



# Student Handbook

**Academic Year 2015 - 2016**



Integrated Educational Corporation, Iloilo  
Office of Student, Alumni Affairs & Sports Development  
Tel. No. 335-8262



## IDC HYMN

- I. *We from the IDC  
We combine all our efforts true  
For the goal that is full of hope  
And belief that holds the truth  
With devotion and loyalty  
Sacrifices and love we give thee  
Our IDC, we love so dear,  
To you we give our thanks.*
  
- II. *We promise to hold thee up high  
And keep thy teachings ever  
And to hold a firm belief  
That we're here to learn and serve;  
To be able to open the way  
For the future days to come  
We call on you, dear IDCians  
To serve God and men.*

## ILOILO DOCTORS' COLLEGE

### **VISION:**

ILOILO DOCTORS' COLLEGE is a tertiary educational institution. It is committed to provide the balanced development of individuals through a responsive and integrated formation of professionals who are equipped with the proper knowledge, skills, attitudes, and values pertinent to the exercise of their respective professions.

### **MISSION:**

In light of this Vision, IDC aims:

1. to provide quality education by adhering to the highest standards in all aspects of its educational endeavor – the physical, intellectual, spiritual, and moral;
2. to promote community experience of students permeated with a high degree of tolerance, patience, compassion, and love for service;
3. to contribute to the attainment of national development goals of economic development and social progress;
4. to undertake social, technical, and scientific research; and,
5. to ensure the growth and sustainability of the institution.

## **INSTITUTIONAL CHARACTER: IDC CORE VALUES**

Iloilo Doctors' College upholds the following values:

|                            |  |
|----------------------------|--|
| RESPECT FOR HUMAN DIGNITY: | Love for God, person,<br>creation and country;   |
| COMPASSIONATE SERVICE:     | Responsiveness and<br>sensitivity to the needs of others;  |
| SOCIAL RESPONSIBILITY:     | Building of the service to the<br>community, dedication to the<br>development of communities,<br>society, and the IDC Family; and, |
| TOLERANCE AND SOLIDARITY:  | A sense of oneness with others,<br>and a firm determination to promote<br>the common good.   |

### **Profile of an IDC Graduate**

1. Competent and integrated Filipino;
2. Service-oriented, compassionate and other-centered;
3. Endowed with pride and committed to his/her immediate local community and to his/her country;
4. Tolerant and patient; and,
5. Open and responsive to the needs of others.

8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.
10. The right to avail themselves, of the use of the school facilities for the curricular as well as co-curricular activities as may be authorized by the College.

## **B. RESPONSIBILITIES**

Subject to the limitation prescribed by the law and the College policies and regulations, the responsibilities of the students are:

1. To exert their utmost to develop their potentials for service, particularly by undergoing an education suited to their abilities, in order that he/she may become an asset to his/her family and to society.
2. To uphold academic excellence and abide by the rules and regulations governing their academic responsibilities and moral integrity.
3. To promote and maintain the peace and tranquility of the school be harmonious relationship with fellow students, the teaching and academic staff and other school personnel.
4. To participate actively in civic affairs and in promotion of the general welfare, particularly in the social, economic and cultural development of their community and in attainment of a just, compassionate, and orderly society.
5. To exercise their right responsibility in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the right of others.
6. To uphold the aims, ideals and integrity of Iloilo Doctors' College.

Iloilo Doctors' College believes in the respect of human life and dignity. It therefore recognizes the fact that each student has rights that should be respected as well. As citizens of the Republic of the Philippines, students carry with them the Bill of Rights afforded to them by law inclusive here are the rights and responsibilities mandated by Education Act 1982 which can be enjoyed even outside campus and by the society at large. Because of the broad scope and goals of the Republic, it follows that the rights given to its citizens are also broad. The College, being a small and specialized unit of the society has its own narrowly drawn goals and specific objectives in line with its Mission and Vision. These goals however, can at times be damaged by action that is tolerated by the larger society. Therefore, the students of Iloilo Doctors' College can and will enjoy all the rights afforded to them by law provided the exercise thereof should not be in conflict with the rights, goals and values of the school as an Institution. It follows then that only those who agree with the values and goals of the College will be allowed to enroll.

## **A. RIGHTS**

1. The right to receive, primarily through competent instruction, relevant quality education in line with educational objectives, standards of the college, national goals and conducive to their full development as persons with human dignity.
2. The right to freely choose their field of study subject to existing curricula of the College and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulation.
3. The right to school guidance and counseling services for making decisions and selecting the alternatives in the fields of work suited to their potentials.
4. The right to access their own school records, the confidentiality of which the school shall maintain and preserve.
5. The right to publish the issuance of official certificates, diploma, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
7. The right to free expansion of opinions, views and suggestions on matters affecting their interest and welfare as student through effective channels of communication with appropriate academic and administrative bodies of the college.

We are glad that you have chosen IDC to be your Alma Mater.

We look forward to a mutual and fruitful relationship throughout your stay in this College. To this end we have come up with this Handbook for your perusal.

We hope that this Handbook will help you get better acquainted with your School and lead you to a more meaningful stay in IDC.

We are aware that we could not possibly cover in this Handbook all areas of relationships during your stay in this College. However, this Handbook hopes to serve as an initial guide to what the College can offer you and what the College expects of you.

To all of you, IDCians – Welcome and May God Bless You!

***THE MANAGEMENT & STAFF***  
**ILOILO DOCTORS' COLLEGE**



# **STUDENT RIGHTS and RESPONSIBILITIES**

## IX. SPEECH LABORATORY

Speech laboratory can be an excellent means to give young people practice in public speaking, listening, and note-taking, as well as a host of other skills. It maximized the student's ability to communicate effectively.

The speech laboratory is open for all students taking up speech and oral communication. This facility will help our students to develop their communication skills through various exercises.

The speech laboratory aims to:

1. develop communication skills;
2. deepen talents and values through exercises/ activities; &
3. produce good and competitive communicators.

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## **V. IDC MATERNITY SERVICES AND IDC LYING-IN CLINIC**

The IDC Maternity Services and IDC Lying-in Clinic provides services that covers the basic areas of Maternal and Child care and therefore involves the operation of IDC out-patient maternity clinic, family planning services, and lying-in clinic.

This clinic provides the School of Midwifery a venue for proper training of students.

## **VI. DIAGNOSTIC IMAGING SECTION**

Iloilo Doctors' College through the College of Radiologic Technology operates a Diagnostic Imaging Section that offers services such as Chest Radiography, Upper and Lower Extremities Radiography, Skull Radiography, Vertebral Radiography, Upper GI Series, Small Intestinal Series, Esophagography, (Barium Swallow), Scoliotic Series and Skeletal Survey. This Diagnostic Imaging Section caters to the general public and charges at very affordable cost for their services.

## **VII. GYM AND SPORTS FACILITIES**

The School has two Gyms; one in the Dentistry Campus and the other in the Nursing Campus. The Gym in the Dentistry Campus could accommodate 1,200 persons. It has a wooden floor and is used as a basketball court. This could also be converted into a volleyball court. At the back of the Gym, there is a Swimming pool that is available for use by the students. The other Gym which is located at the Nursing Campus can be used as a basketball court and volleyball court, and has a multi-purpose hall for orientation, graduation, and other school functions and activities.

