	<b>SAINT JUDE COLLEGE</b> <b>DASMARIÑAS CAVITE INC.,</b>		DOCUMENT NO.:
	<b>STUDENT MANUAL FOR</b> <b>COLLEGE DEPARTMENT</b>		DEPARTMENT: CSWDS
			EFFECTIVE DATE: August 24, 2020
<b>PREPARED BY:</b>  <b>RICHARD S. MEDALLA, JR.</b> Director, CSWDS		<b>REVIEWED BY:</b>  <b>REYMART BOLAGAO</b> Academic Director	<b>APPROVED BY:</b>  <b>ROSARIO MEDALLA LACSON</b> Chief Operations Officer

## **SJCDC Student Manual for COVID-19 Response for College Department: The New Normal**

### **Article I**

#### **Section I**

##### **Vision**


We are a premier institution highly engaged to create globally competent professionals.

##### **Mission**

We empower all students and stakeholders in achieving easy access to comprehensive instruction, research and extension services using advance technology.

##### **Core Values**

- S- Scholarly pursuit
- J- Just and humane regard for people
- C- Commitment for excellence
- D- Diversity with purpose
- C- Compassion to professionalism

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### St. Jude College Dasmariñas Cavite Logo




## Section II

### Brief Background

In response to the COVID-19 pandemic, **St. Jude College - Dasmariñas Cavite** has restructured the educational landscape to open new learning perspective. Our current situation has compelled us to veer toward the unconventional learning experience starting this A/Y 2020-2021. Meantime, as we embrace the “new normal”, it opens a window of opportunity for our school by exploring greater heights utilizing various tools incorporated in the teaching strategies. At SJCDC, we make learning more accessible through various platforms and provide personalized learning pathways for every student. These changes however are our earnest support to the government and other educational authorities to heed to their efforts in mitigating the spread of COVID-19.

This student manual guides our students to the significant change in the educational paradigm of SJCDC. We are hopeful that the “New Normal” in this educative process gives comfort in completing academic tasks or classroom assignments right at the convenience of their own home. Looking at the brighter side, this new framework on instructional delivery has a modest outlay on time, travel and other school related expenses. Thus, the learning in a non-traditional set up, students are given the opportunity to acquire learning, competence and skills at their own pace. Our academic team provides individualized learning pathway to aid the students reduce academic difficulty but increases their academic satisfaction. At SJCDC, we make learning fun and accessible for the benefit of our dear Thaddeans.

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## Article II

### Definition of Terms

#### Section I

##### 1. Instructional Delivery Mode (IDM)


The SJCDC Academic Sector has come up with a continuous plan in preparation for the new normal as the end of the crisis seems to be unpredictable. The Covid-19 Pandemic enforced SJCDC to switch its current **Instructional Delivery Mode to Blended Distance Learning (BDL)** for the essential reason to allow students to continue and complete their program on time. SJCDC has built its network infrastructure since 2018 and has always planned to offer BDL as a flexible instructional mode in some programs for the learning convenience of students.

##### There are Three (3) Instructional Delivery Modes (IDM) at SJCDC:

**Face-to-Face (Existing):** Delivery of instruction is structured around in-person classroom meeting times. Instruction is delivered in person and students are expected to attend class, sometimes referred to as traditional classroom courses.

**Blended Distance Learning (BDL):** Delivery of instruction in which traditional face-to-face contact hours are replaced with required online instruction through the Learning Management System (LMS). This can be a combination of physical and virtual classrooms. There is an attendance expectation, and students can choose to attend class thru face-to-face or use real-time video conferencing technology. The amount of online activity is set by the instructor and varies by course. Some instructors may require occasional exams. Students should refer to the course syllabi for the course meeting schedule.

**Virtual Classes (Tele Class):** Delivery of instruction in which traditional face-to-face contact hours are replaced with required synchronous online instruction through the Learning Management System (LMS) and SJCDC platforms

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### GENERAL GUIDELINES FOR COLLEGE DEPARTMENT:

The SJCDC College Department in the Academic Year 2020 – 2021 shall be utilizing **Blended Distance Learning (BDL) as an Instructional Delivery Mode** with the following General Guidelines:

- 1) The General Education Courses shall have a required number of hours for synchronous and asynchronous online classes. For a 3-unit lecture on a regular semester: 1 hour of synchronous virtual / online classes, and 2 hours of asynchronous classes per week, or accumulative of 18 hours for synchronous online classes and 36 hours for asynchronous classes per regular semester. Face-to-face consultation shall only be scheduled for submission and subject advising, if necessary.
- 2) Professional Subjects, Physical Education and NSTP shall have a required number of hours for face-to-face, synchronous and asynchronous online classes. For a 3-unit lecture on a regular semester: 1 hour face-to-face, 1 hour of synchronous virtual / online classes, and 1 hour of asynchronous classes per week or accumulative of 18 hours for each delivery mode per regular semester. However, if face-to-face shall be permitted, these courses shall be conducted through face-to-face.
- 3) Strategic scheduling of face-to-face consultation and classes must be observed to minimize containment of crowd and observe health and safety guidelines of SJCDC.
- 4) BDL is only limited to lecture subjects and courses, internship, and practicum which shall be implemented as mandated by the CHED. Additionally, the BDL is guided by health and safety guidelines of SJCDC and program internship guidelines agreed upon by the school and the affiliated institution. Moreover, the laboratory subjects must be conducted on-site or face-to-face. However, if face-to-face is permitted, alternative and flexible delivery of classes shall be implemented by the respective Program Chair.
- 5) Grading and evaluation of performance of students shall be based on the course requirements stipulated in the Instructional Design (Syllabi).
- 6) The BDL can also be an aid during class suspensions, typhoons, absence of the professor, during a pandemic or as needed.

**Blended Distance Learning (BDL) as an Instructional Delivery Mode** will be executed through the following approaches:

**Self-Directed Learning Activities.** This approach requires independent understanding by the learners and applying knowledge to new situations and using novel examples to explain concepts. Examples of SDLA are the following: Research Papers, Reflection Papers, Narrative Reports and Journals, Critical Thinking Projects, Home -Based Examination & Exercises, Case Studies / Case Analyses.

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**Instructional Guides and Modules.** The educators will provide specific study outlines and instructional materials to the learners guided by the instructional design (syllabi) and shall give them time to study by themselves. The instructions shall then be evaluated through quizzes, major examinations, oral recitation, and alternative activities such as video presentation, projects, and worksheets.

**Virtual Classes and Consultations.** Scheduled classes shall be facilitated through virtual platforms. Actual lectures and instructions will be recorded and uploaded through virtual platforms or shall be done through synchronous online conferencing. Online consultation shall be conducted on a regular basis. Furthermore, the old students are required to wear their school uniform and new students are required to wear plain white T-shirts during virtual class/consultations.

**Face- to -Face Classes and Consultations.** Scheduled classes shall be facilitated at school. Actual lectures and instructions will be conducted inside the classrooms.


The SJCDC College Department use of **Face-To-Face Approach in Blended Distance Learning (BDL)** as an Instructional Delivery Mode for the Academic Year 2020 – 2021 shall be dependent on the advisory from the Local Government (LGU), the Progress of the Community Quarantine Protocols, and the Commission on Higher Education (CHED).

Delivery of instruction in which traditional face-to-face contact hours are replaced with required online instruction through the Learning Management System (LMS). This could be a combination of physical and virtual classrooms. There is an attendance expectation and students can choose to attend class face-to-face or use real-time video conferencing technology. The amount of online activity is set by the instructor and varies by course. Some instructors may require occasional exams. Students should refer to the course syllabi for the course meeting schedule

#### **COLLEGE BDL GUIDELINES - FACULTY:**

The professors are still obligated to report from Monday to Friday. For part-time professors he will report according to his Faculty Teaching Load schedules.

1. The professor will only use the “official platform of SJCDC” to facilitate the BDL.
2. The professor will also submit the BDL Form to the General Education Coordinator who will verify and check the BDL Form before submitting it to the Administration Assistant and Curricular Quality Assurance Coordinator for approval of the Academic Director.

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- The professor may upload modules/hand-outs, activities or Self-Directed Learning Activities on the official SJCDC Platform.
- Professors will give leeway for the submission of the students' output of at least one (1) week.
- For the grading and evaluation, the attendance will no longer be part of the grading system; thus, the allotted grade for attendance will be added to performance rate.
- Guidelines are subject for revision as needed.

#### **COLLEGE BDL GUIDELINES - STUDENTS:**

The students enrolled in the General Subjects with BDL must be present during the term examinations such as Prelim Exam, Midterm Exam and Final Exam.

- The students must also visit (face-to-face) the school once per month as directed by their respective professors for submissions of compiled output or other requirements.
- The students shall only be using the official SJCDC Learning Management System in attending BDL CLASSES and submission of academic requirements.
- The students are given one (1) week to comply with their requirement/s.
- Guidelines are subject for revision as needed.


#### **BDL DESIGN FOR BED DEPARTMENT:**

##### **SPECIFIC OBJECTIVES:**

To continue quality education through Instructional Delivery Mode - Blended Distance Learning (IDM-BDL) in the midst of COVID-19 Pandemic and any classes suspension.  
To keep the students engaged in learning using the SJCDC platform, modules, textbooks and learning kits.

##### **SCOPE OF IMPLEMENTATION:**

The implementation is within the Basic Education Department from Preschool to Senior High School for both students with technological capacity and limitations.

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### GENERAL GUIDELINES FOR THE BED DEPARTMENT:

Blended Distance Learning (BDL) - Face-to-Face Modality and Distance Learning.

1. Teachers and students shall use the common SJCDC Platform (TEAMS) for curriculum content.
2. Students and teachers shall have 40 minutes of face-to-face interaction (per subject) in a week for oral participation, clarification and verbal instructions for specific subject task or assignments. All essential subjects shall be compressed within a day per grade level in a given schedule per week.
3. Students shall perform tasks and learn lessons from modules/textbooks and learning kit assigned by their teachers.
4. Students with technological capacity such as electronic gadgets and Internet connection and whose parents are not confident to send their children to school, can attend the real time class schedule via online using TEAMS or Zoom.
5. Students shall get instructions from teachers and hand in outputs, reports, projects, etc., during the face-to-face modality.
6. For students with technological capacity and whose parents are not confident to send their children to school, they can hand in their outputs, reports, projects, etc., to their teachers via online using the common SJCDC platform.

### SCHEDULES:


Three (3)- Day Distance Learning (Home) and Two (2)- day face-to-face modality (school).  
 Teachers and students shall meet face-to- face / BDL twice a week based on the given class schedules.

1. Students shall accomplish tasks considering the following factors - pace, place, process and products at home.
2. Face-to-face shall be gradually implemented depending on the progress of the COVID-19 pandemic and government's policies and advisories.
3. August 2020 - Once a week
4. September to December 2020 - twice a week
5. January 2021 onwards (for further discussion)

### FACULTY LOADING:

Faculty members are not scheduled with 24-hour teaching load a week but according to their duties and responsibilities, output results and narrative reports.



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1. Teachers shall report to school twice a week based on the given schedules of their face-to-face modality classes.
2. Teachers shall work from home for other tasks such as preparation of lessons, completion and designing of content to be upload, evaluating the outputs of students, and attending to queries of students and parents.

#### **CLASS SIZE:**

Each class has 15 to 20 students as the maximum number.


#### **GRADING / EVALUATION:**

Grading and evaluation will be based on the stipulated metrics in the College Academic Manual and distinctive course requirements.

#### **ACTION PLANS:**

1. Modified Class Schedules
2. Teacher's Work scheme and schedules
3. Modified Syllabi/Alignment Maps
4. Lesson or Curriculum contents development suitable for IDM-BDL
5. Face-to-face/Virtual Parent Teacher Conferences on the given schedules
6. Webinar about IDM –BDL
7. Orientation for parents and students about new normal scheme on academics

