

ARTICLE I ADMISSION POLICIES, REQUIREMENTS AND PROCEDURES

Section 1 – ADMISSION POLICIES

- 1.1. The admission of students to Cagayan Valley Computer and Information Technology is both an honor and privilege. The school shall admit or re-admit students who meet its admission requirements. The admission of students binds them to all school rules, regulations, laws and traditions.

Section 2 – ADMISSION REQUIREMENTS

- 2.1. Students applying for admission to CVCITC shall be required the following:

- 2.1.1. For New Students

- a. High School Report Card (Form 138)
- b. Certificate of Good Moral Character
- c. Photocopy of Birth Certificate
- d. 4 copies of latest 1x1 I.D. picture with green background
- e. Satisfy other requirements that may be prescribed by the school

- 2.1.2. For Transferees

- a. Official Transcript of Records/Certification of Grades
- b. Honorable Dismissal
- c. Certificate of Good Moral Character
- d. Photocopy of Birth Certificate
- e. 4 copies of latest 1x1 I.D. picture with green background

- 2.1.3. For Married Students

- a. Photocopy of Marriage Certificate
- b. Official Transcript of Records/Certification of Grades (if transferee)
- c. Honorable Dismissal (if transferee)
- d. High School Report Card
- e. Certificate of Good Moral Character
- f. 4 copies of latest 1x1 I.D. picture with green background

Section 3 – ENROLLMENT PROCEDURE

- 3.1. For New Students:

1. Proceed to the Office of the Program Coordinator of your particular course
2. Fill – up information on the Computer Assisted Registration Form, print and attach admission requirements.
3. Proceed to the Registrar's Office for the signature of the Registrar.
4. Proceed to the Cashier's Office for assessment and payment of fees.
5. Give the Registrar's Copy to the Registrar.
6. Proceed to the Office of the Student Affairs to secure test schedule and for the initial interview

- 3.2. For Old Students:

1. Proceed to the Office of the Program Coordinator of your particular course
2. Fill – up information on the Computer Assisted Registration Form and print.
3. Proceed to the Registrar's Office for the signature of the Registrar.
4. Proceed to the Cashier's Office for assessment and payment of fees.
5. Give the Registrar's Copy to the Registrar.

Section 4 – CHANGING, DROPPING and ADDING of SUBJECTS

- 4.1. Enrolled subject(s) may be officially dropped two weeks after the start of classes. Approval of the Program Coordinator must be sought. Procedure is the same with adding/changing subject(s).
- 4.2. A student may add/change subject(s) two weeks after the opening of the classes provided he/she does not have more than the maximum load allowed. The procedures are as follows:
 - 4.2.1 Secure the changing, dropping and adding form from the Registrar's Office
 - 4.2.2 Fill-up the form and seek approval from the faculty concerned and the Program Coordinator concerned.
 - 4.2.3 Proceed to the Cashier's Office for the payment of dropping, changing or adding subject(s).
 - 4.2.4 Give one copy each of the changing, dropping and adding form to the Cashier's Office, Registrar's Office and Program Coordinator.
- 4.3. Any subject officially dropped for any reason after two weeks from the start of classes shall be marked with the word "dropped" in the student's record. Otherwise he will receive a grade of "60".
- 4.4. No fee is charged to a student who dropped or changed subject/s due to transfer of class schedule made by instructors. This is also applicable in cases when subjects are dissolved.
- 4.5. A student is required to pay the full amount of tuition fee for added subject(s).

Section 5 – REQUEST FOR OFFERING OF UNSCHEDULED SUBJECTS

- 5.1. Subject unscheduled for a given term may be offered upon written request of at least 15 non-graduating students at least 4 weeks before the start of classes.
- 5.2. The Program Coordinator shall approve such request.

Section 6 – FEES and MODE OF PAYMENT

- 6.1. A student who enrolls in the College is required to pay tuition fees according to the number of units enrolled, and to pay for registration fees and miscellaneous fees. He / she is also required to pay for laboratory fees whenever applicable.

Section 7 – REFUND OF FEES

- 7.1. Any student who decides to withdraw when classes has not formally started may be granted a 100% refund of his tuition fee and other fees except the registration fee. Other guidelines for refund regardless of whether or not the student has actually attended classes are as follows:
 - 7.1.1. 75% of tuition and other fees except for registration fees may be refunded when a student withdraws one week after the start of classes;
 - 7.1.2. 50% of tuition and other fees may be refunded except for registration fees when a student withdraws two weeks after the start of classes;
 - 7.1.3. 25% of tuition and other fees except for registration fees may be refunded when a student registration fees may be refunded when a student withdraws three weeks after the start of classes;
 - 7.1.4. No fees shall be refunded to any student who withdraws four weeks after the start of classes.

Section 8 – TRANSFER OF STUDENTS

- 8.1. A student who is enrolled may transfer to another school, provided he/she is cleared from all obligations from the College and undergone feedback counseling. The procedures are as follows:
 - 8.1.1. Undergo feedback counseling thru channels: from Program Coordinator to Guidance Counselor and to Academic Affairs Dean.
 - 8.1.2. Secure a clearance form from the Registrar's Office.
 - 8.1.3. Attach all receipts of payment to the clearance and present the same to the Registrar.
 - 8.1.4. Transfer credentials may be made available 15 days after the duly accomplished clearance form has been submitted to the Registrar.

**ARTICLE II
ACADEMIC POLICIES****Section 1 – SCHOOL TERMS**

- 1.1. The academic year is composed of 3 terms: 2 semesters of 18 weeks each and 1 summer term of 6 weeks.

Section 2 – CLASS HOURS & CLASS SCHEDULE

- 2.1. Students should attend classes on time in accordance with the official schedule.
- 2.2. Classes maybe suspended upon the recommendation of the Academic Affairs Dean and approved by the College President.
- 2.3. Schedules or venues of classes maybe changed upon the recommendation of the teacher and is approved by the Program Coordinator and Academic Affairs Dean.