## **VIII. CLINICAL LABORATORY**

Iloilo Doctors' College through the College of Medical Laboratory Science operates a Clinical Laboratory that offers services such as Urinalysis, Pregnancy Test, Semen Analysis, Stool Examination, Microbiological, Serological, Hematological Assays, Blood Chemistries such as blood sugar, cholesterol, etc. This laboratory caters to the general public and charges very minimal fees for their services.



Any individual who believes that s/he has been unfairly denied access may submit a written complaint for appropriate action to the Iloilo Doctors' College Management Information Services-Internet Library.

### **Policies and Procedures in Internet Access and Computer Usage**

Present a valid ID at the counter for registration. **(Students' ID is not transferable)**

Always observe privacy and silence.

Usage time is limited to 1 hour per usage if other users are waiting.

Non-academic staff may access the Internet using their 15-minute break and after office hours.

Students shall be prioritized in internet usage while 6 computers are allotted to the Academic and non-Academic personnel.

Any user should ask assistance from the Technical Staff/Student Assistant in printing, downloading, and saving files.

Food and beverages are prohibited in the area.

**Internet Library prohibits gaming and online chatting.**

**Adult—discriminatory and vulgar sites are also prohibited.**

Loitering is not allowed inside the Internet Library.

### **General Information:**

For clarification of policies and guidelines applying to Iloilo Doctors' College Internet Library Services, including this Computer Use Policy, contact any internet library staff.

## **IV. AUDIO-VISUAL & CONFERENCE ROOM**

The School has a fully air-conditioned Audio-Visual Room situated at the second floor of the Administration Building that can comfortably accommodate 150-200 students and a Conference Room situated at the LA Building. Both serve as the venue for orientation programs, acquaintance parties, cultural presentations, and other school activities. The audio-visual room has equipment and is used for seminars, workshop and other similar activities.

## **ILOILO DOCTORS' COLLEGE PHILOSOPHY and OBJECTIVES**

The ILOILO DOCTORS' COLLEGE is devoted to the total development of individuals fully equipped with the proper attitudes and values, and endowed with good moral character, knowledge, and skills in the medical arts and other sciences relative to the exercise of their respective professions.

The College is committed to provide the best opportunities for its student clientele to lead exemplary and fulfilled lives. These students should be imbued with a high degree of tolerance, patience, compassion, and love of service regardless of social status, race, creed, and religion.

The College aims to accomplish this by adhering to the highest ideals in all aspects of its educational endeavor – the physical, intellectual, and spiritual development of those who choose to come under its tutelage.

As part of the nation's educational system, the College also aims to contribute in its own way to the attainment of national development goals of economic and social progress, the maximum participation of all people in the attainment and strengthening of national unity and consciousness, and the preservation, development, and promotion of desirable social, cultural, moral and spiritual values.

## A BRIEF HISTORY OF IDC

The ILOILO DOCTORS' COLLEGE was established on February 13, 1972 as the Iloilo Doctors' Hospital School of Nursing and Midwifery. It opened its doors to the first Nursing and Midwifery students in June 1972. At its inception, the school functioned as the educational arm of the ILOILO DOCTORS' HOSPITAL (IDH) which was founded the year before.

After a year of operation, the members of the IDH, Incorporated decided that it would be more efficient, practical, and financially convenient to organize a sister corporation which will own and operate the new school. Hence, the INTEGRATED EDUCATIONAL CORPORATION, ILOILO or IECI was formed and subsequently approved by the Securities and Exchange Commission on February 9, 1973. With new capital funds generated by the new corporation, the construction of additional and permanent concrete buildings and expansion of the existing facilities were undertaken on the school site behind IDH. Later, a 1,200-seat College Gymnasium and a 50 x 25-foot swimming pool and bathhouse were built on the nearby campus on Timawa Avenue.

The first Midwifery students were graduated in March 1974 followed by the graduation of the first Nursing students on March 15, 1975. The Medical Secretarial Course was also opened in 1974. On June 2, 1975 the graduate in Nursing and Midwifery Courses were given government recognition.

In the same school year, 1975-1976, the IDH School opened a Liberal Arts Department. As a consequence, the IDH School of Nursing and Midwifery was granted college status and formally became the present ILOILO DOCTORS' COLLEGE after due approval by the Department of Education (now CHED) and the Securities and Exchange Commission. The School was therefore now able to offer another baccalaureate program, the Bachelor of Science in Nursing Course, during the same year and the General Nursing (G.N.) program was gradually phased out.

## User Responsibilities

All users of the Internet are expected to use this library resource in a responsible manner, observing courtesy, consistent with the purpose for which it is provided, and to follow all Internet-related rules, regulations, and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

Recognizing that the internet, like all of the Library's information sources must be shared and used with respect for the rights of other users to maximum use of their allotted time.

### *Using the Internet for educational and informational purposes only.*

Refraining from using the Internet to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising and the like.

Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others, and by not hacking disallowed access to any computer system via the Internet.

Refraining from damaging or altering the set-up of the library equipment, software or data stored in the system.

Refraining from using personal software in the library's computers, or altering or attaching equipment to the library's hardware.

Refraining from a deliberate propagation of viruses by not using outside CDs or diskettes unless scanned by the staff.

In addition to specific policies, general guidelines for the use of all public access computers shall govern the use of the Internet. Violation of the policies and regulations that govern the use of the Internet resources shall be dealt with accordingly.

however, it is an unregulated medium. As such, while it can offer access to a wealth of materials that are personally, professionally, and culturally enriching to individuals of all ages, it also allows access to some materials that may be offensive or undesirable. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found in the Internet.

In accessing the Internet, potential controversial information and images may come up. So, Internet access computers shall be located where they can be monitored by competent staff for assistance and security. The staff reserves the right to ask individuals to discontinue the display of information and images which cause disruption.

Not all sources in the Internet provide accurate, complete, or current information. Users need to be selective in order to be good information consumers. The Internet makes no guarantee, either expressed or implied, with respect to the quality or content of information available in the Internet.

## Privacy

Users are cautioned that, security in an electronic environment such as the internet cannot be guaranteed. Therefore, all transactions, files, and communications vulnerable to unauthorized access and use are considered public.

## Reservations and Time Limits

Internet computers will be available on a first-come first-served basis unless reserved. Only Academic and non-Academic personnel may reserve the use of computers. Time for reservations is arranged beforehand with the IDC Internet Library Technical Manager and reservations are up to one week in advance, limited to one reservation per day.

Individuals shall be limited to **30 hours per semester usage time** and limits to 60 minutes (1 hour) consumption per use if other users are waiting.

The ensuing years from 1976 to 1981 saw the offering of new courses and programs mostly in the paramedical health fields, such as the BSN Supplemental Course, Health Aide, Radiologic Technology, B.S. Biological Science (Pre-Medicine) and Pre-Dentistry. In addition, other courses were also opened, namely, B.S. Social Work, B.S. Tourism, High School, and Kindergarten. Later, several of the above course in Biological Science, Nursing, Radiologic Technology, Midwifery, and Pre-Dentistry, Medical Secretarial and Health Aide courses remained.

