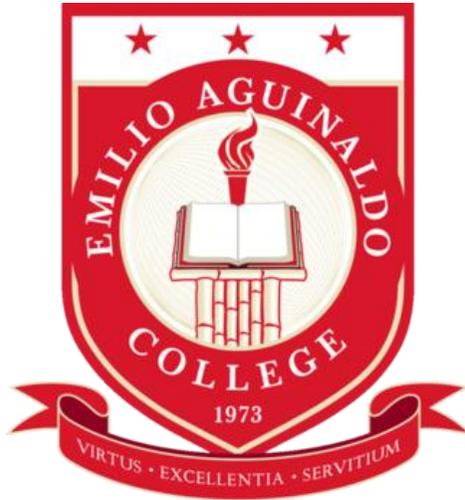


EMILIO AGUINALDO COLLEGE



STUDENT MANUAL

2017 Edition



This is to acknowledge the receipt of the
Emilio Aguinaldo College
Student Manual 2017 Edition on:

Date Received

I also understand that as a *bona fide student* of Emilio Aguinaldo College,
I am responsible in reading and understanding all applicable rules and
regulations of the school contained in this manual.

Signature over Printed Name of the Student

Student Identification Card Number

Course and Year Level

CONFORME:

Signature over Printed Name of Parent or Guardian

Dear student,

Welcome to Emilio Aguinaldo College-Cavite!

Kindly submit this Acknowledgement Form to your respective deans after all information and signatures required are completed.

*Please bring this manual with you to the **Parent-Student Orientation Program** scheduled on _____.*

Emilio Aguinaldo College Management

THE EMILIAN DECLARATION

In consideration of my admission to Emilio Aguinaldo College, I hereby agree to recognize, accept, abide by and comply with all its rules and regulations, policies and requirements set forth in the EAC Student Manual, bulletins and other official documents of the institution particularly those pertinent to the use of facilities, payment of fees, conduct and discipline.

I am fully aware that it is the absolute prerogative of the school to accept me or not, and that willful and deliberate disregard of the basic rules of good behavior, decency and morality or failure to disclose relevant facts or deliberate intent to give misleading information in the application for admission constitutes sufficient cause for denial of my admission or discharge from Emilio Aguinaldo College.

I am fully aware that my enrollment is on a semester-to-semester basis only.

I was duly apprised of the tuition fee and other fees I am going to pay during the semester which I found to be fair and reasonable, and I agree that the school has the right to raise its tuition and other fees in accordance with the guidelines set by the Commission on Higher Education.

I am fully aware that installment payments not paid on due dates shall be subject to additional surcharge, based on school guidelines on the issuance of promissory notes.

Finally, I pledge my loyalty to Emilio Aguinaldo College and adherence to the laws of the land.

Printed Name and Signature of Student

FOREWORD

Emilio Aguinaldo College Cavite (EAC-Cavite) Student Manual contains norms and standards that shall be observed by all students who are enrolled in the EAC-Cavite. Admission to the school carries the tacit agreement to abide by the rules and regulations on Conduct and Discipline so as to uphold order and propriety in the campus and give value to the school management and operations.

The academic and fiscal administration of the college is vested on the President of the Emilio Aguinaldo College and staff.

All students of Emilio Aguinaldo College are subject to the academic and administrative authorities. They shall, first of all, believe in the vision, mission, philosophy and goals and conform to the policies, rules and regulations set by this College, and help in the implementation of the above.

This Manual is a strong body of the rules and regulations, which goes through constant revision to suit the needs of the ever-changing EAC-Cavite community.

**The EAC-Cavite Student Manual
Development Committee**

CHAIRMAN'S MESSAGE



WELCOME!

Thank you for choosing Emilio Aguinaldo College. The members of the Board of Directors join me in appreciation of our choice to be part of our journey to help the youth of our country earn an education that will uplift them as individuals and contribute to our society as a whole.

Emilio Aguinaldo College is committed to enable and to empower our dear students to live the values of "VIRTUE, EXCELLENCE, and SERVICE." In return, the students are expected to abide by the rules and policies of this institution. Only in this way can our Mission and Vision be fulfilled.

Together, we move and work hard in the spirit of genuine cooperation and mutual aspect. With God's guidance and inspiration, we shall persevere and succeed.

The doors of Emilio Aguinaldo College are open!

DANILO L. DOLOR

Chairman of the Board

Emilio Aguinaldo Educational Corporation

PRESIDENT'S MESSAGE



Dear Students,

The faculty, staff and administrators of Emilio Aguinaldo College welcome you to our community of learners. We will guide and support you in your personal transformation to full adulthood.

This Student Manual was prepared as your reference to the rules and values the Emilio Aguinaldo College community of the learners live by. Please take time to read it carefully. It is not meant to be understood and internalized in one reading. Like any reference text, section of it should be re-read as you have to navigate the educational maze.

Cross reference advice from friends, upper classmen or other informants with provision contained in this manual. I request that you inform the Office of Student Affairs of any differences between the actual procedures and processes contained in the manual. In this way, we can keep the manual up to date for everyone.

Finally, do not hesitate to request clarification of provisions in this manual when you find confusing. The faculty, staff and administrators are dedicated to serve students and help you all achieve your educational goals.

Sincerely,

JOSE PAULO E. CAMPOS, Ed.D.
President, Emilio Aguinaldo College

**EMILIO AGUINALDO EDUCATIONAL
CORPORATION
BOARD OF DIRECTORS
A.Y. 2017-2018**

DANILO L. DOLOR
*Chairman of the Board
Director*

JOSE PAULO E. CAMPOS, Ed.D
*President, Emilio Aguinaldo College
Director*

ATTY. PAULO E. CAMPOS, JR.
*Treasurer/ Corporate Secretary
Director*

ENRIQUE E. CAMPOS, M.D.
Director

MRS. MA. SOLEDAD D.S. DE LEON
Director

LEANDRO M. DE LEON, M.D.
Director

ASUNCION L. ABAYA-MORIDO, M.D.
Director

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian institution of learning that fosters equal and fair opportunities for the holistic development of persons conscious of their national identity and their roles in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized autonomous academic institution rooted in its nationalist tradition that consistently pursues advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides an outcomes-based education with relevant curricula geared towards excellent research, active industry cooperation and sustainable community extension.



EDUCATIONAL OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

1. offer opportunities for quality and relevant education to all;
2. cultivate the intellectual, spiritual, moral, social and physical aspects of a person;
3. instill appreciation of pride for one's national identity
4. produce graduates of global quality equipped with competencies in their fields of expertise.

QUALITY POLICY

Emilio Aguinaldo College commits to the continuous improvement of quality standards with emphasis on instruction, research and community service to benefit its stakeholders.

QUALITY OBJECTIVES

The objectives of the Emilio Aguinaldo College are to:

1. adhere to all statutory and regulatory standards;
2. provide consistent quality service to students, parents and other stakeholders; and
3. respond to periodic system review for continual improvement on quality standards.

Brief History of Emilio Aguinaldo College – Cavite Campus

The beginnings of Emilio Aguinaldo College - Cavite are attributed to Dr. Paulo C. Campos, then President of the University Physicians Services Incorporated (UPSI), which acquired the Marian College in Manila in 1973. Eventually, the school became Emilio Aguinaldo College.

With the various socio-economic developments and related circumstances during the Marcos regime, UPSI decided to open a new campus in Dasmariñas, Cavite, which is the hometown of Dr. Campos. This is to support the government's policy on the dispersal and decongestion of the student population in Metro Manila, particularly in institutions of higher learning. The policy also aimed to introduce regional development and democratization of opportunities in the rural areas (Campos, 2008).

Emilio Aguinaldo College in Bagong Bayan, Dasmariñas, Cavite was opened on March 17, 1978. Its opening coincided with the efforts of the then President, Ferdinand E Marcos and wife Imelda Marcos, who was the Minister of Human Settlements and Community Development, to remove the slum dwellers from the streets and under bridges of Manila and relocate them to Cavite. Dr. Campos proposed to the government through the Secretary of Education, Juan L. Manuel, to offer a tertiary school in Dasmariñas, Cavite patterned after the Emilio Aguinaldo College that had been approved in Manila (Campos, 2008).

Consequently, a campus comprising 29 hectares was established. In 1976 to 1978, UPSI developed over a dozen school facilities including school rooms, laboratories, a library, social hall, an administration building, dormitories, an Olympic oval, a landscaped campus, and a man-made lake. They also built a network of roads that covered the whole campus and dormitories (Campos, 2008). A commitment to improve the lives of the underprivileged sectors of the community motivated EAC-Cavite to offer courses in Dressmaking, High Speed Machine Operation and Ceramics. All programs were structured either for six months or two years of intensive study and training.

In the following year, owing to the permit granted by Minister Juan Manuel of the Ministry of Education and Culture, EAC-Cavite opened the College of Criminology, listing among its students the police forces in Cavite as well as the members of the Philippine Constabulary and the

security guards of the establishments in the vicinity. In addition, the Graduate Program leading to the degree of Master of Arts in Teaching was offered to provide the school teachers with professional and academic advancement and opportunities. Envisioned, too, were the programs for Master of Science in Nursing and Master of Arts in Education.

On October 21, 1979, General Emilio Aguinaldo Medical School Foundation Inc. (GEAMSFI) was established in Dasmariñas, Cavite, thus giving birth to the Emilio Aguinaldo College- Cavite of Medicine with Dr. Lourdes E. Campos as Dean. In its first year operations, the college had 150 students. The University Medical Center (UMC), which was built in 1980 and opened in 1983, served as the training center for the health science students of the College of Medicine and other health science courses.

In 1980, UPSI formed the Yaman Lahi Foundation, Inc. (eaec) to manage and operate both Manila and Cavite campuses.

In 1986, when Dr. Paulo Campos was not in perfect health anymore, Brother Andrew Gonzales of the De La Salle University (DLSU) expressed the University's interest in acquiring the EAC College of Medicine and the University Medical Center (UMC). Since his UPSI colleagues were not ready to take over, Dr. Campos decided to transfer the ownership and responsibility to this worthy and credible institution.

It was in June 1987 when De La Salle University finally took over the management and the administration of two campuses from UPSI: the 29-hectare campus in Bagong Bayan, Dasmariñas and the 1.5 hectare Health Science Campus along Congressional Avenue. Included in the transfer were the two big buildings which had a length of 100 meters, 17-meter wide and seven levels of floor area with two elevators, including a basement, ground floor, and rooftop for water tanks and for viewing purposes. The 29-hectare property in Bagong Bayan had a dozen buildings that included classrooms, two administrative units, Olympic oval, network roads and a landscape that included a lake, teaching facilities, hospital equipment, a modest library and a historical museum. After that, the EAC Administration focused on the development of EAC-Manila.

EAC-Cavite reopened in 1996-1997 as a vocational technical school - Dasmariñas Technological Center - in a lot along Congressional Avenue (now Mangubat Avenue) which UPSI bought. In 1998, after the

completion of five buildings, the voc-tech school became the EAC-Cavite campus and all academic courses were opened except medicine.

In 2001, under the leadership of Dr. Jose Paulo E. Campos, the first son of Dr. Jose Paulo E. Campos, the school administration strengthened the curricula of existing academic programs and opened new courses aligned with emerging trends. In 2003, the Commission on Higher Education (CHED) granted government recognition to AB Communication, Psychology, Business Administration, Accountancy, Computer Science, Secondary Education, and Hotel and Restaurant Management.

The other academic programs soon followed. In 2005, Elementary Education, Civil Engineering, Mechanical Engineering, and Diploma in Graduate Midwifery earned government recognition, followed by Nursing and Criminology in 2006; Customs Administration in 2007; and Computer Engineering and Electronics and Communication Engineering in 2010.

In 2008, the Technical Education and Skills Development Authority (TESDA) registered vocational-technical courses, namely, Automotive Servicing, Computer Hardware Servicing, Consumer Electronics Servicing, Machining, and Programming. In response to the emerging trends on health sciences, real estate and tourism, the administration opened Medical Technology, Physical Therapy and Radiological Technology in 2011, Doctor of Dental Medicine and Real Estate Management in 2012, and Bachelor of Science in Midwifery and Tourism Management in 2015.

In its quest to achieve excellent standards in higher education, the institution participated in the nationwide accreditation by the Philippine Association of Colleges and Universities – Commission on Accreditation (PACUCOA), thus, receiving Level 1 Accredited Status in Nursing, Psychology, Criminology and Hotel and Restaurant Management programs in 2015 up to 2018. Likewise, Elementary Education, Secondary Education and Business Administration programs were granted Candidate Status until 2017.

Along with the commitment to innovate, the institution inaugurated the *Bulwagang Aguinaldo* in 2012, which was the exact replica of the Aguinaldo Shrine in Kawit, Cavite making it the ideal venue for the annual Philippine Independence Day Celebration held by the city government of Dasmariñas. The modernization of Buildings 3 and 4 which housed the Life Science Institute, Engineering Science and

Technology Institute, and School Library were completed in 2014. These developments sought to meet the needs of the growing student population.

In adhering to the call of the Department of Education (DepEd) headed by Secretary Br. Armin Luistro to enhance the basic education program in the country, the institution earned the permit to implement the Senior High School programs in April 2015. This paved way for the restructuring of Building 5 for Senior High School and Building 6 which housed the new canteen and multi-purpose hall. The Senior High School started its operations and welcomed its pioneer batch in June 2016.

The institution strives to explore more avenues to serve its community and undertake worthwhile development programs towards its continuous transformation as a responsive and competent institution, as its Founders envisioned it to be.

Special acknowledgements are accorded to Dr. Lourdes E. Campos (co-Founder), Atty. Paulo E. Campos Jr. (Director, EAEC), Dr. Jose Paulo E. Campos (EAC President), Dr. Georgina B. Palmario (Vice President for Academic Affairs), Ms. Maria Teresa Santos (Chief Librarian) and Ms. Shelley Anne C. Martinez (Executive Assistant) for their contributions to this manuscript.

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian, co-educational institution of learning that fosters equal and fair opportunities of education, the total development of a person, and one's national identity while conscious of his/her role in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized private non-sectarian academic institution rooted in the Filipino nationalist tradition that consistently pursues the advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides a learner-centered, inquiry-based, and socially relevant academic community.

CORE VALUES

VIRTUE, EXCELLENCE, SERVICE

QUALITY POLICY

We, the employees of Emilio Aguinaldo College are committed to:

- Comply to all statutory and regulatory standards;
- Provide consistent quality service to our students, parents, and other stakeholders;
- Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and
- Improve continuously our QMS by communicating the needs of customer to the entire organization, standardizing the processes, enhancing employee's competence, periodic review of the system, and addressing the needs for continual improvement.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

- Offer opportunities for quality and relevant education to all;
- Cultivate the intellectual, spiritual, moral, social, and physical aspects of a person;
- Instill appreciation and pride for one's national identity; and
- Produce graduates of global quality equipped with competencies in their field of expertise.

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ARTICLE 1

GENERAL POLICY ON ADMISSION AND RETENTION

Emilio Aguinaldo College reserves the right to admit local and foreign nationals who graduated from the general academic secondary curriculum and are interested to enroll in the College. As a general rule, the College shall exercise the right to decline or withdraw any application to the college should the student fail to comply with the set of standards required for admission or engages in behavior that brings into question his or her honesty, maturity or moral character.

The Institution shall offer every opportunity to applicants regardless of nationality, gender, religious belief, political affinity and economic status to be able to pursue a degree program or course of study in the tertiary education that will empower the person to live a productive life in the society.

Emilio Aguinaldo College shall adopt an egalitarian philosophy in the process of admitting new students to the College and shall likewise adhere itself to an “open admission, selective retention policy.” A highly selective process shall be employed in the retention of students and shall be implemented accordingly based on the standard of the school to ensure that quality education is given due emphasis.

Section 1

Classification of Students

1.1 In terms of year level standing, students in the College are classified as freshman, sophomore, junior or senior.

- | | |
|--------------|---|
| a. Freshman | Student who is in the first year of his/her curriculum, or who has not finished the prescribed courses/subjects of the first year of his/her curriculum |
| b. Sophomore | Student who is in the second year of his/her curriculum, or who has satisfactorily completed the prescribed |

courses/subjects of the first year of his/her curriculum

c. Junior Student who is in the third year of his/her curriculum, or who has satisfactorily completed the prescribed courses/subjects of the first and second years of his/her curriculum

d. Senior Student who is in the fourth year of his/her curriculum, or who has satisfactorily completed the prescribed courses/subjects of the first, second and third years of his/her curriculum

A student taking up an Engineering, Physical Therapy or Accountancy program and who is in the fifth year is considered a senior if he/she completed at least 80% of the curricular requirement.

1.2 In terms of admission/enrollment, students are also classified as new, continuing, transferee, returnee, degree holder (taking a second program), cross-enrollee, enrollee to supplemental subject, regular and irregular.

a. New Student who graduated from the secondary curriculum and pursues a program in the College

b. Continuing Student who graduated from the secondary curriculum, completed his/her studies for a semester in the College and re-enrolls in the succeeding semester in the College

- c. Transferee
Student in the undergraduate level of the tertiary curriculum who desires to continue his/her studies in Emilio Aguinaldo College

Student who has completed the secondary level curriculum or has enrolled in a 2-3 year technical-vocational program before proceeding to college
- d. Returnee
Student who went on a leave of absence from the College and has returned to enroll and complete the program
- e. Cross-Enrollee
Student from other college, school or university who desires to enroll in a specific course which is requisite for the completion of a program
- f. Degree holder
Applicant who has completed a degree program and seeks admission to the College for the purpose of enrolling and completing another program
- g. Enrollee to Supplemental/ Subjects
Student enrolling certain unit(s) from the core course of particular supplemental program in compliance with the entry requirements of another course academic program or other regulatory concerns
- h. Regular student
Student who is registered for formal academic credits and who carries the full load required in a given semester by his/her curriculum

- i. Irregular student Student who is registered for formal academic credits and who carries less than the full load required in a given semester by his/her curriculum.

Section 2

Admission Requirements and Procedures

The requirement for eligibility for admission of a student to any program shall be graduation from secondary level program recognized by the Department of Education.

2.1 . Freshman

- 2.1.1 The Admissions Office issues an Application Form to be filled out by the applicant.
- 2.1.2 The Admissions Office issues a payment slip/Entrance Exam Eligibility Permit and directs the applicant to the Cashier's Office for payment of Entrance Test Fee.
- 2.1.3 The Cashier issues official receipt for the payment and directs the applicant to the Center for Counseling, Career and Student Services, to take the entrance test as scheduled. The Center for Counseling, Career and Student Services forwards the results of the entrance test to the Admissions Office after two hours.
- 2.1.4 The Admissions Office informs the applicant of the Entrance Test Result and issues a Notice of Admission indicating the list of admission requirements.

i. High School Graduate

- a. Duly Accomplished Application Form
- b. High School Report Card or Form 138 (Original copy)
- c. Certificate of Good Moral Character (Original copy)

- d. PSA/NSO Issued Birth Certificate (photocopy)
- e. College Entrance Exams Result
- f. Physical Examination Result
- g. Four (4) copies of 2x2 colored pictures

ii. Alternative Learning System (ALS) Graduate

- a. Duly Accomplished Application Form
- b. ALS Certificate of Rating for Secondary Level (Original copy)
- c. Certificate of Passing the ALS Accreditation and Equivalency Test for Secondary Level
- d. ALS Diploma in Secondary Education Equivalency
- e. ALS Certificate of Good Moral Character (Original copy)
- f. PSA/NSO Issued Birth Certificate (photocopy)
- g. College Entrance Exams Result
- h. Physical Examination Result
- i. Four (4) copies of 2x2 colored pictures

2.1.5 Once the applicant has completed the admission requirements, he/she is considered admitted and given an Admissions Slip indicating the Student's Name, Application Number and enrolment checklist.