Section 3 – CLASSIFICATION OF STUDENTS

- 3.1. A regular student is a student registered for credits who carries the full load called for a given term by the curriculum for which he/she is registered.
- 3.2. An irregular student is a student registered for credits in subjects different from what the curriculum prescribes for a given semester/summer.
- 3.3. In a four –year course
 - 3.3.1. A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum, or 25% of the total number of units required in his/her entire course.
 - 3.3.2. A sophomore is a student who has completed the prescribed subjects of the first year of his/her curriculum, or has finished 25% but not more than 50% of the total number of units required in his/her entire course.
 - 3.3.3. A junior is student who has completed the prescribed subject in the first two years of his/her curriculum of has finished 50% but not more than 75% of the total number of units required in his/her entire course.
 - 3.3.4. A senior is a student who has completed the prescribed subjects of the first, second, and third year of his/her curriculum but not the subjects of the fourth year, or has finished 75% of the total number of units required in his/her entire course.
 - 3.3.5. In courses other than the four-year course students shall be classified on a similar proportional basis.

Section 4 – ATTENDANCE

- 4.1. Regular and punctual attendance in classes and activities is required every meeting.

- 4.2. Three tardy marks are equivalent to one mark of absence.
- 4.3. A student who incurs three (3) consecutive absences except for valid reasons shall be given with a grade of "60".
- 4.4. A student shall be given a grade of "INC" in a course if he/she is absent from the final examination.
- 4.5. A student who is absent at a time of quiz is given, either announced or unannounced shall not be given any special quiz.
- 4.6. A student who has been duly appointed representative of the school in educational, cultural, religious, athletic and social activities may be permitted to take a special test, upon the recommendation of the Office of the Student Affairs and approved by the Program Coordinator.
- 4.7. A student who is absent from his/her class shall secure an admission slip from the Office of the Student Affairs for re-admission to the class.

Section 5 – EXAMINATIONS

- 5.1. All students are required to take the scheduled periodic examinations: Prelims, Midterms, Pre-finals and Finals. Exemptions may be given in the final examination. Culminating activity, field trips or excursions do not replace written examination and are not to be scheduled during these periodic examinations.
- 5.2. Permit to take the examination is required before a student can take any periodic examination. The Accounting Office issues a permit only to students who have paid the required amount of fees during the particular period.
- 5.3. Special examination shall be scheduled by the faculty concerned.

Section 6 – GRADING SYSTEM

- 6.1. Percentage Measures of Proficiency – The school follows the percentage measures of proficiency with corresponding remarks. For 75%-100%, the remarks is Passed while for 74% and below, the remarks is Failed.
- 6.2. Computation of Grades: A student's rating is determined by the combined marks of class standing (CS), which includes among others quizzes, recitations, projects, assignments, attendance, output of activities and the periodic examination (PE). Class standing is given a weight of 2/3 and the Periodic Examination is given a weight of 1/3.

$$\text{Prelim Grade} = (\text{CS} \times 2) + \text{Prelim Exam} / 3$$

$$\text{Tentative Midterm Grade} = (\text{CS} \times 2) + \text{Midterm Exam} / 3$$

$$\text{Final Midterm Grade} = \text{Prelim Grade} + (\text{Tentative Midterm Grade} \times 2) / 3$$

$$\text{Tentative Pre Final Grade} = (\text{CS} \times 2) + \text{Pre Final Exam} / 3$$

$$\text{Final Pre-Final Grade} = \text{Midterm Grade} + (\text{Tentative Pre-Final Grade} \times 2) / 3$$

$$\text{Tentative Final Grade} = (\text{CS} \times 2) + \text{Final Exam} / 3$$

$$\text{Final Grade} = \text{Pre-final Grade} + (\text{Tentative Final Grade} \times 2) / 3$$

- 6.3. Student who has incurred a grade of "INC" due to "no final examination", "no requirement" shall have to complete such within one academic year from the date he received such grade, otherwise, the grade of "INC" becomes "60" or "Failed".

Section 7 – RE-ADMISSION

- 7.1. The committee on admission reviews the student's conduct and academic performance within the semester and endorses or recommends re-admission to the same course; otherwise he/she is advised to transfer to another course or school.

Section 8 – ACADEMIC DELINQUENCY

- 8.1. Any student whose grade below 75 in two or more of his subjects shall be sanctioned under any of the following:
 - 8.1.1. Warning – Any student who obtains final grades below 75 in 25% of the total number of academic units for which he is registered during the semester shall receive a warning from the Program Coordinators to improve his/her work.
 - 8.1.2. Probation – Any student who obtains final grades below 75 in 50% of the units in which he has final grades shall be placed on probation for the succeeding semester. The load of a student under a “warning” or “probation” status shall be limited and to be determined by the Program Coordinators. A student on probation may regain a status of good standing by passing more than 50% of the units in which the student has final grades in the succeeding semester, otherwise he shall be dropped from the rolls of the department.
 - 8.1.3. Dismissal – any student who, at the end of the semester, obtains final grades below 75 in 75% of the total number of academic units, in which he receives final grades, shall be dropped from the rolls of the department.
 - 8.1.4. Permanent Disqualification – any student who at the end of the semester obtain final grades below 75 in 100% of the academic units in which he is given final grades, shall be permanently dismissed from the College. Permanent disqualification does not apply to cases where, on recommendation of the instructor concerned, the faculty certifies that the grade of “Failed” is due to unauthorized dropping of the subject and not due to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-term examination and the student’s class standing is poor, his grade of “Failed” shall be counted against him for the purpose of delinquency rule.

Section 9 – HONORABLE DISMISSAL

- 9.1. A student in good standing who desires to quit or transfer may be granted honorable dismissal by the Registrar.
- 9.2. Honorable dismissal is voluntary withdrawal of the student with good standing. A duly signed clearance is a prerequisite before granting of honorable dismissal to a student with good standing. If a student is dropped from the rolls on account of poor academic standing, a statement to that effect may be added to the honorable dismissal.