In July 1981, the ILOILO DOCTORS COLLEGE OF MEDICINE (IDCM) was opened in consortium with the West Visayas State College (WVSC), a government school in Iloilo City, in answer to the need for more physicians to take care of the health needs of the small urban and rural populations of the country. The Medical School was housed in the second and third floor of the IDC Administrative Building. Two years after, during the school year 1983-1984, the Ministry (now Commission on Higher Education) granted the College of Medicine a separate permit making it autonomous and independent of the WVSC. On March 30, 1985, the College of Medicine graduated its first doctors who passed the physician licensure (board) examination the following year with 100% passing mark. On July 24, 1987, the College of Medicine was established as a non-stock, non-profit educational corporation independent of the IDC and became officially known as the Iloilo Doctors' College of Medicine, Inc.

In June 1982, the School of Dentistry was opened to meet the need for dentists in this part of the country. It was set up at the extension campus on Timawa Avenue where the College Gymnasium is located. The School graduated its first dentists on April 1, 1986.

In response to the need of time and with the advancement in technology, additional courses like: BS Criminology, BS Commerce, BS Medical Technology, BS Social Work, BS Physical Technology, BS Information Technology, BS Information Management, BS Computer Science, were offered by the college.

The expansion of the educational operations of the IDC necessitated substantial additions to its physical plant and facilities. In 1985, an extension of the left wing of the Administration Building was constructed to house the IDC Medical and College Libraries.

Additional instructional laboratories and offices of the College of Medicine and the IECI were built. Early in 1983, a three-storey concrete building which was constructed on the South Timawa Campus was later assigned to the College of Nursing.

In 2000, the college opened its door to pre-school and kindergarten with the opening of the Child Learning Center.

In 2004, with increasing number of nursing students, the College constructed another three storey building in the nursing campus which also houses the midwifery lying in clinic.

In 2005, a covered gymnasium was also built in the nursing campus which serves as a venue for co-curricular activities of the college such as literary musical contest; it has also been a place for Regional PRISAA meet.

In 2006, construction of the three storey building intended for additional classrooms that will cater to the increasing population of the college. This building will also serve as the new home of the Administration Offices such as the Business Office, Cashier, Office of the Student and Alumni Affairs, Registrar's Office, Executive Offices, Office of the Administration and the new Board Room and Main Library. The Classrooms are operational and the Main Library located at the 3<sup>rd</sup> floor began its construction last March 2011 while the Administrative Offices are being worked towards completion.

In 2011, IDC announced its new opening of its new courses: Bachelor of Science in Psychology (under the College of Arts and Sciences) and Bachelor of Science in Business Administration which specialized in Human Resource Development Management and Financial Management (under the College of Business Administration formerly the College of Commerce). The Child Learning Center was granted authority to operate the Elementary Level Grades I and II for the School Year 2011-2012.

There have been quite a number of the IDC graduates who figured remarkably in their respective licensure examinations and are successful in their respective professional fields, both public and private.

- 000-099 Generalities
- 100-199 Philosophy
- 200-299 Religion
- 300-399 Social Sciences
- 400-499 Languages
- 500-599 Pure Sciences
- 600-699 Applied Sciences
- 700-799 The Arts
- 800-899 Literature
- 900-999 History & Geography

5. To find books in the library, here are the following guides:

- a) Know the author, title, subject or keyword.
- b) Check the Card catalog and look under author, title, and subject cards.
- c) Copy the call number and look for the book on the shelves.
- d) If you have difficulty, ask for the librarian's assistance.
- e) Have the book checked out at the circulation counter for home use, or you may read all the way in the nearest reading table for inside research and study.

### III. INTERNET LIBRARY

#### POLICIES AND GUIDELINES ON INTERNET ACCESS AND USE (Revised May 2006)

The IDC Internet Library as an information and reference center of Iloilo Doctors' College shall provide services to the students, alumni, faculty, and personnel.

The IDC Internet Library shall make information available in a variety of formats: prints and audiovisual. The Library's computer system, CD-ROM databases, online databases, and other resources shall enhance the School's collection by providing information not readily available in print and audio-visual formats.

The Internet, as an information resource, shall enable the Library to provide information beyond the confines of its own collection. It shall allow access to ideas, information, and commentary from around the globe. Currently,

d) Acts as a channel of information between the Library and the academic departments and programs.

e) Involved in the selection and acquisition of library reading materials.

### 13. Research Assistance

Research assistance is being done by the library in service to those library users asking for help in retrieving information. The librarian will answer the queries and provide possible information sources to the clients. For extensive research, the library users may schedule a time to the librarian for the activity.

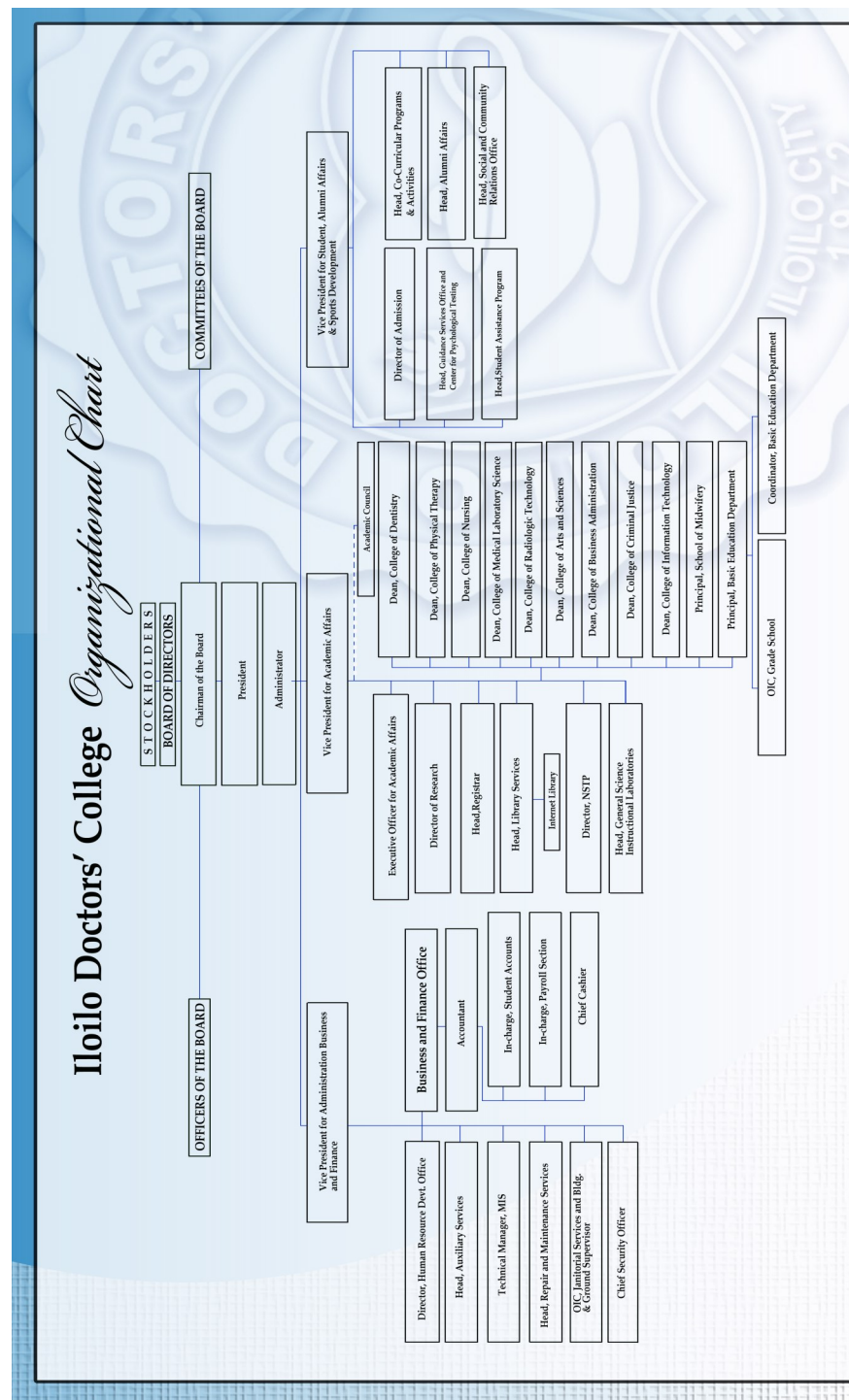
### 14. Library Orientation Program

Library orientation conducted by the librarians to the Iloilo Doctors' College students, faculty and staff which are not course-related during the first semester of an academic year. It will be coordinated with the College Guidance Office for the general orientation of per colleges.