2.1.6 The student portfolio containing all the documents submitted by the applicant during the admission process is endorsed by the Admissions Office to the Registrar's Office for enrolment.

2.2 Transferee/ Degree Holders taking a second program

2.2.1 Follow procedures 2.1 to 2.3.

2.2.2 The Admissions Office informs the applicant of the Entrance Test Result and issues an Admission Slip and the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form
- b. Copy of Grades or Transcript of Records (for evaluation)
- c. Certificate of Transfer Credential from previous school (Original copy)
- d. Certificate of Good Moral Character (Original copy)
- e. PSA/NSO Issued Birth Certificate (photocopy)
- f. College Entrance Exams Result
- g. Physical Examination Result
- h. NSO Marriage Certificate (for married female applicant)
- i. Four (4) copies of 2x2 colored pictures

2.2.3 The Admissions Office issues an evaluation Referral Slip to the applicant and endorses him/her to the Dean concerned for interview and evaluation of subjects taken in the school last attended.

2.3. Returnee

2.3.1 The Admissions Office refers the returnee to the Accounting Office for verification/clearance of any outstanding balance in his/her previous matriculation fee.

2.3.2 The Accounting Office issues the clearance and forwards it to the Admissions Office.

2.3.3 The Admissions Office refers the returnee to the School Dean for further interview/evaluation and recommendation for re-admission.

2.3.4 The School Dean advises the returnee to proceed to the Admissions Office for reactivation of his/her old student number.

2.3.5 The Admissions Office issues the list of admission requirements for updating purposes.

Admission Requirements:

- a. Duly Accomplished Application Form
- b. PSA/NSO Marriage Contract- for female married applicant (photocopy)
- c. Physical Examination Result
- d. Four (4) copies of applicant's recent 2x2 ID pictures

2.3.6 The Admissions Office instructs the returnee to proceed to the Registrar's Office for enrollment.

2.4. Cross Enrollee

2.4.1 The Admissions Office checks the availability of the course/s requested to be enrolled by the cross enrollee.

2.4.2 The Admissions Office issues an Application Form to be filled out by the applicant.

2.4.3 The Admissions Office requires the applicant to submit the admission requirements.

Admission Requirements:

- a. NSO-Authenticated Birth Certificate
- b. Permit to cross enroll from school of origin
- c. 1 pc. 2x2 picture

2.4.4 The Admissions Office refers the applicant to the Registrar's Office for enrollment.

2.5. Enrollee to Supplemental Subject

2.5.1 The Admissions Office issues an Application Form to be filled out by the applicant.

2.5.2 The Admissions Office issues a Notice of Admission indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form
- b. Transcript of Records
- c. Certificate of Good Moral Character
- d. PSA/NSO Birth Certificate (photocopy)
- e. 4 pcs 2x2 id picture

2.5.3 The Admissions Office refers the applicant to the Dean concerned for advising and enrollment.

Section 3 Students with Special Admission Concerns

Admission to Emilio Aguinaldo College is open to all students who meet its specific standards, requirements and regulations.

Except in cases of academic delinquency; violation of rules and regulations of the College; failure to settle due tuition and other school fees, and other obligations; sickness or disease that would prevent any student to handle the normal pressures of school work or their continued presence in school would be deleterious to other members of the academic program; and the closure of the program or of the College itself, any student who qualifies for enrollment shall qualify to stay for the entire period for which they are expected to complete the program of study in the College, without prejudice to their right to transfer to another college, school or university within the prescribed period.¹

¹ Article XVIII Section 83 of the Manual of Regulations for Private Higher Education, 2008

Section 4 Retention Policy

The scholastic standing of the students is governed by the following rules:

A. WARNING

Students, who in any given semester, obtain failing grades or a mark of UW (Unauthorized withdrawal) of **less than 25%** of the total number of academic units enrolled in, shall be required to **sign an Undertaking** with the School Dean to improve their grades.

B. PROBATION

Students shall be placed under probation in the next semester of enrolment under any of the following conditions:

- a. Have failing grades or a mark of UW in **25% to 65%** of the total number of units enrolled in a given semester;
- b. Have been placed on a warning status for two consecutive semesters. On the second warning, the student **shall be placed automatically under Probation.**

Students on probation shall bring their parent/guardian to the School Dean prior to enrollment. The students shall be given a limited academic load as determined by the School Dean and will be required to enroll in the failed courses/subjects in the next semester. This does not apply to students who are enrolled in less than nine (9) units.

The students shall report to the Guidance and Counseling Office for counseling and close monitoring of academic standing. The Probation status may be removed in the succeeding semester by passing all the courses/subjects with a grade of "3.0" or better.

C. NON-READMISSION TO THE PROGRAM

Students shall be barred from re-admission to the program in the next semester of enrollment under any of the following conditions:

- a. Have obtained failing grades or a mark of UW (Unauthorized withdrawal), in any given semester, in **more than 65%** of the total number of academic units enrolled in;
- b. Have failed a professional board course for the third time (3x);
- c. Have been placed under probation for two consecutive semesters. On the second probation, the student shall be **removed from the roll of the school.**

However, these students may seek admission to another unit of the College.

D. SPECIAL PROVISION

1. Students, who are no longer allowed to re-enroll in a particular school because of scholastic delinquency, may seek admission to another unit in the College on the condition that:
 - a. They shall first be referred to the Guidance and Counseling Office for evaluation of capability and possibility of success in a new program as determined by the evaluation of the said office, and;
 - b. Their application for admission must be favorably considered by the Dean of the School to which he is seeking transfer.
2. Students who are slated for non-readmission may appeal their case and, in meritorious cases (for causes other than scholastic delinquency) upon recommendation of and under the conditions set by the College Ad Hoc Committee, may be allowed to re-enroll in the next semester, while a student who fails to meet the conditions imposed shall no longer be allowed to re-enroll and shall be issued his/her transfer credentials.

Section 6

Maximum Residency Requirement

The maximum residency requirement of all undergraduate students shall start from the initial period of their enrollment in EAC. The residency of students, whether regular/full-time or part-time, pursuing an undergraduate degree program, should not exceed 10 years, regardless of whether they shifted to another degree program.

The residency of students pursuing a non-degree program should not exceed four (4) years. However, if they shifted to a degree program, their residency should not exceed 10 years.

ARTICLE 2

GENERAL DIRECTIVES

Title 1

Preliminaries

Section 1

All students are required to comply with the provisions of the Emilio Aguinaldo College Student Manual. They should be familiar with its contents. Ignorance of any of its provision does not excuse any student from being sanctioned for non-compliance.

Section 2

Subject to the duties and responsibilities corresponding to each right as well as the limitations stated in the Emilio Aguinaldo College Student Manual, and provided that the exercise of a right does not infringe the right of others, Emilio Aguinaldo College recognizes the rights of students under the Central Student Council Board Constitution and By-laws, more specifically the following:

- 2.1. The right to express concern on matters related to the quality of education they deserve;
- 2.2. The right to organize among themselves;
- 2.3. The right to express one's self provided it is exercised in accordance with Institution's social norms.
- 2.4. The right to due process of law.

Section 3

Emilio Aguinaldo College recognizes the hazards of smoking to health and declares the entire campus and its 100 meter radius exterior, a non-smoking area².

Section 4

Emilio Aguinaldo College is a drug-free and liquor-free campus.

² Section 5 of Republic Act 9211: *The purpose of RA 9211 is generally to promote a healthful environment. It informs the public of the health risk associated with cigarette smoking and tobacco use.*

Section 5

All members of the academic community of Emilio Aguinaldo College, including its students are expected to observe the values of politeness, etiquette and courtesy in dealing with the other members and guests on campus at all times. They are expected to show respect to all persons and for differences in religion, race, sexual orientation and gender identity³, and political beliefs.

Title 2

EAC Identification Cards

Section 1

Upon enrollment, students are issued original identification cards (ID) with computer-registered student numbers with a specified validity period. Students should always wear their ID while inside the campus to be presented to authorities if requested. The ID is valid as long as the student is enrolled at the EAC.

Section 2

Damaged, Defaced, Mutilated or Lost School IDs

If the student's school ID is damaged, defaced, mutilated or lost, only the enrolled students can apply for a new one to replace it. The staff and personnel at the Office of Student Affairs (OSA) shall guide the student in following the procedure on replacing a lost or damaged school ID. Procedure as follows:

2.1. In case of lost ID, the student should first secure a notarized affidavit of loss as soon as the EAC ID is confirmed lost.

2.2 In case of damaged ID, student should proceed directly to MIS Department for checking and repairing of the damage and for possible billing endorsement to the Cashier's Office for ID Replacement.

2.3 After securing the notarized affidavit of loss, return to OSA for clearance.

2.4 Go to Cashier's Office for billing and payment of the ID replacement fee.

³ CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Educational Institutions (*HEIs*).

2.5 Bring receipt to MIS Office for ID Photo and processing.
(Take note of the date of ID release.)

Section 3

Students who left their school ID must proceed to the Security Office to verify their identity and enrollment. Students will be allowed to enter only upon the verification of the Security Office. The student will then be given a one-day campus pass to serve as their temporary ID for the day. The student should surrender this campus pass to the Lobby guard upon exit to the school premises.

Section 4

Students are liable for false information on their ID, registration forms, and other school documents. Students who have transferred residence or have changed their civil status should inform the Registrar's Office.

Title 3

The School Uniform

Section 1

EAC Dress Code

Emilio Aguinaldo College recognizes the right of students to come to school dressed according to their individual taste. However, they are encouraged to use attires that consider the educational character of the Institution and the sensibility of other members of the academic community.

Dressing appropriately is a virtue that the school community would like to cultivate among its students; thus, the school reserves the right to call the attention of students who dress inappropriately.

The following are the prescribed dress code for all Emilians:

1.1 Monday until Thursday- Type A uniforms and black shoes;

1.2 Friday (Washday) - Official EAC red shirt;

1.3 Saturdays -Dean endorsed school shirts or Official EAC red shirt;

1.4 For students who do not have the EAC red shirt, the Type A uniform must be worn from Monday until Saturday;

1.5 Laboratory gowns, Physical Education shirts & NSTP shirts are not uniforms. Students may wear the following apparel only during laboratory, PE & NSTP classes.

1.6 Organization shirts can only be worn by students during the conduct of their co-curricular/ extra-curricular activities upon prior approval.

Section 2

It is a mandatory requirement to all students to wear their Type A uniform and school ID during their Prelims, Midterms & Final examinations.

Should any of the major exams fall on a Friday or Saturday, students should wear their Type A uniforms and black leather shoes.

Section 3

A student is expected to be presentable, to be appropriately attired for the occasion and to project the values of an Emilian at all times.

3.1 Hair should be combed neatly at all times. Unconventional haircuts like punk, rock or similar hairstyles and use of unnatural, outlandish or bright hair colors, highlights are not allowed.

3.2 Earrings for male students are not allowed. Female students are not allowed to wear more than one pair of earrings or to wear dangling earrings.

Title 4

Academic Standing of Students

Section 1

Emilio Aguinaldo College regards its students as responsible individuals from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing, the status of their attendance, including the consequences of their failures, and absences. Notices regarding these matters are sent by Emilio Aguinaldo College only by way of courtesy and do not relieve the students of their responsibility.

Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the school.

Title 5

Class Suspensions

Section 1

As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.

Section 2

Classes are automatically suspended, without need for any announcement from the school, under any of the following conditions:

2.1 During regular and special non-working holidays as declared by the President of the Philippines;

2.2 During local holidays as declared by the City Mayor having political jurisdiction over the campus;

2.3 When Typhoon Signal Number 3 or above is raised in the CALABARZON IV-A (EAC-Cavite) before 8:00 a.m.;

2.4 When declared before 8:00 a.m. by national government agencies such as the Office of the President, the Commission on Higher Education (CHED), or the National Disaster Risk Reduction and Management Council, specifically for the CALABARZON IV-A (EAC-Cavite); and

2.5 When declared by the Office of the Mayor of the local government units before 8:00 a.m. for the areas where classes are held.

Section 3

The President or the Vice President for Academic Affairs makes the decision on the suspension of classes under any of the following conditions:

3.1. When the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;

3.2. When the announcement of suspension of classes by the government is made after 8:00 a.m. for the purpose of standardizing the cut-off or implementing the suspension of classes; and

3.3. When the school, on its own, intends to suspend classes.

Section 4

The decision of the President or Vice President for Academic Affairs will be communicated to the Director for Administration for dissemination. The official announcement of the suspension of classes will be made through the following platforms:

4.1 Website: <http://www.eac.edu.ph/cavite>

4.2. EAC Infocast

4.3. Trunkline: (+046) 416 4341 to 42

4.4. Postings on the walls along the EAC Activity Center & EAC Lobby and at offices such as the Registrar's Office and the Office of Student Affairs (except when suspension is made before 8:00 a.m.)

Section 5

Should there be a need to announce the suspension of classes in advance, i.e. before the actual day of implementation, in general, such official announcement of class suspension will be done no earlier than 11:30 p.m. on the night before the suspension is to be implemented. For announcements of suspension of classes on the same day, such official announcement of class suspension will be done no later than 4:30 a.m. unless the President/VPAA deems it necessary to suspend classes at a later time due to unforeseen change of circumstances.

Section 6

EAC campus is officially open from 6:00 a.m. to 9:00 only. Only those with permits will be allowed to enter earlier than and stay beyond these hours.

Section 7

When classes are suspended, campus access is also deemed suspended subject to the following:

7.1 When a class suspension is announced, students will no longer be allowed to enter the campus thirty (30) minutes after the suspension is made effective.

7.2 Students on campus are expected to exit within one (1) hour after the suspension is made effective. Loitering inside the campus will be prohibited. Those waiting to be fetched may stay at the EAC Lobby and EAC Activity Center.

7.3 In extreme cases of emergency when students & employees are stranded and unable to go home, specific areas inside the campus shall be designated by the Security Office for extended stay.

Title 6 Access to Campus Facilities

Section 1

Emilio Aguinaldo College acknowledges the right of the students to equal access to available campus space and facilities. Benches, tables and desks in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need.

Section 2

Emilio Aguinaldo College does not acknowledge permanent “reservation right” to any available school facility and/ or campus space. Usage of said school facilities is based on a first come, first served basis.

Section 3

Emilio Aguinaldo College encourages students to use campus facilities for official business affairs and for social, cultural and recreational activities. However, the school reserves the right to deny the use of such facilities to those who do not abide by regulations on the use of such facilities issued by the administration.

Title 7 Health and Wellness

Section 1

Emilio Aguinaldo College values the health and well-being of the members of the academic community, thus:

1.1 All students are required to undergo the scheduled entrance and periodic health examination conducted by the EAC School Clinic.

1.2. Students who are diagnosed to have communicable diseases and/or those who are unable to report to class because of a prolonged illness are required to seek clearance from the EAC School Clinic before going back to school.

Section 2

Smoke Free Campus

It is the policy of Emilio Aguinaldo College to maintain a smoke free/tobacco free environment for all stakeholders. The use of cigarette, e-cigarettes and/or all tobacco products is prohibited within any school facility and/or on any property.

This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the general public attending events at any site within the campus.

Additionally, this policy shall apply to all school facilities or properties, owned or leased, regardless of location including school vehicles.

The following guidelines shall apply:

2.1. Smoking (in all forms) and the use of all tobacco products is prohibited in all school buildings and on all school property.

2.2. EAC owned or rented vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.

2.3. As new related medical research and information becomes available regarding the hazards of smoking, these guidelines will be reviewed by the School Clinic and distributed as appropriate.

2.4. The Student Clinic will serve as referral agencies and provide guidance for students and staff as requested.

Title 8

Standard Classroom Policies & Procedures

Section 1

Students should follow the standard classroom policies and procedures.

1.1 Observance of the appropriate attire/ school dress code that may be required by faculty members/ academic deans in their classes or during specific activities/sessions.

1.2 Appropriate and proper use of electronic devices as defined by faculty to support instruction (e.g., cellular phones and other communication devices, laptops, etc.) should be observed to promote a classroom environment that is favorable for learning.

1.3 Use of instructional equipment and materials in classrooms for academic and related purposes, following the *guidelines on venue and equipment reservation**.

1.4 Proper care and responsible use of all classroom equipment, furniture and other related facilities of the institution.

1.5 Faculty members are also allowed to set additional policies and procedures provided that these rules do not go against any provision of this manual. Said rules must be practical, reasonable and mutually agreed upon by the faculty and students to facilitate an environment conducive to learning.

ARTICLE 3 OFFICIAL COMMUNICATIONS

Section 1

All official business with any office, unit or department of the school, or with any administrative personnel, should be transacted in writing following the standard letter format. The student should provide two (2) copies: one copy for the office concerned and the other one noted by the recipient for the student as a receiving copy. Oral arrangements or agreements should be supported afterwards by a written document.

Section 2

All communications should be signed with the student's name, course & year level and ID number. Hard copies should be signed. For e-mailed communications, students are strongly encouraged to use their official EAC student email being issued by the MIS Office.

Section 3

Under special circumstances, academic-related and discipline-related information regarding students enrolled in EAC may only be obtained from the Registrar's Office and the Office of Student Affairs, respectively.

Section 4

Any person who transacts business with the Registrar's Office, the Finance and Accounting Office, Office of Student Affairs, and the Dean's Office, for and on behalf of a student, should present a letter of authorization and valid identification card as may be required by the office concerned.

Section 5

Information regarding students enrolled at the College may be obtained from the Registrar's Office following the guidelines on the release of documents.

ARTICLE 4 FINANCIAL AIDS AND SCHOLARSHIPS

In consonance with the mandate of the Commission on Higher Education as provided for in Article XIV Section 1 of the Philippine Constitution which provides “ *to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all*” and Article XIV, Section 2 (3) “*to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students both in public and private schools, especially to the underprivileged*”, Emilio Aguinaldo College aims to expand opportunities for all students by systematizing the award of scholarship grants, financial aid and privileges to deserving and qualified students through the following programs.

1. Entrance Scholarship
2. Merit Scholarship
3. College Academic Scholarship
4. Siblings Discount
5. Educational Fund Assistance for Children of Employees (EFACE)
6. Parent-Child Discount
7. Student Assistantship Program (SAP)
8. Student Assistance Fund for School of Education (SAFE)
9. Pioneer Discount
10. Non-academic Scholarship
11. Student Publication Scholarship (MAGDALO)
12. Varsity Scholarship
13. PWD Discount
14. City of Dasmariñas Matching Grant
15. CHED Study Grants (PESFA/NISGP/ SEGEAP)
16. PVAO Scholarship⁴
17. PD 577⁵

⁴ *As a tribute to the patriotism and heroism and in support of the families of the veterans, this program aims to give financial assistance to children or grandchildren of members. (<http://www.pvao.mil.ph/>)*

⁵ **PD 577:** *A Law Exempting Dependents of Military Personnel who die or become incapacitated in line of duty from the Payment of Tuition and Matriculation Fees in Public or Private Schools, Universities, Colleges, and other educational institutions.*

18. PD 451 Section 7⁶
19. Government Agency Scholarships (*i.e. PNP, BJMP, BI, BFP*)

Section 1

Academic Scholarship

1.1. Entrance Scholarship – This scholarship grants 100% exemption from tuition fee to high school valedictorians and 50% reduction in tuition fee to salutatorians for one (1) semester. Below are the eligibility criteria for entrance scholarship:

- a. Graduates from high school recognized by the government with a graduating class of 100 and above. They must present a certificate signed by the Principal of the school attesting to the fact that they are either valedictorians or salutatorians and the total number of the graduating class.
- b. Must have passed the entrance examination administered by the College.

