFORM MEN



UNIFORM WOMEN



CLASS ADVISERS

Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			

GUIDANCE COUNCELORS

Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			

OFFICE OF THE STUDENT SERVICES

Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			
Academic Year:		Signature:	
First Semester:		Signature:	
Second Semester:			

REMARKS:

STUDENTS' PLEDGE OF COMMITMENT

We, the MCNP students anchored with the vision-mission of this institution, do sincerely and heart-ly swear, commit and perform our duties and responsibilities to the best of our abilities in the pursuit of our holistic development and in the upliftment of the quality of life.

Specifically, we obligate ourselves to do the following purposes:

- That we endeavor to participate in all meaningful and endearing academic and non-academic activities which develop and improve our specific potentials and demonstrated capabilities;
- That we further pledge to be more proactive and empowered students to become responsible leaders who will lead the next generation;
- That we shall acknowledge the sacrifices and efforts of our parents, teachers and administrators by studying hand and aspiring for excellence in instruction, research and extension;
- That we shall continue to serve as inspiration, an inspiration that in the long run be translated to social transformation, an inspiration for every rising ISAPians to aim high and put ISAP on the peak of glory and golden harvest;
- That we finally swear to serve our fellowmen in the percepts of humility, wisdom and compassion, for the glory of God and our country.
- We shall impose these upon ourselves without reservation or purpose of evasion.
- So help us God.

AFFIDAVIT OF ACKNOWLEDGEMENT OF SCHOOL POLICIES

I, _____ years of age, and a resident of _____ after having been sworn to in accordance with the law, do hereby depose and say that:

1. I have freely and voluntarily applied for admission to MCNP, and as such I submit to its rules and regulations, as well as to all rules and regulations that the school's administration may subsequently enact;
2. I agree to submit to the penalty of expulsion from the school in case of a serious infraction of any of the rules mentioned in paragraph 1 hereof, when my guilt is established by competent authority in accordance with administrative due process;
3. I do not belong to any organization, movement, or a group that is not recognized nor approved by the MCNP administration, and I acknowledge membership in any such organization, movement or group is contrary to the basic policies of the school, and may constitute ground for dismissal;
4. In the interest of the unhampered delivery of educational services, I accept the established channels of communication, and dialogue with administration, when this should be necessary, and likewise accept that engaging in mass action whatsoever that is disruptive of the good order of the school, or injurious to its reputation, or that result in fragmenting the school community in any measures whatsoever is a serious offense and punishable by dismissal;
5. I acknowledge that my admission to MCNP is on an annual basis only and that the school reserves the right to deny my admission in succeeding years on the basis of its school policies as well as the sound discretion of the administration.
6. I have read the relevant disciplinary manuals and school rules and regulations and submit myself to the provisions therein for compliance.

Signature Over Printed Name

Witnesses:

Class President

Class Adviser

Date

Conforme:

Signature of Parent/s Over Printed Name

MY PERSONAL COVENANT

As a student of MEDICAL COLLEGES OF NORTHERN PHILIPPINES, in the spirit of voluntarism and freewill, I agree to support the Vision-Mission Statement of the School, follow the Code of Conduct embodied in the Student Handbook, be aware of all the Academic Regulations and comply with all the policies affecting me as a student.

I believe that my major responsibility is studying well, availing of all the privileges and the means of attaining excellence in my chosen field. In doing so, I will be able to achieve the goals I set myself into, thus making my parents proud of me and myself becoming disciplined, honest, mature, industrious and law abiding citizen.

I am aware that I should sincerely abide to the following RULES and REGULATIONS that will help me put order and system into my student life.

I must be in proper uniform while I am in the school campus with my identification card properly and fully exposed at chest level.

If I am a male, I am not allowed to wear earrings and should have proper haircut. If I am a female, I am not allowed to wear loud jewelries and my hair should be properly combed.

I must not loiter in the corridors during class hours and vacant time, I must stay in the library or in the study areas making my assignments or studying my lessons.

Vandalism is strictly prohibited. The school is my home away from home therefore, I should exert utmost care and concern in maintaining order, cleanliness and care of its properties ever aware that vandalism destroys - not builds.

I shall not write on walls, blackboards, chairs and tables but instead, help keep them clean.
I shall not sit on tables and arms of armchairs.
I shall not vandalize the comfort rooms, drinking areas and study areas, rather I should be instrumental for their protection and maintenance.

I am happy to inhale fresh and clean air; hence, I shall dispose of my garbage papers; wrappers and the like are placed in trashcans strategically positioned in the different parts of the campus.

I am an advocate of the environment; hence, I am to protect decorative lawn plants, grass and tree that will enhance environmental protection.

My body is the temple of the Holy Spirit. I am to protect and take care of it, so it will be healthy to meet the physical demands of my education; therefore, I am not to smoke, drink liquor, or use prohibited drugs. Moreover, I will keep my dignity as a person, and I will not be involved in any immoral act such as:
Living with partner outside marriage
Illicit Affairs
Man to man, woman to woman relationship
Abortion
Prostitution
I must give due respect to my fellow students, teachers, administrators, and workers of the school.

I should be a friend to everyone in the campus. I shall speak decent language, refraining from using obscene words when talking with somebody.

I shall impose this covenant upon myself and all other conduct of behavior becoming of a worthy student as my sincere gesture of loyalty, dedication, and commitment to the ideals for which MCNP was conceived for the education of the youth "to bring about the quality of life" not only for myself but for my family, community and the larger society, and hereto affix my signature this ____ day of _____, 202__.

Signature over printed name

Course: _____
Year Level: _____
Address: _____

MCNP HYMN

With all the joys that
crown the glorious strife
Beloved MCNP you were born
Amidst the clamour
and the deafening need,
you were conceived
to be born to serve.

What matters if
the winding road be rough,
your vision-mission will carry you out
to bring about the quality of life
wherever may your graduates reside.

All hail, all hail the Medical Colleges,
The Medical Colleges of Northern Philippines,
Your sons and daughters pledge to thee.
Their loyalty Deum et Patriam.

Long live, long live beloved MCNP.
Deum et Patriam Serviam.
To our beloved God and Country,
we pledge to serve dear MCNP.