Section 10 – GRADUATION REQUIREMENTS

- 10.1. No student shall be recommended for graduation unless s/he meets the requirements prescribed by the Academic Council. The student should comply with the following:
 - 10.1.1.1. Completion of all academic requirements;
 - 10.1.1.2. No outstanding financial and/or other obligations to the school. A clearance for this purpose is required; and
 - 10.1.1.3. Filling of application for graduation from the Office of the Registrar within four weeks after enrolment in the last semester of his course work.

Section 11 – GRADUATION WITH HONORS

- 11.1. Academic Honors for Graduating Students
 - 11.1.1. Cum Laude – must have weighted average from first year to last year of 88 to 90 with no grade in any subject below 85, provided

- that 75% of his/her units are earned in the school. Must not have any record of misconduct as certified by the Student Affairs
- 11.1.2. Magna Cum Laude – must have a weighted average from first year to last year of 91 to 93 with no grade in any one subject below 88, provided that all units are earned in the school. Must not have any record of misconduct as certified by the Student Affairs.
 - 11.1.3. Summa Cum Laude – must have a weighted average from first year to last year of 94 and above with no grade in any one subject below 91 provided that all units are earned in the school. Must not have any record of misconduct as certified by the Student Affairs
- 11.2. Meritorious Award
- 11.2.1. Must have weighted average from first year to last year of 85 to 87 with no grade in any subject below 85, provided that 75% of his/her units are earned in the school.
 - 11.2.2. Must not have any record of misconduct as certified by the Student Affairs.
- 11.3. Special Awards
- 11.3.1. Special awards in different areas and categories are given to graduating students who meet the criteria for each award.
 - 11.3.2. For the highest special award, the President's Award, the criteria include the following:
 - 11.3.2.1. Academic Excellence: The candidate must be at least belonging to the Meritorious Award.
 - 11.3.2.2. Leadership
 - a. Nature of involvement
 - b. Scope of involvement
 - c. Impact of the project to the community
 - d. Length of involvement
 - 11.3.2.3. Community Involvement
 - a. Nature of involvement
 - b. Scope of involvement
 - c. Impact of the project to the community
 - d. Length of involvement
 - 11.3.2.4. Deportment
 - a. Must not have any record of misconduct
 - 11.3.3. The Community Service Award is given to graduating students who meet the following criteria:
 - 11.3.3.1. Significant record of accomplishments in various community extension services.
 - 11.3.3.2. Extension of voluntary services other than curricular related activities to the community as attested by community authorities concerned.
 - 11.3.3.3. No disciplinary record in the community and school campus.
 - 11.3.3.4. Active involvement and participation in school activities.
 - 11.3.3.5. No grade lower than 83% in any subject.
 - 11.3.4. Outstanding Awards in the Special Fields (Office Administration, Secretarial, Information Technology, Computer Technician, Business Administration) are awarded to graduating students who meet the following criteria:
 - 11.3.4.5. Significant contributions to the improvement of the quality of life in their respective fields of specialization.
 - 11.3.4.6. Active participation in local, regional and national events related to their fields.
 - 11.3.4.7. Active participation in academic competitions in the field / recipient of awards.
 - 11.3.4.8. No grade lower than 83% in any subject

- 11.3.4.9. Grades in the major and related subjects must at least be 90%
- 11.3.4.10. Department
- 11.3.5. Campus Leadership Award is given to graduating students who meet the following criteria:
 - 11.3.5.1. Leadership
 - a. Quantity of involvement
 - b. Quality of performance
 - 11.3.5.2. Community Involvement
 - 11.3.5.3. Active involvement and participation in College-wide and Departmental activities
 - 11.3.5.4. No grade lower than 83% in any subject
 - 11.3.5.5. Department
- 11.3.6. Journalism Award is given to graduating students who meet the following criteria:
 - 11.3.6.1. A regular member of the Editorial Board of Cybertech for the last three years
 - 11.3.6.2. A regular contributor of quality articles
 - 11.3.6.3. Published articles that are distinctively original and creative as evaluated
 - 11.3.6.4. Participated in campus journalism seminar-workshop / press conference
 - 11.3.6.5. No grade lower than 83% in any subject
- 11.3.7. Athletic Award is given to graduating students who meet the following criteria:
 - 11.3.7.1. Active player in any major and minor sports event
 - 11.3.7.2. Showed spirit of sportsmanship, leadership, teamwork and professionalism
 - 11.3.7.3. Promote and support sports program of the department/organization through active involvement in various sports activities during the past two years
 - 11.3.7.4. No grade lower than 83% in any subject
- 11.3.8. Performing Arts Award is given to graduating students who meet the following criteria:
 - 11.3.8.1. Regular member of the SALIW Folkloric Group for the past two years
 - 11.3.8.2. Outstanding participant in all SALIW Folkloric Group's activities
 - 11.3.8.3. With good moral character/discipline
 - 11.3.8.4. No grade lower than 83% in any subject
- 11.3.9. Lay-out Artist of the Year Award is given to graduating students who meet the following criteria:
 - 11.3.9.1. Must be an Editorial Board Member of the Cybertech for the last two years
 - 11.3.9.2. Participated in campus journalism seminar-workshop / press conference
 - 11.3.9.3. No grade lower than 83% in any subject

ARTICLE III SCHOLARSHIP PROGRAMS AND GRANTS

Section 1 - Statement Of Purpose

- 1.1. As an academic institution, CVCITC recognizes its fundamental duty of providing quality and relevant education for students as well as social responsibility of making its program accessible and affordable to poor yet deserving students.
- 1.2. CVCITC embarks on a mission of providing broader and more diverse scholarship opportunities to the lower income group with exceptional intelligence, talents and skills.