1.2. College Academic Scholarship – This scholarship awards 50% discount in tuition fee for one (1) semester to students who satisfy the following requirements:

- a. Have obtained during the semester under consideration a general weighted average of at least 1.50 and no grade below 2.0;
- b. Have taken during the semester under consideration at least the normal load prescribed in the curriculum or not less than 18 units;

⁶ **PD 451 Section 7** *Additional Scholarships. As a further condition to any grant of increase in tuition or other school fees, private schools with a total enrolment of at least one thousand, are hereby required to provide free scholarships to poor but deserving students at the ratio of one (1) free scholarship for every five hundred (500) pupils/students enrolled: Provided, That this requirement shall be exclusive of the present practice of private schools offering scholarship privileges to valedictorians and salutatorians and other pupils/students who have achieved scholastic distinctions. Neither shall other forms of scholarships such as those offered to athletes and working students be included in arriving at the proper number of poor but deserving pupils/students to be given free scholarships.*

- c. Have passed and/or completed all non-academic requirements:
 - c.1. For incoming third year students, all Physical Education (PE) courses/subjects during the first two years of the program as required and specified in the curriculum;
 - c.2. For incoming second year, NSTP 1 and 2 (CWTS/LTC/ROTC) should be completed; and
 - c.3. The student has not been suspended or committed any misconduct or violations of school policy. Clearance for this should be officially obtained from the Office of the Student Affairs.
- d. In case of re-application for academic scholarship, the student must have also satisfied the aforementioned criteria from the previous semester.

1.3. The scholar shall avail of only one (1) type of scholarship within his/her stay in the College.

Section 2

Merit Scholarship

- 2.1. EAC Merit Scholarship provides financial assistance and rewards to intellectually gifted students.
- 2.2. The scholarship grant in terms of tuition and miscellaneous fee discounts is limited only to incoming freshmen who are Filipino citizens. This scholarship grant may only be availed during the start of the first semester.

Below are the eligibility criteria for the scholarship:

ENTRANCE GRANT	HS AVERAGE	MERIT EXAM SCORES
100% (Full scholarship)	90 and above	500 to 800
75%	88 to 89	485 to 499
50%	86 to 87	475 to 484
25%	84 to 85	450 to 474

2.3. Guidelines on the Retention of Merit Scholarship

2.3.1 The student grantee should pass all the courses/subjects enrolled during the semester.

2.3.2. The student grantee should be able to meet the grade requirements to be eligible for scholarship in the succeeding semester.

ENTRANCE GRANT	GRADE REQUIRED TO MAINTAIN SAME DISCOUNT	SCHOLARSHIP UPGRADE	SCHOLARSHIP DOWNGRADE
100%	1.50 (no grade below 2.0 in any course/subject)	50% , if: 1.75 (no grade below 2.25 in any course/subject)	Not applicable
75%	1.50 (no grade below 2.0 in any course/subject)	100% , if: 1.25 (no grade below 2.0 in any course/subject)	50% , if: 1.75 (no grade below 2.25 in any course/subject)
50%	1.75 (no grade below 2.25 in any course/subject)	100% , if: 1.25 (no grade below 2.0 in any course/subject) 75% , if: 1.50 (no grade below 2.0 in any course/subject)	Not applicable
25%	1.75 (no grade below 2.25 in any course/subject)	100% , if: 1.25 (no grade below 2.0 in any course/subject) 50% , if: 1.50 (no grade below 2.0 in any course/subject)	Not applicable

2.3.3. Whenever the student grantee fails in any subject, or have acquired UW or OW marks, or failed to acquire the Average Grade for either full or partial scholarship, he/she loses entitlement to this grant in the following

semester and shall then pay for full tuition and miscellaneous fees. However, once the student met the grade requirements for either full or partial scholarship during the said semester, he/she could again avail of the scholarship.

2.3.4. The succeeding failure in maintaining the grade requirements is tantamount to the permanent loss of entitlement to merit scholarship. Hence, the student grantee has the option to avail of other scholarships where he/she qualifies.

2.3.5. The student grantee must have taken during the regular semester under consideration at least the normal load prescribed in the curriculum. This does not apply to summer classes where limited units/courses are offered by the school.

2.3.6 In no case shall the student grantee avail of other scholarships within his/her stay in the College.

2.3.7 The student grantee is expected to strictly abide by the EAC Student Manual, rules, regulations and policies promulgated and issued by the duly constituted authorities of the College. Otherwise, he/she loses entitlement of this grant.

Section 3

Non-academic Scholarships⁷

Non-academic Scholarships are integral to the fulfillment of the objective of the Institution to “establish, fund and implement programs for the development of talents and skills in the areas of sports, arts and

⁷ For purposes of identifying the Non-Academic Scholars, these set of guidelines will only be limited to the following groups:

- a. EAC Chorale (10 slots)
- b. Theater Arts (10 slots)
- c. EAC Dance Troupe (10 slots)
- d. EAC Brass Band (20 slots)

culture”. These scholarships and grants are intended to help promising young athletes and artistically talented students defray the cost of their school fees to complete their studies.

The scholarship and grant policy seeks to reward qualified students exemplifying excellence in the domains of sports, music, dancing, singing, visual arts and theater arts and to ensure that young Emilians pursuing studies in these areas are not prevented from completing their studies due to financial constraints.

3.1 New Entry Requirements for Non-academic Scholars

1. In order to qualify for membership to the clustered groups mentioned above, student-applicants must qualify to the following GENERAL CRITERIA:
 - a. Applicants *must be a bona fide student of Emilio Aguinaldo College Cavite*;
 - b. Applicants must *pass the audition/try-out* according to the set standard to all entry-level applicants as required by the coaches and talent coordinators;
 - c. Student must have completed the minimum residency requirement of one (1) year⁸;
 - d. *Incoming freshmen applicants must have a GWA of at least 80%*⁹ after they graduated from high school;
 - e. *Transferees and old students must likewise have a GWA of at least 2.50 or 80% and no grade remark of 5.00, UW/INC from the previous semester (except Summer Term) following the date of his/her application for scholarship*;
 - f. *All EAC Chorale, Theater Arts, EAC Dance Troupe and EAC Brass Band scholars must be endorsed through the Letter of Recommendation for Scholarship forwarded by the talent coordinators to the Scholarship Committee through the Director of Student Affairs, to be evaluated*

⁸ Residency may be shortened upon recommendation and evaluation of each of the talent coordinators assigned on each domain.

⁹ Article 12 Section 1 Subsection 1.2 of the EAC Student Manual 2012 Edition

by the *College Registrar and Budget Officer. Scholarship endorsement will shortly be forwarded to the Vice President for Academic Affairs for recommendation and submitted for approval to the President.*

- g. The Letter of Recommendation for Scholarship must have the following attachments, as follows:
 - 1. Individual Performance Evaluation Forms of the scholars from coordinators;
 - 2. Final Grade Report of the students from the previous semester;
 - 3. Accomplished Scholarship Application Green Forms (from students).
- h. Submission to OSA of the Letter of Recommendation for Scholarship must be made within *two weeks after the opening of classes.*

The student-applicant must only elect one scholarship grant. Should he/she be qualified to other scholarship privilege other than what the institution offers at the time of his/her enrollment, *the student-applicant cannot simultaneously use multiple scholarship grants.*

3.2 Retention of Non-academic Scholarships

- 1. Scholars enrolled in the program must have a GWA of at least 2.75 (76-78), no failing grades in any subject and no INC remarks in order for them to be retained in the scholarship roster for the succeeding semester;
- 2. Scholars who have incurred a failed grade in one of their subjects for the semester having a GWA of 5.0 will be put into *probationary status.*
- 3. Failed subjects are not covered by the scholarship privilege and shall be charged to the personal account of the student. These charges must be cleared with the Accounting Office before each semester commences;

4. Two or more failing subjects would mean *removal from the scholarship roster and suspension of the scholarship privileges in the succeeding semester* to give time for academic recovery on the part of the student;
5. Should the academic standing of the scholar under probation improve in the succeeding semester, they must notify their respective talent coordinators for them to be re-enlisted in the official roll of scholars. They must present the following documents:
 - a) Final Grade Report Form of the previous semester (*must show improvement of grades*);
 - b) Recommendation Letter for Readmission for Scholarship¹⁰
6. Professional conduct, attendance and discipline of the scholars will be strictly monitored. Failure of the student to meet the training requirements and attend to the official business affairs will be reported to the Office of Student Affairs for appropriate action;
7. The Non-Academic Scholarship privilege is only available to scholars during the first (from August to December) and second (from January to May) semesters for each academic year¹¹;
8. The coordinators shall be personally responsible in making this scholarship policy *known and understandable to all of its recipients/beneficiaries and their parents or guardians*.

Section 4

Varsity Scholarships

Athletic/Varsity Scholarships are awarded to student-athletes who have excelled in sports and academics. Aside from being financially challenged, applicants must have outstanding athletic ability in their specific sport. Applicants must complete the *Athletic Scholarship Application Form* from the Sports Development Institute and pass the initial try-out required by the coaches.

¹⁰ Signed by the student, noted by the talent coordinator, recommended for approval by the Scholarship Committee and approved by the VPAA.

¹¹ Effective this S.Y. 2017-2018.

The following are the sports which are granted scholarship slots, as follows: Athletics, Badminton, Basketball, Volleyball, Chess, Football, Lawn Tennis, Table Tennis and Taekwondo.

Section 5
Student Publication Scholarship (MAGDALO)

All staff members of the MAGDALO are to be accorded scholarships for the current semester, commensurate to their positions in the staff hierarchy. Scholarship will be awarded to the student every end of the semester or as determined by the Scholarship Committee as per recommendation of the MAGDALO Adviser.

The scholarship privileges are to be broken down as follows:

DESIGNATION	TUITION FEE DISCOUNT
Editor in Chief	100% discount on tuition and miscellaneous fees.
Associate Editor	100% discount on tuition fee
Managing Editor	100% discount on tuition fee
Section Editors	75% discount on tuition fee
Chief Layout Artist	75% discount on tuition fee
Photojournalist	75% discount on tuition fee
Staff Writers ¹² , Asst. Photojournalist, and Asst. Layout Artist	50% discount on tuition fee

5.1 Selection Criteria

To be able to qualify to take the Editorial Board examination and interview, an applicant for any position must satisfy the following:

- a) A bona fide student of Emilio Aguinaldo College-Cavite for the current school year;
- b) Must be officially enrolled with at least 18 units during the current semester;

¹² One (1) staff writer for News, Filipino, Features, Literary, Opinion, Culture and Lifestyle and Sports Sections. (TAMBULI 2008-09)

- c) Must be of good moral standing;
- d) For freshmen: with a general average of 80% and no failing grades in any subject during the previous school year; for transferees and current EAC students: with a general weighted average (GWA) of 2.50 during the last semester, with no failing grades, and no UW or OW.
- e) For BOE aspirants: candidates must have at least one year residency in EAC and must have attained an average grade of at least 2.00 in the previous semester
- f) For staff writers, photojournalist and layout artist: candidates should have attained an average grade of 2.50 in the previous semester.
- g) Membership to the Central Student Council Board or to any college councils or accredited student organization disqualifies any student from joining MAGDALO unless otherwise he/she resigns from his/her post as an officer.
- h) No staff member of MAGDALO may serve as a campaign manager for a candidate in any elections. The student shall be asked to resign to preserve the integrity and neutrality of the student publication.

Section 6

Student Assistantship Program (SAP)

To enable financially underprivileged but intellectually capable students to pursue tertiary education, Emilio Aguinaldo College has launched the Student Assistantship Program (SAP), which operated in accordance with *Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines*¹³, as amended.

¹³ **Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines**

"There is no employer-employee relationship between the students on one hand and schools, colleges or universities on the other, where students work for the latter in exchange for the privilege to study free of charge, provided the students are given real opportunity including such facilities as may be reasonably necessary to finish their chosen courses under such arrangements."

Students accepted in this program are entitled to receive an allowance rated at around 75% of the minimum wage in Cavite. The amount of said allowance will depend on the total hours served on duty by the student per semester basis.

The accumulated allowance in a particular semester will be deducted against the tuition fee.

Section 7

Student Assistance Fund for Education Students (SAFE)

The discount privilege is open to all bonafide students taking up Bachelor of Elementary Education and Bachelor in Secondary Education.

Students accepted in this program are entitled to receive the equivalent tuition fee discount earned after completing one hundred (100) hours of service in the campus.

Schedule of Discounts as follows:

Year Level/Service Rendered	Tuition Fee Discount
Freshmen/ Second Year (4 Semesters)	50% Tuition Fee Discount
Third Year (5-6 Semesters)	75% Tuition Fee Discount
Fourth Year (7-8 Semesters)	100% Tuition Fee Discount

Section 8

Pioneer Discount

Pioneer Discount is available to all freshmen applicants, who have not enrolled in any curriculum in any schools to the new program openings in Emilio Aguinaldo College-Cavite.

8.1 Guidelines

- a. Only the first twenty (20) applicants to enroll to new program may avail of the 50% discount on tuition fees during the 1st semester (August).

- b. The student-applicant must be a fresh high school graduate of any reputable private or public institution.
- c. The fourth year high school average grade of the student-applicant must be at least 85%.
- d. The grant may be extended to the next semesters provided that the student-applicant will not shift to another course and retains a GPA/GWA of 2.0 without a grade lower than 2.5 in any of his/her subjects enrolled in any semester.

Section 9

Educational Fund Assistance for Children of Employees (EFACE)

Emilio Aguinaldo College provides its staff and faculty access to reduced-rate educational opportunities for their children. The purpose of educational benefits is to provide staff and their children the opportunity for continued professional growth and new or renewed intellectual achievement. This may be accomplished through study leading to completion of a degree, whether associate or undergraduate courses so that career effectiveness may be enhanced, occupational usefulness increased and the Institutional personnel skills strengthened. The program requires a commitment from both the employees and the school to be effective.

Employees from subsidiary companies of Emilio Aguinaldo College¹⁴ also benefit from this program.

¹⁴ Immaculate Conception Academy, Emilio Aguinaldo College-Medical Center, JOPAUEN Realty Corporation, Angel Uriel Services Inc. and Dalisay Security Providers Inc.

Section 10 Siblings Discount¹⁵

Siblings who will enroll in Emilio Aguinaldo College are entitled to tuition fee discounts on a per semester basis deduction. The Sibling Discount will be awarded to the next younger sibling when both/ several siblings are enrolled at the same time.

Application form can be obtained from the Office of Student Affairs.

Section 11 Student Referral Discount (Bring A Friend Program)

The program is geared towards encouraging students to participate in the process of marketing and student recruitment of the Institution. They

¹⁵ Terms and Conditions apply, as follows:

1. Applicant and his/her siblings must be bona fide students of Emilio Aguinaldo College.
2. Does not overlap or apply if younger sibling is enjoying any other scholarship/ discount.
3. Offer of discount will only be made when the Institution receives the following documents:
 - Certified photocopies of NSO issued Birth Certificates for both siblings;
 - Certified photocopies of Final Grade Report Form from the previous semester;
 - Certified photocopies of NSO issued Marriage Certificate of Parents
4. The discount is in the form of a tuition fee waiver. Fees shall not be deducted from any general, registration, application or exam fees.
5. The final decision to grant the discount is at the sole discretion of the Scholarship Committee of the Institution.
6. This discount is valid for all students enrolled to any programs in EAC.
7. Benefits:
The Sibling Discount is applicable to **tuition fees of the youngest sibling only**. Amount of discount given are as follows:
 - 2nd child – 25% discount
 - 3rd child – 50% discount
 - 4th child – 75% discount

are considered to be the best ambassadors to link with their fellow students.

In return, the student who will earn sufficient referral points will be entitled to a tuition fee rebate at the end of the semester in the amount of Php 500.00 per student referred¹⁶.

Section 12

Other Educational Assistance Programs in EAC

Information about the educational assistance programs listed below is available upon inquiry at the Office of Student Affairs.

Other educational assistance as follows:

1. Parent-Child Discount (25% Tuition Fee Discount)
2. PWD Discount (R.A. 7277) (20% Tuition Fee Discount)
3. City of Dasmariñas Matching Grant
4. Government Agency Scholarships (*i.e. Philippine National Police, Bureau of Jail Management and Penology, Bureau of Immigration, Bureau of Fire Protection, Cultural National Integration*) (50% Tuition Fee Discount)
5. CHED Educational Assistance Programs (*i.e. PESFA, NISGP, SEGEAP*)
6. PVAO Educational Assistance Program
7. P.D. 577
8. PLDT Gabay-Guro
9. ALS Janssen Scholarship Grant
10. Jollibee Foods Corporation SEEDS Program

¹⁶ Terms and conditions apply.

Section 13

Scholarship Updating Requirements

EDUCATIONAL ASSISTANCE PROGRAMS

I. AFP/PVAO/PNP/BJMP/BFP Educational Assistance

- a) Original copy of AFP/PVAO/PNP/BJMP/BFP SCHOLARSHIP CERTIFICATION
- b) Original copy of CERTIFICATE OF ACTIVE DUTY STATUS
- c) 1 copy FINAL GRADE REPORT of applicant from previous semester
- d) 1 copy ENROLLMENT REGISTRATION FORM

II. BUREAU OF IMMIGRATION EDUCATIONAL ASSISTANCE GRANT

- a) Original copy of Bureau of Immigration ENDORSEMENT LETTER & SCHOLARSHIP CERTIFICATION
- b) Employment Certification attesting that applicant's parent is a REGULAR EMPLOYEE with Salary Grade (SG) 24 or below
- c) 1 copy FINAL GRADE REPORT of applicant from previous semester
- d) 1 copy ENROLLMENT REGISTRATION FORM

III. R.A. 7277 20% PWD TUITION FEE DISCOUNT PRIVILEGE

- a) 1 copy (front & back) of PWD IDENTIFICATION CARD
- b) 1 copy FINAL GRADE REPORT of applicant from previous semester
- c) 1 copy ENROLLMENT REGISTRATION FORM

IV. SIBLINGS /PARENT-CHILD SCHOLARSHIP

*(*for both applicants)*

- a) 1 copy FINAL GRADE REPORT of applicants from previous semester
- b) 1 copy ENROLLMENT REGISTRATION FORM
- c) 1 copy of applicant's NSO issued BIRTH CERTIFICATE
- d) 1 copy of both parent-child/siblings SCHOOL ID

V. EDUCATIONAL FUND ASSISTANCE FOR CHILDREN OF EMPLOYEES (EFACE)

- a) Approved EDUCATIONAL FUND ASSISTANCE FOR CHILDREN OF EMPLOYEES (EFACE) APPLICATION FORM
- b) 1 copy FINAL GRADE REPORT of applicant from previous semester
- c) 1 copy ENROLLMENT REGISTRATION FORM
- d) 1 copy of applicant's 2x2 PHOTO in white background and a photocopy of his/her Company ID

VI. CITY OF DASMARINAS MATCHING GRANT (MAYOR SCHOLARSHIP GRANTEES)

- a) Original copy of MAYOR SCHOLARSHIP ENDORSEMENT CERTIFICATE

- b) 1 copy of applicant's 2x2 PHOTO in white background
- c) 1 copy FINAL GRADE REPORT of applicant from previous semester
- d) 1 copy ENROLLMENT REGISTRATION FORM

VII. OTHER SCHOLARSHIPS

For PLDT Gabay Guro & ALS Janssen Scholarship Grantees

- a) 1 copy of applicant's 2x2 PHOTO in white background
- b) 1 copy FINAL GRADE REPORT of applicant from previous semester
- c) 1 copy ENROLLMENT REGISTRATION FORM

NON-ACADEMIC (TALENT) SCHOLARSHIPS

For EAC Varsity, Culture and Arts Production (*EAC Chorale, EAC Brass Band, EAC Dance Troupe, EAC Theater Arts), MAGDALO Scholars

- a) 1 copy of applicant's SCHOOL ID
- b) 1 copy FINAL GRADE REPORT of applicant from previous semester
- c) 1 copy ENROLLMENT REGISTRATION FORM

ARTICLE 5 COLLEGE ENROLLMENT AND REGISTRATION

Section 1 Enrolment Flow Procedures

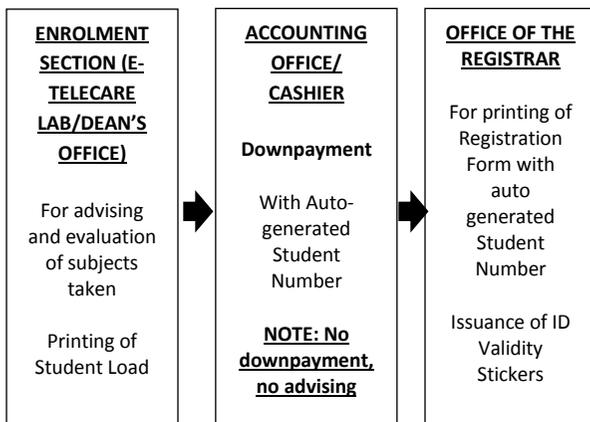
When a student registers in the College, it is understood that he/she is enrolling for the entire semester. He/she is considered officially enrolled after submitting the appropriate admission or transfer credentials and has made the initial payment of school fees which has been accepted by the school.