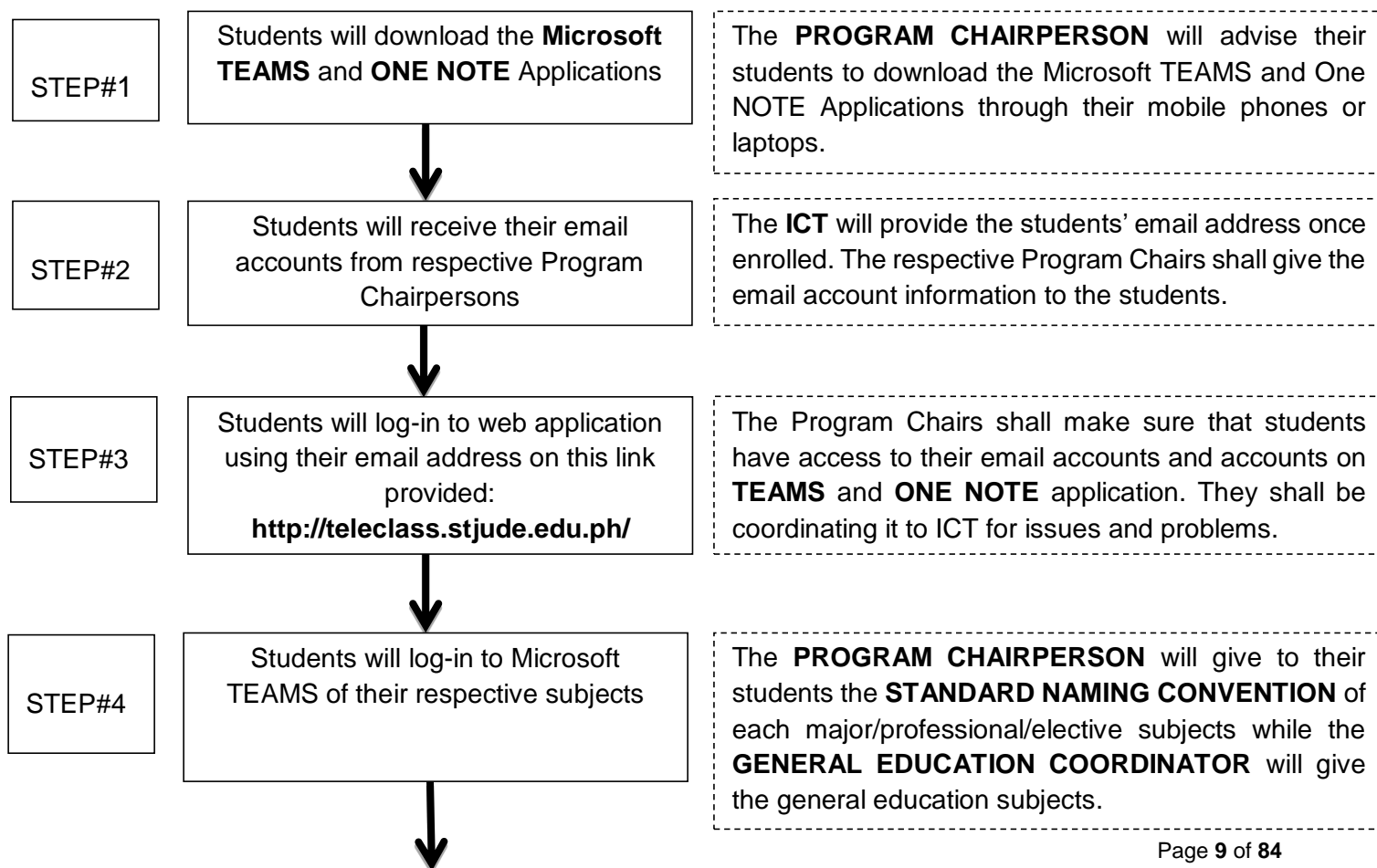



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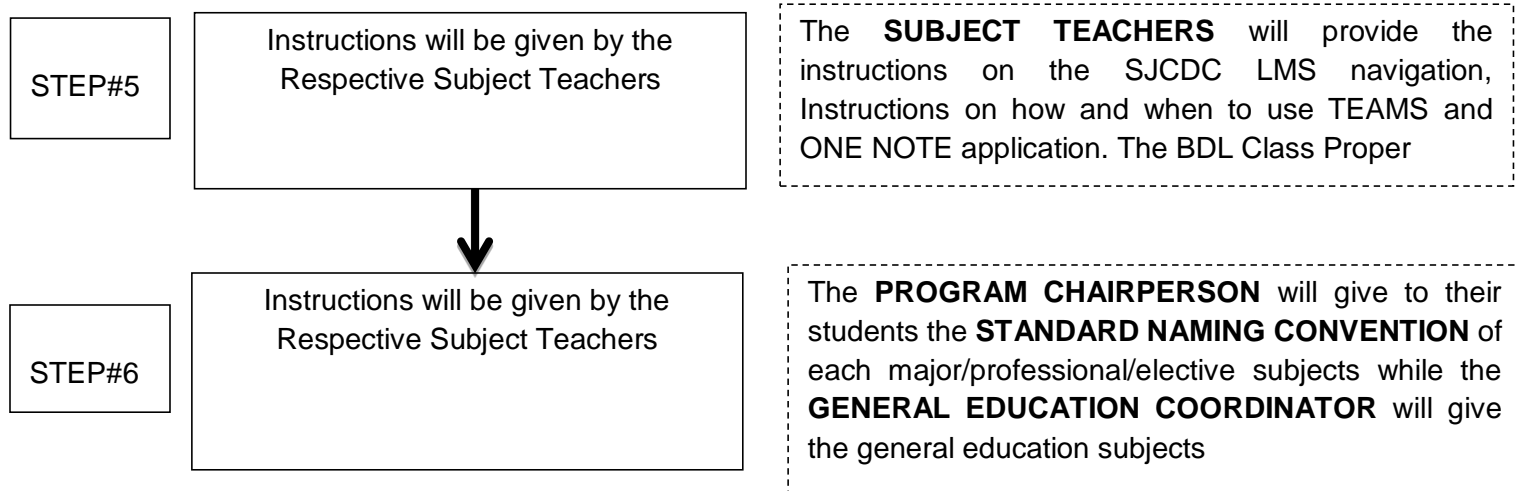
**Figure 1: General Flow Chart of Synchronous and Asynchronous Blended Distance Learning for College Students**


#### STUDENTS' FLOW CHART

#### DEPARTMENTAL FLOW CHART

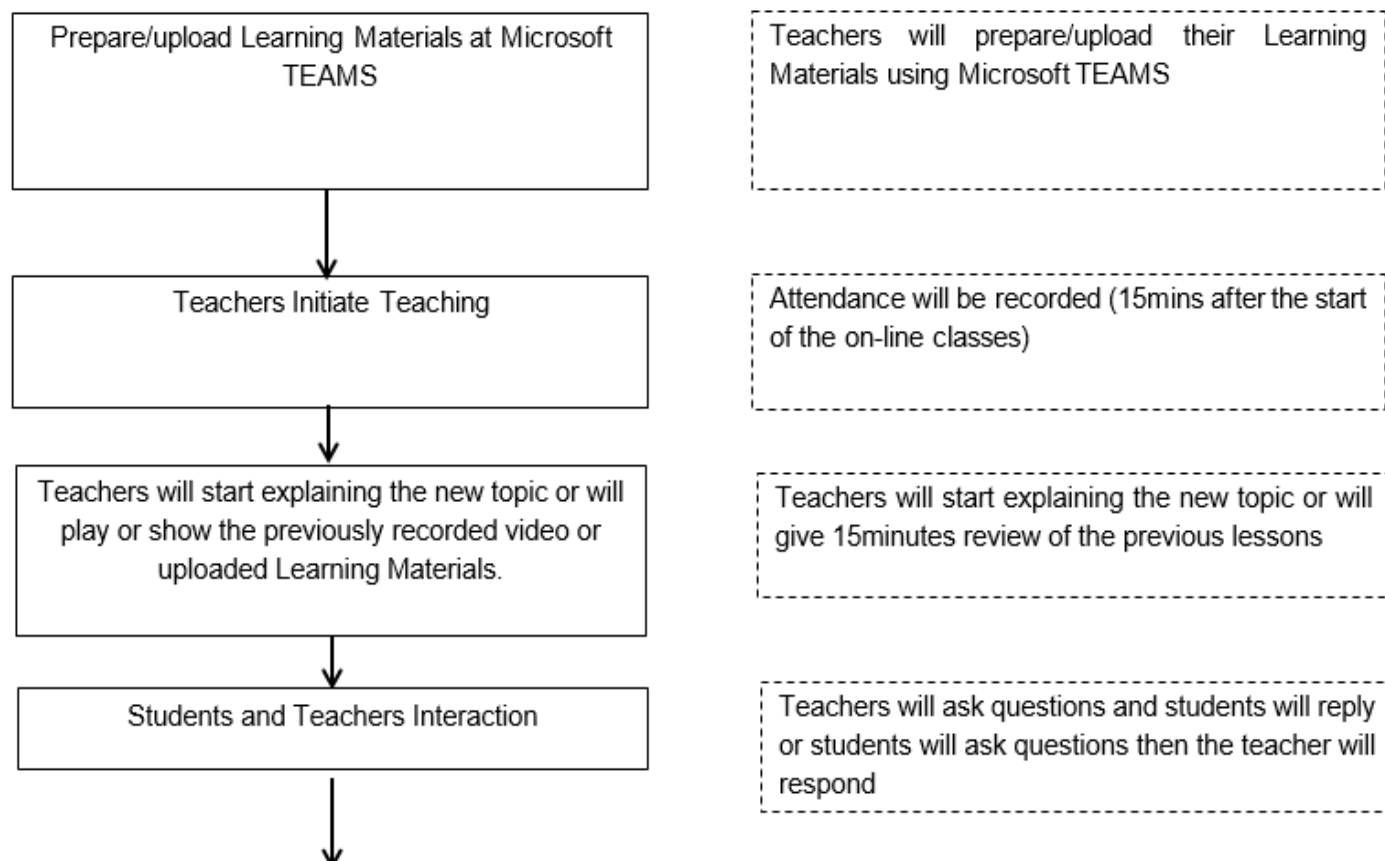



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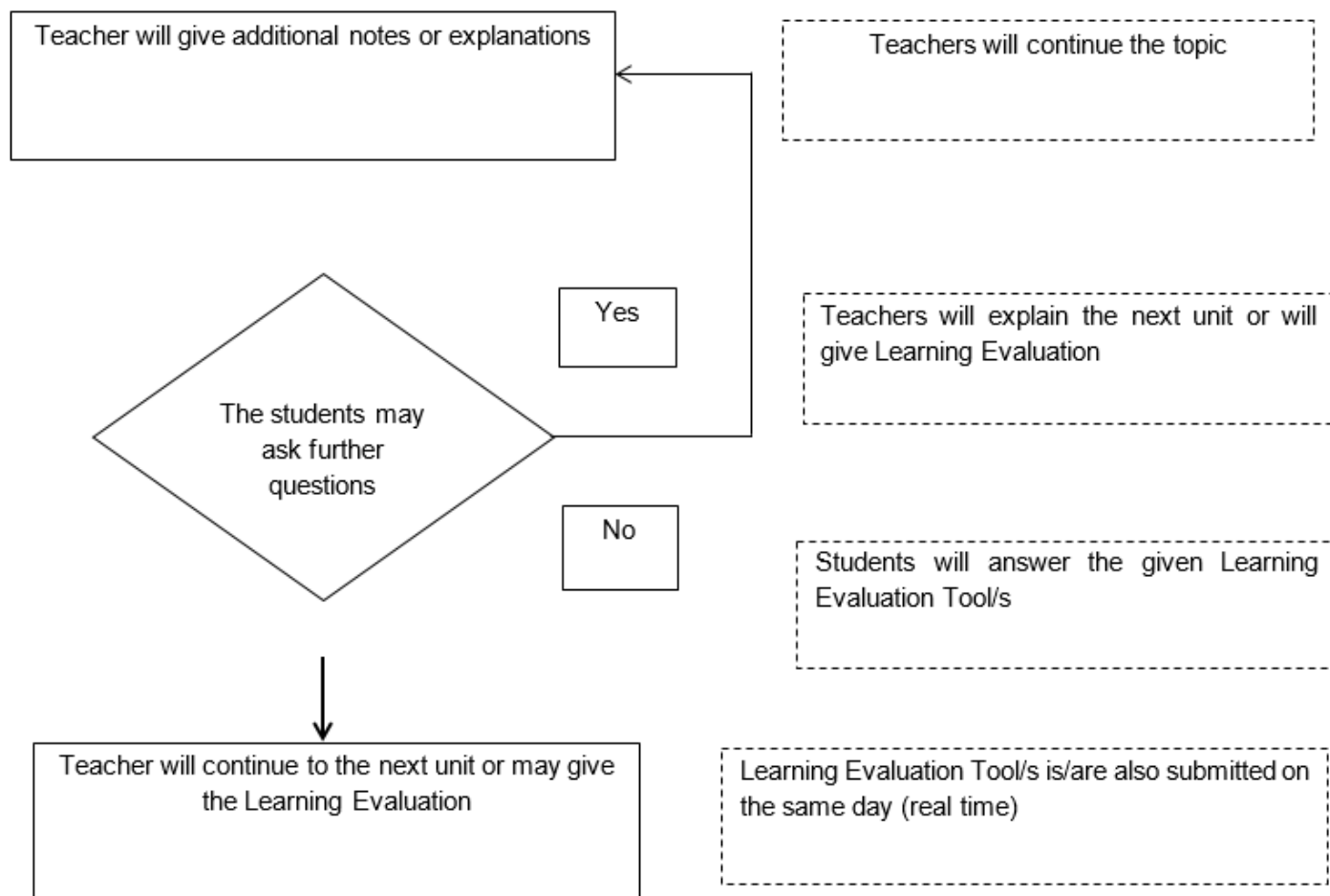


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**Guidelines on Synchronous and Asynchronous Blended Distance Learning**  
**Figure 1.1. Flow Chart for Synchronous On-Line Learning**




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Students that were absent will have to make-up by reading and learning the uploaded Learning Materials and are also required to answer Learning Evaluation Tool/s through self-paced learning and need to submit the Learning Evaluation Tool/s before their next meeting

- To manage and facilitate learning through the use of technology and alternative platforms;
- To address learners' unique needs in terms of pace, place, process and products of learning;

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- c) To enhance learners' self-efficacy and confidence through facilitating activities that they can manage as self-directed and with minimal supervision; and
- d) To promote Learner Control and Customizability while focusing on essential experience, content and outcomes.

#### **SPECIFIC OBJECTIVES:**

- To continuously provide quality instructions to students that are aligned with the Outcome-Based Education Syllabi;
- To manage and facilitate quality instruction through the use of the technology and alternative platforms;
- To compensate and comply with the required number of hours mandated by the Commission on Higher Education or CHED for degree courses;
- To Enhance the students' capabilities and confidence even with minimal supervision by their instructors

#### **SCOPE OF IMPLEMENTATION:**


This will be implemented for all SJCDC students in the College Department. All faculty shall be using BDL Delivery Mode for all subject courses.

### **Section III**

#### **1. General Admission Policy**

It is a general policy of St. Jude College - Dasmariñas Cavite administration to admit students from all schools, public and private, in all regions of the Philippines and other countries provided the following requirements are met:

- a) Must be morally upright to be certified to by the last school attended.
- b) Must come from schools recognized by the Philippines Government through the Department of Education.
- c) Must login/sign in on the SJDC website for the enrollment procedure.

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## 2. Requirements for Enrollment:

Students who wish to enroll at St. Jude College are required to submit the following credentials:

- Original Birth Certificate (PSA, NSO, Live Birth, Baptismal Certificate)
- Original Form 138 (Report Card)
- Original copy of Good Moral Certificate
- 4 pcs. 2x2 colored ID picture
- 2 pcs. Mailing envelope (long)
- 4 Mailing stamps
- 1 Long brown envelope
- Original F-137 (Requested by SJCDC)

## 3. Online Enrollment Procedure for Basic Education Department


For the safety of our students and stakeholders, our school imposes social distancing. Students who wish to enroll for the current school year may visit our website for online enrollment.

- Step 1. Registration Online (<http://www.stjude.edu.ph/enrollment/newstudent>)
- Step 2. Receive instruction from your registered email
- Step 3. Send Payment confirmation to ([ENR.ACCOUNTING@STJUDE.EDU.PH](mailto:ENR.ACCOUNTING@STJUDE.EDU.PH))
- Step 4. Student will be assessed and receive a copy of COM and receipt
- Step 5. Student is temporary enrolled

## 4. SJCDC Online Document Request

SJCDC students who will apply for their school credentials may process their application online by visiting our website. Below are the following guidelines:

- Step 1. Student requests online (<http://stjude.edu.ph/online-service/document-request>)
- Step 2. Student receives email
- Step 3. Student emails requirements
- Step 4. Student receives email confirmation
- Step 5. Accounting emails fees
- Step 6. Student sends deposit slip to accounting
- Step 7. Accounting confirms payment

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- Step 8. Registrar delivers documents through courier

## 5. Payment Options

Cognizant to the need of our stakeholders, we provide access where you can easily transact your payment through the following options below:

- I. Secure deposit payment thru our payment options and send the proof of payment except for those who paid directly to our Accounting Office to this email: enr-accounting@stjude.edu.ph. Please see details below:

### II. PAYMENT OPTIONS AVAILABLE:

- a) Direct payment to SJCDC Accounting Office. We are now open from Monday to Friday, 9 AM to 4 PM.
- b) Bank deposit to any of listed bank accounts below.
- c) Online bank fund transfers to any of listed bank accounts below.
- d) GCash Fund Transfer to any of listed bank accounts below.

### III. BANK ACCOUNT DETAILS:

Account Name: St. Jude College Dasmariñas Cavite, Inc. (For GCash, you can type St. Jude College Dasma or St. Jude College Cavite only)

Account Number:

BPI: 0961-0054-69

Metrobank: 235-7-23500076-4


### FOR NEW STUDENTS AND OLD STUDENTS WITHOUT OUTSTANDING BALANCES:

All College Levels: P2,000.00

FOR OLD STUDENTS WITH OUTSTANDING BALANCES (Down Payment plus Outstanding Balances):

- a) Year 1 to 3: P2,000.00 plus at least 25% settlement of Outstanding balances
- b) Year 4 (Graduating): P2,000.00 plus at least 50% settlement of Outstanding balances



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- c) Kindly take note that Down payment paid is non-refundable.
- d) For any inquiries and clarifications, please call our Accounting Office at 0928-2970186 or 0995-1341852 or email us at [enr-accounting@stjude.edu.ph](mailto:enr-accounting@stjude.edu.ph)


#### Section IV

#### Guidelines on the Conduct of Remedial, Advancement and Enrichment Classes for Summer (DO No.51, s. 2020)

This guideline is to assist Program Chairs in determining modality for remediation and enrichment classes that are suited to the health situation/context of the community. The School Heads shall decide on the specific details of classes for the SJCDC students in the college department.