This orientation program provides the overview objectives, function, services and collections of the library. It also shows the guidelines, procedures and policy applied in the library.

## Tips in Using the Library

1. Familiarize yourself with the physical layout and facilities and be acquainted with the arrangement of books and other materials on the shelves.
2. Know the different rules and policies adopted by the library.
3. Approach the library staff should you have problems in using the library.
4. Be acquainted with the Dewey Decimal Classification System used in the library for the organization of the library resources. This system is a method of putting non-fiction books in order on the shelves. There are ten classes or divisions in the system. Each division holds books about the same subject. The ten divisions are:



**OFFICERS  
and  
BOARD OF DIRECTORS**

|  |  |
|--|--|
| <b>MARIE GRIÑO - CASEÑAS, MD</b>         | Chairman of the Board  |
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| <b>MA. LOURDES L. DE LEON, MD</b>        | Vice President   |
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| <b>TERESA L. BILBAO</b>                  | Chairman, Committee on<br>Social and Spiritual Affairs                                 |
| <b>MARY KATHERINE RIVERA-FRANCIA, MD</b> | Member of the Board  |

9. Fiction Books Area

It houses materials for leisure/recreational reading. These materials can be borrowed for a week.

10. Ask A Librarian

It is a service program intended for brief, factual questions. Requests requiring more extensive research need to be made in person at the Library or you may schedule a time to talk with a librarian.

11. Library Instruction Program

The Library Instruction Program reaches students at various points in their academic careers, but primarily through their enrollment in English \_\_\_\_\_. Research methods classes. Librarians also provide instruction to faculty and staff on discipline specific resources and specialized topics upon request. Instruction sessions for specific classes are developed with faculty to optimize student learning about the research activity and utilization of the library facilities. Librarians create tools such as test questionnaires, and research guides to help students learn to use information resources effectively. The use of appropriate technologies and manual facilities to improve student familiarity with and understanding of library resources is also a key component of library instruction.

12. Library Committee

The Library Committee is comprised of faculty members representing all academic departments and programs. The Committee meets \_\_\_\_\_ semester and it is chaired by the Head Librarian. The purpose of the committee is to:

- a) Provide advise to help the library achieve its mission and realizes its strategic plans.
- b) Promote the library's role and enhance its effectiveness in the educational process.
- c) Advise the library on collections, facilities, and service policies and on new initiatives.

## ADMINISTRATIVE OFFICERS

### 2. Circulation Section

It handles all transactions pertinent to the borrowing and returning of books, signing of clearance and payment of overdue fines and other charges.

### 3. Reserve Area

It is place where books are reserved by faculty members as required and as needed in their classes are kept and borrowed. Reserved books can be taken out for overnight use at 5:00 PM and are due on or before 9:00 AM the following day.

### 4. Filipiniana Section

This section houses works by Filipino authors; works about the Philippines; and works published in the Philippines. These materials can be used inside the Library only. Theses and dissertations are housed in this section.

### 5. Periodicals Section

This section houses current and bound issues of journals, magazines, newspapers and other non-book materials such as pamphlets, brochures, clippings, etc. Both current and bound issues of periodicals are for library use only and cannot be taken out for home use. Periodical Index is provided in order to facilitate the location of materials.

### 6. General Reference Section

This section houses the general reference materials such as encyclopedias, dictionaries, yearbooks, almanacs, etc. and are for library use only.

### 7. Professional Books Area

This area consists of materials devoted to specialized subjects such as Dentistry and Nursing.

### 8. Circulation Books Area

Consist of books of general interest, general education subjects and other field of sciences books that are considered to be borrowed for home use.

|                                      |  |
|--------------------------------------|--|
| Ma. Elena Alejandra R. Isada, MMBM   | Administrator  |
| Lorna U.S. Donato, CPA               | Accountant   |
| Joeben Hudson G. De Guzman, PhD      | Executive Officer for Academic Affairs                                       |
| Maria D. Tabhan, MM-HRM              | Director, Human Resource Development   |
| Venlea D. Daplas                     | Registrar  |
| Francis D. Laurea, RN                | Director of Admission  |
| Remy Tolentino, RN                   | Head, Alumni Affairs   |
| Rovielyn O. Silhay                   | OIC, Guidance Services Office and Center for Psychological Testing           |
| Riza Lea T. Loreno                   | Head, Student Assistance Programs  |
| Dr. Reysa Alenzuela                  | Head, Library Services   |
| Maria Sophia S. Padilla              | Head, Auxiliary Services   |
| Louie Anthony J. Delgado             | Head, Management Information System  |
| Ma. Liza Y. Bedos                    | Head, General Science Instructional Laboratories                             |
| Bienvenida A. Hugo                   | Head, Social and Community Relations Office                                  |
| Jose Maria Nelson C. Cortez, RN, MAN | Head, Co-curricular Programs and Activities                                  |
| Engr. Zenon Calixto B. Delfino       | Head, Repair and Maintenance Services, Officer-In-charge, Building & Grounds |
| Debbie Layson, MD                    | Head, School Health Services   |
| Vicente Militante                    | Environment & Pollution Control Officer                                      |
| Ma. Teresa K. Dotollo, MD            | Coordinator, Curriculum & Faculty Development                                |

## DEANS / PRINCIPAL/ COORDINATOR

|  |   |
|--|---|
| Randy Ronald Michael I. Reyes,<br>DMD, MS Dent. Educ | Dean, College of Dentistry                  |
| Adea Sol L. Sison, PTRP, MAEd                        | Dean, College of Physical Therapy           |
| Ma. Josephine Provideo, RN, MAN                      | Dean, College of Nursing                    |
| Ma. Anavi Echavarri, MAEd, PhD                       | Dean, College of Arts and Sciences          |
| Maria Eden D. Patriarca, RMT, Med                    | Dean, College of Medical Laboratory Science |
| Andres A. Bayona Jr., MD                             | Dean, College of Radiologic Technology      |
| Andrew D. Paguntalan, MBA                            | Dean, College of Business Administration    |
| Marianita B. Acuña, MSCRIM, PhD                      | Dean, College of Criminal Justice           |
| Edmund O. Gomez, PhD                                 | Dean, College of Information Technology     |
| Ma. Grace P. Ormas, RM, RN, PhD                      | Dean, College of Midwifery                  |
| Emmanuel R. Andres, MPPM                             | Director, NSTP                              |
| Ma. Elena Alejandra R. Isada, MMBM                   | Principal, Basic Education Department       |
| Philip Louise A. Tolentino                           | Coordinator, Basic Education Department     |
| Merrily Jane Pedroso                                 | OIC, Grade School                           |