Section 2 – Entrance Scholarships

- 2.1. Scholarship for High School Honor Students
 - 2.1.1. Valedictorian - 100% Free Tuition Fee
 - 2.1.2. Salutatorian - 100% Free Tuition Fee
 - 2.1.3. 1st Honorable to
8th Honorable Mention - 80% Free Tuition Fee
- 2.2. Scholarship for Top Ten Percent of Graduating Class
– 50% Free Tuition Fee
- 2.3. Scholarship for Academic Performers
 - 2.3.1. Graduates with final grade of 90% and above
- 75% Free Tuition Fee
 - 2.3.2. Graduates with final grade of 88% to 89%
- 50% Free Tuition Fee
 - 2.3.3. Graduates with final grade of 85% to 87%
- 25% Free Tuition Fee
- 2.4. Scholarship for Students with Extra Curricular Talent
 - 2.4.1. President of the Student Council/Government
- 75% Free Tuition Fee
 - 2.4.2. Editor In-Chief of the School Paper
- 75% Free Tuition Fee
 - 2.4.3. Athlete of the Year / Best in Sports
- 50% Free Tuition Fee
- 2.5. Scholarship Thru Qualifying Examination
 - 2.5.1. 1st to 10th place of the Qualifying Test
- 100% Free Tuition Fee
 - 2.5.2. 11th to 20th place of the Qualifying Test
- 50% Free Tuition Fee
- 2.6. Entrance Scholarships are renewable at the end of 2nd semester depending upon the prevailing equivalent on scholarship status.

Section 3 - Academic Scholarships

- 3.1. General Weighted Average of 92% with no grade lower than 88%
-100% Free Tuition Fee
- 3.2. General Weighted Average of 90% with no grade lower than 87%
-75% Free Tuition Fee
- 3.3. General Weighted Average of 88% with no grade lower than 85%
-50% Free Tuition Fee
- 3.4. General Weighted Average of 85% with no grade lower than 83%
-25% Free Tuition Fee

- 3.5. Only regular students are qualified to avail of this program. Regular students are those who have a full academic load per semester of not less than 21 units;
- 3.6. Only academic subjects shall be included in the computation of grades of the students to determine his/her academic standing;
- 3.7. NSTP subject shall not be included in the computation of grades to determine his/her academic standing. No student shall however obtain a grade lower than 80% in this subject, otherwise he/she is disqualified;
- 3.8. There shall be no dropped/failed or incomplete marks, otherwise he/she is disqualified;
- 3.9. All grades of the students shall be reflected in the Registrar's Office Records;

Section 4 - Sariling Sikap Scholarship (SSS) Program

- 4.1. This scholarship program is a self-help program designed to give old and new students an opportunity to earn their way to a four-year college degree course. It is an innovative approach to motivate students help their parents and themselves finance their cost of education for school fees, allowance, uniform, books, lodging and the like.
- 4.2. A student who will be able to encourage an individual to enroll at CVCITC in any course shall be given 500 pesos upon completion of the total fees by the individual being enrolled.

Section 5 – Financial Assistance Program (Student Aid Plan)

- 5.1. Guidelines
 - 5.1.1. The Student Aid Plan is a financial assistance program to help financially deprived but deserving students to pursue a college education. Recipients of this plan work as students aides in the different offices or units of the College; hence, are not entitled to any fringe benefits extended to the regular students.
 - 5.1.2. To safeguard the physical health and assume the academic efficiency of each grantee the subject load is normally reduced and the hours of service under this grant cannot graduate within the same length of time as the non-working students. certain exception, however, may be given on a case to case basis.
 - 5.1.3. All written applications are coursed through the Office of the Student Affairs.
- 5.2. Requirements for Applicants
 - 5.2.1. Letter of Application addressed to the Office of the Student Affairs
 - 5.2.2. Letter of recommendation preferably from the members of CVCITC personnel.
 - 5.2.3. Schedule of current subjects.
- 5.3. Criteria for Selection
 - 5.3.1. Academically qualified at least 80% average in his/her last year in high school or semester in a collegiate level.
 - 5.3.2. Financially in need
 - 5.3.3. Physically healthy and emotionally stable
 - 5.3.4. Good Moral Character
 - 5.3.5. Pleasing Personality
 - 5.3.6. Willingness to work
- 5.4. Conditions of the Program
 - 5.4.1. Subject load must be a maximum of 21 units
 - 5.4.2. Will be given 10 pesos per hour as compensation
- 5.5. Terms and Duration

- 5.5.1. The student aides, provided they keep the conditions below, continue to enjoy the program until graduation unless otherwise terminated by either parties concerned.
 - a. Maintenance of an average grade requirement of at least 80% in all subjects.
 - b. Continuing good attitude, moral, social and emotional behavior, and adequate health.
 - c. Satisfactory evaluation of work performance by person-in-charge.
 - d. Have completed numbers of hours required as evidenced by the Daily Time Record. The DTR shall be submitted to the OSA and forwarded to the Finance Office every week.
- 5.5.2. Non-fulfillment of any of the above conditions will lead to the loss of status as student aides after due deliberation between the person-in charge and the OSA and other administrative officer when necessary and upon approval by the president.

Section 6 –Scholarship for Athletes

- 6.1. Students who have shown exemplary performance by winning sports competition shall be given a scholarship as follows:
 - 6.1.1. An athlete who won in a national sports competition shall be given 100% discount in the tuition fee
 - 6.1.2. An athlete who won in a regional sport competition shall be given 75% discount in the tuition fee
 - 6.1.3. An athlete who won in a provincial sport competition shall be given 50% discount in the tuition fee
- 6.2. Athletic Scholars shall enjoy their scholarship for one semester and is renewable when they have again shown exemplary performance.

Section 7 –Scholarship for Mr. and Miss CVCITC

- 7.1. Students who have joined and won in the Search for Mr. and Miss CVCITC shall be given a scholarship as follows:
 - 7.1.1. A student who has won the title Mr. and Miss CVCITC shall be given 75% discount in the tuition fee.
 - 7.1.2. A student who has won the title First Runner-Up shall be given 50% discount in the tuition fee.
 - 7.1.3. A student who has won the title Second Runner-Up shall be given 25% discount in the tuition fee.
- 7.2. Scholars in this category shall enjoy their scholarship for one semester.