##### 1. For College Students

- a) **Remediation Classes-** Students who receive a grade lower than 75 in any subject must be given an intervention through remediation and must pass the said remedial classes to be promoted to the next year level. Alternatively, students with failing marks in any subjects may be required to attend makeup classes during the school year period. Program Chairs shall be required to submit an implementation plan before the start of the school year and for the approval of the school head. This plan shall allow the students to stay in school beyond their regular class schedule to attend after-class intervention in the subject area (s) in which they failed.
- b) **Enrichment Classes-** As part of the Learning Continuing Plan designed for COVID-19, the Basic Education Department of St. Jude College - Dasmariñas Cavite offers a six-week enrichment class to students who:
  - 1. Had a hard time focusing in their lessons in the previous school year.
  - 2. Needed more time to understand the concept; and
  - 3. Received low grades.

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## Section V

### 1. Teams Training Guide for Students

The Thaddean education aims to provide quality education even in a distance learning modality. With this, we are utilizing Microsoft Teams as their virtual classroom that can accommodate a number of students. Microsoft Teams is an online communication and team collaboration tool that is part of the Microsoft Office 365 Suite. Aside from video conferencing by remote teams, it can also be used to:

- Create dedicated channels for specific tasks or teams.
- Record audio and video meetings.
- Easily share your screen with team members for detailed explanations.
- Quickly search through archives using its command box.
- Microsoft Teams for Education

### Guidelines in Creating Teams Training Account

#### A) For desktop

**Step 1:** Go to the Microsoft Teams webpage and click on the profile icon at the top-right corner of the screen.


**Step 2:** In the “Sign in” page that appears, click on the “Create one!” link to set up a new account.

**Step 3:** On the “Create account” window, enter your email address (preferably a work email address) and click on the “Next” button.

**Step 4:** Follow the on-screen instructions to create a password and enter your details on the pages that follow.

#### B) For mobile

To create a Microsoft account on your mobile, download the app and follow the same instructions mentioned above.

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## 2. Download Microsoft Teams App

### A) For desktop

**Step 1:** To download the Microsoft Teams desktop app, return to the Microsoft Teams web page and click on “Download Teams” at the top of your screen.

**Step 2:** Click on the “Download for desktop” button to page jump to the download link for either Mac OS or Windows, depending upon your system. This link will show up as “Download Teams.” Click on this to proceed with your download.

**Step 3:** Open the downloaded file and follow the instructions provided to install Microsoft Teams.

### B) For mobile

**Step 1:** Download the Microsoft Teams app from the iOS App Store or Google Play Store for Android.

**Step 2:** Once installed, open the app and log in to your Microsoft account to start using Microsoft Teams.

## Guidelines in Creating Teams and Channel

### A) For desktop


**Step 1:** Open the Microsoft Teams app and click on the “Join or create a team” option at the bottom of the Teams sidebar on the left.

**Step 2:** On the new screen that appears, click on the “Create team” button.

**Step 3:** On the following screen, you can choose:

- a) Build a team from scratch
- b) Create from an existing Office 365 group or team

If your team was using Office 365 before signing up for Teams, you may have existing groups that can be added using the “Create from...” option. Otherwise, go with “Build a team from scratch.”

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**Step 4:** Next, define whose part of the Team.

Make your choice based on how you want to organize your platform:

- a) **Private:** If the team should only have a few specific members, select Private.
- b) **Public:** Best for teams with changing members.
- c) **Org-Wide:** If you want to host your entire organization as one “team” on the platform and use channels to divide departments, Org-wide is the ideal option.

**Step 5:** Once you’ve chosen the type of team you want to create; you need to give it a name. Choose an appropriate team name, like “Marketing” or “Social Media”, and then click the “Create” button at the bottom right.

**Step 6:** Your new team will now appear on the left sidebar of your Teams app (“Marketing” in the image below). To add members to the team, click on the three dots next to the team name and select “Add member.”

**Step 7:** Type in the names of the members you want to add. In case these are “guests” such as external users from outside your organization, you can give them guest access through their email address instead.

B) For mobile


**Step 1:** Open the Microsoft Teams app.

**Step 2:** Tap on the “Teams” icon at the bottom of the screen, then an icon of “two people and a plus sign” in the top right. You should reach the Manage teams page.

**Step 3:** To create your new team, give it a name, add a description and set the privacy settings.

Once you’ve created the team, tap the “More options” icon with three dots and select “Add members.” Type in the names of your team members to add them.

**Note:** To add groups of people/multiple individuals simultaneously, you need to use the desktop or web app.

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## 2. Create a channel

### A) For desktop

Now that you've got a team set up, it's time to add channels. By default, Microsoft Teams creates a general channel for all team members.

To create additional channels, follow the steps below:

**Step 1:** Click on the three dots next to the Team you want to create a new channel in, and click on the "Add channel" option.

**Step 2:** In the pop-up window that appears, you can:

- Select a channel name.
- Add a channel description.
- Change privacy settings to allow access to every team member or only a select few members.

Once you're done with these settings, click on the "Add" button to create the channel.

### Guidelines for Video Conferencing in Microsoft Teams

Video conferencing is extremely simple with Microsoft Teams.


Here's how to do it:

### A) For desktop

**Step 1:** Open the Microsoft Teams app, and go to the team/channel you want to hold a video conference with. Click on the small camera icon under the compose box.

**Step 2:** If you want, you can add a subject to the video call. Then click the "Meet now" button to start.

**Step 3:** In the video call screen that appears, you can use the toolbar to turn your camera and microphone on/off, as well as share your screen with everyone who joins the call.

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## B) For mobile

**Step 1:** Open the Microsoft Teams mobile app and go to the chat you want to start a video call with.

**Step 2:** In the selected chat, tap “Video call” to start video calling. Participants can answer from either of their desktop or mobiles.

## Guidelines in Setting Up Schedule Meetings on Teams

### A) For desktop

**Step 1:** Select “Schedule a Meeting” (calendar icon) below the compose box.

**Step 2:** Go to “Calendar” on the left pane and click on “New meeting,” which is located at the top right.

**Step 3:** Once you’ve selected a time range in the calendar, a form will open to help you out.

**Step 4:** Add a title for the meeting, invite participants and add other details. The Scheduling Assistant can help you check everyone’s availability.

**Step 5:** Hit “Save” to complete the process. An invite will automatically be sent to each participant’s Outlook inbox!


### B) For mobile

**Step 1:** Tap the Calendar at the bottom of the app and go to “Schedule a meeting” near the top-right.

**Step 2:** Tap on “Add participants” to invite everyone you need.

**Step 3:** Set the start time and end time for the meeting. Write a description as well.

**Step 4:** Tap “Done” to finish scheduling your Teams meeting!

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## 2. Grading System

Grade is a proof of the academic performance of the student in the class. It should be taken with care, honesty and integrity. All faculty members should adhere to the guidelines stipulated in the grading system.

- Class Standing- 60% This includes quizzes, recitation/class participation, long exam, oral report, written, and other requirements.
- Major Examinations- 40% This comprises the Preliminary, Midterm and the Final Examinations.

Note: The Class Standing (60%) and Major Examinations (40%) are computed for every grading period. For the final grade, the three grading periods are combined and are divided by three (3).


The Final Grade or Rating given in a subject shall be based on his/her scholastic performance.

### 1. Final Grade Equivalent

#### A. Tertiary

Percentage Grade	Grade Equivalent	Verbal Interpretation
97-100	1.0	Excellent
94-96	1.25	Outstanding
91-93	1.5	Superior
88-90	1.75	Very Good
85-87	2.0	Good
82-84	2.25	Satisfactory
79-81	2.5	Fairly Satisfactory
76-78	2.75	Fair
75	3.0	Passed
Below 75	5.0	Failed



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Here are the following guidelines in including the students in the honor roll, giving academic related and non-academic related awards in **Instructional Delivery Mode (IDM)**:

### A. Honor Roll

#### 2. Academic Awards

Students with full semestral load and the required particular general weighted average corresponds to a particular discount in tuition fee.

Classification	General Weighted Average	Discount in Tuition Fee
Resident Full Scholarship	1.00-1.25 (with no grade lower than 1.50)	100%
Resident Partial Scholarship	1.26-1.75 (with no grade lower than 2.0)	50%


#### 3. Scholarship for Honor Graduates

Honor graduates from recognized colleges shall be granted scholarship in the form of tuition fee discount for one semester, provided he/she has satisfied the requirements for admission. Discount shall be as follows:

Award	Discount in Tuition Fee
Summa Cum Laude	100% Discount in Tuition fee
Magna Cum Laude	75% Discount in Tuition fee
Cum Laude	50% Discount in Tuition fee

#### 4. Outstanding Student Award

At the closing of each academic year, the members of the faculty at a meeting called for this purpose by the Dean shall determine the most outstanding students for the academic year. Students shall be evaluated based on scholastic performance, moral integrity, loyalty, and participation in co-curricular activities. Each student shall be awarded a plaque during the commencement exercises.

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## 5. Cum Laude (With Honors)

Student shall be recipient of this award only if he/she obtains a general weighted average not lower than 1.75 in any academic subjects. He/she should have at least four consecutive semesters or two consecutive years in St. Jude College preceding the graduation. He/she should possess good moral character and his/her reputation is beyond reproach.

## 6. Special Scholarship and Awards

This is granted to students who shall garner a place in Top Ten in the National Board Examination given by the Professional Regulatory Commission each year. This is subject to conditions prescribed by the Board of Trustees.

### B. INTERVENTION POLICY FOR LOW PERFORMING AND AT RISK STUDENTS

The Thaddean Education recognizes various learning capacity and pace of every student. Our goal is to ensure that “No one is left behind.” In response to their learning needs, we provide support by monitoring their academic performance. This aims to prevent further academic problems that may occur.


#### Objective

To establish procedures and practices in monitoring academic progress for every student of SJCDC.

- To provide intervention to students who are at risk of not meeting satisfactory grades
- To establish communication of intervention to students and parents.
- Intensify healthy students – teacher joining as a key component to help students develop social, emotional and academic success.

#### Scope

This applies to all students of St. Jude College-Dasmariñas Cavite.

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## Policies

- All students are expected to maintain satisfactory course progress, Students who are considered or identified to be “at risk” of not achieving satisfactory grades will be immediately provided academic support.
- The class Adviser shall submit a summary report of students considered as at risk or low performing after the first quarter to the Guidance and Counseling Center (GCC).
- Parents shall be notified that their child is low performing or at risk of not meeting the satisfactory grade.

## Procedures

Students should be interviewed by the Class Adviser for evaluation.


- Class Adviser shall submit an intervention plan for those students identified as low performing or at risk.
- Class Adviser shall coordinate and submit a copy of list of low performing or at-risk students to the GCC for intervention.
- Students referred for counseling are based on the evaluation and other academic related issues such as poor study skills, motivation, or personal issues of the students.
- Class Adviser shall immediately notify the department head of low performing or “at risk” students for their recommendation and approval for academic intervention.
- Class Adviser shall send a formal letter to parents informing them of their child’s status along with the recommendation for intervention.

## Section VI

### Academic Policy

**The following guidelines shall apply to online and blended academic track offerings:**

- The Thaddean education online and blended track offerings are identified as the official schedule of classes. The schedule of classes notifies students whether such academic tracks are synchronous

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or asynchronous. The program indicates the mode of instruction when the subject schedule is submitted.

- 2) The Instructional Delivery Mode (IDM) such as online, blended, and standard course offerings is consistent in terms of student learning outcomes, quality, assessment, and purpose with other courses bearing the same program and course number. Online or blended course offerings will meet all curriculum committee requirements.
- 3) Thaddean students enrolled in the new Instructional Delivery Mode such as online and blended classes will be given the same rights and responsibilities as students enrolled in standard course offerings.

### 1. Guidelines for Online Class

It is important for SJCDC students to recognize online classrooms. A classroom engagement and certain behaviors are expected when they communicate with classmates and teachers.

### 2. Security


Remember that your password is the only thing protecting you from cyberspace or from more serious harm.

- a) Students are advised not to share their password with anyone.
- b) Students are encouraged to change their password if they think that someone else might know it.
- c) Students are reminded to always log out when they finish using the system.

### 3. General Guidelines for Online Communication

When communicating online, SJCDC students are expected to be conscious on the following guidelines below:

- a) Students should treat their teachers and classmates with utmost respect in email or any forms of communication.
- b) Students are asked to always use their teachers' proper title: Dr. Professor, Teacher, Sir, Ma'am, or if in doubt use Mr. or Ms.
- c) To maintain respect, addressing their teachers by first name is not acceptable and tolerated.
- d) Students shall be mindful of their statements. Always use clear and concise language.
- e) Students should always be mindful of correct spelling and grammar.

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- f) Students are not allowed to use slang terms and texting abbreviations.
- g) Students are asked to limit or possibly avoid using emoticons.
- h) Be mindful/sensitive when using humor or sarcasm. The tone is sometimes lost in an email or discussion post and the message might be offensive or taken seriously.
- i) Students are required to secure/safeguard their personal information as well as others'.
- j) Students are discouraged from sending confidential information via-email.

#### 4. Students' Guidelines for Email


When students send an email to their instructor, teacher, teaching assistant, or classmates, they must observe the following:

- a) Always use descriptive subject lines.
- b) Be brief and clear.
- c) Avoid attachments unless they are sure that the recipients can open them.
- d) Avoid HTML in favor of plain text.
- e) Always Sign the message with own name and return email address.
- f) Always remind themselves to "think before sending the email to more than one person." Check carefully if everyone really needs to see the message.
- g) Be sure that they want everyone to receive the response when they click, "Reply all."
- h) Ensure recipients that the message is intended for the information to be passed along before clicking the "forward" button.

#### 5. Message Board Guidelines

When posting on the discussion board in online class, be mindful of the following guidelines:

- a) Students should post topics that are within the scope of the course subject.
- b) Students must review and edit their posts before sending.
- c) Be as brief as possible in making comments.
- d) Students should give proper credit when referencing or quoting another source to avoid miscommunication.
- e) Students should always read all messages in a thread before replying.
- f) Students are discouraged from repeating someone else's post without adding something of their own to it.

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- g) It is unethical to give short, generic replies such as, “I agree.” Include reasons for or against or add to the previous point.
- h) Students should always practice respect for others’ opinions even when they differ from your own.
- i) In the course of opposite views, students should express their differing opinion in a respectful, non-critical way.
- j) Students are not allowed to not make personal or insulting remarks.
- k) Be open-minded.

### **Guidelines for Online Submission of Assignments/Projects**

To impose discipline on the submission of the student’s assignments/projects, or other requirements, students are expected to observe the guidelines stipulated below:


- a) Submission of assignments/projects or other requirements is set on a particular time and date as agreed by the teachers and students.
- b) Teachers shall discourage late submission.
- c) Students are not allowed to submit their assignments/projects, or other requirements beyond the agreed time and date of submission.