#### Affiliate:

|                            |                           |
|----------------------------|---------------------------|
| Ludovico L. Jurao, Jr., MD | Dean, College of Medicine |
|----------------------------|---------------------------|

## ACADEMIC PROGRAMS

### COLLEGE OF DENTISTRY

Six-Year Doctor of Dental Medicine (DMD)

### COLLEGE OF PHYSICAL THERAPY

Five-Year Bachelor of Science in Physical Therapy

### COLLEGE OF NURSING

Four-Year Bachelor of Science in Nursing

One-Year Health Care Services

### COLLEGE OF ARTS AND SCIENCES

Four-Year Bachelor of Science in Biological Science

Four-Year Bachelor of Science in Social Work

Four-Year Bachelor of Science Psychology

### COLLEGE OF MEDICAL LABORATORY SCIENCE

Four-Year Bachelor in Medical Laboratory Science

### COLLEGE OF RADIOLOGIC TECHNOLOGY

Four-Year Bachelor of Science in Radiologic Technology

Three-Year Associate in Radiologic Technology

### COLLEGE OF BUSINESS ADMINISTRATION

Four-Year Bachelor of Science in Business Administration

### COLLEGE OF CRIMINAL JUSTICE

Four-Year Bachelor of Science in Criminology

### COLLEGE OF INFORMATION TECHNOLOGY

Four-Year Bachelor of Science in Information Technology

Four-Year Bachelor of Science in Computer Science

Four-Year Bachelor of Science in Information System

Two-Year Associate in Computer Technology

### COLLEGE OF MIDWIFERY

Four –Year Bachelor of Science in Midwifery

Two-Year Midwifery Course

### CHILD LEARNING CENTER

Nursery (2 ½ - 3 Yrs. Old)

Kinder (3 – 4 Yrs. Old)

Preparatory (4 – 5 Yrs. Old)

### BASIC EDUCATION DEPARTMENT

Grade I (5 – 7 Yrs. Old)

Grade II (7 – 8 Yrs. Old)

Grade III (8 – 9 Yrs. Old)

Grade IV (9-10 Yrs. Old)

Grade V (10-11 Yrs. Old)

### AFFILIATE: Iloilo Doctors' College of Medicine, Inc.

Four-Year Doctor of Medicine (MD)

will be signed provided that the user has the library card, borrower card and no accountabilities.

### . Control Area

- a) All users and visitors should leave their bags at the baggage counter before entering the library circulation area. He/she should bring all his/her valuables, e.g. wallets, cell phones, etc. and secure a number that corresponds to his/her baggage number. Users also may log their names with correspond baggage numbers as back-up in case of lost numbers. Library staff are not responsible of any missing/lost items due to the negligence of the users.
- b) All users should follow the direction at the entrance/exit alley to avoid congestion in the flow of the traffic in the control area.
- c) Students, faculty and staff must wear their college official identifications and uniforms at all times.
- d) All users with borrowed books for home study or for photocopying outside the library should present the books and borrowers card for checking by the assigned staff at the control area of the library.
- e) Only bags, folders, and envelopes are allowed to be deposited at the baggage counter.
- f) users with unclaimed bags that are left overnight are charged with the amount of Php 25.00/day as storage fee.
- g) Users with lost claim numbers at the baggage counter are charged with the amount of Php20.00/no.
- h) Payment of charges must be paid directly at the Circulation Counter. Circulation library/staff will release receipts to the users.

### Sections & Services

#### 1. Technical Section

It is responsible for acquiring all library materials needed in the Library. Here, the newly acquired materials are processed before they are made ready for circulation.



### . Mutilated or Damaged Materials

- a) Books with missing or mutilated pages shall be reported at once.
- b) Mutilated or damaged library materials will cost the borrower a rebinding fee for those books judged fit for it.
- c) As for missing pages, the borrower will be charged for copying fee.
- d) If the books are too damaged for repair, borrower must replace the book or pay the exact price of the book. The Procedure and policies will be accordingly to the lost book policy.

### . Reviewees and Alumni

- a) An IDC reviewee is entitled to avail of the library services from Monday to Saturday free of charge. However, he/she must present a letter noted by the respective Dean or Faculty or in-charge of the IDC review center addressed to the VPAA thru the library.
- b) IDC Alumni can avail the library services as long they present the alumni ID to the librarian.
- c) All library collections, especially books are inside use only.

### . Lost and Found

- inquiries about lost articles/items may be made at the Head Librarian's Office.

### . Fire Exits/Alarms

- a) Fire exits are located both ends of the library
- b) Fire alarms are found in strategic locations in each library. These alarms are to be set only in case of fire.
- c) Any unauthorized use of the fire alarms will be dealt accordingly.

### . Library Clearance

- a) Students, faculty and staff must return all library materials and pay their unsettled fines to be cleared before the end of semester/summer.
- b) At the end of each semester/summer classes, clearances



# ACADEMIC POLICIES, PROCEDURES & SERVICES

card to the reference in-charge. She/he sign the control card per/a-v materials and logs to a logbook for record purposes.

- c) Faculty may request a preview of multimedia materials as long as she/he has the library card to present to the library in-charge.

## . Books Renewal

- renewal of books can be made only when the books are due for check-in as indicated in the date due card/slip.

## . Returning of Borrowed Library Collections

- library users will returned all loans to the appropriate counter. Circulation books must be returned to the Circulation counter. Multimedia and other non-print materials (like transparency, maps, etc.) must be returned to the reference section.

## . Fines

- a) Circulation Overdue Books – charged Php 5:00 per book/day, excluding Sundays and Holidays.
- b) Reserved Books – charged Php 3.00 per hour

## . Lost

- a) Lost books must be reported at once. The fine of an overdue book shall stop at the time the book is reported lost.
- b) Book to be paid. Book assessment shall be according to the cost indicated in the sales invoice/PO plus the standard processing fee of Php 200 will be charged to the borrower.
- c) Book to be replaced. Book assessment shall be according to the accession record, plus the standard processing fee of Php 200 will be charged to the borrower, In case the title of The lost book doesn't have any printed copies to purchase, library will allow replacement of the book of different title as long it is similar to the lost one.
- d) Any book not returned at the end of the semester/summer is considered lost.

b) Students can borrow the reserved book for reading inside the library for three hours, renewable for another one hour if there is no prior request.

c) Reserved books are for inside use only. These are placed at the Circulation Reserve Books Area.

### **3. Filipiniana Books**

- Filipiniana books cannot be circulated. However, duplicate copies may be checked-out according to the procedure and policies of circulation books.

### **4. Reference, Periodicals (Journals, Magazines, Gazettes), Theses, and Manuscripts**

- These library collections are cannot be circulated and are for inside use only.

### **5. Books policy regarding Student Final Examination**

- one week before the final examinations, all books are room use only.

- Books borrowed and not returned during the final exam week will be charged of Php 3.00 per book/hour.

- During final examination, the library will not accommodate other institution researchers.