Section 8–Other Scholarship Programs

- 8.1. To help students finish their college degree the following are the government assisted programs designed:
 - 8.1.1. Selected Ethnic Group Educational Assistance Program (SEGEAP)
 - 8.1.2. National Integrated Study Grant Program (NISGP)
 - 8.1.3. Philippine Veterans Administration Office (PVAO)
 - 8.1.5. Private Education Students Fund Assistance (PESFA)
 - 8.1.6. US Veterans Administration (USVA)
 - 8.1.7. Santiago City Government Scholarship
 - 8.1.8. Congressional Scholarship
- 8.2. Students are required to pay whatever amount is in excess of the scholarship grants

ARTICLE IV GENERAL GUIDELINES ON CONDUCT AND DISCIPLINE

Section 1 – School Discipline

- 1.1. A student's enrolment at CVCITC automatically binds him to all the rules and regulations and traditions of the school. CVCITC reserves the right to dismiss a student any time if his scholastic record and moral conduct prove to be unprofitable to the school.
- 1.2. Prompt, exact and courteous obedience are expected from every student at all times. Students are expected to show respect for one another, for their teachers, school personnel and other members of the CVCITC community.
- 1.3. Although the school cannot be held responsible for student's conduct outside the school premises, undesirable conduct outside as well as inside the school premises may be a cause for dismissal.
- 1.4. If a student proves to be guilty of serious moral faults, or if he has an unwholesome influence on fellow students, or if he does not listen to advices, he is subject to disciplinary action.
- 1.5. Violation of the rules and regulations of the school is a basis for suspension or immediate dismissal/expulsion. The disciplinary action will depend upon the nature and/or frequency of the offense.

Section 2 – Conduct inside the Classroom

- 2.1. Classes always start and end with a prayer.
- 2.2. Silence and order should be maintained especially in entering and leaving classrooms and during class hours whether the teacher is present or not.
- 2.3. If a teacher is late for class, students should wait quietly in the classroom. If no member of the faculty comes to take over the class within 15 minutes, a student should take the attendance of those present and should report the matter to the Program Coordinator or Dean.
- 2.4. During class hours, students should refrain from doing anything not relevant to the lesson or perform any activity that may distract the whole class or other classes.
- 2.5. No student is allowed to leave the classroom without the teacher's permission.
- 2.6. After classes, no student is allowed to stay inside the classroom except those permitted by the teacher to stay for some counseling.
- 2.7. Parents, students, teachers and other callers are not allowed to interrupt classes to see a student or a teacher.
- 2.8. Use of cellular phones during classes is strictly prohibited.

Section 3 – Conduct Outside the Classroom Within the School Premises

- 3.1. Always maintain silence along the corridors and students are restricted near the classrooms while classes are going on.
- 3.2. Conduct unbecoming of a lady or a gentleman like running, boisterous talking and laughing, shouting, using profane or improper language is prohibited.
- 3.3. Students are banned from drinking prohibited alcoholic beverages, smoking, taking prohibited drugs and gambling.
- 3.4. Joining unofficial organization such as fraternity and sorority is barred.
- 3.5. Writing or circulating any materials unauthorized is strictly prohibited.
- 3.6. Observance of proper behavior within the school campus is expected from all students.

Section 4 – Use of School Uniform and ID

- 4.1. The school uniform and the ID identify the student with the school. They shall be worn properly and neatly at all times. If not they shall not be allowed to enter in the campus and or transact business with the school.
- 4.2. Exemption from wearing school uniform shall be given to pregnant students or special cases.
- 4.3. Ostentatious accessories and tattoos are strictly prohibited for both male and female
- 4.4. P. E. uniforms are to be worn only during P.E. classes.
- 4.5. The school uniform is not to be worn in recreation or any activity that will degrade the school's image.

Section 5 – Use of School Facilities

- 5.1. Students should always keep the school clean by refraining from spitting, littering, defacing and writing on the walls, tables and chairs and damaging any school property.
- 5.2. Students should at all times exercise due diligence in the care of books, manuals, magazines and journals, laboratory equipments, computers and internet facilities and equipments, sports facilities, cafeteria facilities and etc.
- 5.3. No school facilities and equipments shall be used without prior approval from the proper school authorities.

Section 6 – Bulletin Boards

- 6.1. The bulletin boards are for official use only, approval of the Office of the Student Affairs should be secured before any posters, notices or announcements are to be posted on the bulletin boards. Any use of the bulletin board without the approval shall be dealt with disciplinary action.
- 6.2. Walls, doors and fences are restricted for announcements, notices or posters.

Section 7 – Curfew Hours

No students are allowed to remain inside the school campus after 6:00 p.m. without the permission from the Office of the Student Affairs.

ARTICLE V DISCIPLINARY MEASURES

Section 1 – Nature and Purpose

- 1.1. Violations of any of the school's rules and regulations mandated by this manual shall be dealt with accordingly by the school system. Appropriate penalties or sanctions shall be imposed on the erring student/s after proper investigation has been conducted by Grievance Committee.

Section 2 – Disciplinary Procedures

- 2.1. The disciplinary offense is brought to the attention of the student and a report is submitted to the Head of the Student Affairs indicating the time, place, persons involved, witnesses and other pertinent information.
- 2.2. The Grievance Committee shall conduct a formal investigation of the case. Parent/s, Guardian/s and adviser/s are fully informed of the case and are invited to attend the investigation.
- 2.3. Parents, teachers and guardians are informed of the result of the investigation for proper disciplinary measures.
- 2.4. The Grievance Committee recommends appropriate sanctions provided for by this manual for final approval by the OSA.
- 2.5. The President is always informed of the proceedings and results of the investigations.

Section 3 – Violations and Penalties

- 3.1. The following is the list of penalties to be imposed on habitual and gross violations of the rules and regulations of the school.