### **Thaddean’s Conduct Outside School**

We are currently facing the greatest challenge in our lifetime. This pandemic has compelled us to embrace the changes and cope with the coming of the “new normal.” Now that we are on the distance learning modality, SJCDC expects every student to be conscious of their identity with the school to which he/she belongs. It is the Thaddean’s responsibility to uphold the good image of the school by conducting manner befitting the teachings of St. Jude Thaddeus. Consequently, his/her behavior is reflective of all the learnings and influence he/she has acquired in the school. While not in school, he/she should observe the generally accepted behavior and norms of the institution.

As such students are called upon:

- To uphold the academic integrity of the school, protecting at all times its name, reputation and ideals even in a remote learning system.
- To conduct himself/herself with dignity and honor and to acknowledge and respect instructions of the authorities when representing the school in any authorized activity. Likewise, he/she should represent his/her self in Thaddean values when using the name of the school.

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- To keep away from the establishment of ill-repute such as gambling joints, sauna parlors, drinking places, pot session dens, and other similar places; and to avoid association with persons of questionable character.
- Not to use, without prior authority, the name of St. Jude College in any ticket, invitation, program, announcement or similar printed matter.
- To inhibit from pushing, trafficking, administering, using or possessing regulated or prohibited drugs and its derivatives since St. Jude College does not condone such activities.

Although the school cannot be held liable for the conduct of its students outside the school premises, depraved behavior of students outside school can cause disciplinary action. **The Council of Discipline is the deciding body who determines what action should be taken and for the discipline, since we are on a different arrangement due to the pandemic. The school applies the general provision of the school's code of discipline as stated in the old SJCDC student manual.**

## Section VII


In times of Sars-Cov2 also known as COVID-19, our school is in full compliance with government authorities in the implementation of the guidelines on safety and security for the welfare of our students and stakeholders.

### 1. Safety Plan

The World Health Organization (WHO) recommended the following general precautions to be carried out to prevent catching and spreading COVID-19.

1. Students are encouraged to often wash their hands with soap and water and dried with single use towel;
2. The school requires students to bring additional essentials such as hand sanitizer with at least 60% alcohol, goggles (optional), gloves and face mask;
3. The school shall observe physical distancing at all times;
4. The school strictly implements temperature check upon entering the school premise;
5. A disposable tissue should be used to cover the mouth and nose when coughing or sneezing, then thrown in a bin with a lid.
6. Students are asked to avoid touching their eyes, nose or mouth if their hands are not clean.
7. The school provides wall-mounted liquid soap dispensers and foot operated pedal bins in key areas of the school premises.



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8. The school security staff shall assess the implementation of safety and preventive measures.

## 2. Use of Mask

Though face masks alone are insufficient to provide us with an adequate level of protection, SJCDC adopts other relevant measures. To make it comprehensible, proper hygiene combined with the use of masks helps prevent human-to-human transmission of COVID-19 in our community.


The World Health Organization (WHO) issued guidance on the use of masks in the community during home care and in health-care settings in the context of the COVID-19 outbreak. SJCDC adopts these guidelines for the safety of our community and prevention.

The following advice on correct use of medical masks is based on standard practice in health-care settings:

- a. Place mask carefully to cover mouth and nose and tie securely to minimize any gaps between face and mask;
- b. While in use, avoid touching the mask;
- c. Remove the mask by using an appropriate technique (i.e. do not touch the front but remove by the headband from behind);
- d. After removal or whether you inadvertently touch a mask, clean hands by using an alcohol-based hand rub, or soap and water.
- e. Replace a mask with a new clean, and dry mask as soon as they become damp/humid;
- f. Do not reuse single-use masks;
- g. Discard single-use masks after each use and dispose of them immediately upon removal.
- h. Cloth (e.g. cotton or gauze) masks are not recommended under any circumstances.

## 3. Environmental Measure

The St. Jude College of Dasmariñas Cavite consistently and meticulously follows the environmental cleaning and disinfection procedures mandated by authorized government agencies. We strictly observe all safety measures to mitigate the spread of the COVID-19 virus.

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		<b>APPROVED BY:</b>  <b>ROSARIO MEDALLA LACSON</b>  Chief Operations Officer	

#### 4. General Precautionary Measures in Cleaning:

- SJCDC housekeeping personnel are properly informed about facts of COVID-19 to ensure that they regularly clean and thoroughly disinfect the school premises.
- SJCDC housekeeping personnel are protected from COVID-19 infection. They are provided with disposable gloves and other protective gear during their duty.
- SJDC housekeeping personnel are encouraged to perform hand hygiene before and after removing the gloves.
- As the COVID-19 virus can survive for several days, we ensure that our school premises/areas are consistently cleaned and disinfected using a disinfectant containing a diluted (5.25%) bleach solution and (0.1%) water.

#### 5. Physical Distancing Measures

The SJCDC community strictly observes the physical distancing protocols of one (1) meter from each other. Class size is lowered down to 15 to 20 capacity per class.

### Article II

#### Section I


#### Appendixes

#### DepEd Memorandum No. 042, s. 2020


**SOCIAL DISTANCING** refers to measures taken to restrict where and when students and school personnel can gather to stop or slow down the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people that may have symptoms which are hard to monitor.

#### Guidelines:

In compliance with DepEd Memorandum No. 042, s. 2020, below are the conscious measures that should be taken to prevent the spread of COVID-19:

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- a) Physical space between members of the school community is consciously implemented to reduce unintended exposures.
- b) SJCDC observes SOCIAL DISTANCING guidance of 3-foot radius around each student, resulting in a 6-foot total distance between any two students.
- c) Class size is reduced to 15 up to 20 students in accordance with the COVID-19 infection prevention control measures.
- d) Within a limited classroom setting, more flexible class arrangement shall be allowed.
- e) Thaddean alternative modes of learning such as the use of technology and paper-based activities are utilized and implemented for grade school, high school and college students.
- f) SJCDC encourages parents to be the teachers at home to motivate students to study even in the comfort of their homes.
- g) When in school premises, classroom teachers shall build routines for students particularly to wash their hands upon entering and leaving the classroom.
- h) We encourage SJCDC educators to educate their students on the importance of avoiding from touching their faces throughout the day, and washing their hands when they do.
- i) Teachers and staff are advised to create regular cleaning of desks, equipment, writing utensils, and other classroom materials.
- j) There will be a regular disinfection in community supplies specifically those considered high-touch and should be cleaned frequently.
- k) We always ensure availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- l) We provide hand sanitizer/alcohol and tissues readily available for use by students and staff throughout the building.
- m) SJCDC promotes a safe and healthy environment to school for students, stakeholders and employees.
- n) We discourage non-essential school planning and preparatory activities to be conducted outside of the school environment.
- o) We ensure that school policies are supportive of our students, stakeholders and staff.
- p) We advise our students to stay home when sick and offer options to those who are at high risk of developing serious symptoms associated with COVID-19.

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## Department of Health AO No. 2020 – 0015

### Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation

Coronavirus (COVID-19) was first identified last December 2019 as a cluster of pneumonia cases of unknown etiology. Eventually, the spread of the virus has unfurled across countries declaring this as a global pandemic by the World Health Organization. In the absence of specific treatment or vaccine, the guidelines serve to suppress the transmission.

#### I. OBJECTIVE


This Order aims to provide guidance for sectoral planning on the implementation of NPIs as minimum public health standards to mitigate the threat of COVID-19. It shall serve as a basis in the decision-making process and development of more specific sectoral policies for COVID-19 response.

#### II. GENERAL GUIDELINES

The **Department of Health** is enjoined with **St. Jude College - Dasmariñas Cavite** in the implementation of set health standards and localized guidelines to mitigate measures for COVID-19 across all settings—such as but not limited to home, public places, office and work places, high density communities and other services department, schools, hotels and other accommodations, churches and places of worship, prisons and other places of detention, public transportation (air, land, and water transport), and health facilities.

**St. Jude College - Dasmariñas Cavite** adopts and implements the standards of Department of Health and shall be guided by the following principles:

1. **Shared accountability** - **SJCDC** is committed to aid the Department of Health cascade the information on preventive measures to mitigate the spread of COVID-19 to the community. Also, we express our deep commitment in advocating that every individual is part of a greater solution in battling this crisis.
2. **Evidence-based decision-making** - **SJCDC** is in adherence with DOH directive in establishing various considerations for decision making. To calibrate our policies, plans, programs and guidelines, our school secures policy in accordance with scientific confirmation or validated results concurred from the aforementioned government agency.

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3. **Socioeconomic equity & Rights-based Approach** - In the event of any conflict or rules or guidelines, interpretation shall ensure the protection of human rights of all members of the **SJCDC** community in mitigating the COVID-19 objectives.


**III. All policies, investments, and actions shall ensure that COVID-19 mitigation objectives are achieved using the following strategies:**

**1. Objective 1: Increase physical and mental resilience**

- a) Ensure access to basic needs of individuals, including food, water, shelter and sanitation.
- b) Support adequate nutrition and diets based on risk
- c) Encourage appropriate physical activity for those with access to open spaces as long as physical distancing is practiced
- d) Discourage smoking and drinking of alcoholic beverages
- e) Protect the mental health and general welfare of individuals
- f) Promote basic respiratory hygiene and cough etiquette
- g) Protect essential workforce through provision of food, PPE and other commodities, lodging, and shuttle services as necessary
- h) Provide financial and healthcare support for workforce who contracted COVID-19 through transmission at work.
- i) Limit exposure of MARP groups, such as through limitation in entry or prioritization in service or provision of support
- j) Provide appropriate social safety net support to vulnerable groups for the duration of the COVID-19 health event.

**2. Objective 2: Reduce transmission**

- a) Encourage frequent hand washing with soap and water, and discourage the touching of the eyes, nose, and mouth, such as through appropriate information and education campaigns.
- b) Encourage symptomatic individuals to stay at home unless there is a pressing need to go to a health facility for medical consultation, if virtual consultation is not possible.
- c) Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol/sanitizer.
- d) Clean and disinfect the environment regularly, every two hours for high touch areas such as toilets, door knobs, switches, and at least once every day for workstations and other surfaces.

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- e) Ensure rational use of personal protective equipment (PPEs) that is suitable to the setting, and the intended user.
- f) Medical-grade protective apparel shall be reserved for health care workers and other front liners, and symptomatic individuals at all times.

### 3. Objective 3: Reduce contact

- a) Implement strict physical distancing at all times, especially at public areas, workstations, eating areas, queues, and other high traffic areas.
- b) Reduce movement within and across areas and settings.
- c) Restrict unnecessary mass gatherings.
- d) Limit non-essential travel and activities.
- e) Install architectural or engineering interventions, as may be deemed appropriate.
- f) Implement temporary closure or suspension of service in high risk areas or establishments, as necessary.


### 4. Objective 4: Reduce duration of infection

- a) Identify symptomatic individuals and immediately isolate, such as through the use of temperature scanning, symptom self-monitoring, and voluntary disclosure.
- b) Coordinate symptomatic individuals through appropriate health system entry points such as primary care facilities or teleconsulting platforms.
- c) Trace and quarantine close contacts of confirmed individuals consistent with Department of Health guidelines.

## IV. IMPLEMENTING GUIDELINES

The policy in mitigating the COVID-19 pandemic of **St. Jude College of Dasmariñas Cavite** is anchored to the standards set by the **Department of Health**.

- a) Risk Severity Grading. All actors (NGAs in coordination with Civil Service Commission, LGUs and/or Private Sector) shall base their COVID-19 mitigation response from the IATF-EID's risk severity grading (e.g., Low, Moderate, and High Severity).

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- b) Risk-based Public Health Standards Across Settings. At the minimum, all actors shall implement the prescribed interventions in various settings depending on their Risk Severity Grading. For each prescribed intervention, concrete examples of corresponding hazard controls (e.g. engineering control, administrative control, and PPEs.) are provided.
- c) Prioritizing Additional Mitigation Strategies based on Modification Potential. All actors may implement additional mitigation interventions for different settings. The Modification is based on the likelihood that it can be modified to lessen contact.

## V. Role and Responsibilities

**SJCDC** shall carefully abide by the implementing rules and regulations made by the Department of Health in aid to mitigate the COVID-19 pandemic. Likewise, our school will constantly coordinate with proper government authorities and affiliated hospitals as stated in the IRR.

## REPUBLIC ACT NO. 10627


### AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

#### Definition

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 the other 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:

- a. 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;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;




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- c. 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; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

### **SJCDC Policy on Bullying**

1. SJCDC develops a shared understanding across the entire community that all forms of bullying are unacceptable and prohibited.
2. SJCDC provides a clear definition of bullying including the different subtypes of bullying through advocacy, seminars or academic colloquium.
3. The Office of Student Affairs in collaboration with the Guidance and Counseling Center provides activities that will define the roles and responsibilities of students, parents, teachers, and significant others for preventing and responding to bullying behaviors.
4. The Office of the Student Affairs will spearhead program development for the full implementation of bullying prevention programs.
5. SJCDC is in full support in recognizing and responding appropriately to bullying, harassment and victimization.
6. The Office of the Student Affairs includes a clear procedure for reporting bullying incident in the school.
7. SJCDC values consistently responding to bullying incidents and ensuring that intervention is rightfully given.
8. SJCDC ensures support and safety to any students who have been affected by, engaged in, or witnessed bullying behavior/incident.
9. SJCDC accepts information regarding parent's complaints to the department.
10. The Prefect of Discipline is tasked to identify the range of disciplinary actions that may be taken against the perpetrator or offender.
11. The discipline committee is composed of the Principal, Coordinator, Prefect of Discipline, Guidance Counselor, one (1) Student Supreme Council (SSC).
12. After the presentation of the bullying incident/case, the Principal will have the final decision for the disciplinary action.
13. The Office of the Student Affairs together with the members of the discipline committee ensures the confidentiality of the case.

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14. The Office of the Student Affairs maintains contact information with authorized government agencies in the event that it will need assistance from them.
15. The Office of Student Affairs in collaboration with the Guidance and Counseling Center provides information drive/communication plan to promote the policy on bullying. This is carried out to ensure that the whole SJCDC community understands the school's bullying prevention practices.
16. The Office of the Students Affairs ensures that the policy is easily accessible within the SJCDC community and published on our school's website.
17. There will be an annual review of our existing policy in bullying programs and intervention. If necessary, upon reviewing, policy may be subjected to modification.

### Policy for Retaliation


In the case that bullying and retaliation occurs, the school Principal or Designated school officer shall:

- a) Notify the parents immediately of the behavior and retaliation of the perpetrator/ offender.
- b) Take appropriate disciplinary action.
- c) Notify the parents or guardian of the victims regarding the action taken to prevent further problems.
- d) In an incident of bullying or retaliation involving students from other schools, promptly will notify the administrator of the school for appropriate action of both parties.

### Reporting Requirement

In case a member of the SJCDC community witnesses a bullying incident, below are the following guidelines:

- a) Whoever witnesses bullying in the school must report the incident immediately to teachers, coordinators and concerned heads.
- b) Teachers, Coordinators or School Head must submit an incident report/complaint to the Office of the Student Affairs for appropriate action.
- c) The Prefect of Discipline will invite the parents of the erring party and the offender for a conference.

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### Sanction for Non-Compliance

In pursuant to our school policy, failure to comply with the request or sanction, the erring party or the offender shall suffer the penalty of suspension.