### **6. The borrower is responsible for books he/she checks out.**

### **7. Books will not be checked out to those users who have unsettled and overdue books.**

### **. Multimedia Materials**

- includes CDs, VCDs, DVDs, Audio Tapes, Video Tapes

a) Viewing of CD's by students is allowed upon presentation of a request letter noted by his/her professor.

b) Faculty may borrow multimedia materials for classroom use is made through reservation. The faculty must present the library ID and borrower's

## **I. GENERAL ACADEMIC POLICIES**

1. Subject Load. A full subject load is one which is equal to the number of units or hours prescribed in the Catalog or other issuance per semester for its curriculum, or its equivalent.

Students are not allowed an extra load or overload without the proper approval of the CHED. However a graduating student may be permitted to carry an overload of six (6) units with the approval of the Department Head of the academic department concerned.

Extra loads must be applied for through the Offices of the Dean or Department Head and of the Registrar. The signature of the Dean or Department Head in the registration form does not mean final approval of an extra load.

2. Pre-requisite Subjects. Students will not be given credit for advance subjects unless the pre-requisite subjects have been previously taken and passed.
3. Advance Subjects. Irregular students who are under loaded or who have previous academic deficiencies but are allowed to continue in the course may be permitted to take advance subject.
4. Failed Subject. As a general rule, a student who fails in any subject shall repeat it as soon as possible, i.e., during the semester immediately following when the subject is first offered. Enrollment on failed subjects must be given priority over the taking of advance courses. No student will be allowed to enroll in advance subject unless all the subjects scheduled for the lower year have been taken and passed.

## 5. Reduction of Load.

5.1 The load of students with previous academic deficiencies may be reduced below the full load at the discretion of the Dean or Department Head to give them more time to study the enrolled subjects.

5.2 A student shall not be allowed to unduly prolong his/her studies or delay the completion of the graduation from a course by deliberate under loading without justifiable cause.

## 6. Attendance in Classes.

6.1 Class attendance is compulsory. No student shall earn credit in any given subject unless he attends at least 80% of the prescribed number of class hours.

6.2 Students late for fifteen (15) minutes shall be considered absent.

6.3 A student who has been absent from classes should secure an excuse slip from the Office of the Dean or Head of the academic department. S/he must be responsible for all the subject matter and class work that s/he missed during his/her period of absence and may be required to do make-up work for them.

6.4 No student shall be allowed to attend classes in any subject in which he is not officially enrolled, unless allowed to do so at the discretion of the Dean or Head of the academic department concerned. Such student shall not, however, be given credit for the subject.

7. Dropping from a Course. A student who incurs academic deficiencies may be dropped from a course in accordance with the criteria established by the college or academic department.

## . Borrowers Card

- The library will issue borrower's card to the library user at the time they acquired the Library ID card.
- Borrower's Card will be presented to the Circulation librarian/staff upon borrowing and returning of books.
- In case of loss, library users are required to submit an affidavit of loss to the Circulation library.

## . Borrowing Procedure

- To borrow a book, bring the book together with library ID and borrowers card to the Circulation Counter.
- The book cards will be signed to the users and the due date will be stamped on the date due slip of the book and borrowers card.

## . Borrowing Privileges and Regulations

### 1. Circulation Books

- a) IDC students are allowed to borrow a maximum of two books at a renewable for three days.
- b) Full-time faculty is allowed to borrow a maximum five books per semester and summer at a time renewable for three weeks.
- c) Part-time faculty is allowed to borrow a maximum of five books per semester and summer at a time renewable for two weeks.
- d) Non-teaching staff are allowed to borrow a maximum of three books and renewable for one week.

*Note: All books may be recalled anytime upon request.*

### 2. Reserved Books

- book with only one copy and books selected by the faculty and library committee are used as references for curricular courses of students.
  - a) Students can borrow the reserved book for one hour for photocopying purposes.

10. Sleeping, eating, smoking, and making class projects (like drawing, cutting, littering, etc.) inside the library are prohibited. However, drawing is allowable limited to bond paper size.
11. Keep the library facilities in order. Push back chairs after using.
12. Reservation of seats is not permitted.
13. The library will not be responsible for the loss of personal belongings.
14. Present your things for inspection before leaving the Library.

**Note:** *Library is a place of learning, research, study and stores any source of information for intellectual development of library users. In connection to this, library users are not allowed to roam around, talk, sleep, or display any kind of behavior that may disturb other users. If you will be caught violating library policy, your school ID and Library Card will be confiscated by the Library Staff and endorsed to the Committee on Discipline.*

## Guidelines and Policy

### . Identification Card

The current official college ID is needed for entrance and in library transactions. The ID is non-transferable and must be worn all the time.

### . Library Identification Card

The Library ID is issued free. This will serve as purpose in borrowing books and access to other collections.

Library ID is validated at the beginning of every semester and summer.

Only validated Library ID can avail the borrowing privileges.

In case of loss, library user is required to submit an affidavit of loss plus a replacement fee of Php 20.00

Using the Library ID of another person is prohibited. For the first offense, a warning shall be given. Library ID's are non-transferable and must be used personally.

## 8. Credits and Grading System.

8.1 Credits. Students, except those in the College of Medicine, are given academic credit in terms of units for academic work done in the college or academic department. One collegiate unit of credit is "one hour lecture and/or recitation each week or a total of at least eighteen hours in semester." Two or three hours of laboratory work, drafting or shop work each week are regarded as equivalent to one hour of recitation and/or lecture.

8.2 Minimum Passing Grade. The minimum-passing grade in this College is 75% or 3.0 in the point system.

8.3 Grading System. A five-point grading system shall be used in the college or department and the grades in all subjects shall be expressed in terms of this system for purpose of official record and issuance.

The point grades to adopt and their indications or descriptive equivalents are as follows:

| Point Grade | Percentage Equivalent | Indications         |
|-------------|-----------------------|---------------------|
| 1.0         | 98-100                | Excellent           |
| 1.25        | 95-97                 | Superior            |
| 1.5         | 92-94                 | Very Good           |
| 1.75        | 89-91                 | Highly Satisfactory |
| 2.0         | 86-88                 | Good                |
| 2.25        | 83-85                 | Fair                |
| 2.5         | 80-82                 | Satisfactory        |
| 2.75        | 77-79                 | Passing             |
| 3.0         | 75-76                 | Minimum Passing     |
| 5.0         | Below 75              | Failed              |

## Other Marks Used.

“Inc.” - Incomplete. When the student fails to take one or more major periodic or required examinations or to satisfy all the requirements of the course.

“Drp” - Dropped. When the student withdraws from the course.

Incomplete grades are not final grades but must be removed within one semester after the final examination is given.

Special completion examinations to remove incomplete grade must be taken during the period scheduled for such examinations. Students who incurred the incomplete grade due to failure to take the original regular major examination for reasons other than incapacitating illness or some other serious reason shall pay a surcharge equivalent to 50% of the completion examination fee.

Incomplete grades not removed one semester after the final examination period are considered failures for practical purposes so that the student must take the subject again.

## 9. Roll of Honor

9.1 Students with exceptional academic performance shall be recognized and listed in the Roll of Honor of the college or academic department which shall include the following:

- a. Minimum weighted average of all the grades obtained during the semester, except those for basic P.E. and NSTP/ROTC.
- b. Minimum grade in any subject.