1.1. Freshmen and Transferees

Step 1: Admissions Office Applicant is screened and the student's credentials are evaluated. Applicant Number is given thereafter to the student by the evaluating officer.
Step 2: Guidance Office Applicant is prepared by the Guidance staff for the entrance examinations.
Step 3: Enrollment Section (E-Telecare Lab/ Dean's Office) Applicant is assisted by a faculty officer for advising and evaluated for the subjects needed to be taken for that semester. A printed student-load is given to the student after evaluation.
Step 4: Accounting Office/ Cashier Applicant is advised to pay the required down payment to the Cashier. Cashier will ask from the applicant the auto-generated student number to finish this transaction ¹⁷ .
Step 5: Office of the Registrar For printing of Registration Form with auto-generated Student Number. Issuance of ID Referral Slip.
Step 6: Student ID Students are instructed to proceed to MIS for ID Processing. Processed IDs are endorsed to the Dean's Office for ID distribution together with the Student Manual, EAC ID Lanyard and ID Case. Proceed to Registrar's Office for issuance of ID Validity Stickers.
Step 7: Medical/Dental Clinic For physical/ medical-dental examinations.

¹⁷ No downpayment, no advising.

1.2. Continuing Students and Returnees



Section 2 Course Credit for Transferees

- 2.1. The student must have met the college residence requirements, namely, he has taken a minimum of 50% of the total units or credit of the course/subject and has registered for at least two (2) years prior to graduation. In addition, during the student's initial semester in the College, he/she shall be enrolled with a minimum of 15 units comprising of 12 units of courses/subjects and an additional 3 units of Emilian Culture Formation course. Additional units will be given upon the discretion of the Dean.
- 2.2. Courses/subjects taken from another school should be credited on the first term of studies at EAC subject to the governing rules and regulations of the College.

Section 3 Adding, Dropping and Changing of Courses/Subjects

- 3.1. A student with valid reasons may add, drop or change course(s)/subject(s) within two (2) weeks after the beginning of classes and subject to payment of corresponding fee. A prescribed form taken from the Office of the Registrar shall be

accomplished duly signed by his Program Head and approved by the respective Dean.

- 3.2. Requests for additional courses/subjects shall not exceed the maximum load prescribed for the curriculum year of the student during the semester.
- 3.3. If the student intends to drop all courses/subjects enrolled, parental consent is required. If dropping is within the allowable two-week period after the first day of classes, the Office of the Registrar will drop all the courses/subjects. Dropping or withdrawing after the prescribed two-week period will be subject to the school policies stated in Article VI (Tuition and Miscellaneous Fees).

Section 4

Pre-Requisite Courses/Subjects

As a general rule, a student shall not be permitted to take any advanced course/subject until he has satisfactorily passed the pre-requisite course(s).

However, a graduating student, in his/her last semester of studies, may be allowed to take the prerequisite and advanced classes under the following conditions: (1) when the prerequisite is a repeated course/subject; (2) when the student has superior scholastic standing; and (3) when it is approved by the Dean or any authorized academic official.¹⁸

¹⁸ Article XIX Section 91 of Manual of Regulations for Private Higher Education, 2008

Section 5

Study Load and Overloading of Courses/Subjects

- 5.1. A non-graduating student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he/she is enrolled in.
- 5.2. A graduating student, in his/her last semester of studies, may be allowed additional course loads of not more than six (6) academic units in excess of the normal load specified for the last school term.¹⁹

Section 6

Cross Enrollment

In general, cross enrollment is discouraged. However, for valid reasons as determined by and with written approval of the respective Dean, a student may be permitted to cross-enroll in another institution up to the normal course load for that particular term.²⁰

- 6.1. Cross-enrollment permit will be issued by the Office of the Registrar based on the approved request. Courses taken in another institution outside the College will be given no credit if enrollment is not authorized by the Dean and the Registrar.
- 6.2. Cross-enrollment shall be done within the registration period. No student is allowed to cross-enroll in two (2) or more schools outside the College.

Section 7

Shifting to Another Program

Shifting to another program is allowed only during the registration period. Using the prescribed shifting form taken from the Office of the Registrar, the student shall secure the approval of the Dean of the present school,

¹⁹ Article XIX Section 92 of Manual of Regulations for Private Higher Education, 2008

²⁰ Article XIX Section 93 of Manual of Regulations for Private Higher Education, 2008

and acceptance or approval of the Dean of the new school. In terms of shifting programs within the same school, the student must seek approval from his/her Dean.

ARTICLE 6

PAYMENTS, RECORD & ADJUSTMENTS OF TUITION, MISCELLANEOUS & OTHER SCHOOL FEES

Section 1

Fees

The imposition of new tuition, miscellaneous, and other school fees (except for tuition and other fees of incoming freshmen) are subject to consultation with students, faculty, non-academic staff, and other stakeholders of the school at any time not later than February 28 of the school year immediately preceding the academic year of its implementation. The president or his designate shall preside over the consultations with the assistance of all College officials and Deans.

Section 2

Payments

- 1) All payments should be transacted through the Accounting & Finance Department at the Cashier's window. Tuition, Miscellaneous and other school fees are posted on the Bulletin Board of the Office of the School Registrar.
- 2) Payments may also be accepted by EAC's depository banks, either through direct deposits, over the counter transactions or bills payments facility²¹. Students need to present validated deposit slip to the cashiers or via email for the issuance of Official Receipt and posting to the student's account.
- 3) The fees payable to the college may be paid in cash upon enrollment or by installment. The schedule of payments is indicated in the Registration Form of each student.

3.a) Students who pay in cash upon enrollment within the stipulated enrollment period are entitled to cash payment discount equivalent to 5% of tuition fee amount.

3.b) Students who opt to pay on installment basis are subject to the following:

1. Payment of required down-payment upon enrollment, balance is payable in eight (8) equal installments the last of which is one week before the 1st day of scheduled final examinations.

²¹ Please inquire at the Cashier's window for details.

2. Students who fail to pay the balance will be allowed to complete the remainder of the term but will not be allowed to enroll in the next semester and their documents (Transcript of Records, Transfer Credentials, etc.) will be withheld until the balance is paid.
3. Students who paid on installment basis and discontinued attending classes will have to pay the balance of their accounts.
- 4) Check payments are accepted but will be subject to clearing by the bank before Official Receipts are issued. The cashiers issues Acknowledgement Receipt upon receipt of check. In case the check is dishonored by the bank, the student is notified to settle his/her account by paying in cash thereafter. Only dated checks are received by the Cashier.

Section 3

Rules Governing Record/Adjustments of Fees

Claims for refund are subject to the following policy in accordance with Commission on Higher Education (CHED)

- 1) When a student registers in the College, it is understood that he/she is enrolling for the entire semester.

A student who transfers or otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one (1) month may be charged twenty five (25%) of the total amount due for the term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes.

- 2) The student may be charged all the school fees in full if he/she withdraws any time after the second week of classes.
- 3) If the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance.
- 4) Registration and other pertinent fees are not refundable.

Section 4

Other concerns

1. A currently enrolled student with unsettled financial obligations will be allowed to take final examinations pending he/she submits promissory note guaranteed by the parents. However, the school has the right to withhold the clearance of the student until all balances are settled.
2. Full refund of tuition fee shall be made for any course or subject, which has been discontinued by the school or not credited through no fault of the students.
3. During summer, a student who drops from his/her classes shall be charged by the Colleges as:
 - a) Within the first and second days of classes, he/she shall be charged an amount equal to twenty five (25%) of total amount due for the summer term regardless of whether or not he/she actually attended classes.
 - b) Within the third and fourth day of classes, he/she shall be charged an amount equal to fifty percent (50%) of total amount due for the summer term regardless of whether or not he/she actually attended classes.
4. Any student who had been dismissed or expelled from the college is not entitled to receive any refund of tuition fees.

ARTICLE 7

ATTENDANCE AND EXAMINATIONS

Section 1

Prompt and regular attendance in all classes is required to all students from the first day until the end of the semester.

Section 2

Every student is required to attend no less than 80% of class periods in a given subject to earn the corresponding units. The 20% allotted for absences may be considered excused or unexcused absences. The teacher concerned is obliged to give make-up activities such as quizzes for excused absences only.

- 2.1. Excused absences – due to sickness, death in the family or authorized participation in an activity officially recognized by the school. Excused absence should be requested by the student, in writing, to the Dean and supported with the necessary documents (for instance, medical certificate for health reasons and death certificate in case of death of a family member).
- 2.2. Unexcused absence – all reasons that are not covered by excused absence.

Section 3

Rules on Tardiness and Absences

- 3.1. The student is considered late (tardy) if he/she is not in the class within 15 minutes from the start of the class. Place of residence/distance is not an acceptable reason for coming late to class and other required extra-curricular activities.
- 3.2. Three (3) consecutive tardiness of less than 15 minutes in a course/subject are equivalent to one (1) absence in that

course/subject. However, the student is allowed to attend the class.

- 3.3. A student is considered absent if he/she is late for more than 15 minutes. However, the student is allowed to attend the class.
- 3.4. A student who incurs at least three (3) consecutive absences in any course/subject shall be required by the instructor to report to the Guidance Office for counseling. A referral form from the Guidance Office must be presented by the student prior to his/her re-admission in class.
- 3.5. A student is held responsible for all assignments, lessons, and other requirements missed regardless of the reason for the absence.
- 3.6. A student who accumulates more than the maximum number of allowed absences in a given subject is disqualified from earning any unit and dropped automatically from the class with a final grade of U.W. (Unauthorized Withdrawal). The maximum allowable absences are presented as follows:

3-unit subject	11 hours
4-unit subject	9 hours
5-unit subject	7 hours
6-unit subject	6 hours

For NSTP 1 and 2, the maximum allowable absences are six (6) hours.

Section 4

When an instructor is absent or has not arrived in class after 15 minutes, the class president or any other officer should report this to the Dean of the school concerned and inquire if there is any activity provided for the class. Early dismissal of the class should likewise be reported.

Section 5

Three (3) periodic examinations namely prelim, midterm and final examinations shall be conducted every semester as indicated in the Academic Calendar. During the summer term, there shall be only two periodic examinations: midterm and final examinations.

Section 6

No student is allowed to take a periodic examination without presenting his/her examination permit issued by the Accounting Office and distributed by the respective school.

Section 7

Periodic examinations are departmentalized and questions of which are taken from the College Test Bank. Checking of these examinations is performed through a scanner and the results are automatically recorded at the Office of the Registrar. However, results of the examinations shall be inquired from the respective Dean's Office.

Section 8 **Special Examinations**

- 8.1. Special prelim/midterm examinations are given to students who failed to take the scheduled prelim and midterm examinations for valid reasons such as illness or death in the family, and as scheduled in the Academic Calendar.
- 8.2. The student should secure clearance from his/her Dean to take the special examinations. A student who fails to take the examinations on the appointed day due to an illness must present a medical certificate from the School Physician.
- 8.3. Special examinations are taken within the semester only before the scheduled midterm and final examinations, respectively. Hence, a student gets a score of zero (0) if he/she fails to take

the prelim and midterm examinations within the prescribed periods.

8.4. During summer classes, a special midterm is scheduled.

Section 9

Completion Examinations

9.1. Completion examinations (final examinations) must be taken within the prescribed period as indicated in the Academic Calendar. The student should accomplish a standard completion form taken from the Office of the Registrar and shall be duly signed by the instructor and approved by the Dean.

9.2. If a student fails to take after the prescribed period of completion,²² he/she gets a grade of 5.0 in the courses/subjects having no final examinations (see provisions in Section 3, Article 8 on Grading System).

Section 10

Open accounts warrant non-release of examination results.

Section 11

Students caught cheating in any examination or quiz shall be sanctioned with a grade of 5.0 in the course/subject, and dropped from the course/subject itself.

²² Completion period of one semester according to EAC-Cavite Academic Circular No. 06, Series of 2013 entitled "Correction to EACC Academic Circular No. 09 Series of 2010 on Completion of Incomplete (INC) Marks"

ARTICLE 8 GRADING SYSTEM

Section 1

1.1. The College grading system is based on the following components and weights:

General Education (GE) subjects	Base 40%
Professional subjects	Base 30%
Subjects without laboratory	
Prelim Exam	20%
Midterm Exam	20%
Final Exam	20%
Class Standing	40%
Subjects with laboratory	
Prelim Exam	15%
Midterm Exam	15%
Final Exam	15%
Class Standing	25%
Laboratory	30%
Pure laboratory subjects	
Prelim Exam	20%
Midterm Exam	20%
Final Exam	20%
Laboratory	40%
OJT Subjects School requirements Industry Evaluation	<i>(for computation of grades, please refer to the OJT Manual per program)</i>

1.2. The grading system is computerized. The instructor encodes the periodic grades in the online facility, which allows students to view their grades within a specified period specified by the Registrar. Semestral grade printouts are submitted to the Office of the Registrar by instructors for record-keeping.

Section 2 Grading System Equivalent/Description

2.1. The academic performance of students shall be graded at the end of each semester/summer in accordance with the following grade points and their corresponding descriptions:

POINT GRADE	PERCENTAGE	DESCRIPTION		REMARKS
		Collegiate	TESDA Equivalent	
1.00	97-100	Excellent	Competent	Passed
1.25	94-96	Superior		Passed
1.50	91-93	Very Good		Passed
1.75	88-90	Good		Passed
2.00	85-87	Very Satisfactory		Passed
2.25	82-84	Satisfactory		Passed
2.50	79-81	Average		Passed
2.75	76-78	Fair		Passed
3.00	75	Pass		Passed
5.00	74 and below	Failed	Not yet Competent	Failed

INC – Incomplete

O.W. – Official Withdrawal

U.W. – Unauthorized Withdrawal

2.2. The standard passing grade for all subjects is 3.0 which is equivalent to 75%. Semestral grades are given at the end of the semester or summer term. The release of final grades shall be done by the Registrar through the respective schools as scheduled.

2.3. A grade of **INC (Incomplete)** is given to a student on the following conditions:

2.3.1. He/she is unable to take the final examination on the appointed date because of a valid reason;

- 2.3.2. Requirements such as quizzes, term papers, reports or course assignments (all included in the class standing) are not complied before the final examination.
- 2.4. A grade of **O.W. (Official Withdrawal)** is given to the student who drops the subject within the authorized period of dropping (before the first day of the scheduled midterm examinations).
- 2.5. A grade of **U.W. (Unauthorized Withdrawal)** is given on the following conditions:
- 2.5.1. After having officially enrolled, he/she has no attendance for the particular course/subject for the entire semester.
- 2.5.2. He/she accumulates more than the maximum tolerated absences (>20%) in a given course/subject.

Section 3

Completion of INC marks

In no case shall the period for the removal of INC (Incomplete) grade extend beyond one (1) semester. Once the prescribed period lapses, the grade of INC automatically become 5.0.

Specific guidelines for completion are as follows:²³

- 3.1 Students with INC marks incurred during the first semester are encouraged to complete their grade by the second semester of the same school year.
- 3.2 Students with INC marks incurred during the second semester and summer term are encouraged to complete their grades by the first semester of the succeeding school year.
- 3.3 A student shall immediately secure the completion form per course/subject from the Office of the Registrar and subject to

²³ EAC-Cavite Academic Circular No. 06, Series of 2013 entitled "Correction to EACC Academic Circular No. 09 Series of 2010 on Completion of Incomplete (INC) Marks"

payment of corresponding fees. The form shall be duly accomplished by the instructor and approved by the Dean offering the course. Copies of the approved completion forms shall be submitted to the Office of the Registrar for encoding.

Section 4

Verification of Grades

Verification of grades may be entertained as the student goes through the following processes:

- 4.1. Before the final grading period, request may be addressed formally to:
 - a. Program Adviser
 - b. School Dean

- 4.2 After the final grading period, request may be addressed formally to:
 - a. School Dean
 - b. Vice President for Academic Affairs

ARTICLE 9

RULES OF CONDUCT AND DISCIPLINE

Title 1

Rules and Regulations for Student Behavior

Section 1

EAC Rule of Conduct

Emilio Aguinaldo College students are responsible for regulating their own conduct and for respecting the rights and privileges of others.

Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all policies of the Institution, including the civil and criminal laws of the country. Failure to show respect for the standards as set forth by the Institution is a cause for disciplinary action.

Section 2

Standard of Student Conduct

In compliance with *Article 21 of the Manual of Regulations for Private Higher Education Institutions* and in keeping with the above-mentioned statement, the following regulations have been established by Emilio Aguinaldo College.

The following acts constitute Major Offenses:

2.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of Emilio Aguinaldo College or its personnel.

2.2 Assault, battery, or any threat of force or violence upon a student, the Institution or its personnel, or an authorized visitor.

2.3 Willful misconduct resulting in injury or death to a student or school personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the school, or school personnel, or students in attendance at the colleges or programs of the Institution.

2.4 Unsafe behavior while inside the school or in a clinical or lab setting that poses a threat to self or others.

2.5 The unlawful use, sale, or possession on school property or presence on school property while under the influence of any controlled substance²⁴ or any poison classified as such by government or national law.

2.6 Any form of smoking in an area where smoking²⁵ has been prohibited by law or by policy of the Board of Directors or administrative regulation.

2.7 Disorderly, lewd, indecent, or obscene conduct on school property or at school-sponsored functions.

2.8 Sexual assault as defined under *Republic Act 9262*²⁶ on any student or employee of the Institution, on campus or off campus grounds or facilities maintained by Emilio Aguinaldo College.

2.9 The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on school property or at a school-sponsored function.

2.10 The obstruction or disruption, on or off-campus, of any educational or administrative process or function of the school.

2.11 Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a school program or activity.

2.12 Misrepresentation of oneself or of an organization as an agent of the Emilio Aguinaldo College.

2.13 Extortion or blackmail whether or not the purpose or objective is accomplished, solicitation of money, donations and contributions in cash or in kind without prior approval of the

²⁴ Republic Act 9165: Comprehensive Dangerous Drugs Acts of 2012

²⁵ Republic Act No. 9211: Regulation Act of 2003.

²⁶ Republic Act 9262: Anti-violence Against Women and Their Children Act of 2004

Institution, failure to account for funds or property belonging to the school or to any recognized organization of EAC.

2.14 Assisting another to do any act which would subject a fellow student to discipline.

2.15. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on school premises, or at school-sponsored events, or appearance on school- property or at school sponsored events while under the influence of alcohol or illegal narcotics/drugs.

2.16 Hacking²⁷, unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.

2.17 Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religious affiliation, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

2.18 Academic dishonesty, including, but not limited to, falsification²⁸, plagiarism²⁹, cheating³⁰ or fabrication which

²⁷ Republic Act No. 10175: Cybercrime Prevention Act of 2012

²⁸ Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:

1. Forging signatures on official documents such as, but not limited to admissions cards and financial aid applications, etc.
2. Changing or attempting to change official academic records without proper sanction.
3. Misrepresenting or falsifying successful completion prerequisites.
4. Providing false information, such as immigration materials, during the admission or matriculation process.
5. Falsifying one's identification or falsely using identification.
6. Logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
7. Citation of data or information not actually in the source indicated.
8. Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.

9. Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

10. Submitting as the student's own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

11. Taking a test for someone else or permitting someone else to take a test for a student.

²⁹ Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:

1. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.

2. Taking sole credit for ideas and/or written work that resulted from collaboration with others.

3. Paraphrasing or quoting material without citing the source.

4. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper or Internet-derived products).

5. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.

6. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.

7. Modifying another's work and representing it as one's own work.

³⁰ Cheating is the use of any unauthorized materials or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.

2. Completing, in part or in total, any examination or assignment for another person.

3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).

compromises the integrity of an examination, assignment, any college record/ document or a program.

2.19 Any forms of hazing and membership to fraternities and/ or sororities³¹.

2.20. Gambling or engaging in any activity within school premises that involves betting.

2.21 All forms of bullying³² directed against a student, faculty and staff or to an officer of the Institution.

2.22 Contravention of Copyright Laws³³.

2.23 Violation of Institutional Board Policies and Administrative Regulations.

4. Copying from another student's test, paper, lab report or other academic assignment.

5. Copying another student's test answers.

6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.

7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.

8. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.

9. Employing aids excluded by the instructor in undertaking course work.

10. Looking at another student's exam during a test.

11. Using texts or other reference materials (including dictionaries) when not authorized to do so.

12. Knowingly gaining access to unauthorized data.

13. Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

³¹ Republic Act No. 8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Other Organizations and Providing Penalties Therefor

³² Republic Act 10627 or the Anti-Bullying Act of 2013

³³ Republic Act No. 8293: Intellectual Property Code of the Philippines

Section 3

The following acts constitute Minor Offenses:

3.1 Not wearing and/or improper use of school ID includes but not limited to: entering the EAC Building and transacting official business without a valid ID issued by the College; the possession of fake or falsified school ID; the possession of two or more school IDs; and using another student's ID and lending of ID to another person;

3.2 Wearing inappropriate attire that is considered offensive to the sensibility of other members of the academic community such as:

- a. Sando(s)
- b. P.E. shorts and athletic shorts (except during P.E. classes)
- c. Any kind of apparel with plunging necklines
- d. Revealing short pants
- e. "Tokong"
- f. Leggings, pants with holes,
- g. Mini skirts
- h. Spaghetti straps without vest/topper
- i. Tube blouse without vest/topper
- j. Rubber slippers
- k. Sandals of any kind
- l. Cross-Dressing

3.3 Dyed hair with unnatural and/or outlandish colors and highlights;

3.4 Littering and Non-observance of CLAYGO;

3.5 Bringing and eating food and beverage inside the classroom;

3.6 Loitering or staying near walkways, fire exits and other restricted areas of the school;

3.7 Creating boisterous noise along the corridors during class hours;

3.9 Male students sporting long hair (that touches the back of collar of the polo), and wearing earrings and ball caps, hats, bonnets and the likes while inside the EAC Building;

3.10 Participation in off-campus activities bearing the name of the College, such as contests, plays, choirs, conferences, congresses, etc., without written authorization by the School Dean, Office of Student Affairs, the Vice President for Academic and the President;

3.11 Adverse/sexist remarks by the student toward any member of the academic community;

3.12 Possession and/or use of pornographic materials;

3.13 Use of cellular phones, headsets and other electronic devices during class hours and examinations;

3.14 Improper, unauthorized use of classrooms, school facilities like whiteboards, table, chairs, laboratory apparatus, EAC Gym facilities;

3.15 Playing with the Institution's fire alarm and other safety and warning devices;

3.16 Posting/ advertising of unauthorized notices and/or announcements on bulletin/announcement boards or posting of notices and announcements outside authorized areas or bulletin boards. This includes verbal announcements and notices;

3.17 Ignoring summonses from the OSA and other authorities of the College;

3.18 Indiscriminate use of all forms of musical instruments, recorders, megaphones, bull horns, cameras, and the likes, during class hours;

3.19 The use of abusive or obscene language inside the school campus;

3.20 Public display of affection; and

3.21 Other misdemeanors not otherwise considered major offense under this manual.

**Section 4
Sanctions to Offenses³⁴**

FREQUENCY	MAJOR OFFENSES	MINOR OFFENSES
1st Offense	Parent Conference with Recommendation for Suspension ³⁵	Written Warning
2nd Offense	Disciplinary Citation with Recommendation for Non-readmission ³⁶	Disciplinary Citation and Parent Conference
3rd Offense	Recommendation for Exclusion ³⁷	Recommendation for Suspension (7 to 14 days)
4th and Subsequent Offenses	Recommendation for Expulsion ³⁸	Recommendation for Non-readmission

**Section 5
Removal of Students from Class**

Any faculty of the school or discipline officer in coordination with the respective deans may remove a student from class for a specific period within the date of the incident and the next class meeting for any of the causes set forth in Section 2 and Section 3 for the following institutional interventions including but not limited to the issuance of notices, necessary parent conferences and the like.

All actions involving the removal of students from their classes must be communicated immediately to the academic dean through the Office of Student Affairs for documentation.

³⁴ Depending on the circumstances and the gravity of the issue/s involved, alternative sanctions not mentioned above (i.e. Supervised Community Service, Guidance and Counseling Sessions and the like.) may be recommended by the Committee on Decorum and Investigation as a different avenue to implement the Institution’s policies on student discipline.

These corrective and transformative programs for students with disciplinary issues will be monitored and administered by the EAC Guidance and Counseling Office in coordination with the Office of Student Affairs.

³⁵ Article 21 Section 106 (1) of Manual of Regulations for Private Higher Education Institutions.

³⁶ Article 21 Section 106 (2) of Manual of Regulations for Private Higher Education Institutions.

³⁷ Article 21 Section 106 (3) of Manual of Regulations for Private Higher Education Institutions.

³⁸ Article 21 Section 106 (4) of Manual of Regulations for Private Higher Education Institutions.

Section 6

Recommended Range of Sanctions and Disciplinary Actions

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor's academic division.

The Office of Student Affairs will provide assistance if the student, the instructor or the dean so requests, or if such action is deemed necessary by the Director/Dean for Student Affairs.

The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. Students should be notified in writing, with regard to unacceptable behavior and potential disciplinary action. The faculty member is advised to file an Incident Report with the Office of Student Affairs.

Title 2

Procedures for the Settlement of Complaints/Grievances and Imposition of Disciplinary Rules and Actions

Section 1

The procedure for the redress and settlement of complaints and grievances in Emilio Aguinaldo College shall conform to the standards of due process of the law to ensure the highest degree of fairness and justice to all stakeholders. To the greatest extent, however, all concerned parties should seek all remedies through counseling, arbitration and amicable settlement of conflicts. In all cases, the definitive aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions imposed by the Institution shall be meted out sparingly into consideration the capacity of the individuals to learn and profit from their mistakes.

Section 2

Student Due Process

Student Due Process refers to a system of procedures designed to resolve conflicts and other student-related issues in a clear, fair and orderly manner.

Section 3

Student Due Process Procedures

The processes involved are as follows:

2.1 Any concerned or aggrieved party, whether a student or a personnel of the Institution, should, as an initial step, seek advice or consult with an appropriate responsible person, such as the professor, dean, or an official within whose area or responsibility the problem has arisen. Problems which are psychological in nature should be referred directly or through a responsible third party to the Guidance and Counseling Office.

2.2 As much as possible, problems should be solved at the initial stage of consultation and advice.

2.3 Complaints, both disciplinary and non-disciplinary, must be in writing signed by the complainant/s and filed with the Dean or to the Office of Student Affairs (OSA).

2.4 Upon proper receipt of the complaint, the Dean or the Director/Dean of Student Affairs shall determine the validity of the complaint whether the wrongful act/s committed fall under the offenses stated in Article 9 Title 1 Section 2 and 3 of this Manual.

2.5 For Minor Offenses, it shall be the duty of the Dean and/or the OSA to conduct the proper investigation and resolve the same. The OSA Director/Dean shall furnish a copy of the resolution to the Office of the Vice President for Academic Affairs and/or to the President for documentation.

2.6 For Major Offenses, it shall be the duty of the OSA Director/Dean to cause the proper endorsement of the complaint to the members of the Committee on Decorum and Investigation after the issuance to the proper parties of the notices³⁹ and summonses.

³⁹ **National University versus Guzman et.al.** (G.R. No. L-68288 July 11, 1986)
“There are withal minimum standards which must be met to satisfy the demands of procedural due process; and these are, that (1) the students must be informed in writing of the nature and cause of any accusation against them; (2) they shall have the right to answer the charges against them, with the assistance of counsel, if desired; (3) they shall be informed of the evidence against them; (4) they shall have the right to adduce evidence in their own behalf; and (5) the

Section 3

Rules and Regulations Promulgated by Deans or Directors of Various Units

The Deans or Directors of various units may, after due consultation promulgate rules on conduct and discipline of peculiar application to their respective units, subject to written approval of the Vice President for Academic Affairs or to the President. The rules on circulation and the date of effectivity must be properly indicated.

Title 3

Committee on Decorum and Investigation (CDI)

The Institution's mission encourages students to explore in order to advance knowledge at the highest level. It also expects its students to uphold the highest standards of respect, integrity and civility. With this context, the Committee on Decorum and Investigation (CDI) was created to resolve complaints of alleged violations of policies and/or community standards by a student, former student, or student organization in a way that is objective and educational, not legalistic or adversarial.

The CDI is responsible for resolving complaints against students and student organizations and to decide the appropriate Institute response. The procedure that the CDI uses to hear and respond to such complaints is described in this chapter

Section 1

The investigation and resolution cases involving Major Offense/s is conducted by the Committee on Decorum and Investigation composed mainly, but not limited to the following: (a) the school Legal Counsel who shall preside as Chairman; (b) Dean/s of the parties concerned; (c) Director/Dean for Student Affairs; (d) a representative from the Central Student Council Board; (e) Faculty Representative and (f) Discipline Officer.

Section 2

Case Resolutions

All cases that pass through the Committee on Decorum and Investigation must have a resolution drafted by its members showing the details, merits and recommendation for decision of the case.

evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide the case."

Any intervention/s recommended by the Committee on Decorum and Investigation will not be valid or effective without the approval of the Vice President for Academic Affairs or the President of Emilio Aguinaldo College.

Section 3

Implementation or Enforcement of the Resolution/Decision

The decision or resolution of cases falling either under Minor or Major Offense/s are forwarded to Office of the Student Affairs for proper implementation and enforcement of the interventions in close coordination with the Dean and the Discipline Officer.

A Notice of Decision will be provided to all parties concerned

Section 4

Motion for Reconsideration

Motion for Reconsideration can be filed by the appealing party to the Office of the Student Affairs within ten (10) days from the date of receipt of the Notice of the Decision.

No second Motion for Reconsideration of a final decision shall be allowed.

After the 10-day period provided has lapsed or whenever a Motion for Reconsideration is denied, the decision that was approved by the President of the Institution shall become final and executory.

Section 5

Appeal of Final Disciplinary Resolution/Decision

Resolved cases for Minor Offense/s shall be final and executory and is non-appealable.

The final decision or resolution of cases for Major Offense/s shall be appealable directly to the Vice President of the Academic Affairs or to the Office of the President.

Section 6

Grade Grievance

The instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the Institution.

When grades are given for any course of instruction taught within the college, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetence, shall be final.

Prior to filing a grade grievance, an attempt must be made by the student to resolve the matter on an informal basis. The student is expected to contact his/her instructor directly to discuss their differences. Most differences will be resolved at this level. This contact should be conducted directly with the instructor whenever possible, with all pertinent issues well defined so they may be discussed as confidentially and objectively as possible.

Section 7

Emilio Aguinaldo College does not discriminate on the basis of handicap, sex, race, color, or national or ethnic origin in administration of (1) educational policies, (2) personnel practices, and (3) college programs.

The Institution, by law, does not engage in any such discriminatory activity⁴⁰. Complaint procedures exist and are readily available for students by request.

Any question regarding discrimination and sexual harassment of any student may be directed to the Office of Student Affairs for assistance.

Section 8

Students with Disabilities

Students with disabilities have the same legal entitlement as any other student of the Institution and prohibit discrimination on the basis of disability in any program or activity offered by Emilio Aguinaldo College.

⁴⁰ CHED Memorandum Order 1 Series of 2015: Policies and Guidelines on Gender and Development in Higher Education Institutions.

It is the policy of the Institution to offer programs and activities which are accessible to students with disabilities⁴¹.

Any student with a verified disability who believes that he/she has been subjected to discrimination on the basis of his/her disability or have received an unacceptable response or have been denied an authorized accommodation may file a written complaint in the Office of the Student Affairs for appropriate action.

⁴¹ Section 12 of Republic Act 7277: Magna Carta for Disabled Persons

ARTICLE 10

STUDENT LIFE

Title 1: Student Organizations and Councils

Section 1

Emilio Aguinaldo College-Cavite recognizes the right of students to organize and to develop responsible and transformative leadership. Thus, it encourages students to form, join and participate in the activities of student organizations, clubs, associations, societies, or any other student group that will suit the legitimate needs, aspirations and interest of the students in line with the mission, vision and objectives of the Institution.

Section 2

All organizations, clubs, associations, societies and any other student group shall be governed by the provisions of this Student Manual and all other pertinent rules and regulations promulgated pursuant thereto.

Section 3

The official representative group of all stakeholders in Emilio Aguinaldo College-Cavite shall be known as the Central Student Council Board (CSCB).

Title 2: Student Organization Accreditation

Section 1

General Criteria for New Student Organization Aspirants

1.1 Aspirant organization should conform to the Vision, Mission, Objective and policies of the Institution and their respective colleges.

1.2 Terms of membership to the student organization are exclusively for students of Emilio Aguinaldo College who are duly enrolled and bona fide members of the academic community.

1.3 Organization to be established is for educational, co-curricular, athletic, socio-civic, literary, multi-faith⁴² and cultural purposes that systematically and deliberately addresses holistic and well-rounded student development.

1.4 Type of organization desired should not be a duplication of existing organization.

⁴² Article 9 Section 30 of CHED Memorandum 9 Series of 2013

1.5 No fraternities, sororities or gangs shall be recognized as a legitimate student organization⁴³.

Section 2

Students who desire to establish, join and participate in student organizations on campus shall do so as a matter of right, subject to the following requirements for recognition and affiliation and reasonable regulations promulgated by the College through the Office of the Student Affairs.

2.1 Any group of twenty five (25) students may apply for recognition by presenting an Application for Accreditation/ Letter of Intent to the Office of Student Affairs (OSA) and the Central Student Council Board within three (3) weeks before the final examinations of the second semester of the current school year.

2.2 The following supporting documents accomplished in triplicate copies and must be presented at the time of application/request for accreditation:

- a. Formal letter of application for accreditation;
- b. Constitution and By-Laws;
- c. List of elected officers with their names, respective positions, course and year levels, ID number, e-mail, contact details, three (3) specimen signatures and a roster of at least twenty five (25) members, inclusive of officers who are currently enrolled in the College;
- d. Proposed activities for entire school year, including tentative dates of implementation and brief descriptions of each activity;
- e. Name of faculty adviser to be appointed as organization adviser;
- f. If school-based organization, clearance/endorsement from the College Student Council; and

⁴³ CHED Memorandum 4 Series of 1995: Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations.

- g. For college-wide organization, clearance/endorsement from the Central Student Council Board.

Section 3

The Central Student Council Board in close-coordination with the Office of Student Affairs shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities are in accordance with the Institutional Policies and/or other rules implemented by the CSCB and the Office of Student Affairs.

Activities are screened so that it will not conflict or overlap with those of other student organizations or councils. The Director/Dean for Student Affairs shall inform the applicant-organization of the approval of the application within one (1) month from the date of submission of requirements.

Section 4

No student organization shall be allowed to inflict physical punishment or any other form of hazing a requirement for membership⁴⁴

Section 5

The Constitution and By-Laws of the applicant student organization shall be approved by the College President or the Vice President for Academic Affairs upon the recommendation of the Director/Dean for Student Affairs in consultation with the Central Student Council Board.

No student organization shall be allowed to function without approval.

Section 6

The Office of Student Affairs shall issue a corresponding Certificate of Recognition to the student organization to the student organization upon full compliance with the requirements herein prescribed. However, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding school year for the organization to exist officially.

⁴⁴ CHED Memorandum 4 Series of 1995 Item 5 Sub-item 5.1

Section 7

All new organized student organizations under the probationary period shall be placed on one (1) school year probationary status. In certain cases, the probationary period may be extended for another school year for further evaluation of the organization.

Section 8

Every accredited or registered student organizations under shall be registered with the Central Student Council Board.

Section 9

Any organized student organization which violates its own statement of purpose and/or Constitution and By-Laws, or fails to comply with the policies of the College and the Office of Student Affairs will be subjected for review for the revocation of its certificate of recognition, after an investigation to be conducted by the Director/Dean for Student Affairs and the Central Student Council Board.

Section 10

Only bonafide students who comply with the following requirements are allowed to join student organizations:

- Students taking an academic load of at least 18 units with the exception of graduating students; and
- Students who are not under disciplinary action

Section 11

A student cannot be a president in more than one (1) organization.

Section 12

All accredited student organizations shall apply for renewal one (1) month prior to the expiry date of its registration and submit the following documents to the Office of Student Affairs:

12.1 Annual report of their accomplishments and participation to school activities and on-going projects (*include if any, leadership trainings seminars as well as meetings attended initiated by the CSCB*);

12.2 Statement of financial condition showing income and expenditures, assets and liabilities prepared by the President,

Treasurer and Auditor and endorsed by the Organization Adviser;

12.3 A copy of new constitution with emphasis on amended provisions, if the constitution undergoes amendments, approved by the majority of the organization members;

12.4 List of new sets of officers and photocopies of their enrollment registration forms and an initial roster of members, if any;

12.5 Annual Budget and Calendar of Activities.

Section 13

Student Accreditation Rubric

Approval of the application for accreditation shall be based on the following criteria:

Growth in membership (10 pts.)

Proper turn-over of documents and records (10 pts.)

Attendance in meetings/activities⁴⁵ called by OSA/CSCB (10 pts.)

Timely submission of Calendar of Activities,
Officers and Membership Profile & Budget Proposal for Activities
(10 pts.)

Timely submission of proposals for approval in prescribed format
(5 pts.)

Every activity proposed observes the Completeness Test,
Institutional Standards Test and Safety Standards Test set for activities
(10 pts.)

Participation of Members to Activities⁴⁶
(15 pts.)

⁴⁵ Attended 100% of meetings/activities= 10 pts.

Attended 90% of meetings/activities= 9 pts.

Attended 80% of meetings/activities= 8 pts.

Attended 70% of meetings/activities= 7 pts.

Attended 60% of meetings/activities=6 pts.

⁴⁶ 100% participation= 15 pts.

80%= 14 pts.

Observance of CLAYGO and related school rules on student activities
(10 pts.)

Submission of Post-activity Reports two (2) weeks after each activity
(5 pts.)

Submission of Year-end Accomplishment and Financial Statement
(15 pts.)

Total of 100 pts.

Approval of accreditation shall be based on the following computation:

61- 100 pts. Accredited status is given or awarded
51- 60 pts. Probation status (Organization shall be advised to perform better).
41- 50 pts. Non-accreditation of organization.

Section 14

The Student Organization Accreditation Committee

The Student Organization Accreditation Committee is responsible for the accreditation of those student organizations that are not otherwise certified by Emilio Aguinaldo College using the rubrics shown in Section 13.