### Guidelines for Policy Evaluation and Review

In the spirit of excellent service, the Office of the Student Affairs will revisit the policy on bullying on a regular basis. Below are the guidelines:


- The Office of the Student Affairs shall conduct a regular monitoring and evaluation on the effectiveness of Bullying Prevention Policy.
- There will be an annual evaluation on the implementation of interventions and programs for bullying.
- Based on the result of the evaluation, there will be changes if necessary, for the improvement of the implementation.
- The Office of the Student Affairs will report to concerned heads of the department the outcome of the evaluation.

### Republic Act 7610

#### **AN ACT PROVIDING FOR STRONGER DETERRENCE AND SPECIAL PROTECTION AGAINST CHILD ABUSE, EXPLOITATION AND DISCRIMINATION, PROVIDING PENALTIES FOR ITS VIOLATION AND FOR OTHER PURPOSES.**

### Definition

- "**Children**" refers to person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;
- "**Child abuse**" refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

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- (1) Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- (2) Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- (3) Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
- (4) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

(c) **"Circumstances which gravely threaten or endanger the survival and normal development of children"** include, but are not limited to, the following:


- (1) Being in a community where there is armed conflict or being affected by armed conflict-related activities;
- (2) Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;
- (3) Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;
- (4) Being a member of an indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life.
- (6) Being a victim of a man-made or natural disaster or calamity; or
- (7) Circumstances analogous to those above-stated which endanger the life, safety or normal development of children.

## **SJCDC Policy for Child Protection**

### **Objectives**

This policy is designed to create a safe school zone, free from any form of harm and abuses.

- To develop our students' self-esteem, assertiveness and self-protective skills in dealing with abuses.

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- To teach Thaddean students to be open to their teachers or anyone whom they trust about any situation which they find unsafe, upsetting, threatening, dangerous or abusive.
- To ensure our students that they have someone whom they can approach in time they need/seek help.
- To give our Thaddean students the necessary skills to enable them to recognize and resist abuse/victimization/bullying.

### SJCDC Faculty Member


Teachers are the main caregivers of our students in school outside the family context. Therefore, teachers are expected to:

- Provide care and ensure that school/classroom arrangements are in place to protect our students;
- Ensure the safeguarding of child protection policy and procedure shall be properly implemented and followed not only by them but the entire SJ;
- Allocate sufficient time and resources to carry out their roles effectively including the assessment of their students;
- Encourage students to be open in expressing their feelings, thoughts and concerns about poor and unsafe practices.; and
- Possess knowledge in detecting abuse and handling disclosure of abuse of the students.

### Reporting Requirement

In the event that a teacher, coordinator or anyone from the SJCDC community observes unusual behavior, the following guidelines below must be followed to report a possible case of abuse:

- Teachers, Coordinators, or concerned heads must call the attention of the student and invite him for a one-on-one session purposely to gather pertinent information and likewise to validate the observed behavior.
- Teachers, Coordinators or School Head must submit an incident report/complaint with their recommendation to the Office of the Student Affairs for appropriate action.
- The Prefect of Discipline shall endorse the case to the Guidance and Counseling Center for evaluation and intervention.
- The Guidance Counselor in coordination with the Prefect of Discipline shall invite the parents for a conference to report deliberately the outcome of the assessment and seek consent from the recommendation.

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- h) Upon the recommendation, the school shall coordinate with partner agencies for safety and support of the offended.


### **Implementing Rules and Regulations of Republic Act No. 11036, otherwise known as Mental Health Act.**

#### **Objectives**

1. To protect the rights of our students and employees with mental health problems.
2. To ensure that the right value of support and assistance is given to those members of the SJCDC community with mental health issues.
3. To have an absolute preservation of the well-being of our students and employees.
4. To strengthen the information system, evidence, and research for mental health.
5. To integrate mental health care in the basic health services and in school curriculum.
6. To promote mental health in the entire SJCDC community.

#### **Definition**


- a) Addiction- refers to primary chronic relapsing disease of brain reward, motivation, and related circuitry. Dysfunctions in the circuitry lead to characteristic biological, psychological, social, and spiritual manifestations. It is characterized by the inability to abstain, impairment and behavioral control, craving, diminished recognition of significant problems with one behavior and interpersonal relationships and a dysfunctional emotional response;
- b) Carer- refers to a person who may or may not the patient's next of kin or relative, who maintains close personal relationship and manifest concern for the welfare of the patient;
- c) Confidentiality- refers to ensuring that all relevant information related to persons with psychiatric, neurologic, and psychosocial health needs is kept safe from access, use, or possess such information;
- d) Deinstitutionalization- refers to the process of transitioning service users, including persons with mental health condition and psychosocial disabilities, from institutional and other segregated settings, to community-based settings that enable social participation, recovery-based approaches to mental health, and individualized care in accordance with the service user's will and preference;
- e) Discrimination- refers to any distinction, exclusion, or restriction which has the purpose or effect of nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedom in the political, economic, social, cultural, civil, or any other field. It includes all forms of discrimination, including denial of reasonable accommodation. Special

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measures solely to protect the rights or secure the advancement of persons with decision-making impairment capacity shall not be deemed to be discriminatory.


- f) Drug rehabilitation- refers to the process of medical and psychotherapeutic treatment for dependence on psychoactive substances such as alcohol, prescription drugs and other dangerous drugs pursuant to Republic Act No. 9165, otherwise known as the “Comprehensive Dangerous Drug Act of 2002.” Rehabilitation process may also be applicable to diagnosed behavioral addictions such as gambling, internet and sexual addictions. The general intent is to enable the patient to confront consequences. Treatment includes comorbid psychiatric or other medical disorders, counseling by experts and sharing of experience with other addiction individuals;
- g) Impairment or Temporary loss of Decision-Making Capacity- refers to medically determined inability on the part of a service user or any other person affected by mental health condition, to provide informed consent. A service user has impairment or temporary loss of decision capacity when the service user as assessed by mental health professional is unable to do the following:
  1. Understand information concerning the nature of a mental health condition;
  2. Understand the consequence of one’s decisions and actions on one’s life or health, or the life or health of others;
  3. Understand information about the nature of the treatment proposed, including methodology, direct effects, and possible side effects; and
  4. Effectively communicate consent to treatment or hospitalization, or information regarding one’s own condition;
- h) Informed Consent- refers to consent voluntarily given by a service user to plan for treatment, after a full disclosure communicated in a plain language by the attending mental health service provider, of the nature, consequences, benefits, and risk of the proposed treatment, as well as available alternatives;
- i) Legal Representative- refers to a person designated by the service user, appointed by a court of competent jurisdiction, or authorized by this Act or any applicable law, to act on the service user’s behalf. The legal representative may also be a person appointed in writing by the service user to act on his behalf through an advance directive;
- j) Mental Health- refers to a state of well-being in which the individual realizes one’s own abilities and potentials, copes adequately with the normal stresses of life, display resilience in the face of extreme life events, works productively and fruitfully, and is able to make a positive contribution to the community;
- k) Mental Health Condition- refers to a neurologic or psychiatric condition characterized by the existence of recognizable, clinically significant disturbance in an individual cognition, emotional



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regulation, or a behavior that reflects a genetic or acquired dysfunction in the neurobiological, psychosocial, or developmental processes underlying mental functioning. The determination of the neurologic and psychiatric condition shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence;

- l) Mental Health Facility- refers to any establishment, or any unit of an establishment, which has, it's primary function, the provision of mental health services;
- m) Mental Health Professional- refers to medical doctors, psychologist, nurse, social worker, guidance counselor, or any other appropriate-trained and qualified person with specific skills relevant to the provision of mental health services;
- n) Mental Health Service Provider- refers to an entity or individual providing mental health services as defined in this Act, whether public or private, including, but not limited to, mental health professionals and workers, social workers and counselors, peer counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsmen, and persons or entities offering non-medical alternative therapies;
- o) Mental Health Services- refers to psychosocial, psychiatric or neurologic activities and programs along the whole range of the mental health support services including promotion, prevention, treatment and after care, which are provided by mental health facilities, and mental health professionals.
- p) Mental Health Worker- refers to a trained person, volunteer advocate engaged in mental health promotion, providing support services under the supervision of mental health professional;
- q) Psychiatric or Neurologic Emergency- refers to a condition presenting a serious and immediate medical intervention;
- r) Psychosocial Problem- refers to a condition that indicates the existence of dysfunctions in a person's behavior, thoughts and feelings brought about by sudden, extreme prolonged or cumulative stressors in the physical and social environment;
- s) Recovery-Based Approach- refers to an approach to intervention and treatment centered on the strength of a service user and involving the active participation, as equal partners in care, of persons with lived experience in mental health. This requires integrating a service user's understanding of his or her condition into any plan for treatment and recovery;
- t) Service User- refers to a person with lived experience of mental health condition including persons who require, or are undergoing psychiatric, neurologic or psychosocial care;
- u) Support- refers to the spectrum of informal and formal arrangements or services of varying types and intensities, provided by the state, private entities, or communities, aimed at assisting a service user in the exercise of his or her legal capacity or rights, including; community services; personal assistants and ombudsmen; power of attorney and other legal and personal planning tools; peer support; support for self-advocacy; non-formal community caregiver network; dialogue system;

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alternate communication methods; such as non-verbal sign, argumentative, and manual communication; and the use of assistive devices and technology; and

- v) Supported Decision Making- refers to the act of assisting a service user who is not affected by an impairment or loss of decision-making capacity, in expressing mental health-related preference, intention or decision. It includes all the necessary support, safeguards and measures to ensure protection from undue influence, coercion or abuse.

## **SJCDC Policy on Mental Health**

### **Scope**

1. This policy should be read as our Medical policy and our Sending home policy in cases where students' mental health needs overlap with these.
2. This policy should also be read with policies for Behavior and Anti-bullying, and SJCDC policies. It should also sit alongside child protection procedures.


### **Policy Statement**

St. Jude College Dasmariñas, Cavite is committed to support the emotional health and well-being of our students and staff.

At our school, we know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.

### **At our school we:**

- a) Help students understand their emotions and feelings better;
- b) Help students feel comfortable sharing any concerns or worries;
- c) Help students socially to form and maintain relationships;
- d) Promote self-esteem and ensure students know that they count;
- e) Encourage students to be confident and 'dare to be different'; and
- f) Help students to develop emotional resilience and manage setbacks.

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### **We promote a mentally healthy environment through:**

- Promoting our school values and encouraging a sense of belonging.
- Promoting student voice and opportunities to participate in decision-making.
- Celebrating academic and non-academic achievements.
- Providing opportunities to develop a sense of worth through taking responsibility for themselves and others.
- Providing opportunities to reflect.
- Access to appropriate support that meets their needs

### **Lead Members of Staff**

Whilst all staff have a responsibility to promote the mental health of students, staff with a specific, relevant include:

- Director of CSWDS
- Guidance and Counseling Center
- School Clinic
- Prefect of Discipline


### **Working with other agencies and partners**

As part of our targeted provision, the school will work with other agencies to support students' emotional health and well-being including:

- Academic Head
- Administrative Staff
- Security Officer
- Other recognized/partner agencies

### **Teaching about Mental Health**

The skills, knowledge and understanding needed by our students to keep themselves mentally healthy and safe are included in our developmental curriculum.

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The specific content of lessons will be determined by the specific needs of the grade, year and level of students with the help of the Guidance and Counseling Center to ensure that we teach mental health and emotional well -being issues in a safe and sensitive manner.

### Targeted support

The school will offer support through targeted approaches for individual or groups which may include:

- Managing feelings resources e.g. ‘worry boxes’ and ‘worry eaters’
- Managing emotions resources such as ‘the incredible 5 points scale’
- Primary Group Work/Mental health and wellbeing groups
- Therapeutic activities including art, Lego and relaxation and mindfulness techniques.

### Signposting


We will ensure that staff, students and parents are aware of what support is available within our school and how to access further support.

### Identifying needs and Warning Signs

All teaching staff should monitor their students and aim to identify possible difficulties including:

- Attendance
- Punctuality
- Relationships
- Approach to learning
- Physical indicators
- Negative behavior patterns
- Family circumstances
- Recent bereavement
- Health indicators

School teachers and staff should also be aware of warning signs which indicate that a student is experiencing mental health or emotional well -being issues. These warning signs should always be taken

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seriously and the staff observing any of these warning signs should immediately refer the student/s to the designated departments. Possible warning signs include:

- Changes in eating / sleeping habits
- Becoming socially withdrawn
- Changes in activity and mood
- Talking or joking about self-harm or suicide
- Expressing feelings of failure, uselessness or loss of hope
- Repeated physical pain or nausea with no evident cause
- An increase in lateness or absenteeism


### Working with Parents

In order to support parents, we will:

- Highlight sources of information and support about mental health and emotional wellbeing on our school website
- Share and allow parents to access sources of further support e.g. through parent forums.
- Ensure that all parents are aware of who to talk to, and how to get about this, if they have concerns about their child.
- Make our emotional well-being and mental health policy easily accessible to parents
- Educate and share ideas about how parents can support positive mental health in their children.
- Keep parents informed about the mental health topics their children are learning about in school and share ideas for extending and exploring this learning at home.

### Training

All staff should have regular training about recognizing and responding to mental health issues as part of their regular child protection training to enable them to keep students safe.


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**THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 11313 OR “AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFOR”, OTHERWISE KNOWN AS THE “SAFE SPACES ACT”**

### Definition of Terms

As used in these rules, the following terms are defined as follows:


- a) Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs.
- a) Common carriers refer to persons, corporations, firms or associations engaged in the business of carrying or transporting passengers or goods or both, by land, water, or air, for compensation, offering their services to the public.
- b) Cyberstalking is a form of stalking that is committed through an electronic medium in which online communication takes place.
- c) Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work regardless of the term or duration of agreement. Employees in the informal economy are included herein. Provided, that for the purposes of the law and these rules, a person who is detailed to an entity under a subcontracting agreement shall be considered an employee. In the public sector, the term employee refers to any person who is in the service of the government or any of its agencies, divisions, subdivisions or instrumentalities including government-owned and controlled corporations with or without an original charter, or state universities or colleges with a regional charter.
- d) Employer refers to a person who exercises control over an employee: Provided, that for the purpose of the law and these rules, the status or conditions of the latter's employment or engagement shall be disregarded. In the public sector, the term employer refers to the head of government agencies, divisions, subdivisions or instrumentalities including government-owned and controlled

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corporations with or without an original charter, or state universities or colleges with a regional charter which exercises control over an employee.

- e) Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values, and expectations identifying the social behavior of men and women, and the relations between them.
- f) Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft.
- g) Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, or may have been assigned a particular sex at birth but who identifies with the opposite sex, or may have an identity that does not correspond to one's sex assigned at birth or to one's primary or secondary sex characteristics, in which case this person is considered transgender.
- h) Homophobic remarks or slurs are any statements in whatever form or however delivered, which are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction.
- i) Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.
- j) Information and communications technology or ICT shall mean the totality of electronic means to access, create, collect, store, process, receive, transmit, present and disseminate information.
- k) Misogynistic remarks or slurs are any statements in whatever form or however delivered, that are indicative of the feeling of hating women or the belief that men are inherently better than women.