- a. Library cards are issued free to all students upon presentation of their registration slips and two ID sized photographs.
- b. Library cards are valid only for the current semester or summer term. They must therefore be validated each school term.
- c. Library cards are not transferable. Students who use the Library card of others and those who allow others to use their cards are Subject to a dine/withdrawal of library privileges for a varying period of time depending on the circumstances.
- d. Lost library cards must be reported immediately to the Library and a replacement will be issued only after submission of a copy of affidavit of loss and upon payment of fine.

2. Present properly your recent validated school ID upon entering.
3. Users must observe the proper IDC Dress Code and conduct themselves in the Library.
4. Observe silence at all times. All cellular phones must be set to silent mode before entering the library. Answering/making calls should be done outside the library.
5. Kindly log your name, course & year and purpose in the library logbook.
6. Water bottles, food and any kind of sharp objects are NOT allowed inside the library.
7. Leave all big bags or any kind of back pack baggages in the baggage area, bring your valuables (cellphones, calculators, wallets, etc.) with you.
8. Use Library materials properly. Do not tear page(s) nor underlined part(s), as these are forms of vandalism and are punishable under IDC Library Policy.
9. Leave books on the table after using (except for the Reserved books that need to be returned to the counter).

Classification (DDC) System and arranged in open shelves, accessible to students, faculty and staff. The collection is subdivided into the courses offered by the College.

### **Location**

The College Library is located at the 3<sup>rd</sup> floor, left wing of the new administration building. The area caters library sections according to its services. It has Circulation/Readers' Section (consists of general circulated books) Reference Section (consists of encyclopedia, dictionaries, handbooks, atlases, directories & other general references) Filipiniana Section (consists of Rizaliana books, books authored and published in the Philippines, National and Local books and other collections; theses and dissertations, local newspapers, clippings and models) Periodical Section (consists of scholarly journals, magazines and news either foreign or national), Multimedia Section (consist of stored multimedia materials and sets of e-connected computers for latest and update scholarly information for research studies), and library Technical Sectional (consist of books purchased to be classify and catalog).

### **Hours of Service**

|                   |   |
|-------------------|---|
| Regular Semester: | Monday-Friday 7:30AM – 6:00 PM<br>(no noon break)         |
|                   | Saturday 8:00 AM – 12:00 Noon<br>1:00 PM – 5:00 PM        |
| Summer Terms :    | Monday – Friday 8:00 AM – 12:00 Noon<br>1:00 PM – 5:00 PM |
|                   | Saturday 8:00 AM – 12:00 Noon                             |

### **General Rules and Regulations**

Those who want to do business with the Library must observe the following:

1. Transactions with the IDC Library shall be done only through the use of Library cards. Each student must therefore secure a Library Card, which must be presented at the circulation counter every time s/he wishes to borrow books from the Library. The issuance and use of the Library card is governed by the following:

- c. Full academic load, or its equivalent, provided that at least one-half of the subjects and units taken must be in the curriculum year and semester as indicated in the College Catalog and other issuance.

9.2 Students who have been found guilty of serious or habitual violations of disciplinary regulations or of the established norms of conduct shall be disqualified from the Honor Roll.

## **II. GRADUATION AND GRADUATION HONORS**

1. Requirements for Graduation. Each college or academic department shall establish its requirements for graduation in accordance with academic, non-academic and other policies, rules and requirements of the curriculum; the Iloilo Doctors' College and its component academic department; the Commission on Higher Education; the Licensure Boards; and other pertinent and applicable laws and regulations.

These requirements shall include, but not limited to the following:

- a. Residence in the Course. As a general rule, the course shall not be completed in less than the prescribed number of calendar years or semester, especially in the case of the course for the regulated professions.
- b. Residence in the College. In order to be recommended for graduation or to be recognized as a graduate of the Iloilo Doctors' College the student must have stayed for the minimum number of curriculum years prescribed by each or academic department provided that the student must have taken at least the last curriculum year in the College for at least a minimum of thirty (30) units of credit, unless last curriculum year prescribes less units than these.

c. Standards of Conduct. Graduates for graduation are presumed to possess good moral character and show good desirable conduct. The College reserves to itself the right to withhold or refuse the graduation of a student for serious violation of disciplinary regulations or established norms of conduct or by reason of conviction of any public crime or misdemeanor.

d. Procedural Requirements.

2. Approval of Graduation by the CHED. Graduation of all students from any course shall be approved by the CHED through the issuance of special orders covering the students' graduation. No student shall be allowed to participate in the commencement exercises unless he has satisfactorily completed all the requirements of the course. The inclusion, therefore, of the student's name in the list of candidates for graduation of his/her name or picture in the College Annual or other campus publications and issuances shall not be construed that the student is already a full fledged graduate unless s/he has met all the course requirements and his/her graduation approved by the CHED.

3. Graduation with Honors. The Iloilo Doctors' College is happy to recognize students who have performed exceptionally well in their studies and bestow on them the appropriate honors.

3.1 The following Graduation Honors may be bestowed on such deserving students in accordance with the policies, rules and criteria established by each college or department which shall include, among other things, the following:

| <b>Graduation Honors</b> | <b>Minimum Average</b> | <b>Lowest Grade</b> | <b>Residence in IDC Required</b>      |
|--------------------------|------------------------|---------------------|---------------------------------------|
| Summa Cum Laude          | 1.25                   | 2.0                 | Whole four-year<br>(All course units) |
| Magna Cum Laude          | 1.5                    | 2.5                 | Last Three Years                      |
| Cum Laude                | 1.75                   | 2.5                 | Last Two Years                        |

## II. LIBRARY

Iloilo Doctors' College (IDC) Library is an integral part of the college educational facilities in service to the bona-fide students, faculty and staff. Its mission is to promote literacy and support the IDC vision and goal by providing balance library collections, good facilities and services that will adapt to the changing and expanding needs of the college programs of instruction and research.

### Goals/Objectives

The library general objectives is to make library users access information resources where and when they need them. Information resources include the collections of the library electronic and physical. Information resources also include staff whose help users understand these resources, the processes for obtaining them, and the tools used. The library should allow users access to these information resources with as few restrictions on location, time, and technology as possible.

The specific objectives are:

1. To provide comprehensive and updated information sources in order to support the instruction, scholarship, research and community services programs of the college.
2. To serve the bona-fide students, faculty and staff by answering queries and assisting their research reports and theses through providing the right books with the right information at the right time.
3. To preserve library materials and ensure their availability to current and future needs.