<u>No.</u>	<u>Sanction / Penalty</u>
1 -	Warning*
2 -	Reprimand**
3 -	Suspension***
4 -	Exclusion or Expulsion****

* Warning is a notice to the student that repetition of the specified conduct may be a cause for disciplinary action.

**Reprimand is a serious or formal rebuke by a person in authority.

***Suspension is penalty which denies the erring student to attend his classes.

****Exclusion or dismissal is a penalty, which exclude or drops the erring student from the school rolls for being undesirable. Expulsion is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines.

- 3.2. Major offenses are as follows:

- 3.2.1. Forging-insertion, falsification of and tampering of any academic or official records or documents
- 3.2.2. Securing and using fake school receipts or transfer credentials
- 3.2.3. Attendance in classes without official enrollment
- 3.2.4. Stealing, bringing out of school property without permission from school authorities
- 3.2.5. Committing serious acts of vandalism or destruction of school, personnel, student and teachers property

- 3.2.6. Serious fighting inside or outside the campus and/or acts causing public scandal, moral damage, physical injuries damage to school property, serious harm to personal safety, or a more serious consequence.
 - 3.2.7. Creating a serious trouble in or outside the campus while under the influence of liquor or prohibited drugs.
 - 3.2.8. Trafficking of prohibited drugs
 - 3.2.9. Carrying and use of any kind of deadly weapon such as guns, explosives, knives, etc. inside the school campus and surroundings.
 - 3.2.10. Participation in violent activities inside or outside of the school affecting the image of the school.
 - 3.2.11. Instigating, leading or participating in concerted activities leading to stoppage of classes and preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes.
 - 3.2.12. Conviction by a court in criminal case.
 - 3.2.13. Serious immoral acts committed within or outside the school that proved to be harmful to the best interest of the school and create unwholesome influence on fellow students (e.g. pregnancy out of wedlock, abortion, living-in with an opposite sex without marriage)
 - 3.2.14. Committing any obscene or indecent acts inside or outside the school that affects the dignity and honor of any individual.
 - 3.2.15. Writing or circulating any publication not authorized or approved by the school.
 - 3.2.16. Taking examinations without examination permit
 - 3.2.17. Membership and participation in activities of fraternity, sorority or any campus organization not recognized by the school.
 - 3.2.18. Cheating in any test or examination.
- 3.3. Less serious offenses are as follows:
- 3.3.1. Wearing the ID of another student/person
 - 3.3.2. Wearing or using a tampered ID
 - 3.3.3. Lending one's ID to another student
 - 3.3.4. Playing truant or cutting classes
 - 3.3.5. Committing any malicious/vulgar act while in the school premises
 - 3.3.6. Inappropriate use of school uniform outside the school
 - 3.3.7. Public Display of Affection
 - 3.3.8. Using language or committing acts that show disrespect, arrogance or bad manners toward school superiors, officials or duly authorized persons.
 - 3.3.9. Reading or carrying any pornographic material inside the campus.
 - 3.3.10. Destroying/defacing school property like writing, drawing, etching indecent words or figure, etc. on chairs, tables, blackboards and walls of the school buildings.
 - 3.3.11. Posting/writing unauthorized announcements or messages on the walls of the school.
 - 3.3.12. Unauthorized alteration or erasure or mutilation of official announcements.
 - 3.3.13. Fighting (of less serious nature) inside or along the campus premises.
 - 3.3.14. Smoking inside or w/in 50 meters w/in the vicinity of the school.
 - 3.3.15. Entering the school premises under the influence of liquor/alcohol.
 - 3.3.16. Gambling of any kind inside the campus or within 50 meters within the perimeter of the school
 - 3.3.17. Bringing food/drink in improper containers into the classrooms without permission from the teacher.
 - 3.3.18. Eating inside the classroom without the permission from the teacher.
 - 3.3.19. Caught in the act of littering

- 3.4. Minor serious offenses are as follows:
- Not wearing the prescribed school uniform within the school premises or in approved school activities outside the school.
 - 3.4.2. Not wearing the official school ID properly within the school premises and other school-approved occasion outside the school.
 - 3.4.3. Entering the campus in civilian clothes during school uniform days.
 - 3.4.4. Wearing by male students of long, unkept hair, earrings, make-up or outlandish accessories and not observing proper grooming.
 - 3.4.5. Wearing by female students of outlandish make-up and hair-do and not observing proper grooming.
 - 3.4.6. Using vulgar, indecent, obscene, profane or improper language inside the school campus.
 - 3.4.7. Loitering, running, shouting or speaking in a loud voice or making unnecessary noise in the corridors especially during class sessions.
 - 3.4.8. Causing commotion of any kind during programs and other activities thus disturbing peaceful run of school activities.
 - 3.4.9. Not disposing of litter/trash found within three feet away from the student who notices this.
 - 3.4.10 Staying inside the classroom or laboratory without permission from persons in authority.
 - 3.4.11 Bringing/playing gambling cards in school.
- 3.5. All found offenses not mentioned above shall be dealt with by Grievance Committee with the sanctions commensurate to the nature of the offense.

ARTICLE VI

STUDENT ORGANIZATIONS, ACTIVITIES AND OPERATIONAL PROCEDURES

Section 1 – Nature and Purpose

- 1.1. The school encourages co-curricular and extra-curricular activities, which are constructive in nature. The activities must be designed to help develop the total person and provide him with avenues for creative self-expression.
- 1.2. Co-curricular programs consist of activities that will support and enrich the academic programs, which will facilitate the development of well-rounded students and citizens. These are the major concerns of the Academic Affairs Office and are accounted to the supervision of the Dean of Academics, Program Coordinators and Assigned Teachers.
- 1.3. Extra-curricular programs are meant to supplement classroom and co-curricular instructions to achieve holistic growth and development. These are the major concerns of the Student Affairs Office and are accounted to officers of Student Supreme Government and officers and advisers of the different recognized student organizations.