Members shall be composed of, but not limited to the following:

1. Dean/Director of Student Affairs as Chair;
2. One faculty representative or officer of the school;
3. CSCB President or his/her representative;
4. The school Legal Counsel.

75%= 13 pts.

70%= 12 pts.

65%= 11 pts.

60% or less= 10 pts.

Section 15

The student organizations shall be supervised as follows:

1. Every student organization in Emilio Aguinaldo College-Cavite shall be required to submit their Post-activity Report attaching therein the necessary documentation of the event previously executed within two (2) weeks after each activity.
2. Three weeks before the Final Examinations, all student organizations must prepare three (3) copies of the Year-end Accomplishment Report and Financial Statement for clearance.
3. The Office of Student Affairs shall be notified of all activities of the student organization for proper guidance and coordination. Dissemination of approved student activities must be coordinated with the Office of the Vice President for Academic Affairs, school deans concerned and other support departments.
4. Accredited organizations shall be entitled to use the facilities of the Institution in compliance to the guidelines set by the Institution for the usage of school facilities. However, institutional events, functions and activities shall take precedence over student activities.
5. The Office of Student Affairs shall be officially notified of any change in the set of officers, adviser/s or schedule of activities of the student organization.
6. Posters and notices shall be posted only on freedom boards or in any designated location approved by the school administration. The sources/proponents of said posters and notices must be properly identified which should be noted and approved by the CSCB, OSA, and the head of Logistics and Facilities.

The Institution reserves the right to remove all illegally posted posters and notices improperly posted without prejudice to the activity being advertised or to holding the proponents of the posters answerable in case of complaints.
7. All fund-raising activities undertaken by student organizations must be duly approved and coordinated with the EAC Accounting Office before the actual collection or solicitation.

Any amount collected from donors, sponsors and members for holding the fund-raising activity must be properly received by its officers, noted by the adviser and remitted immediately to the EAC Cashiers Office.

In case the organization needs the money for their activities, they may withdraw the funds deposited in the EAC Accounting Office upon submitting a written request to withdraw. It shall be addressed to the Finance Officer to be noted by the organization adviser and OSA.

8. Any student organization that willfully violates the established norms and Institutional policies of the school, the EAC Student Manual, their own Constitution and By-laws and the conditions of their accreditation shall be subject to a disciplinary and administrative review upon recommendation of the Office of Student Affairs.

Emilio Aguinaldo College reserves the right to withdraw, revoke, recommend the non-renewal of the certificate of recognition or suspend approved activities of that organization that is found guilty of the above-mentioned circumstances.

Section 16 Registration/ Recognition Agreement

Registration/ recognition of a student organization, club or any student group extends to students the privilege of identification with Emilio Aguinaldo College-Cavite and the use of institutional facilities. The student organization or club agrees to accept those regulations and policies necessary for the protection of the Institution's essential functions, for sharing time and space, and to assure the reasonable health and safety of the school community. It is the policy of Emilio Aguinaldo College that registration or recognition of an organization does not imply endorsement of the Institution of the organization or its views, goals or objectives, but rather reflects Emilio Aguinaldo College's commitment expressed in *CHED Memorandum Order 9 Series of 2013*⁴⁷ to a campus environment supportive of academic instruction intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens.

⁴⁷ Enhanced Policies and Guidelines on Student Affairs and Services

Title 3: Extra-curricular and Co-curricular Activities

Section 1

The Institution recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership on their chosen fields of endeavor.

For this purpose, the Institution seeks to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors set up along educational, co-curricular, athletic, socio-civic, literary, multi-faith and cultural purposes that systematically and deliberately address holistic and well-rounded student development.

Section 2

Definition of Terms

Co-curricular activities – are pursued to enrich the learning experiences of the students. They are meant to complement, not to interfere with, their studies.

Extra-curricular activities – are meant to supplement classroom instruction and co-curricular activities. All extra-curricular activities shall be subject to review and approval by the School Dean, Dean/ Director for Student Affairs and the Vice President for Academic Affairs.

The student organization adviser is directly responsible to oversee these activities.

Section 3

Approval of Student Activities

All student organizations duly accredited and recognized by the Institution may conduct their activities and programs and represent the school in their external affairs.

The approval of activities is initiated through a written request⁴⁸ and shall be done through channels and submitted two (2) weeks before the scheduled activity. It must include signatories of the:

- 3.1 President of the proponent student organization or its Vice-President
- 3.2 Student Organization Adviser

⁴⁸ SAAF 11 and SAEL 12 (Student Activity Application Form and Student Activity Endorsement Letter)

- 3.3 Dean of the College/School
- 3.3 Director for Student Affairs
- 3.4 Vice President for Academic Affairs
- 3.5 Office of the President

Section 4

Guidelines for Holding School Activities

The establishment and operation of student organizations in the College are governed by the rules and regulations established by the *Article 8 Section 19 of CHED Memorandum 9 Series of 2013*.

As a matter of school policy, the following guidelines shall be strictly followed for holding student activities within and outside the Emilio Aguinaldo College campuses.

1. Avoidance of class disruptions or excuses from attending the student's classes is of high importance.
2. All student activities including simple regular meetings shall be held preferably before or after school hours or during common vacant hours⁴⁹.
3. No student activities shall be held one (1) week before and during the scheduled Prelim, Midterm and Final Examinations⁵⁰.
4. Lobby 1 can be used as a venue for student activities only for activities sponsored/organized by the institution⁵¹.
5. Events held in the school should be limited from 8:00 AM until 9:00 PM only. No overnight activities.
6. Should the activity require students to be excused from attending their classes, an approval letter requesting for the said exemption should be secured first from the Dean with final approval of the Vice President for Academic Affairs.
7. Extra-curricular activities are not allowed to be held outside the school campus unless there are valid and important reasons why the activity cannot be held otherwise.
8. Safety and security of all students is at all times the primary concern when approved events are held.
9. In the conduct of off-campus educational tours, fieldtrips, seminars, general assemblies and the like, conditions set forth in *CHED Regional Memo 190 Series of 2015*⁵², *CHED*

⁴⁹ EACC Academic Circular No. 03 Series of 2012

⁵⁰ Article 15 Section 2 Subsection 2.8 of the EAC Student Manual 2012 Edition

⁵¹ 60th EACC Academic Council Meeting (September 14, 2015)

⁵² dated October 6, 2015

*Memorandum Order 17 Series of 2012*⁵³ and *CHED Memorandum Order 63 Series of 2017* should be strictly observed by all.

10. The complete number of duly accomplished medical certification and notarized waiver forms of all participants must be forwarded for verification to the Office of the Student Affairs, one week before the scheduled activity.
11. All student activities should conform to the Emilian Culture as defined and prescribed by the Institution. The administration reserves the right to disapprove/suspend student activities that veers away from the formation of the Emilian Culture.
12. No student activity proposals shall be entertained without compliance to the required submission of Post-Activity and Financial Report.
13. All outreach projects shall be coordinated with the Office of External Linkages and Community Outreach and recipients of the program should be member of the Institution's partner communities.
14. Upon final approval of the student activity by the Office of Student Affairs and Vice President for Academic Affairs, the proponents must commit to observe CLAYGO to ensure the Institution's policy on cleanliness and orderliness during and after the activity.
15. Solicitation of money, donations and contributions in cash or kind without prior approval of proper authorities is strictly prohibited⁵⁴.
16. The holding of student activities shall be based on "*First Approved, First Served*" policy. The determination of whether the proponents can proceed with the proposed activity or not shall depend on the timely approval of each proposal upon specific compliance of the requirements.
17. The decision of the Vice President for Academic Affairs is considered final. Should any of the proposed events be disapproved, any form of motion for reconsideration shall no longer be entertained by Office of Student Affairs or the Vice President for Academic Affairs.

⁵³ Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

⁵⁴ Article 4 Section 2 Subsection 2.2 Item 17 of the EAC Student Manual 2012 Edition

Section 5

Reservation of Venues for Activities

As a general rule, only recognized student organizations may be given privileges in the use of school facilities or equipment for their activities. The Institution offers different venues to choose from when conducting activities for as long as the organization applying for reservation have met all the requirements imposed to them.

Section 6

Privileges and Limitations for Student Organizations

PRIVILEGES (for duly recognized/accrued/organizations)	LIMITATIONS (for organizations under probation)
<ul style="list-style-type: none">• Use of the school name subject to Institution's regulations;• Sponsor college or campus-wide activities;• Participate in college or campus-wide activities;• Attend student leadership trainings and seminars;• Privilege in the use of school facilities, transport and equipment subject to guidelines set by Emilio Aguinaldo College;• Use of campus facilities for solicitation of membership.	<ul style="list-style-type: none">• Limitation in campus-wide activity participation;• Limitation of usage of school facilities & equipment;• Limited issuance of fund or prohibition in the collection of membership fees and the like;• Other sanctions enumerated under this code.

Section 7

Duties and Responsibilities of Student Organization Officers and their Adviser

ORGANIZATION	ADVISER
<ul style="list-style-type: none">• Keep the adviser and the OSA informed of all organizational activities, meeting schedule, location and agendas;• Comply with recognition, accreditation, re-accreditation and activity requirements of the Institution;• Develop and use good records and sound financial procedures.	<ul style="list-style-type: none">• Actively advise, counsel & serve as resource person in the personal development of students while aiding in the growth and accountability of the organization;• To prioritize, handle multiple tasks and work with diverse student population;• Develop core competences in communication, inter-cultural, planning and student learning.

Title 4

Institutional Guidelines on Educational Tours or Field Trips⁵⁵

Section 1

To minimize and/or to obviate untoward incidents during field trips, the following as embodied in CHED Memorandum Order No. 17 Series 2012 should be observed:

1. The outing/field trip should be related to or part of the approved curriculum of the school;
2. Pre- and post-conferences should be held with the parents and/or students;
3. The place to be visited should be pre-arranged and necessary permit to visit or stay in the place should be secured;

⁵⁵ Please see CHED Memorandum Order 63 Series of 2017: Policies and Guidelines on Local Off-campus Activities.

4. Accomplishment and submission of the accomplished Parent's Consent and Waiver Form being issued by OSA both signed by the parents and the students;
5. Medical clearance issued by the School Clinic;
6. The students should be accompanied by responsible school officials (teacher) at a ratio of one faculty for every class 40-50 student, who will oversee the safety, discipline and needs of the students;
7. Necessary safety precautions regarding travel, visit to factories, overnight stay, disasters, (earthquake, flood, typhoon, fire, etc.) shall be instituted and observed; and
8. The approved plan of activities should be strictly followed by the advisers and participants. Strictly no itinerary diversion.

Title 5 Student Publication

The official publication of Emilio Aguinaldo College shall be known officially as "The MAGDALO".

The official seal of The MAGDALO shall be composed of the EAC logo crest with an eight rayed sun placed at its center. Embedded on the sun's center is the *alibata* symbol "KA"⁵⁶. At the lower portion of the crest lies the nameplate of The MAGDALO.

The official colors of The MAGDALO are red and white. *Red* color stands for unwavering commitment and determination of the publication to serve

⁵⁶ "KA" is two wavy lines laid parallel with a line joining the two of them at their center.



ka

To some "KA" represents two rivers (wavy lines) joined by a center line.



ha

ka

To others, it represents to spirits (wavy lines) joined by a center line.

So when you know what the syllable of "KA" does within Filipino words, that is, creates a relation or connection (kapatid (sibling), kasintahan (loved-one), kapwa (fellow), kalakbay (fellow journeyer), ka-klase (classmate).

So when you see the meaning of "KA" with its actual baybayin symbol, it seems immensely appropriate.

"KA" also means connection between the heaven and earth.

(<http://baybayinalive.com/ka-means-connection/>)

the institution and its students. *White* color promotes transparency as well as balance reporting.

Section 1

Objectives of the Publication

1. Disseminate important and relevant information concerning the Institution and its clientele;
2. Publish articles written by students, faculty, administration, and staff. Also, include in all its issues achievements attained by the institution as a whole both in local, national and international categories;
3. Serve as a medium that would hone the skills and talent of budding journalist;
4. Uphold the standards and ethics of campus journalism;
5. Advocate social consciousness through its articles. Fortify patriotism among the youth.

Section 2

Members and Editorial Staff

2.1 Board of Editors

The Technical Adviser, Editor in Chief, Managing Editor, Associate Editor, News Editor, Features Editor, and Sports Editor compose the Board of Editors. However, an independent body involving the proof reader would check articles before final printing to ensure quality.

2.2 Staff Members

These are regular writers, probationary writers, visual and layout artist and photojournalist. They may be assigned as members of the News Section, Features Section, Literary Section, Sport Section and other sections deemed necessary by the BOE. They become staff members only after passing the qualifying written examination and interview (for new members) administered by the BOE.

2.3 Artists

The MAGDALO Publication shall have a regular Chief Layout Artist. He/ She may have an assistant. Together they will apply the style sheet and create the design of the newspaper under the technical supervision of the BOE.

2.4 Photo Journalist

The MAGDALO Publication shall have a regular Chief Photographer. He/ She may have an assistant. Together they will provide photographs of the news and the necessary captions for the paper.

Section 3

Rights and Privileges of Staff Members

Every staff members of the MAGDALO shall have the following rights and privileges:

- 3.1 As *bona fide* students, every staff members shall enjoy rights and privileges afforded by Emilio Aguinaldo College as an institution of higher learning;
- 3.2 Actively participate in discussions and or forums on matters concerning the entire academic community;
- 3.3 Exercise the right to information and freedom of expression as long as these rights will not be abused nor malign the integrity of Emilio Aguinaldo College as an institution of higher learning, likewise the entire academic community;
- 3.4 Attend seminars, workshops, colloquia and meeting that would enhance every staff member's journalistic skills;
- 3.5 Exemption from the Enrichment Program⁵⁷; and
- 3.6 Freely use the internet for journalistic research and office equipment to facilitate production and release of issue.

Section 4

Duties and Responsibilities of Publication Members

All editors and staff of MAGDALO shall have the following duties and responsibilities:

1. Uphold the integrity of Emilio Aguinaldo College as institution of higher learning;
2. Practice balanced reporting;
3. Adhere to the Journalists' Code of Ethics⁵⁸;

⁵⁷ For EAC-Manila only.

⁵⁸ **PHILIPPINE JOURNALIST'S CODE OF ETHICS (1988)**

-
- I. I shall scrupulously report and interpret the news, taking care not to suppress essential facts or to distort the truth by omission or improper emphasis. I recognize the duty to air the other side and to correct substantive errors promptly.
 - II. I shall not violate confidential information on material given me in the exercise of my calling.
 - III. I shall resort only to fair and honest methods in my effort to obtain news, photographs and/or documents, and shall properly identify myself as a representative of the press when obtaining any personal interview intended for publication.
 - IV. I shall refrain from writing reports which will adversely affect a private reputation unless the public interest justifies it. At the same time, I shall fight vigorously for public access to information, as provided for in the Constitution.
 - V. I shall not let personal motives or interests influence me in the performance of my duties; nor shall I accept or offer any present, gift or other consideration of a nature which may cast doubt on my personal integrity.
 - VI. I shall not commit any act of plagiarism.
 - VII. I shall not in any manner ridicule, cast aspersions on, or degrade any person by reason of sex, creed, religious belief, political conviction, cultural and ethnic origin.
 - VIII. I shall presume persons accused of crime of being innocent until proven otherwise. I shall exercise caution in publishing names of minors and women involved in criminal cases so that they may not unjustly lose their standing in society.
 - IX. I shall not take unfair advantage of a fellow journalist.
 - X. I shall accept only as tasks as are compatible with the integrity and dignity of my profession, invoking the "conscience clause" when duties imposed on me conflict with the voice of my conscience.
 - XI. I shall conduct myself in public or while performing my duties as a journalist in such manner as to maintain the dignity of my profession. When in doubt, decency should be my watchword.

This document was drafted by the Philippine Press Institute (PPI), discussed and finalized in a multilateral workshop conference held during the National Press

4. Abide by the policies and decision duly approved by the BOE in accordance to *R.A. 7079 also known as the Campus Journalism Act of 1991*⁵⁹;
5. Submit on-time the required reports as may be required by the publication adviser;
6. To practice responsible stewardship to school publication resources and assets.

Week of 1988. The conference was attended by representatives from the PPI, National Press Club, Philippine Movement for Press Freedom (PMPF), National Union of Journalists of the Philippines (provisional committee), Kapisanan ng mga Manggagawa sa Media sa Pilipinas, Press Foundation of Asia, and Photojournalists Guild of the Philippines. It has been adopted by these and other media organizations, and has been translated into Filipino by the Bukluran ng mga Mamamahayag sa Sariling Wika (BUKLURAN), a PMPF member-organization.

⁵⁹ An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes

ARTICLE 11

STUDENT AUXILLIARY SERVICES

Auxiliary Services refers to the services made available to all stakeholders in Emilio Aguinaldo College incidental to their enrollment such as Library Services, Guidance and Counseling, Computer and Internet Services, Information and Orientation Services, Gender and Development, Student Accident Insurance, Scholarships and Financial Assistance, Health and Dental Services, Food and Cafeteria Services, Career and Placement Services, Safety and Security Services, Transport Services, E-Learning and Services for Students with Special Needs.

The primary role of the departments specializing in these services is to create an environment that is clean, safe, peaceful and orderly, to achieve an atmosphere that is conducive to teaching and to learning.

Title 1

Library Services

Section 1

The EAC Library is located at the 2nd floor of the Bldg. 3 It occupies an area equivalent to 4 rooms with 10 sections namely: (1) General Circulation, (2) Allied Section, (3) Filipiniana, (4) Periodical, (5) Reference & Thesis Section, (6) Multimedia /Internet, (7) Technical Section, (8) Office of the Chief Librarian (9) Archives and (10) Library Discussion Room.

It contains an extensive collection of books, periodicals, theses, vertical files, etc. The collection of the library varies according to the needs of the clients/users of the library. The total seating capacity is 230 readers at a time.

Section 2

Library Hours

Monday – Friday	:	7:00 AM – 6:00 PM
		(Continuous service)
Saturday	:	7:00 AM – 5:00 PM
Summer	:	8:00 AM – 5:00 PM

Closing Hours- The library ceases 15 minutes before the regular closing time. Notice of changes of library hours will be posted on library bulletin board.

Section 3

Arrangement of Books

Books are arranged on the shelves according to the Library of Congress Classification System. Books with related subjects are assigned with similar classification number so that they stand together on the shelves.

Section 4

Using the Library School Automate or Online Public Access Catalog (OPAC)

The Online Public Access Catalog or simply Library Catalog is an online database of materials available at the EAC Library. Students may access the Library Catalog principally to locate books for their assignments, projects, researches and other scholastic endeavors.

Procedures as follows:

- 4.1 Type the School Automate URL into the search bar http://219.90.94.86:8339/sa_cavite/
- 4.2 Type your user name and password.
- 4.3 Click the Library OPAC.
- 4.4 Fill-up any of the three options (Title of the Book; Author of the Book; and Subject of the Book) with the book you want to search.
- 4.5 Then click SEARCH.
- 4.6 Choose and copy the information of the book

you want to borrow.

Section 5

Library Borrowers Card

- 5.1. All library users are required to secure a borrowers card to be able to use the library facilities. They are required to present their borrowers card each time they borrow materials from any sections of the library
- 5.2. Borrowers card can be secured by all library users by providing two (2) 1x1 ID picture plus and their registration form.
- 5.3. The borrowers' card is NOT TRANSFERABLE. Any student lending his/her card is subject to disciplinary action such as confiscation of BC and suspension of library privileges.

Section 6

General Rules in Using the Library

- 6.1 The library is for reading, research and study only.
- 6.2 SILENCE must be observed at all times.
- 6.3 Cellular phones must be switched off or kept in silent mode at all times.
- 6.4 Mutilating, clipping or cutting any part of the books, magazines, journals or any other library materials are strictly prohibited.
- 6.5 Eating, sleeping, smoking, littering and PDA are strictly prohibited inside and within the library premises.