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- l) Public spaces refer to streets and alleys, roads, sidewalks, public parks, buildings, schools, churches, public washrooms, malls, internet shops, restaurants and cafes, transportation terminals, public markets, spaces used as evacuation centers, government offices, common carriers, public utility vehicles (PUVs) as well as private vehicles covered by app based transport network services, other recreational spaces such as, but not limited to, cinema halls, theaters and spas, bars and clubs, resorts and water parks, hotels and casinos, and all other areas, regardless of ownership, openly accessible or offered to be accessed by the public.
- m) Sexist remarks or slurs are statements in whatever form or however delivered, that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women.
- n) Transphobic remarks or slurs are any statements in whatever form or however delivered, that are indicative of fear, hatred or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth.
- o) Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

### Scope


- This Safe Space Act policy applies to all members of the SJCDC community.
- This policy covers/ accommodates cases that occurred within the premise of SJCDC.

### Policy Statement

St. Jude College Dasmariñas Cavite upholds the values and teachings of St. Jude Thaddeus. At our school, we give high regard to individual differences and gender sensitivity. We practice courtesy, prudence, utmost care and respect for every member in our community.

### At our school

- a) We educate our students on the importance of understanding individual differences.
- b) We teach our students to accept and understand diversity.
- c) We promote acceptance and respect on gender difference and preference.

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- d) We discourage behavior that is not within the teachings of St. Jude Thaddeus.

### SJCDC General Policy


- At SJCDC, we encourage our students to practice proper communication as well as expressing oneself effectively.
- We require our students to be conscious of someone's boundary, including identifying the individual's level of relationships.
- We encourage students to be sensitive or critical toward other people's motivation, behavior, attitude and actions.
- Students are encouraged to be assertive, open and honest especially when peer pressure is put on them.
- Students shall develop empathy and capacity to respond or intervene to help fellow students who experience social discomfort due to bullying or sexual harassment, or in an unhealthy relationship with significant others.
- Students should be responsible in the use of technology and social networks.

### Our Student Affairs Office

- SJCDC designates the POD as the primary contact for this policy. He is responsible for integrating the policy and program educating students on violence prevention.
- The POD is tasked to advocate the program through collaboration with the families and community stakeholders.
- The POD is tasked to empower the student and community by disseminating prevention methods, intervention and curricula addressing all forms of abuse and other issues affecting school culture.
- The SJCDC Security officer regularly conducts threat assessment for a safety environment.
- The POD in collaboration with the Guidance and Counseling Center designs a school-wide program on prevention, healthy relationships, promoting empathy, gender sensitivity, respect on individual differences and early signs of violence, aggression and abuse.
- The Office of Student Affairs forms a team of students who advocate awareness, inequality, and the Safe Space Act also known as the "Bawal ang Bastos Act."

### Trainings

The members of SJCDC community will be given trainings on current issues of gender sensitivity as part of the continuing education program. Our primary objective is to raise awareness on the detrimental

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effects of violating one's personal space, and eventually become an advocate of the Safe Space Act in school and in the community.

### Anti-Hazing Act of 2018

An Act prohibiting hazing and regulating other forms of initiation rites of fraternities, sororities and other organizations, and providing penalties for violations thereof, amending for the purpose of Republic Act N0. 8049, entitled "An Act Regulating Hazing and other Forms of Initiation rites in Fraternities, Sororities and Organizations Providing Penalties Thereof."

### Definition of Terms

- a) Hazing refers to any act results in physical or psychological suffering, harm or injury inflicted on a recruit, neophyte, applicant or member as part of the initiation rite or practice made as prerequisite for admission or a requirement for a continuing membership in fraternity, sorority or organization including but not limited to peddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverages, drugs or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant or member. This shall include any activity, intentionally made or otherwise by one person alone or acting with others, that tends to humiliate, embarrass, degrade, abuse, or endanger, by requiring the recruit, neophyte, applicant or member to do a mental, silly or foolish task.
- b) Initiation or Initiation Rites refers to ceremonies, practices, ritual or other acts, whether formal or informal, that a person must perform or to take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals and other acts in all stages of membership in fraternity, sorority, or organization.
- c) Organization refers to an organized body of people which include, but is not limited to any clubs, association, group, fraternity and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service-learning institutions.
- d) Schools refers to colleges, universities, and all other educational institutions.

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### ***Provision for Amendments of Regulation/Policy***


*This student handbook is subject to revision and/or amendments. Provided, however, the revision and/or amendments are presented, discussed and approved by the Council of Deans and recommended to the President for approval.*

## **STUDENT COUNCIL AND RECOGNIZED COLLEGE-BASED ORGANIZATION**

### **SJCDC General Policy**

The college recognizes school organizations which pursue clearly established common objectives consistent with the St. Jude College ideals, and which are not contrary to law, morals, public policy and existing rules and regulations of the school.

- a) The rules and regulations issued by the Republic Act N0. 8049 governing the establishment and operations of student organizations are adopted by the school.
- b) The students of St. Jude College Dasmariñas Cavite have the right to free assembly and the freedom to organize as defined and guaranteed by the constitution of the Philippines and the education Act of 1982. However, this freedom of organization does not impose on the school the obligation to recognize every organization.
- c) St. Jude College Dasmariñas Cavite recognizes and respects the political rights of each student as a citizen of the Republic of the Philippines. However, the school may not recognize student organizations which are affiliated with the local and national political parties or organized for the purpose of local and national politics.
- d) Only accredited recognized organizations of the school may use the name of St. Jude College Dasmariñas Cavite (SJCDC). Any organization not accredited by SJCDC is prohibited to use the name of the school.
- e) All accredited Student Organizations under the school will be the direct concern of the respective School Heads.
- f) The Concerned Heads shall monitor the organization's activities. He/she evaluates and recommends its accreditation through the Office of the Student Affairs and Services. The School President shall approve the accreditation of student organizations.
- g) Students may form and join any organization of their choice provided that such associations are favorably recommended by the Office of the Student Affairs and Services and approved by the School President.

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- h) The OSAS shall publish and make available upon request a handbook containing rules and regulations governing campus organizations and producing student activities as well as an official list of duly accredited student organizations.
- i) The financial management of the organizations shall be handled by the organization's treasurer. Money of the organization shall be deposited in the Cashier's Office signed by the treasures, the auditor, the president and the adviser, School Principal and/or college dean.

**All accredited organizations are required to take part in all activities of St. Jude College including:**

- a) Graduation Exercises
- b) Orientation Program
- c) Intramurals
- d) Foundation day Celebration
- e) Leadership Training
- f) Disaster Drills
- g) Seminar/Workshops
- h) Meetings
- i) Intercultural Activities/Acquaintance Party


### **Supreme Student Council**

The Supreme Student Council is the official student council duly elected into office by the students. However, the first three sets of officers of the Supreme Student Council shall be chosen through a vote by the officers of each College Council.

All college students of St. Jude College officially enrolled in a semester are deemed members of the SSC. The Supreme Student Council shall be composed of a President, Internal Vice-President, External Vice-president, Secretary General, Assistant Secretary, Treasurer, Auditor, Communication Director, who will be elected through popular election to be held every last week of June unless otherwise rescheduled due to unavoidable circumstances. Such changes must be approved by the school president.

### **Requirements for Accreditation of Student Organization**

- a) Application Form for Recognition and Re-accreditation of Organization.
- b) Letter for Re-accreditation of Organization, if previously accredited.
- c) List of New Set of Officers.

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- d) Operational Plan
- e) Financial Report (for reaccreditation)
- f) Officer's Profile (OSAS Format)
- g) Adviser's Profile (OSAS Format)
- h) Constitution and By-laws
- i) Proposed School Activities
- j) Proposed Environmental/ Community Activities

### Republic Act No. 10173/ Data Privacy Act of 2012


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

It is the policy of St. Jude College Dasmariñas Cavite Inc. to respect and uphold data privacy rights, and to ensure that all personal data collected from students, their parents or guardians, employees and other third parties, are processed pursuant to the general principles of transparency, legitimate purpose, and proportionality as stated in DPA.

### Definition of Terms

- a. "Authorized personnel" refers to employees or officers of the School specifically authorized to collect and/ or to process personal information either by their function of their office or position, or through specific authority given in accordance with the policies of the School.
- b. "Access" refers to an individual's right to see and know about his or her own personal data that the School holds.
- c. "Anonymize" to process a collection of personal data or information such that a natural person cannot be identified on the basis of the output collection of data or information.
- d. "Collection" refers to the process of gathering, acquiring or obtaining personal information from any source, by any means, in circumstances where the individual is identified or is reasonably identifiable. It includes information that:
  - 1. Is publicly available information about an identifiable individual that the school comes across;
  - 2. Information the school receives directly from the individual; and




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3. Information about an individual the school receives from somebody else.


- e. “Consent of the Data Subject” refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so.
- f. “Data Privacy Act of 2012 or DPA” refers to Republic Act No. 10173 or the Philippine Data Privacy Act of 2012 and its implementing rules and regulations (IRR).
- g. “Data Privacy Manual (“Manual”)” establish policies, and implement measures and procedures that guarantee the safety and security of personal data under the School’s control or custody, thereby upholding an individual’s data privacy rights.
- h. “Data subject” refers to a living individual whose personal information, sensitive personal information, or privileged information is processed by or on behalf of the School.
- i. “Data Subject Information Request” any request received by the SJCDC from a Data Subject or other individual or legal entity who wishes to receive a copy of all the Personal Data related to it or him the SJCDC is processing about it or him.
- j. “Data Privacy Officer or DPO” refers to the School officer designated to monitor and ensure the implementation of the SJCDC. The DPO is also the de facto head of the Data Privacy Response Team.
- k. “Data Privacy Response Team” refers to the group of persons designated to respond to inquiries and complaints relating to data privacy and to assist in the monitoring and implementation of the Data Privacy policy of the School. The SJCDC Data Privacy Response Team is composed of the Data Privacy Officer and the Personal Information Processors.
- l. “Personal data” refers to all types of personal information collected and processed by the School from the data subjects.
- m. “Personal data breach” refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.
- n. “Personal Data Classification” refers to the categories of personal information collected and processed by SJCDC. Personal data is classified as follows:
  - i. Public- these are information readily available and may be disclosed to the public. Examples: SJCDC offices directory, subject offerings, names of officers, Principal and teachers as stated in the Administration portion of



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the SJCDC website, published research containing the names of teachers and students

- ii. Confidential- Those which are declared confidential by law or policy of SJCDC and which may only be processed by authorized personnel, and if disclosed may cause material harm to the School, or information is sensitive in nature as will affect the health or well-being of the individual. Examples: Employee and student names, addresses, contact numbers, SSS, PhilHealth, Passport numbers, student and employee's health information, student counselling and medical records (Data Privacy Law); financial information of parents and students and employees, and student records, Employee 201 files and the information contained therein (Labor Code).
- iii. Classified- These are information the access of which is highly restricted, and if disclosed may cause severe or serious harm or injury to the employee, student or third party. Examples: Employee and student Microsoft account or computer passwords (Data Privacy Law, Anti-Cyber Crime Law, SJCDC IT policies), bank account numbers, PIN numbers of employee and student ATM's;
- o. "Personal information" refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- p. "Privileged Information" refers to any and all forms of Personal Data, which, under the Rules of Court and other pertinent laws constitute privileged communication.
- q. "Personal Information Controller or PIC" refers to the School as the entity which controls the processing of personal data, or instructs another to process personal data on its behalf. The term excludes:
  - i. a person or organization who performs such functions as instructed by another person or organization; or
  - ii. an individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs. There is

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control if the natural or juridical person or any other body decides on what information is collected, or the purpose or extent of its processing;

- r. “Personal Information Processor or PIP” refers to the School Officer person designated as such to whom the personal information controller instructs the processing of personal data pertaining to a data subject.
- s. “Privacy Impact Assessment” refers to the process undertaken and used to evaluate and manage the impacts on privacy of School programs, projects, processes, measures, systems, or technology products. Such a process takes into account the nature of the personal data to be protected, the personal data flow. The risks to privacy and security posed by the processing, current data best practices, cost of security implementation, and where applicable, the size of the organization, its resources and complexity of operations.
- t. “Processing” refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system.
- u. “Security incident” is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place;
- v. “Sensitive personal information” refers to personal information about:
  - i. an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations.
  - ii. an individual’s health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings.
  - iii. issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns
  - iv. Specifically established by an executive order or an act of Congress to be kept classified.

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- w. “School records” refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students. This includes but are not limited to the following:
- i. Personal and academic records of the student
  - ii. Baptismal and Birth Certificates
  - iii. Academic reports
  - iv. Medical and Guidance Records
  - v. Disciplinary Records
  - vi. Alien Certificate for foreign students
  - vii. Individual records (i.e. individual tuition fee payments, balances etc.)
- x. “School personnel” means all employees (regardless of the type of the employment or contractual arrangement) of the school.
- y. “SJCDC” means St. Jude College Dasmariñas Cavite Inc.


## Scope and Limitations

This policy is applicable to all SJCDC’s management, employees, students and stakeholders. It covers the treatment of personal information gathered and used by SJCDC for lawful purposes. Moreover, it also covers the personal information shared with authorized third parties or that third parties shared with SJCDC. Any requests for exceptions to this policy should firstly be referred to the DPO. Written approval from the DPO should then be forwarded to the person requesting the exception.

## Processing of Personal Data General Privacy Principle

The processing of personal information shall be allowed, subject to compliance with requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purposes and proportionality.

The personal information must be:


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- a) Collected for the specified and legitimate purposes determined and declared before, or as soon as reasonably practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes;
- b) Processed fairly and lawfully;
- c) Accurate, relevant and, where necessary for purpose for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;
- d) Adequate and not excessive in relation to the purposes for which they are collected and processed;
- e) Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense or legal claims, or for legitimate business purposes, or as provided by law; and
- f) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: Provided, that personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law be stored for longer periods: Provided, further, that adequate safeguards are guaranteed by said laws authorizing their processing.

The personal information controller must ensure implementation of personal information processing principles set out herein.

**Criteria for Lawful Processing of Personal Information** – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- a. The data subject has given his or her consent;
- b. The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- c. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- d. The processing is necessary to protect vitally important interests of the data subject, including life and health;
- e. The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or

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- f. The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

**Sensitive Personal Information and Privileged Information** – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

- The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;
- The processing of the same is provided for by existing laws and regulations: Provided, that such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;
- The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
- The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, that such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, That the sensitive personal information are not transferred to third parties: Provided, finally, that consent of the data subject was obtained prior to processing;
- The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or
- The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

### Security Measures Data Privacy and Security

Personal information controllers and personal information processors shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal

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data. The personal information controller and personal information processor shall take steps to ensure that any natural person acting under their authority and who has access to personal data, does not process them except upon their instructions, or as required by law. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. These measures shall be implemented to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

### Organizational Security Measures

Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for organizational security:

- a. **Compliance Officers.** Any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as data protection officer, compliance officer or otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security.
- b. **Data Protection Policies.** Any natural or juridical person or other body involved in the processing of personal data shall implement appropriate data protection policies that provide for organization, physical, and technical security measures, and, for such purpose, take into account the nature, scope, context and purposes of the processing, as well as the risks posed to the rights and freedoms of data subjects.
  - i. The policies shall implement data protection principles both at the time of the determination of the means for processing and at the time of the processing itself.
  - ii. The policies shall implement appropriate security measures that, by default, ensure only personal data which is necessary for the specified purpose of the processing are processed. They shall determine the amount of personal data collected, including the extent of processing involved, the period of their storage, and their accessibility.
  - iii. The policies shall provide for documentation, regular review, evaluation, and updating of the privacy and security policies and practices.