Section 2 – Student Clubs / Organizations

- 2.1. Students are encouraged to make an active participation in different clubs and organizations, which will help them discover themselves particularly their leadership potentials.
- 2.2. Student Supreme Government (SSG) is the highest self-governing and coordinating body of CVCITC. It serves as the official representative of the whole studentry in any affairs, which concern the students. It also works with the administration and seeks to promote the enhancement of the standard of education by initiating and organizing projects and activities. It serves as “mediator” between the studentry and the administration for suggestions and opinions. It represents the whole studentry in making and determining school policies, which directly affect the students, and it submits an accounting of all its activities to the Office of the President through the Office of Student Affairs.
- 2.3. Web of Information Technology Students (WITS) is the exclusive departmental organization of students taking up Information Technology courses.
- 2.4. Young Entrepreneurs’ Society (YES) is the exclusive departmental organization of students taking up Business Administration courses.
- 2.5. Association of Responsible Typists and Stenographers (ARTS) is the exclusive departmental organization of students taking up Secretarial and Office Administration courses.
- 2.6. Association of Computer Technician Students (ACTS) is the exclusive departmental organization of students taking up Computer Technician course.
- 2.7. Sayaw at Awit Likhang Itatanghal ng Wagas (SALIW) Folkloric Group is a non-departmental organization that moulds potential students who have skills in dancing, singing and acting.
- 2.8. Union of Sports Minded Students (USMS) is a non-departmental organization that trains students in the different fields of sports.
- 2.9. Linguists Club is a non-departmental organization that advocates the English proficiency among students.

Section 3 – Application and Recognition of Student Organization

- 3.1. An organization to be official must apply for recognition in the Office of Student Affairs, which after study will endorse the application to the Office of the President for final approval. Together with the application for recognition is the Constitution and By-Laws and the program of work for the said school of the aspiring organization. A newly organized organization is placed under probation for a period of one year for proper evaluation of their activities. The appointment of adviser of the organization is recommended by the members of organization and is endorsed by the Office of the Student Affairs to the College President.
- 3.2. All student organizations shall submit three copies of the following documents to the Office of the Student Affairs:
 - a. Constitution and By Laws
 - b. List of Officers, members and adviser
 - c. Annual Action Plan and Project Proposals
- 3.3. The Head of Student Affairs shall determine the status of the application of the organization. A copy shall be kept by the OSA and another copy shall be forwarded to the College President.
- 3.4. Each student organization should keep an up-to date records, which will be subjected for evaluation/inspection by the OSA at the end of every semester.
- 3.5. At the end of every activity, the organization must conduct an evaluation and furnish the Office of the Student Affairs with a report.
- 3.6. At the end of the school year, every club/organization must apply for renewal or recognition to the Office of the Student Affairs.
- 3.7. To give opportunity to all students to prove and improve their leadership potentials, a student is allowed to hold one major office of any authorized club/organization.
- 3.8. Every student who is enrolled in 15 units or more is encouraged to join at least one departmental organization and one non-departmental organization.
- 3.9. Each organization has the right to determine the number of officers needed for proper governance as well as the number of their members.
- 3.10. Officers are to be elected by the members of the organization before the school year ends to facilitate the organization's functioning for the next school year.
- 3.11. Team work must be the proper atmosphere within an organization, where there is collaboration of ideas and dedicated cooperation which would develop camaraderie and friendship within the organization.

Section 4 – Student Activities

- 4.1. Holding of activity inside or outside the campus shall require permission from the Office of the Student Affairs and/or Office of the Academic Affairs duly noted by the organizational adviser at least one week before it is held.
- 4.2. Excursion and field trips must have prior permission from the Office of the Student Affairs and Academic Affairs noted by the Departmental Program Coordinator or organizational adviser. It should be the responsibility of the organizers to ensure the safety and security of the students joining the trip. It is required that the organizers ask the students to secure parents waiver from the Office of the Student Affairs to be signed by their parents/guardians.
- 4.3. The collection of any fees must be in accordance with the organization's constitution and by laws.
- 4.4. Collection of any fees or donations shall be duly covered by an official receipt.

- 4.5. On or before Friday of the 2nd week of March, each organization/club shall submit its statement of accounts at the Office of the Student Affairs.
- 4.6. Fund raising projects may be allowed subject to the following rules:
 - 4.6.1 A duly authorized organization may be allowed to sponsor one major fund raising each year, provided it is not scheduled two weeks before any examination.
 - 4.6.2 Application to hold fund raising activity, duly signed by the President of the organization and noted by the Adviser must be submitted for recommending approval at the Office of the Student Affairs at least 15 days before the scheduled date of activity. The application shall contain the following: 1 Objectives of the fund raising, 2. Nature of the fund raising and 3. Beneficiaries of funds expected to be collected.
 - 4.6.3 The Office of the Student Affairs shall submit the accomplished requirements to the Office of the President for approval and final action.
 - 4.6.4 A financial report of the fund raising activity shall be submitted to the Office of the Student Affairs within 15 days after the activity. Failure to do so shall be a ground for withdrawal of recognition of the organization.
 - 4.6.5 No student acting on his own shall be allowed to engage in fund raising activities inside the campus.

Section 5 – Student Clearance

- 5.1. Submission of semi-annual or annual report by any organization shall be made, among other requirements, as one of the bases in signing the clearance of all officers handling key positions prior to taking the final examination.
- 5.2. Students who are not officers of any organizations shall need to fulfill all their obligations to their organizations and to the school prior to taking the final examination.

ARTICLE VII STUDENT PUBLICATION

Section 1 – Objectives

- 1.1. The official student publication of the school is the CYBERTECH, which is published every before the semester ends and/or after a special occasion or program is held. It aims to uphold and protect the freedom of the press and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking.