Section 7

Charges on Lost Books

A lost book while on loan must be reported immediately to the librarian. It must be replaced with the same book/ title. The borrower who loses a book is liable to the Institution for the following charges:

- * Accumulated overdue charges
- * Php 100.00 for processing⁶⁰

Section 8

Library Resources

Emilio Aguinaldo College provides library resources and services covering the curricular, institutional, research and recreational programs of the College. It develops students' skills in the use of library materials and services most appropriate and meaningful to their growth and development.

8.1 Reference Section

The reference collection includes books such as dictionaries, encyclopaedias, maps, atlases, handbooks, almanacs and current sources like yearbooks and annuals.

8.2 General Circulation Collection

The Circulation Collection consists of books and other reading materials that are used as textbooks and references in the different program/course offerings. The books are

⁶⁰ Transaction is done through the Accounting Office only upon endorsement of the Library.

arranged according to the Library of Congress Classification numbers.

8.3 Filipiniana Section

Filipiniana collection consists of books which deal with humanities, social sciences, and others that are written by Filipino authors or a book written by foreign authors on a Philippine subject.

8.4 Periodicals

Current and relevant titles of local and foreign magazines, journals daily newspapers are provided as additional resources for the research collection. These are invaluable and excellent sources of information for reference and research, particularly notable for their up-to-datedness and brevity.

Vertical File includes collection of pamphlets, leaflets, annual reports, broadsheets and other ephemeral materials in various subjects to supplement the book collection. The materials are filed in folders arranged alphabetically by subject in filing cabinets. These are kept-up-to-date by discarding or weeding out those whose contents are no longer useful and were never borrowed for more than five years. A Computerized Index to Philippine Periodicals Articles (CIPPA) is available for the use of the readers.

8.5 Thesis Collection

This collection is designed primarily for the research needs of the graduate students. Its collection includes not only books but also materials and publications such as theses, dissertations, and other studies which are deemed necessary in the conduct of graduate research.

8.6 Multimedia Section

In addition to the OPAC is an Online Public Access Catalogue (OPAC), Internet services are made available for academic and research purposes. Internet searching is allowed for a maximum, of ten (10) hours per semester.

8.7 Archives

This is a section wherein memorabilia of the Founder of EAC and his family can be found. It is located near the entrance door of the Library.

8.8 Depository Counter

This is located near the entrance door. Library users are required to leave their bags, umbrellas, and books that are not needed inside the library. Students are advised to be diligent in securing their valuables when using the depository counter, the library will not responsible for any losses due to the negligence of the student.

8.9 Discussion Room

It is a soundproof room within the library that is designed by the Institution for small group meetings and conferences. This venue can be freely accessed by any faculty or student upon reservation with the library staff and personnel on a first come, first served basis.

Section 9 Readership

The faculty, students, staff, and alumni of EAC constitute the Library's regular readers. Outside users such as researchers and students of similar institutions may be allowed to do research in the Library every Wednesday upon presentation of their school/ office I.D. and referral letters from their library.

Section 10 Library Services

10.1 Current Awareness Services

Faculty, students are regularly provided with the list of Library's new acquisitions like books, journals, audio-visuals aids. These are posted on the library bulletin boards. Each School is provided with a copy of these information bulletins.

10.2 Reference Service

Refers to the personal assistance that librarians provide to library users in pursuit of information.

10.3 Information Service – provides the answer to a user's question or information needed like Ready-reference questions, Bibliographic Verification, Interlibrary Loan and Document Delivery, Information and Referral Services and Research Questions

10.4 Guidance Service – provides important notices and assistance in the identification and selection of appropriate materials on topics like Readers' Advisory Services, Bibliotherapy, Term-Paper Counseling, Selective Dissemination of Information

10.5 Instruction Service – teaches individuals how to locate information or assists users in the use of reference tools. Assistance may range from One-to-One Instruction or Group Instruction.

10.6 Book Exhibits- e.g. National Book Week Celebration where the library actively participates in its week-long activity.

Title 2

Guidance and Counseling Services⁶¹

The Guidance Services Center offers five major services namely: Student Information, Individual Inventory, Counseling, Testing and Follow-up. Specifically, it aims to help students make an effective adjustment to the school environment through awareness of their strength and weaknesses, undertaking steps in developing a well-rounded personality during the duration of stay in this institution.

The Center administers the entrance examination for new students, the results of which determines the students' skills and potentialities. It also offers group guidance, sensitivity training and group therapy.

⁶¹ Article 7 Section 14 of CHED Memorandum 9 Series of 2013

In addition, the Center is the implementer of the Class Advisorship Program where the teachers become the Center's arms in providing students the environmental conditions that will serve to bring transformation in them. A teacher who serves as an academic adviser is assigned with advisory class. He/she, in some instances, gives guidance on personal matters or refers student with problems to counselors.

Section 1 Academic Advisorship

1.1 For the School Dean Faculty

1.1.1 The School Dean will designate a faculty from his/her school as the academic adviser for some 25 students.

1.1.2 The designated faculty must be a mentor on the major subjects in the degree course wherein the student advisees are enrolled.

1.1.3 The faculty must have a list of the names of student advisees. The academic progress of each student must be monitored by the faculty advisers by comparing the advisees' actual courses with the courses required. This must be a live record, referred to now and then, to complement student records in the Registrar or Dean's Office.

1.1.4 Advising may include other academic-related matters/concerns.

1.1.5 A Report on Attendance and Minutes of what transpired in the A.A. Session must be submitted to the VP for Academic Affairs through the School Deans, Director for Student Affairs, Guidance Counselor or his/her designated representatives.

1.2 For Students

1.2.1 All students are expected to be in attendance whenever Academic Advisorship is convened.

1.2.2 Students assigned as advisees to the same adviser must come from the same degree course program.

1.2.3 Students are expected to make use of this academic resource. Problems given priority are academic encumbrances. The first session will discuss EAC Vision and School's objectives, among others.

1.2.4 Students must appreciate the fact that this is value added service instituted for their benefit. This service is for free.

Section 2

Faculty Consultation

Students can avail of the free faculty consultation for one (1) hour a week. Schedules are posted in the Dean's offices, faculty rooms and bulletin boards.

Title 3

Information Technology Center (ITC) Laboratory Services

Emilio Aguinaldo College students, faculty and staff are provided with the computer and internet services for learning and development to information technology.

Section 1

Computer Laboratory Guidelines

Keeping the laboratory clean and working is everyone's best interest. The following guidelines are observed:

- 1.1 All users are required to sign in the log book provided.
- 1.2 Only enrolled students in the current semester are allowed to use the ITC Computer Laboratories.
- 1.3 Students without laboratory schedule can be allowed to use the computers depending on the availability of computer units. They must request permit from the Laboratory Custodian. Permission on the use of computers will depend on the availability of units on a "first come, first serve" basis.
- 1.4 Users should NOT change the configuration settings on the hardware or software.
- 1.5 Users are **LIABLE** for the misuse of any hardware, software, or equipment residing in the computer labs.

- 1.6 The consumption of foods and beverages, including bottled water, is strictly prohibited.
- 1.7 All bags are to be placed in the baggage area.
- 1.8 No personal computer laptop can be connected to the laboratory network under any circumstance. Peripherals such as digital cameras, jump drives, and other USB devices can be connected to the laboratory computer with the permission of the Faculty/Instructor assigned and Laboratory Custodian.
- 1.9 All computers in the Computer Lab are for academic, instructional and research purposes ONLY. Playing games or using school-related equipment for commercial gain is strictly prohibited and is subject to disciplinary actions.
- 1.10 Repeated or serious violations of Computer Lab Policies shall result in the loss of computer lab privileges and corresponding disciplinary action/s.

Title 4
Health Program

The College has an active role in promoting, preserving and maintaining the physical, biological and social status of the students with the aim of forming a healthy and wholesome school population. EAC health program, therefore, includes three major services: (1) School Health Services; (2) School Health Instruction and (3) School Healthful Living.

Section 1
School Health Services⁶²

These services include methods and procedure that determine the health condition of the population through involvement and intervention of the school health personnel. These methods and procedure consist of the following:

- 1.1 Physical Examination of administrators, students, faculty members and non-academic personnel;
- 1.2 Immunization;
- 1.3 Consultations;
- 1.4 First Aid treatment;

⁶² Article 9 Section 27 of CHED Memorandum 9 Series of 2013

- 1.5 Referrals and follow-up;
- 1.6 Dental Services as fluoridizations, prophylaxis, fillings, extractions, etc.

Section 2

School Health Instruction

This phase provides health education for all members of the Emilio Aguinaldo College Community through health awareness campaign, film showing about health and fitness, fire prevention campaign, film showing about health and fitness, fire prevention campaign, drug-alcohol abuse and addiction control campaign.

Section 3

School Health Living

This phase pertains to the provision of a wholesome, healthy and safe school environment and the establishment of a wholesome interpersonal relationship favorable to the physical, social and mental health of all stakeholders. To realize this vision, the College created the School Health and Safety Committee to maintain the safety of the school buildings, to check the proper sanitation of the school environment, to conduct fire drills, to organize emergency service plans needed during disaster situations, and to recommend improvements to attain healthful living in the school.

Title 5

Food and Cafeteria Services⁶³

The campus accredited food concessionaires make fresh and healthy meals, light snacks and refreshments available to the academic community from Monday to Saturday. These concessionaires also provide catering services for school functions and social gatherings within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

Title 6

E-Learning

EAC provides an online student-teacher communication facility through its E-Learning Program. E-Learning is an essential component of modern education. The EAC E-Learning Program allows students to access their lessons, homework assignments, class notes, and even interact with

⁶³ Article 9 Section 26 of CHED Memorandum 9 Series of 2013

their teacher about their lessons from the convenience of their home computer.

Learning no longer needs to be interrupted because of the suspension of classes due to bad weather pandemic alerts or other similar causes. Students can continue their learning online in the comfort of home. For more information, students may log on to www.eac.edu.ph/cavite.

Title 7

Safety and Security Services⁶⁴

The Institution maintains 24/7 security in all campuses through organic personnel and an accredited security agency. Services rendered include emergency response and incident investigations. Members of the community are also assisted when addressing concerns that require further police coordination and action.

Title 8

Transportation Services

The school manages a transportation system to support the various logistical needs of the academic community.

Title 9

Information and Orientation Services⁶⁵

This is designed to acquaint new undergraduate and senior high school students to the Institution's Mission statement, policies, rules and regulations, campus facilities and offices, and the Emilian community.

More importantly, it aims to provide students a better understanding of the Institution's culture and heritage.

Title 10

Gender and Development

Gender and Development⁶⁶ (GAD) is a plan for development perspective that recognizes the unequal status and situation of women and men in society. Women and men have different development needs and interests as a result of inequality, which is institutionalized and

⁶⁴ Article 9 Section 28 of CHED Memorandum 9 Series of 2013

⁶⁵ Article 7 Section 13 of CHED Memorandum 9 Series of 2013

⁶⁶ CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (*HEIs*)

perpetuated by cultural, social, economic and political norms, systems and structures.

To answer this situation, Emilio Aguinaldo College provided an additional service for all the stakeholders of the Institution. Institutional efforts towards this objective will fill in the data needed for conducting *researches on women and gender development; organizing meetings, workshops and symposiums to address gender and development issues within Emilio Aguinaldo College; establishing a stronger bridge system with other gender and development concerned agencies; and promoting and fulfilling women empowerment and gender equality.*

Title 11

Services for Students with Special Needs⁶⁷

Emilio Aguinaldo College provides equal academic accommodation to students with disabilities in consultation and conference with their parents, personal assistants and teachers. Every school year, provisions and programs for life skills training, health and safety, personality development or testing referrals is done whenever necessary.

Title 12

Scholarships and Financial Assistance

In consonance with the mandate of the Commission on Higher Education as provided for in Article XIV Section 1 of the Philippine Constitution which provides “*to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all*” and Article XIV, Section 2 (3) “*to establish and maintain a system of scholarship grants, subsidies, and other incentives which shall be available to deserving students both in public and private schools, especially to the underprivileged*”, Emilio Aguinaldo College aims to expand opportunities for all students by systematizing the award of scholarship grants, financial aid and privileges to deserving and qualified students through its *Scholarship and Financial Assistance Programs⁶⁸*.

⁶⁷ Article 9 Section 32 of CHED Memorandum 9 Series of 2013.

⁶⁸ Article 9 Section 25 of CHED Memorandum 9 Series of 2013 (*please see Article 4: Financial Aid and Scholarships of this Manual*).

Title 13

Extension, Linkages, Community Outreach and Alumni Placement Services

Emilio Aguinaldo College conducts programs and opens opportunities to all stakeholders including its ever growing alumni for them to have a gainful employment through Institutional partners, develop social awareness, personal internalization and meaningful contribution to nation building⁶⁹.

With these in mind, these services tend to live out the distinctive Emilian values of Virtue, Excellence and Service through its partnership with marginalized communities outside of the institution. The program is a campus-wide task where the entire school constituencies shall have the opportunity to respond actively by contributing their resources and expertise to the partner-communities being served.

Title 14

Student Accident Insurance⁷⁰

The *Emilio Aguinaldo College Group Personal Accident/EAC (GSPA) Policy* covers all bonafide and registered students of Emilio Aguinaldo College.

Section 1

Coverage

Emilio Aguinaldo College Group Student Personal Accident/EAC (GSPA) Policy covers the following:

Accidental Death & Disablement	150,000.00 Pesos
Unprovoked Murder & Assault	150,000.00 Pesos
Accidental Medical Reimbursement	52,500.00 Pesos
Accidental Burial Ass Benefits	15,000.00 Pesos
Double Indemnity (Public Conveyance)	150,000.00 Pesos

⁶⁹ Article 9 Section 35 of CHED Memorandum Order 9 Series of 2013.

⁷⁰ Complete details about the Insurance Policy and FAQs available at the Office of the Student Affairs.

Section 2

Proper Filling of Claim

1. If I am injured in an accident, what shall I do?

EAC student can go to his preferred clinic/hospital for treatment/consultation/confinement. After the consultation, EAC student presents the claim form for the physician to complete. If confinement is required upon discharge pertinent medical claim documents are requested from Medical Records Section of Hospital. Both Insured and physician sign the Claim Form. Otherwise, claimant shall secure the required documents listed in item no. 2.

2. What are the obligations of the insured in case of accident? What are the documents that I need to submit in case of a claim? To whom shall I submit the documents?

EAC student must fill-out the PA Notification Claim Form available at the school's administration office/department of the school.

Section 3

Documentary Requirements

A. General Requirement

- Duly Accomplished Personal Accident Claim Notification Form A & B (Required)
- Accident Report (in the absence of accomplished PA Claim Notification Form)
- Police/Investigation Report (for Vehicular Accident, Unprovoked Murder & Assault, Acc. Death)
- Affidavit Certificate (if Form B of PA Claim Form is not accomplished)

B. Death Claim (In addition to Item A)

- Death Certificate
- Birth Certificate
- Certified True Copy of Marriage Certificate
- Certified True Copy of Birth Certificate of Children
- Admitting History, operating room record, discharge summary & other Diagnostic/Laboratory Results

- Autopsy report (if necessary)

C. Medical Reimbursement

- Hospital Statement of Account with supporting charge slips (if confined)
- Original Official Receipt of hospital bill and Professional Fees
- Admitting History (if confined)
- Discharge Summary (if confined)
- Doctor's Prescription
- Original Official Receipts for medicines purchased

ARTICLE 12

NATIONAL SERVICE TRAINING PROGRAM (NSTP)

Section 1

Purpose and Objectives

The 1987 Philippine Constitution explicitly provides that the blessings of democracy entail the maintenance of peace and order; protection of life, liberty and property; and the promotion of the general welfare. However, despite the country's rich human and natural resources, majority of the Filipinos are still living in fear, experiencing inadequacy on the basis needs in life (food, water supply, shelter, clothing, education and health care) and worrying about the prospects of their future. Unless this situation is addressed, the Philippines cannot fulfill its dream of building "...a just and humane society" under a democratic government.

As citizens, we share with the government the responsibility or legal mandate to "...serve and protect the people" (Article II, Section 4). The citizens and the Government should mutually work in building a just and humane society. For this purpose, the Constitution provides the Government authority to "...call upon the people... to render personal military and civil service. "This constitutional provision served as basis in formulating Republic Act No. 9163 or the National Service Training Program Law.

Section 2

NSTP Courses

The NSTP now forms part of the curricula in all baccalaureate degree courses and of at least two-year technical courses, with the following components:

1. Reserve Officer's Training Course (ROTC);
2. Literacy Training Service (LTS); and
3. Civic Welfare Training Service (CWTS)

Two (2) of the three (3) components of the NSTP are offered in Emilio Aguinaldo College-Cavite – ROTC and CWTS.

Section 3

Credit Units

Each of the above-mentioned components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for 54 to 90 training hours per semester. However, students must finish the NSTP component they started.

Section 4

Enrollment

All incoming freshmen students, male or female, starting School year 2002-2003, enrolled in baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice as graduation requirement(Rule III, Section 4, National Service Training Program Act of 2001).

ARTICLE 13

AWARDS AND RECOGNITION

Section 1 Dean's List

A student who qualifies to the College Academic Scholarship automatically belongs to the Dean's List. For inclusion to the Dean's List, the student should satisfy the same minimum requirements as in the college academic scholarship. However, the general weighted average should be at least 1.75 and no grade below 2.25. There is no reduction in tuition fee. A certification as Dean's List will be given and signed by respective School Deans, the College Registrar, and the Vice President for Academic Affairs.

Section 2 Graduation Honors and Awards

2.1. Latin Honors

Students who completed their courses/subjects with superior weighted grade averages, computed on the basis of units, shall be awarded during the Commencement Exercises with the following honors:

2.1.1 For Baccalaureate degrees:

Summa Cum Laude	Obtained a weighted average of 1.24 or higher; no grade in any one (1) subject lower than 1.5
Magna Cum Laude	Obtained a weighted average of 1.25 to 1.49; no grade in any one (1) subject lower than 1.75
Cum Laude	Obtained a weighted average of 1.50 to 1.75; no grade in any one (1) subject lower than 2.25

2.1.2 For Non-baccalaureate degrees:

With Very Marked Distinction	Obtained a weighted average of 1.24 or higher; no grade in any one (1) subject lower than 1.5
With Marked Distinction	Obtained a weighted average of 1.25 to 1.49; no grade in any one (1) subject lower than 1.75
With Distinction	Obtained a weighted average of 1.50 to 1.75; no grade in any one (1) subject lower than 2.25

2.1.3. Guidelines and other criteria

- 2.1.3.1. Grades in all academic subjects prescribed in the curriculum shall be included in the computation of the general weighted average. However, students must not have any failing grade in any subject taken not prescribed in the curriculum. Transferees and shifters must not have any failing grade in any subject taken from the previous school/college/university.
- 2.1.3.2. Students who are candidates for graduation with honors shall have residence in the College for at least six (6) semesters immediately prior to graduation.
- 2.1.3.3. A student who is a candidate for graduation with honors shall take a minimum of 18 units of credits during each semester or the usual load prescribed in the curriculum. Consideration is given to a candidate

who is a working student. A minimum of 12 units is justifiable.

2.1.3.4. Has passed the comprehensive exam when required.

2.1.3.5. Has no record of disciplinary sanction whether minor or major.

2.1.4. Any appeal which pertains to graduation honors and awards must be done within three (3) days after the candidates for honors and awards have been announced through the Deans.

Section 3 Leadership Award

The medal for leadership award shall be given during the Commencement Exercises to graduates who garner the highest points⁷¹ based on the following criteria:

- | | |
|-----------------------------|-----|
| 3.1. Academic grades | 20% |
| Extra-curricular activities | 40% |
| Experience in leadership | 40% |
- 3.2. Has passed the comprehensive examination, when required.
 - 3.3. Has no failing grade in any subject from first year level.
 - 3.4. Has completed all graduation requirements.
 - 3.5. Has no record of disciplinary sanctions, whether minor or major.