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### Guidelines for Technical Security Measures

Where appropriate, personal information controllers and personal information processors shall adopt and establish the following technical security measures:

- a. A security policy with respect to the processing of personal data;
- b. Safeguards to protect their computer network against accidental, unlawful or unauthorized usage, any interference which will affect data integrity or hinder the functioning or availability of the system, and unauthorized access through an electronic network;
- c. The ability to ensure and maintain the confidentiality, integrity, availability, and resilience of their processing systems and services;
- d. Regular monitoring for security breaches, and a process both for identifying and accessing reasonably foreseeable vulnerabilities in their computer networks, and for taking preventive, corrective, and mitigating action against security incidents that can lead to a personal data breach;
- e. The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- f. A process for regularly testing, assessing, and evaluating the effectiveness of security measures;
- g. Encryption of personal data during storage and while in transit, authentication process, and other technical security measures that control and limit access.



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## REPUBLIC ACT NO. 10175

### AN ACT DEFINING CYBERCRIME, PROVIDING FOR THE PREVENTION, INVESTIGATION, SUPPRESSION AND THE IMPOSITION OF PENALTIES THEREFOR AND FOR OTHER PURPOSES

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


#### PRELIMINARY PROVISIONS

**Title.** — This Act shall be known as the "*Cybercrime Prevention Act of 2012*".

**Declaration of Policy.** — The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation's overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of information and communications technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.


**Definition of Terms.** — For purposes of this Act, the following terms are hereby defined as follows:

- a. **Access** refers to the instruction, communication with, storing data in, retrieving data from, or otherwise making use of any resources of a computer system or communication network.
- b. **Alteration** refers to the modification or change, in form or substance, of an existing computer data or program.
- c. **Communication** refers to the transmission of information through ICT media, including voice, video and other forms of data.
- d. **Computer** refers to an electronic, magnetic, optical, electrochemical, or other data processing or communications device, or grouping of such devices, capable of performing logical, arithmetic, routing, or storage functions and which includes any storage facility or

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equipment or communications facility or equipment directly related to or operating in conjunction with such device. It covers any type of computer device including devices with data processing capabilities like mobile phones, smart phones, computer networks and other devices connected to the internet.

- e. **Computer data** refers to any representation of facts, information, or concepts in a form suitable for processing in a computer system including a program suitable to cause a computer system to perform a function and includes electronic documents and/or electronic data messages whether stored in local computer systems or online.
- f. **Computer program** refers to a set of instructions executed by the computer to achieve intended results.
- g. **Computer system** refers to any device or group of interconnected or related devices, one or more of which, pursuant to a program, performs automated processing of data. It covers any type of device with data processing capabilities including, but not limited to, computers and mobile phones. The device consisting of hardware and software may include input, output and storage components which may stand alone or be connected in a network or other similar devices. It also includes computer data storage devices or media.
- h. **Without right** refers to either: (i) conduct undertaken without or in excess of authority; or (ii) conduct not covered by established legal defenses, excuses, court orders, justifications, or relevant principles under the law.
- i. **Cyber** refers to a computer or a computer network, the electronic medium in which online communication takes place.
- j. **Critical infrastructure** refers to the computer systems, and/or networks, whether physical or virtual, and/or the computer programs, computer data and/or traffic data so vital to this country that the incapacity or destruction of or interference with such system and assets would have a debilitating impact on security, national or economic security, national public health and safety, or any combination of those matters.
- k. **Cybersecurity** refers to the collection of tools, policies, risk management approaches, actions, training, best practices, assurance and technologies that can be used to protect the cyber environment and organization and user's assets.
- l. **Database** refers to a representation of information, knowledge, facts, concepts, or instructions which are being prepared, processed or stored or have been prepared, processed or stored in a formalized manner and which are intended for use in a computer system.
- m. **Interception** refers to listening to, recording, monitoring or surveillance of the content of communications, including procuring of the content of data, either directly, through access

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and use of a computer system or indirectly, through the use of electronic eavesdropping or tapping devices, at the same time that the communication is occurring.

### **SJCDC Guidelines and Policy**

- 1) All SJCDC faculty, students and employees are obliged to be knowledgeable about the security policy. This includes the policy on safeguarding of the password, email and internet.
- 2) Our school's internet infrastructure has a layered security to build strong defense and ensure safety of your data.
- 3) The SJCDC management team is on top in protecting each personal account purposely to shield them from the vulnerability that will allow hackers to easily gain access.
- 4) For anti-plagiarism, all faculty and students are advised to deliberately acknowledge the author's words, work and ideas.
- 5) The students are encouraged to have a backup file or recovery plan in case someone gains access to their account. Essentially, the use of backup plan ensures safety of data.


### **Faculty-Student Trainings**

The St. Jude College Dasmariñas Cavite assures support on training, seminar or workshop for continuous education. We provide a regular training session for faculty and students to equip them with the current trends and issues in online activities.


### **Disciplinary Procedures**

The Dean of the Office of Student Affairs and Services shall have the duties in upholding the policy on student discipline embodied in this Student Handbook and the Revised Manual of Regulations for Private Schools. It is his responsibility to conduct an investigation on the case filed in the said office. The procedure in handling disciplinary cases is stated as follows:

1. Upon the receipt of the Incident Report Form of written complaint stating therein the specific acts constituting the offenses made by any student, the Office of the Student Affairs and Services Director shall conduct a preliminary investigation of the charge filed against the student to determine a prima facie case/ evidence. In the case of minor offenses, it's the concerned College Dean who shall conduct a preliminary investigation and give sanction against the student. In case a serious/grave offense is found out during the preliminary investigation, the College Dean shall refer the case to the OSAS Dean.

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2. A formal charge will be filed against the student if there will be a prima facie evidence. If there is none, the case will be dismissed.
3. A notice of complaint/investigation including a copy of the complaint and the evidence shall be furnished to the student requiring him/her to file an answer in writing within 72 hours from receipt of the notice.
4. Except for meritorious cases, as determined by the OSAS Director, the failure of the student to answer the charge and/or appear during the investigation as required shall be construed as a waiver thereof.
5. The OSAS Director shall formally investigate not later than three (3) working days after a complaint has been filed.
6. The investigation shall be conducted only for the purpose of ascertaining the truth. The investigation need not adhere to the technical rules applicable in judicial proceedings. It shall be conducted by the OSAS Dean.
7. If an investigation has been carried out and the respondent- student admitted his guilt, the Council of Discipline shall convene for deliberation of the case; impose the sanctions/penalties stated in the Student Handbook. The OSAS Director shall submit a copy of the decision to the concerned College Dean, and the President.
8. In cases the respondent-student denies the charges against him/her, the Council of Discipline shall continue with a full-blown investigation of the case. After the investigation or hearing, the Council of Discipline by vote of majority shall impose the penalty as provided in the Student Handbook.
9. The decision of the Council of Discipline shall be final and executory unless an appeal is submitted to the President within three (3) working days from receipt of the decision.
10. In order to consider an appeal, it should have at least the following grounds:
  - a. Grave abuse of the discretion on the part of the Council of Discipline
  - b. Absence of due process
  - c. Newly discovered evidence
11. If there is no appeal, sanction provided in the Student Handbook shall be imposed. Penalized students shall also undergo a counseling service given by the Guidance and Counseling Office not to punish him/her but to process his/her emotions.

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## Sample Forms

### DATA PRIVACY NOTICE AND CONSENT FORM

#### Statement of Privacy Policy

SJCDC Guidance and Counseling Center (GCC) is committed to protecting the privacy of its data subjects and ensuring the safety and security of personal data under its control and custody. This policy provides information on what personal data is gathered by GCC about its current, past, and prospective students; how it will use and process this; how it will keep this secure; and how it will dispose of it when it is no longer needed. This information is provided in compliance with the Philippine Republic Act No. 10173, also known as, the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations (DPA-IRR). It sets out GCC's data protection practices designed to safeguard the personal data of individuals it deals with and also to inform such individuals of their rights under the Act.


This Data Privacy Notice and Consent Form may be amended at any time without prior notice and such amendments will be notified to you via website or by email.

#### Privacy Notice

##### Information Collected

GCC collects, stores, and processes personal data from its current, past and prospective students, starting with the information provided at application through information collected throughout the whole course of his/her study at the school. This will include:

- Contact information, such as name, addresses, telephone numbers, email addresses and other contact details
- Personal information, such as date, place of birth, nationality, immigration status, religion, civil status, student ID, government-issued IDs, web information, recommendations and assessment forms from previous schools, etc.
- Family background, including information of parents, guardians, siblings, related SJCD alumnae, etc.

	<b>SAINT JUDE COLLEGE</b> <b>DASMARIÑAS CAVITE INC.,</b>		<b>DOCUMENT NO.:</b>
	<b>STUDENT MANUAL FOR</b> <b>COLLEGE DEPARTMENT</b>		<b>DEPARTMENT:</b> CSWDS
			<b>EFFECTIVE DATE:</b> August 24, 2020
<b>PREPARED BY:</b>  <b>RICHARD S. MEDALLA, JR.</b> Director, CSWDS		<b>REVIEWED BY:</b>  <b>REYMART BOLAGAO</b> Academic Director	
		<b>APPROVED BY:</b>  <b>ROSARIO MEDALLA LACSON</b> Chief Operations Officer	


- Photographic such as photos, CCTV videos, handwriting and signature specimens
- Student's school works including data gathered using third party online learning tools, such as Window 365.
- Health records, psychological evaluation results, disciplinary records, and physical fitness information
- Student Cumulative Guidance Folder, which includes interviews, entrance exam results, guidance assessments, special needs, and exclusions/behavioral information, etc.
- Permanent Student Academic Records, including academic history of the student in SJCD.
- Student extra-curricular activities, résumés, and job interview forms
- Financial and billing information (parent/guardian occupation and nature of residence)

### Use of Information

The collected personal data is used solely for the following purposes:

1. Processing of admission application and student selection (and to confirm the identity of prospective students and their parents)
2. Verifying authenticity of student records and documents
3. Processing of scholarship applications and its on-going requirements
4. Processing of enrollment and registration
5. Supporting student learning, validating students' program of study based on curriculum requirements, and other activities and experiences forming part of the student's formation and education
6. Supporting the student's well-being and providing medical services and guidance counselling
7. Monitoring and reporting on student progress; processing of evaluations, exam results, and grades
8. Monitoring and ensuring the safety of all students within the SJCDC
9. Documentation of students' data
10. For accreditation, professional development of teachers and staff, and research (e.g., evaluation studies by the research desk, action research by teachers, etc.)
11. Posting or displaying of academic and non-academic achievements within the SJCDC's premises and/or its official website and social media accounts
12. Marketing and promoting SJCDC, its students, employees, and other academic and non-academic student and/or school activities inside and outside the campus
13. Providing Guidance services, running an outreach program, family council purposes, job postings, practicums, internships, and employment



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### Information Sharing

Personal data under the custody of SJCDC shall be disclosed only to authorized recipients of such data. Otherwise, we will share your personal data with third parties, other than your parents and/or guardian on record for minors, only with your consent, or when required or permitted by our policies and applicable law, such as with:

- Regulatory authorities, courts, and government agencies (e.g., Department of Education, Commission on Higher Education, etc.)
- The Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), a service organization which accredits academic programs that meet commonly accepted standards of quality education.
- Service Providers who perform services for us and help us support your learning, monitor and report on your progress, manage the operations of our school, and assess how well SJCDC is doing.
- Business partners and other academic linkages who provide internships and job opportunities to our graduates.

### Data Transfer

Where SJCDC consider it necessary or appropriate, for the purposes of data storage, processing, providing any service or product on our behalf to you, or implementing an academic linkage program, we may transfer your personal data to third parties within or outside of the Philippines, under conditions of confidentiality and similar levels of security safeguards.


### Security

We continue to implement organizational, administrative, technical, and physical security measures to safeguard your personal data.

Only authorized personnel have access to your personal data, the exchange of which (mainly within campus) is facilitated through internal shared servers, email, and paper files.

Should third parties need access to your personal data, we require some form of data sharing agreement with them, in compliance with the DPA and the DPA-IRR.



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Your paper and digital files are securely stored: employing physical security to safeguard the paper files and technical security to protect the digital files.


### Retention of Information

We keep your paper and digital files only for as long as necessary.

- a) The Student Cumulative Guidance Folders are kept by the divisional Guidance Office for five years after graduation.
- b) Student school works are kept for five years, but, in a few cases, selected student works may be retained for 10 years as exemplars.
- c) Student disciplinary records are stored by the divisional Office of Student Affairs, for five years after graduation.
- d) Non-academic records, e.g., service records for scholars, extra-curricular activities, emergency contact forms, etc. are kept for five years.
- e) Digital records such as CCTV footage, photos, videos and voice records pertaining to the clients' case are kept for five years after graduation.
- f) When your personal data is no longer needed, we take reasonable steps to securely destroy such information or permanently de-identify it. Paper files are securely shredded; and electronic information is deleted and Secure Erase applied so that this is no longer recoverable nor reproducible.

### Your Rights

You have the right to be informed, object to processing, access and rectify, suspend or withdraw your personal data, including, any such information held by third parties, with whom SJCDC has a data sharing agreement; and be indemnified in case of damages pursuant to the provisions of the DPA and the DPA-IRR.

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### Confirmation

I confirm that this request relates to my own personal data. I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by the St. Jude College Dasmariñas Cavite Inc. or the purpose of processing this request and/or in accordance with its data protection policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

If you want to exercise any of your rights, or if you have any questions about how we process your personal data, please contact Guidance and Counseling Center, through the following channels:

Email to: [sjcdc.gcc@stjude.edu.ph](mailto:sjcdc.gcc@stjude.edu.ph)

Call the Trunkline 417-5232 (Local 8103)


Write to: Guidance and Counseling Center, St. Jude College Dasmariñas Cavite Inc. Carlos Trinidad Ave. Salitran IV, Dasmariñas City, Cavite

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

### Counseling and Referral Policy

#### 1. Objective

- 1.1. To establish clear-out policies in counseling students
- 1.2. To establish a system in recording the counseling sessions of the students

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## 2. Scope


This applies to all students of St. Jude College-Dasmarinas, Cavite.

## 3. Policies

- 3.1. Counseling is the heart and soul of the Guidance Unit; hence, all activities must support a good counseling program;
- 3.2. Parent / Guardian Informed Consent Form should be signed and returned to the Guidance and Counseling Center
- 3.3. A student may walk-in or be referred to the Guidance and Counseling Center (GCC) for the following Reasons:
  - 3.3.1. Academic Concern
  - 3.3.2. Behavioral Concern
  - 3.3.3. Emotional Concern
  - 3.3.4. Social Concern
  - 3.3.5. Other Personal Concern
- 3.4. Should be a bona fide student of SJCD
- 3.5. The Referring Person (Dean, faculty, prefect of Discipline, administrators, non-teaching personnel, students and parents) must fill – out the referral form with printed name and signature;
  - 3.5.1. Referral Slip should be used in referring a student. In times of emergency, however, a written note signed by the one who referred the student may be used by the purpose. The note must state the name of the student and why he /she is being referred to the unit and should attach a narrative report with the reason for referral.
- 3.6. Filled – out form must be submitted and received by the guidance staff.
- 3.7. Counseling will last for 30 mins to 1hour per session


## 4. Procedures


- 4.1. Fill out the referral Slip and submit form to the GCC with a narrative report of incident.
- 4.2. The Guidance and Counselling Center will evaluate the referral and check if the Parent / Guardian has signed the Informed Consent form. The referral will be forwarded to the Prefect of Discipline if the case is for disciplinary action. If not, an invitation slip

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will be issued with date and time of counseling appointment to the adviser of the student.