Section 2 – Policy

- 2.1. The College shall undertake various programs and projects aimed at improving the journalistic skills of student concerned and promoting responsible reporting and freedom of the press.
- 2.2. The College shall allow the use of its name only under the following terms and conditions:
 - 2.2.1. There shall be an editorial board composed of responsible students who shall assume full responsibility for the contents of the publication including pictures.
 - 2.2.2. There shall be an editorial adviser with adequate knowledge of journalism who will appointed by the President recommended by the Office of the Student Affairs to oversee the format, language and style of the publication.
- 2.3. The Cybertech shall strictly follow and abide the Campus Journalism Act of 1991, an act providing for the development and promotion of Campus Journalism and for other purpose and its Constitution and By-Laws.
- 2.4. All bonafide students of this school can be part of the editorial board as long as they pass and meet the qualifications and standards set by the members of the board.
- 2.5. A member of the publication must maintain his or her status as a student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written or on the basis of the performance of his/her duties in the publication.
- 2.6. Articles to be published shall be under the discretion and scrutiny of the editorial board members.

Section 3 – Screening Procedure

- 3.1. A student who wishes to join the Cybertech Editorial Board must submit the following requirements:
 - 3.1.1.1. Application Letter
 - 3.1.1.2. Resume
 - 3.1.1.3. Sample of Articles he/she personally written
- 3.2. A student who completes the above-mentioned requirements shall be scheduled for examination. The coverage of the examination is as follows:
 - 3.2.1.1. Grammar
 - 3.2.1.2. Campus Paper Management
 - 3.2.1.3. Journalism
 - 3.2.1.4. O the Spot Writing of Articles
- 3.3. After the examination, the student shall undergo an interview with the Editor-In-Chief and other editors, including the Technical Adviser.

- 3.4. The names of students who pass the examination and interview along with their designation shall be posted at the Bulletin Board of the Cybertech.

ARTICLE VII SERVICES OF THE DIFFERENT OFFICES

Section 1 –Office of the President

The President is the chief executive of the College and is ultimately responsible for all programs and activities. Authority is vested upon him and shall be delegated to other college officials to achieve efficiency and effective service.

Section 2 – Office of the Vice President for Finance

The Vice President for Finance is responsible for the implementation of the financial policies, programs and services of the college and she is under the direct supervision of the President.

Section 3 – Office of the Administrative Officer

This office is responsible for the implementation of the administrative and business policies, programs and services of the College. It is also in-charge in the management of recruitment selection, appointment and other aspects of personnel management in the College. It is further tasked to coordinate with other offices in the development program with sound feedback and evaluation mechanism.

Section 4 – Office of the Academic Affairs

The Office of the Academic Affairs is responsible in the implementation of curricular and co-curricular programs that enhance students' cognitive, affective and psychomotor development. It supervises the faculty development, curriculum, faculty requirements and other enhancement activities that realize the vision, mission framework of the CHED as evaluated on KRA's: Access & Equity, Quality and Excellence, Efficiency and Effectiveness, and Relevance and Responsiveness. Academic Affairs Dean heads the other line executives of the different academic departments namely: Program Coordinatorship, Guidance, Registrar, Research and Library.

Section 5 – Office of the Student Affairs

The Office of the Student Affairs takes care of student extra-curricular activities especially those initiated by the Student Supreme Government and other student organizations. It supervises and monitors the general discipline of students and investigates disciplinary problems that arise within the school premises and those that occur outside the school provided they are referred to the office. It serves as the link between the students and administration, faculty and personnel. It includes services from its units namely: Student Organization, Scholarship, Student Publication, Testing, and Guidance Unit.

Section 5 – Office of the Program Coordinators

The Program Coordinators exercise immediate supervision over the academic functioning of their departments. Among others, they ensure programs conducive to capacity achievement on the part of the students and assume a leadership function among the faculty in their departments.

Section 6 – Office of the Registrar

This office is responsible for keeping and evaluation of students' academic for submission to CHED and TESDA. It is further tasked to preserve and maintain the integrity and confidentiality of student records.

Section 7 – Office of the Librarian

The Librarian is responsible for the maintenance, upkeep and updating of instructional materials.

Section 8 – Accounting Office

This office shall be responsible for carrying out the financial and business operations of the College.

Section 9 - Budget Office

This office is responsible for the preparation and consolidation of budgets and plantilla, supports justifications, and the allocation and distribution of funds for the implementation of different programs, projects and activities of the College.

Section 9 – Cashiering Office

This office is responsible for the collection of income and disbursement of funds in the operations of the College.

Section 10 – Office of the Sports and Cultural Development Coordinator

This office organizes, implements, monitors, the cultural and sports activities and programs of various departments of the College.

Section 11 – Office of the Health Services Coordinator

This office organizes and executes the medical and dental health programs of the school.

Section 12 – Office of the Community and Extension Program Coordinator

This office is charge with the responsibility of planning, designing, coordinating outreach programs of faculty, personnel and students of this institution. This office establishes linkages with the government and non-government organizations for funding purposes and coordination of community and extension development efforts.

Section 13 – Office of the Computer Technicians

This office is in-charge in the maintenance, safety, control, inventory and upgrading of computers and other equipments of the school, in coordination with other personnel concerned. It is responsible in overseeing of the computer laboratories, engineering laboratory and science laboratory.

**ARTICLE VIII
TRANSITORY AND FINAL PROVISIONS**

Section 1 – Application of Policies not Expressly Written in this Manual: All school policies embodied in various memoranda and letter to Dean, Heads of Offices, Program Coordinators, Faculty and Staff Members and students, which have been or will be promulgated by the College President as well as the established traditions and practices of the school not contrary to any law, are hereby adopted as part and parcel of the provisions of this manual.

Section 2. Separability Provisions. If any provisions or part of this manual, or the application thereof to any person or circumstance is held invalid the reminder of this manual or the application of such provision or part to other persons or circumstance shall not be affected thereby.

Section 3. Repealing Clause. All students' policies not adopted as part of this Manual either directly or by reference are hereby repealed.

Section 4. Effectivity. The provisions of this Manual shall take effect the first day of the first semester of School Year 2007-2008.