⁷¹ Appreciation of evidences during the tallying process is entirely documentary. (*Certificates, published materials such as invitations, programs and the like, authenticated attendance sheet, IDs of membership etc.*) Names of the nominee must appear in all these documents to be given a corresponding point using the scoring rubric.

Section 4 Special Awards

A Plaque of Recognition or medal shall be awarded during the Commencement Exercises to the following individuals:

- 4.1 Any EAC graduate who is included in the list of top 10 successful board examinees given by the Philippine Regulatory Commission (PRC).
- 4.2 Any graduate with outstanding or highly commendable accomplishments and/or service recognized by a duly authorized association in their respective field.

Section 5 Exemplary Performance in Clinical Experience

The medal for the Exemplary Performance in Clinical Experience shall be awarded to graduating students who satisfy the following criteria:

- 5.1. Has received the highest cumulative affiliation grade with no failed affiliation grade.
- 5.2. Passed the comprehensive examination given by the school.
- 5.3. Has completed all requirements for internship on time.
- 5.4. Has no unexcused absence.
- 5.5. Has no record of disciplinary sanctions, whether minor or major.
- 5.6. Has completed all requirements for the program.

Section 6 Proficiency in Practicum

This award is given to the graduating student who got the highest grade in their practicum or OJT.

Section 7

School's Best Thesis and "Thesis of the Year" Award

The School's Best Thesis is given to graduating students who have shown their proficiency in writing an outstanding thesis. The best thesis for each degree program qualifies for the selection of the Institutional Thesis of the Year upon nomination by the respective School Deans. The Institutional Thesis of the Year is selected by an AdHoc panel usually being chaired by the Research Director.

Section 8

Florence Nightingale Award

This is the highest award given to a graduating Nursing student who exemplifies the character and qualities of Florence Nightingale in promoting the highest standards and excellence in the field of Nursing. The award is given during the Clinical Graduation.

Section 9

Madonna Award

This is the highest award given to the graduating Midwifery student who demonstrated leadership and excellent service in their field. The award is given during the Clinical Graduation.

Section 10

ROTC Award

This award is given to the graduating ROTC officer who was nominated by the ROTC Unit for showing exemplary leadership and performance in military trainings.

Section 11

General Cicero Campos Leadership Award

This award is given to the graduating student of the School of Criminology having the highest grade weighted average (GWA) and has exhibited excellence in leadership and performance in both extra-curricular and co-curricular activities. The award was instituted in honor of General Cicero Campos who established the School of Criminology in Emilio Aguinaldo College.

Section 12

EAC Tambuli Awards

EAC-Tambuli Award aims to reward those graduating members of student publication who have shown outstanding commitment to their title over the years they served in MAGDALO, going above and beyond the call of duty (SERVICE). This award shall take into account the overall relevance of their work to the student community of the Institution (VIRTUE), the quality of content produced (EXCELLENCE), and other achievements achieved.

ARTICLE 14

GRADUATION

Section 1

As a general rule, the College shall confer a degree upon a student who has completed the last curriculum year of the program.⁷²

Section 2

Graduation Requirements

A student shall be recommended for graduation when he/she has complied with all the academic requirements and other pre-requisites for graduation as follows:

- 2.1. Successfully completed the number of units in all the courses/subjects specified in the curriculum in his/her particular program.
- 2.2. Passed all required examinations.
- 2.3. Completed the requirements for Enrichment Program, Values Education and NSTP 1 and 2 (CWTS/LTS/ROTC).
- 2.4. Met the college residency requirements, that is, has taken a minimum of 50% of the total units or credit of the course and registered for at least two years prior to graduation.
- 2.5. Has satisfactorily complied with the admission requirements.
- 2.6. Has no pending case/ disciplinary sanction at the Office of Student Affairs.
- 2.7. Has cleared all financial obligations.

⁷² Guidelines in Section 81 of Promotion and Graduation p. 42, Manual for School Registrars 3rd Ed. (ARSLO RIV-A, August 2009)

Section 3

Transcript of Records, diploma, transfer credentials and similar documents/records are secured upon submission of duly accomplished Clearance Form taken from the Office of the Registrar. Any property and/or financial accountabilities must be settled first with the concerned office/s and Accounting Office, respectively, in order to be cleared.

The names appearing in their NSO-authenticated birth certificates shall be reflected in the school records.

An authorization letter is required if records will be claimed by a representative.

REFERENCES

1. Article XVIII Section 83 of the Manual of Regulations for Private Higher Education, 2008
2. CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Educational Institutions (*HEIs*).
3. PD 577
4. PD 451 Section 7
5. EAC Student Manual 2012 Edition
6. Manual of Regulations for Private Higher Education, 2008
7. Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines
8. Article XIX Section 91 of Manual of Regulations for Private Higher Education, 2008
9. EAC-Cavite Academic Circular No. 06, Series of 2013
10. Republic Act 9165: Comprehensive Dangerous Drugs Acts of 2012
11. Republic Act No. 9211: Tobacco Regulation Act of 2003.
12. Republic Act 9262: Anti-violence Against Women and Their Children Act of 2004
13. Republic Act No. 10175: Cybercrime Prevention Act of 2012
14. Republic Act No. 8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Other Organizations and Providing Penalties Therefor
15. Republic Act 10627 or the Anti-Bullying Act of 2013
16. Republic Act No. 8293: Intellectual Property Code of the Philippines
17. National University versus Guzman et.al. (G.R. No. L-68288 July 11, 1986)
18. CHED Memorandum Order 1 Series of 2015: Policies and Guidelines on Gender and Development in Higher Education Institutions.
19. Section 12 of Republic Act 7277: Magna Carta for Disabled Persons
20. Article 9 Section 30 of CHED Memorandum 9 Series of 2013
21. CHED Memorandum 4 Series of 1995: Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations
22. CHED Memorandum 4 Series of 1995 Item 5 Sub-item 5.1
23. EACC Academic Circular No. 03 Series of 2012

24. Article 15 Section 2 Subsection 2.8 of the EAC Student Manual 2012 Edition
25. 60th EACC Academic Council Meeting (September 14, 2015) dated October 6, 2015
26. Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students
27. Article 4 Section 2 Subsection 2.2 Item 17 of the EAC Student Manual 2012 Edition
28. <http://baybayinalive.com/ka-means-connection>
29. "Press Freedom: The People's Right" by Ed Aurelio C. Reyes, pp. 169-170 and <http://philmediaethics.blogspot.com/2008/05/philippine-journalists-code-of-ethics.html>
30. *R.A. 7079 also known as the Campus Journalism Act of 1991: An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes*
31. Article 7 Section 14 of CHED Memorandum 9 Series of 2013
32. Guidelines in Section 81 of Promotion and Graduation p. 42, Manual for School Registrars 3rd Ed. (ARSLO RIV-A, August 2009)

APPENDICES

1. Emilio Aguinaldo College-Cavite
Student Manual Development Committee S.Y. 2017-2018
2. The Anti-Bullying Act of 2013 Primer
3. Republic Act No. 10754: An Act Expanding the Benefits and Privileges of Persons with Disability (PWD)
4. Republic Act 7877: Anti-Sexual Harassment Act of 1995
5. Republic Act 8049: An Act Regulating Hazing and other Forms of Initiation Rites in Fraternities, Sororities, and other Organizations and providing Penalties therefore.
6. EAC Alma Mater Song
7. Emilian Oath
8. EAC Site Map

APPENDIX 1

EMILIO AGUINALDO COLLEGE-CAVITE STUDENT MANUAL DEVELOPMENT COMMITTEE S.Y. 2017-2018

DR. GEORGINA B. PALMARIO
Vice President for Academic Affairs

MS. SHELLEY ANNE C. MARTINEZ
School Registrar

MR. KIMBERT M. MACK
Director, Office of Student Affairs

MR. ESTEFANIO V. BOQUIRON, JR.
Consultant
Dean, Office of Student Affairs
Emilio Aguinaldo College-Manila

ATTY. JOSE A. LANDAYAN
Consultant
Legal Adviser, Emilio Aguinaldo College-Cavite

APPENDIX 2

ANTI-BULLYING POLICY OF
EMILIO AGUINALDO COLLEGE

Prefatory Statement

The School values a healthy and peaceful educational environment.

All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear.

The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.

The School takes a strong stance against bullying.

Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013”.

Section 2. Scope and Coverage. This Policy applies to the Senior High School and College programs at the Emilio Aguinaldo College, hereafter referred to as the “School”.

Section 3. The following shall be the parties and/or stakeholders in bullying incidents:

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. **Bystander** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.

4. **Parent or Guardian** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. **School** – refers to **Emilio Aguinaldo College**.
6. **School Personnel** - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. **Service Providers** - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

II. Prohibition on Bullying

Section 4. Statement of Policy. The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

Section 5. Definition of Bullying. The School adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

“Bullying” refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

(1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

(2) Any act that causes damage to a victim’s psyche and/or emotional well-being;

(3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;

(4) **“Cyber- bullying”** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Section 6. Other Forms of Bullying. The term *“bullying”* shall also include:

(1) **“Social bullying”** – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;

(2) **“Gender-based bullying”** – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);

(3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and

(4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7. Common Forms of Bullying. The common forms of bullying shall include, but is not necessarily limited to, the following:

1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. **Rudeness and Intimidation.** These may be done through unwanted physical acts but may also be carried through non-verbal means.

A mean look or stare is an example of a non-verbal bullying.

3. **Threats and extortion.** Creating fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.
4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

Section 8. Fair and equal treatment of bullying incidents.
The School shall address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. Situs of Bullying. The School has the authority to impose school discipline to its students including this Policy. This authority of the School is not confined within the School premises.

The School particularly undertakes to prevent and address bullying committed at the following:

a. **On Campus.** School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.

b. **Off-Campus** which covers:

1. properties immediately adjacent to School grounds including places or establishments frequented by our students; any other place where school-sponsored or school-related activities, functions or programs are conducted;
2. School bus stops;
3. School service, buses, or transport used by the School in an activity off-campus; and
4. School buses or School services operated or accredited by the School to transport students to and from the campus.

c. **On Cyberspace.** Text messages, emails, chat rooms, and other social media and web sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

III. Prevention Programs

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

1. School-wide initiatives centered on:
 - a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
 - b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;

- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

2. Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

3. Involving parents in bullying prevention activities, such as:
 - a. discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
 - b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

- (4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 11. Early Detection of Bullying. There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;

6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

IV. Intervention Programs

Section 12. The School shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Section 13. Forms of Intervention. Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

(1) **Bully**

The “**Bully**” shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

(2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

(3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

(4) School

The School through the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the School's student and/or employee handbook and

shall be conspicuously posted on the School walls and website;

- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

(5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

(6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

(7) **Parents**

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
 1. Education on relevant policies;
 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- a. Cooperate with the school authorities in bullying incidents involving their child/children; and
- b. Not to take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16. The Anti-Bullying Committee. The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Section 17. Composition. The Committee shall be composed of the following:

- a. Principal/Dean – Chairperson
- b. Guidance Counselor/ OSA Director – Vice Chairpersons
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (*ad hoc*)

Section 18. Functions. The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;

- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

VII. Handling Bullying Incidents in the School

Section 19. Exclusive Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20. Effect of Institution of Criminal Action. The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21. Immediate Responses. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
 1. Determining and addressing the victim's immediate safety needs; and
 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office

Section 22. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, who shall immediately report the matter to the Principal.

2. The School shall inform the parents or guardian of the victim and the bully about the incident.

3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.

4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

Section 23. Fact-Finding and Documentation

- a. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall:
- b. Separately interview in private the bully or offending student and the victim.
- c. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
- d. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
- e. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

Section 24. Referral to Experts Outside of the School. The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section. 26. Due Process

- A. Bullying cases may be initiated either through:
- 1) a Complaint; or
 - 2) a *motu proprio* Charge from the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office on the basis of a report of the teacher, school personnel or bystanders.
- B. The Complaint should be duly executed by:
- 1) the complaining student with the assistance of his or her parents;
 - 2) or solely by the parents on the basis of their child's statements.
- C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.
- D. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office.
- E. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

- G. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

Section 27. Sanctions

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
 - 1.1 First Offense: Reprimand and Summon of Parents
 - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.
 - 1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of

School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the School should it become necessary.

Section 28. Preventive suspension. The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

Section 29. False Accusation of Bullying. If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

Section 30. Confidentiality. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

Section 31. Effectivity. This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

APPENDIX 3

Republic Act No. 10754

AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Article 1 Section 32 of Republic Act No. 7277, as amended, otherwise known as the “Magna Carta for Persons with Disability”, is hereby further amended to read as follows:

“SEC. 32. Persons with disability shall be entitled to:

“(a) At least twenty percent (20%) discount and exemption from the value-added tax (VAT), if applicable, on the following sale of goods and services for the exclusive use and enjoyment or availment of the PWD:

“(1) On the fees and charges relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers;

“(2) On admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals and other similar places of culture, leisure and amusement;

“(3) On the purchase of medicines in all drugstores;

“(4) On medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, and professional fees of attending doctors in all government facilities, subject to the guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (PhilHealth);

“(5) On medical and dental services including diagnostic and laboratory fees, and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the PhilHealth;

“(6) On fare for domestic air and sea travel;

“(7) On actual fare for land transportation travel such as, but not limited to, public utility buses or jeepneys (PUBs/PUJs), taxis, asian utility vehicles (AUVs), shuttle services and public railways, including light Rail Transit (LRT), Metro Rail Transit (MRT) and Philippine National Railways (PNR); and

“(8) On funeral and burial services for the death of the PWD: *Provided*, That the beneficiary or any person who shall shoulder the funeral and burial expenses of the deceased PWD shall claim the discount under this rule for the deceased PWD upon presentation of the death certificate. Such expenses shall cover the purchase of casket or urn, embalming, hospital morgue, transport of the body *to* intended burial site in the place of origin, but shall exclude obituary publication and the cost of the memorial lot.

“(b) Educational assistance to PWD, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified PWD, including support for books, learning materials, and uniform allowance to the extent feasible: *Provided*, That PWD shall meet the minimum admission requirements;

“(c) To the extent practicable and feasible, the continuance of the same benefits and privileges given by the Government Service Insurance System (GSIS), Social Security System (SSS), and Pag-IBIG, as the case may be, as are enjoyed by those in actual service;

“(d) To the extent possible, the government may grant special discounts in special programs for PWD on purchase of basic commodities, subject to the guidelines to be issued for the

purpose by the Department of Trade and Industry (DTI) and the Department of Agriculture (DA); and

“(e) Provision of express lanes for PWD in all commercial and government establishments; in the absence thereof, priority shall be given to them.

“The abovementioned privileges are available only to PWD who are Filipino citizens upon submission of any of the following as proof of his/her entitlement thereto:

“(i) An identification card issued by the city or municipal mayor or the barangay captain of the place where the PWD resides;

“(ii) The passport of the PWD concerned; or

“(iii) Transportation discount fare Identification Card (ID) issued by the National Council for the Welfare of Disabled Persons (NCWDP).

“The privileges may not be claimed if the PWD claims a higher discount as may be granted by the commercial establishment and/or under other existing laws or in combination with other discount program/s.

“The establishments may claim the discounts granted in subsection (a), paragraphs (1), (2), (3), (5), (6), (7), and (8) as tax deductions based on the net cost of the goods sold or services rendered: *Provided, however,* That the cost of the discount shall be allowed as deduction from the gross income for the same taxable year that the discount is granted: *Provided, further,* That the total amount of the claimed tax deduction net of value-added tax, if applicable, shall be included in their gross sales receipts for tax purposes and shall be subject to proper documentation and to the provisions of the National Internal Revenue Code (NIRC), as amended.”

SEC. 2. Section 33 of Republic Act No. 7277, as amended, is hereby further amended to read as follows:

“SEC. 33. *Incentives.* – Those caring for and living with a PWD shall be granted the following incentives:

“(a) PWD, who are within the fourth civil degree of consanguinity or affinity to the taxpayer, regardless of age, who are not gainfully employed and chiefly dependent upon the taxpayer, shall be treated as dependents under Section 35(b) of the NIRC of 1997, as amended, and as such, individual taxpayers caring for them shall be accorded the privileges granted by the Code insofar as having dependents under the same section are concerned; and

“x x x.”

SEC. 3. *Implementing Rules and Regulations.* – The Department of Social Welfare and Development (DSWD), in consultation with the Department of Health (DOH), the Department of Finance (DOF), and the National Council on Disability Affairs (NCDA), shall promulgate the necessary rules and regulations for the effective implementation of the provisions of this Act:

Provided, That the failure of the concerned agencies to promulgate the said rules and regulations shall not prevent the implementation of this Act upon its effectivity.

SEC. 4. *Separability Clause.* – If any provision of this Act is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall remain in full force and effect.

SEC. 5. *Repealing Clause.* – All laws, orders, decrees, rules and regulations, and other parts thereof inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 6. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in two (2) newspapers of general circulation.

Approved:

(Sgd.) FRANKLIN M. DRILON
President of the Senate

(Sgd.) FELICIANO BELMONTE JR.
*Speaker of the House
of Representatives*

(Sgd.) OSCAR G. YABES
Secretary of the Senate

(Sgd.) MARILYN B. BARUA-YAP
*Secretary General
House of Representatives*

Approved: MAR 23 2016

(Sgd.) BENIGNO S. AQUINO III
President of the Philippines

This Act which is a consolidation of House Bill No. 1039 and Senate Bill No. 2890 was passed by the House of Representatives and the Senate on December 16, 2015 and December 15, 2015, respectively.

APPENDIX 4

Republic Act 7877

ANTI-SEXUAL HARASSMENT ACT OF 1995

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates

in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause.- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA
President of the Senate

(Sgd.) JOSE DE VENECIA, JR .
Speaker of the House of Representatives

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(Sgd.) EDGARDO E. TUMANGAN
Secretary of the Senate

(Sgd.) CAMILO L. SABIO
Secretary General
House of Representatives

Approved: February 14, 1995

(Sgd.) FIDEL V. RAMOS
President of the Philippines

APPENDIX 5

REPUBLIC ACT No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an

undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the

activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) When the hazing is committed outside of the school or institution; or

(e) When the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

APPENDIX 6

EAC Alma Mater Song

All praise to you, our College true
Whose flame in our hearts will burn
 May your red and white
 Give us strength and might
For the sake of man we'll use all we've learned
For Emilio Aguinaldo, our Alma Mater so fair
We bear your name, feel proud, keep its fame
 As our voices fill the air
 Virtue and Excellence
 To serve for all we are worth
 We'll see this through
 Alma Mater for you
Do God's will while here on earth.

Himno ng Emiliano

Pagpupugay sa dalubhasaan
 Alab moy buhay sa puso
Ang iyong kulay at kagitingan
 Sa kapwa dunong ay iaalay

 Ang Emilio Aguinaldo
 Natatanging Kolehiyo
Taglay namin ang pangalan mo
 Ipinagbubunyi ko
 Dangal at kahusayan
 Sa sipag makakamtan
Ang pangarap mo ay tutupadin ko
 Oh Diyos, pagharian mo

APPENDIX 7

Emilian Oath

*I am a student of Emilio Aguinaldo College,
A disciplined, trust-worthy and competent individual
I abide by the rules and regulations of my school
I am a role model to my fellow students*

*Emilio Aguinaldo College is my second home
I will keep its surroundings clean and note-worthy
This institution is my pride and joy
My portal to the future*

*A training ground for my mind, body, heart and soul
I will lead a progressive change in the society
To realize my full potential and practice social responsibility
I represent the values of **VIRTUE, EXCELLENCE and SERVICE**
All the days of my life. . .*

I am Emilian.