- 4.3. The GCC will seek assistance from the adviser / coordinator to inform the parents' discretion of appointment and confidentiality.
- 4.4. On the day of appointment, the Guidance Personnel will present the statement of confidentiality to the student for signature and proceed to the interviews.
- 4.5. Students will be scheduled for testing if it is applicable to him/her. If not, the student will be counseled. The counseling session shall be recorded on the counseling/Case Report Form by the Guidance Counselor.
- 4.6. The Guidance Counselor keeps a record of all the counseling sessions done for each student who avails of the services of the Center.
- 4.7. After counseling, the Guidance Personnel will fill out a Feedback Slip to inform the dean or principal, adviser and person referring about the status of the referral. Copies will be forwarded to the concerned parties. One copy will remain in the file, and this will serve as a receipt copy of the Guidance Counselor.
- 4.8. The Guidance Personnel shall schedule another counseling session should the student has further need for it. The Guidance Counselor shall issue an Appointment Slip.
- 4.9. Upon the evaluation of Guidance Personnel, he/she shall terminate the case or refer the student for more professional treatment
- 4.10. Students can walk – in or by referral. He / She will submit the referral form and case/incident report to the GCC.

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**St. Jude College Dasmariñas Cavite Inc.**  
 Carlos Trinidad Avenue, Saltram IV City of Dasmariñas Cavite

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Guidance and Counseling Center  
**Parent / Guardian Informed Consent Form**

Student Name: \_\_\_\_\_

Level / Grade: \_\_\_\_\_ Program / Section: \_\_\_\_\_

**Introduction**  
 St. Jude College-Dasmariñas is committed to providing quality education to all its' students. In effort to achieve this goal, parents/ guardians or school personnel may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. There is no cost for counseling services that are provided through the school system during the school year.

**Provision of Services**  
 It is a generally accepted policy to obtain the parent/ guardian's permission for counseling when it is requested or I use that it will last longer than three sessions. This written permission is kept in a separate file in my office.

**Confidentiality**  
 The information discussed during the counseling meetings will not be shared with anyone, except in situations required by law. These situations are described below:


- In the case that your child's school counselor feels that your child is in danger of being harmed, harming him/herself or if they know of anyone who might be doing harm to themselves the counselor is required to take action. Every effort will be made to work with you and inform you first in such a case.
- If instances of previously unreported sexual or physical abuse of a minor or elder are brought to light, school counselor is required to report this information to the proper authorities or assist you in making such a report.
- If counseling records are court ordered, the school counselor will attempt to contact you first. However, he/she must comply with the court.

The student will be informed when that confidentiality has to be broken.

In regards to counseling with minor children: Although the information shared during a counseling meeting is confidential, parents/ guardians have a right to be informed of their child's general progress. If you have further questions about the information on this form or other guidance and counseling information please contact us at (046) 427-5232 loc. 8203 during school hours.

*I have read the above information and hereby give my consent for my child to participate in counseling services and agree to abide by the guidelines of confidentiality. I also understand that I can revoke my consent at any time.*

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Reference No.: SICDC-GU02-2018-001	Effectivity Date: September 1, 2018	Revision No.: FO - 01
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**REFERRAL FORM**

NAME OF STUDENT: \_\_\_\_\_

YEAR AND SECTION: \_\_\_\_\_ DATE: \_\_\_\_\_


Please check the reason for referral from among the list:

<input type="checkbox"/> Mood Swing	<input type="checkbox"/> Tendency to Bully
<input type="checkbox"/> Poor Hygiene/Grooming	<input type="checkbox"/> Prone to being bullied
<input type="checkbox"/> Aggressive Behavior	<input type="checkbox"/> Suspected substance abuse
<input type="checkbox"/> Shows signs of abuse (any form)	<input type="checkbox"/> Shows signs of academic difficulty
<input type="checkbox"/> Health Problem	<input type="checkbox"/> Retention problem
<input type="checkbox"/> Suspected family concerns	<input type="checkbox"/> Habitual Tardiness
<input type="checkbox"/> Extreme behavior (too shy, too active)	<input type="checkbox"/> Rarely complete assignments
<input type="checkbox"/> Short completes assignments	

Others (please specify) \_\_\_\_\_

Referred by: \_\_\_\_\_ Signature: \_\_\_\_\_

TRUNKLINE: Globe: 0927- 5486171 | Smart: 0947- 5852035 | Facebook page: St. Jude College Dasmariñas

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**SAINT JUDE COLLEGE**  
**DASMARIÑAS CAVITE INC.,**

**DOCUMENT NO.:**

**EFFECTIVE DATE:**  
August 24, 2020


**PREPARED BY:**

Director, CSWDS

REVIEWED BY:Academic Director

**APPROVED BY:**

Chief Operations Officer

	Reference No: SICDC-GU/D-2018-004	Effectivity Date: September 1, 2018	Revision No.: FD - 01
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**CASE REPORT**

Date \_\_\_\_\_

Name: \_\_\_\_\_ Course/ Yr. \_\_\_\_\_

Reason for referral: \_\_\_\_\_ Referred by: \_\_\_\_\_

☐ Academic     
 ☐ Social Interaction     
 Emotional     
 ☐ Financial     
 ☐ Family affairs

**In-take Information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Actions/Recommendation:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Name and Signature Guidance Counselor \_\_\_\_\_

TRUNKLINE: Globe: 0927- 5486171 | Smart: 0947- 5852835 | Facebook page: St. Jude College Dasmarias

Reference No:  
SICDC-GUD2-2018-004

Effectivity Date:  
September 1, 2018

Revision No.:  
FD - 01

## CASE REPORT

Date \_\_\_\_\_Name: \_\_\_\_\_ Course/ Yr. \_\_\_\_\_Reason for referral: \_\_\_\_\_ Referred by: \_\_\_\_\_

☐ Academic    ☐ Social Interaction    Emotional    ☐ Financial    ☐ Family affairs

### In-take Information

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**Actions/Recommendation:**

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\_\_\_\_\_  
Name and Signature Guidance Counselor

TRUNKLINE: Globe: 0927- 5486171 | Smart: 0947- 5052635 | Facebook page: St. Jude College Dasmarinas

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	Reference No: SICDC-GUD2-2018-002	Effectivity Date: September 1, 2018	Revision No.: FO- 01
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**INVITATION SLIP**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

May we invite \_\_\_\_\_ of \_\_\_\_\_  
(Name of student) (Year and Section/Course)

For a brief conference regarding some important matters, on \_\_\_\_\_  
 at the Guidance and Counseling Unit.

Your concern and cooperation will be highly appreciated. Thank you very much,

\_\_\_\_\_  
 Guidance counselor

**TRUNKLINE:** Globe: 0927- 5406171 | Smart: 0947- 5852635 | Facebook page: St. Jude College Dasmariñas

	Reference No: SICDC-GUD2-2018-003	Effectivity Date: September 1, 2018	Revision No.: 00
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**FEEDBACK SLIP**

Date: \_\_\_\_\_

Dr./Prof./Mr./Ms: \_\_\_\_\_

This is to inform you that Mr./Ms. \_\_\_\_\_ from \_\_\_\_\_  
 has conferred with the undersigned.

The following has been taken:


\_\_\_\_\_

Please feel free to meet the undersigned at the Guidance Office if you wish to make a follow up. Thank you.

\_\_\_\_\_  
 Guidance Counselor

**TRUNKLINE:** Globe: 0927- 5406171 | Smart: 0947- 5852635 | Facebook page: St. Jude College Dasmariñas



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### Parent / Guardian Informed Consent Form

**Student Name:** \_\_\_\_\_  
**Level /Grade:** \_\_\_\_\_ **Program /Section:** \_\_\_\_\_

#### Introduction

St. Jude College-Dasmariñas is committed to providing quality education to all its students. In the effort to achieve this goal, parents/ guardians or school personnel may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. There is no cost for counseling services that are provided through the school system during the school year.


#### Provision of Services

It is a generally accepted policy to obtain the parent/ guardian's permission for counseling when it is requested or I see that it will last longer than three sessions. This written permission is kept in a separate file in my office.

#### Confidentiality

The information discussed during the counseling meetings will not be shared with anyone, except in situations required by law. These situations are described below:

- In the case that your child's school counselor feels that your child is in danger of being harmed, harming him/herself or if they know of anyone who might be doing harm to themselves, the counselor is required to take action. Every effort will be made to work with you and inform you first in such a case.
- If instances of previously unreported sexual or physical abuse of a minor or elder are brought to light, school counselors are required to report this information to the proper authorities or assist you in making such a report.
- If counseling records are court ordered, the school counselor will attempt to contact you first. However, he/she must comply with the court.

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The student will be informed when that confidentiality has to be broken.

In regard to counseling with minor children: Although the information shared during a counseling meeting is confidential, parents / guardians have a right to be informed of their child's general progress.

If you have further questions about the information on this form or other guidance and counseling related information, please contact us at (046) 417-5232 loc 8103 during school hours.

***I have read the above information and hereby give my consent for my child to participate in counseling services and agree to abide by the guidelines of confidentiality. I also understand that I can revoke my consent at any time.***

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Confidentiality Policy

### 1. Objectives


The Guidance and Counseling Center shall present a Statement of Confidentiality to all clients who will undergo Counseling. This is used to secure the Right to Privacy of the client for Counseling.

### 2. Scope

This policy applies to all students of St Jude College-Damariñas that will undergo Counseling.

### 3. Policies


- 3.1. The Statement of Confidentiality is being used to secure the Right to Privacy of the client and must be only given to the client who seeks for counseling.

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- 3.2. The client must be a bona fide student, staff, parent/guardian of the student, and teacher of St. Jude College Dasmariñas Cavite Inc.
- 3.3. For referrals, the client must be referred by his/her teachers, staff, classmates, colleagues, parent/guardian.
- 3.4. The Statement of Confidentiality must be signed only inside the guidance office and submitted to the assigned guidance staff.

#### 4. Procedure

- 4.1. The guidance staff are the only personnel who can release the Statement of Confidentiality for counseling.
- 4.2. For walk-in and referred clients, they must read and sign first the Statement of Confidentiality to assure their Right to Privacy. If any statement in confidentiality is vague, the client is free to clarify with the guidance staff.
- 4.3. Upon signing the confidentiality, the guidance staff may now proceed in gathering the information. Otherwise, the counseling session will not be proceeded.
- 4.4. After the counseling session, the guidance staff will treat the statements of the clients with an utmost confidentiality with the following limitations:
  - 4.4.1 If the client is suspected for imminent danger to themselves, others and/or institutions.
  - 4.4.2 If the client is under 18 years old, which is considered as minor, who is experiencing abuse (sexual, physical, emotional and/or psychological) being bullied, having bizarre behavior and/or being referred.
  - 4.4.3 If there is a legal order from the court. With this, the GCC will release the information of the client upon request of the court.
- 4.5. The guidance staff may disclose the information about the client if the client provides a written statement that permits the guidance staff. The Guidance and Counseling Office shall make the Exit Interview a prerequisite in signing the Student's Clearance for graduating students;

	<b>SAINT JUDE COLLEGE</b> <b>DASMARIÑAS CAVITE INC.,</b>		DOCUMENT NO.:
	<b>STUDENT MANUAL FOR</b> <b>COLLEGE DEPARTMENT</b>		DEPARTMENT: CSWDS
			EFFECTIVE DATE: August 24, 2020
<b>PREPARED BY:</b>  <b>RICHARD S. MEDALLA, JR.</b> Director, CSWDS		<b>REVIEWED BY:</b>  <b>REYMART BOLAGAO</b> Academic Director	<b>APPROVED BY:</b>  <b>ROSARIO MEDALLA LACSON</b> Chief Operations Officer

### AGREEMENT

This is an agreement between:

\_\_\_\_\_, a student/staff of St. Jude College Dasmariñas Cavite  
hereinafter referred to as **CLIENT**.

and


The Guidance and Counseling Center (GCC), under the institution of St. Jude College Dasmariñas Cavite Inc. (SJCDC), with institutional address at URC Salitran IV, Dasmariñas City, Cavite, hereinafter referred as **GUIDANCE STAFFS**.

### STATEMENT OF CONFIDENTIALITY

The Guidance and Counseling Center (GCC) recognizes that students and staff of St. Jude College Dasmariñas Cavite Inc. are inevitable in experiencing stress before, during and after classes and/or work hours. The Guidance and Counseling Center offers services for personal, academic, and career concerns. In addressing your concerns, the guidance staff are encouraging clients to give information on what they feel, experience or struggle with.

The guidance staff will guide the clients to handle their situations with utmost consideration of confidentiality in accordance with the Code of Ethics. However, please do note that the confidentiality has its limitations. These are:

1. If the client is suspected for imminent danger to themselves, others and/or institutions.
2. If the client is under 18 years old, which is considered as minor, who is experiencing abuse (sexual, physical, emotional and/or psychological) being bullied, having bizarre behavior and/or being referred.
3. If there is a legal order from the court. With this, the GCC will release the information of the client upon request of the court.

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### CONFIDENTIALITY GUIDELINES

Many students and staff are concerned about the confidentiality of meeting with a counselor. The following are the responsibilities of the guidance staff to ensure your confidentiality:


1. The guidance staff are responsible for keeping the files of the client such as referrals, invitations and schedules, counseling sessions slip and notes, feedback slips, psychological test results (if there is any) and other documents that the client has provided.
2. The guidance staff are the only personnel who can access the files, unless the client will provide a written consent stating that permission to disclose information to others about them.
3. Please be informed that the guidance staff conduct their monthly case conference, wherein they discuss their cases to their colleagues.

### RIGHTS AND RESPONSIBILITIES OF THE CLIENT:

1. May walk-in for consultations.
2. Be treated with respect and consideration.
3. All information that the client gives to the guidance staff is confidential.
4. May discuss with the guidance staff about client's dissatisfaction and concerns during the counseling sessions.
5. May refuse, if the client is of legal age, any consent forms requested during counseling process.
6. Ask for referral for another counselor.

### THE RESPONSIBILITIES OF THE GUIDANCE STAFF:

1. Facilitate counseling sessions with respect and dignity.
2. Always assure the wellness of the client.
3. Help to make your counseling experience meaningful.
4. Always maintain confidentiality.
5. Do some follow-ups (if necessary).
6. Refer the client (if necessary).

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### **PLEASE DO NOTE**

The school/guidance staff are no longer liable if:

- the following situations happened outside the institution; and/or
  - the following situations happened beyond the agreed scheduled counseling session.
1. If the client is experiencing bullying and bizarre behavior.
  2. If there is something bad happening to the client.
  3. For minor-aged clients, if the parents/guardians refused to counsel their child.

By signing this, I, \_\_\_\_\_, have read, understood and agreed on these provisions of this Agreement and Statement of Confidentiality of the Guidance and Counseling Center.

_____	_____	_____
Client's signature over printed name	Year, Course/Strand/Department	Date