### Collection

Library collection has approximately of 36,688 volumes that comprises of books, periodicals (journals & magazines), newspapers clippings, transparencies, multimedia (dvd's, vcd's, audio tapes, video tapes, etc.), annual souvenir programs, and maps. The book collection in the library has approximately 29,959 volumes organized according to the Dewey Decimal



# I. CAMPUSES

## A. Main Campus

1. College of Physical Therapy
2. Office of the Admissions
3. Business Office
4. Guidance Services and Center for Psychological Testing
5. College of Business Administration
6. College of Arts & Sciences
7. College of Information Technology
8. College of Medical Laboratory Science
9. College of Radiologic Technology
10. Registrar's Office
11. College of Medicine
12. Laboratories (Chemistry/ Anatomy)
13. Internet Library
14. Main Library
15. Auxiliary Services Department
16. Office of the Academic Affairs
17. Office of Student, Alumni Affairs & Sports Development
18. Office of the President
19. Clinical Laboratory
20. School Clinic
21. Diagnostic Imaging Section Office
22. Human Resource Development Office
23. Environment and Pollution Control Office
24. School Publication
25. Repair and Maintenance Department

## B. Dentistry Campus

1. College of Dentistry
2. College of Criminal Justice
3. Dentistry Gym
4. PE Office
5. Swimming Pool
6. Panoramic X-ray Office

## C. Nursing Campus

1. College of Nursing
2. College of Midwifery
3. NSTP Office
4. Child Learning Center
5. Grade School
6. Nursing Gym
7. Lying-in Clinic
8. CLC Library
9. Security Office
10. Maternity Clinic

3.2 The determination of the above graduation honors shall be based on the weighted average of the grades earned in all subjects applicable to the course, except basic P.E. and ROTC/NSTP, whether obtained in this College or elsewhere, provided that the student shall have no mark of Incomplete, Dropped or Withdrawn, whether the subject is P.E., ROTC/ NSTP or applicable to the course or not, except when such mark resulted from causes other than academic deficiency or difficulty.

3.3 Graduation with Honors shall be approved by the Board of Directors of the IECI upon the recommendation of the Vice President for Academic Affairs of the IECI and the Dean or Head of the academic department concerned. Exceptional cases may be approved by the IECI Board who may waive any of the above rules and criteria in highly meritorious cases.

3.4 The granting of honors to graduating students is a privilege of the College. The College, therefore, reserves to itself the right to withhold the same from any student for cause as determined by and upon the recommendation of the Committee on Academic Affairs of the IECI, such as serious or habitual violations of disciplinary regulations or of the established norms of conduct, convictions of any public crime or misdemeanor, or disloyalty to the College and its ideals.

## 4. Issuance of Transcripts, Credentials, and Other Certificates.

4.1 A student requesting a copy of his/her transcript of records or transfer credentials (Honorable Dismissal) must first secure and accomplish the clearance form from the Registrar's Office.

Such documents may be issued only at least 24 hours and upon payment of such request to the cashier in the Business Office after the presentation of the accomplished clearance form. However, no transcript of records shall be issued two weeks after the close of the semester or summer session.

4.2 Official copies of the transcript of records for purposes of transfer shall be sent directly to and upon the request of the school to which the student has to submit his/her transfer credentials. Hand carrying of such documents shall not be allowed.

4.3 The College reserves the right to withhold issuance of transcript of records, diplomas, and other academic records or any certificate to any transferring or graduating student for failure to pay the required fees or to settle all financial property obligations with the school.

### III. SCHOOL FEES AND OTHER STUDENT EXPENSES

1. **The Iloilo Doctors' College charges the following fees to its students:**

**General Fees.** The fees are charged to all students and include tuition fees, laboratory fees, registration or matriculation fee, library fee, audio-visual fee, medical and dental fees, athletic fee, guidance and counseling fee, school publication fee, cultural fee PRISAA Fee, and developmental fee.

An ID is charged to all new students, while diploma fees are charged only to all graduating students.

**Incidental Fees.** These fees are paid incident to the purpose for which they are charged and only when the occasion arises. These includes fees for late enrollment, changing and dropping of subjects, change of curriculum, completion examinations, removal of incomplete grades, transcript of records, credentials (Honorable Dismissal), or any certificate.

**Special and Other Fees and Deposits.** These fees are charged only by certain academic departments for special purposes such as Clerkship Fees (Medicine and Dentistry), Clinical Instructional Fee (Nursing, Midwifery, Health Aide), Practicum Fee (Dentistry), Developmental Fee (Dentistry), Entrance Examination Fees, Laboratory Breakage Deposits (refundable), departmental fee and other special fees that may be charged by the college or department.

# FACILITIES

### C. Office of Sports Development

The Office of Sports Development is in charged with the formulation and implementation of the sports program of Iloilo Doctors College. It is responsible for the recruitment and training of varsity athletes that will represent the school in various athletic competitions like the: PRISAA, UNIGAMES and other prestigious tournaments or invitational games in local, regional and national levels. It is also responsible for the intramural sports activities.

### D. Publication Office

The official student publication is the IDC Gazette. Manned by competent Editorial Board from different departments, it comes out with a newsletter and four (4) issues of magazine or tabloid per academic year. Each issue contains an editorial, news, features and literary items and opinions that make up for wholesome reading.

## VI. OFFICE OF ALUMNI AFFAIRS

The Office of Alumni Affairs is headed by the Head of Alumni Affairs, with the responsibility to provide on-going services for IDC Alumni and former students. The Alumni Affairs Office intends to encourage their involvement in the institution's activities and strives to increase alumni participation. The Office works in collaboration and coordination with the Alumni Association in its projects and maintains harmonious relationship and sustaining loyalty and enthusiasm among alumni.

## VII. AUXILIARY SERVICES DEPARTMENT

The Auxiliary Services Office is responsible in maintaining accounting records of transactions entered into the office; takes orders, issues and records clinical requirements including uniforms for students, duty and CHN bags, etc.

2. **Modes of Payment.** Payment of all fees may be made in a single cash payment at the time or enrollment, or in installments as follows:

- a. Down Payment – 25% of the total tuition and other school fees, payable at the time of enrollment.
- b. Second Payment - 25% of the total fees, payable on or before the preliminary examination.
- c. Third Payment – 25% of the total fees, payable on or before the mid-term examination.
- d. Last Payment – Full payment of whatever balance payable on or before the final examination.

A college or department may be allowed to adopt other payment schemes subject to the approval of the Board of Directors of the IECI.

3. **Refund of Tuition and Other Fees.** When a student registers in a school, it is understood that s/he is enrolling for the entire school year for elementary and secondary courses and for the entire semester for the collegiate courses. A student who cancels his/her registration after being officially enrolled is not relieved of the responsibility to pay the fees for the entire term, except when s/he drops out within two weeks after the official start of classes.

A student who transfers or otherwise withdraws after being registered shall be charged ten percent (10%) of the total fees due for the term if s/he withdraws within the first week of classes and twenty percent (20%) of the total fees within the second week, regardless of whether or not s/he has actually attended classes; provided, however, the registration or matriculation fees shall not be refunded. The student shall be charged all the school fees in full if s/he withdraws any time after the second week of classes.

For the above rules to be applicable, the student should notify the school of his/her intention to withdraw or transfer and apply for refund of his/her school fees within the period specified above.

A college or department may make reasonable modification of the above refund rules subject to approval by the Board of Directors of the IECL.

#### **IV. REVISED GUIDELINES ON THE SUSPENSION OF CLASSES WHEN TYPHOONS AND OTHER CALAMITIES OCCUR**

1. The revised guidelines on the suspension of classes in cases of typhoons and other calamities are hereby issued for the information of all concerned.
  - a. Automatic Suspension of Classes.
    - (1) When typhoon signal No. 2 is raised by PAG-ASA, classes at the elementary level including pre-schools shall be automatically suspended.
    - (2) When typhoon signals No. 3 and No. 4 are raised by PAG-ASA, classes in elementary, secondary and collegiate levels shall be automatically suspended.
    - (3) When the rains are heavy, causing floods in the community and in the area of the School, classes in the school affected are automatically suspended.
    - (4) When other calamities such as floods, volcanic eruptions, and earthquakes have occurred and have seriously damaged the homes of families in the community and probable recurrence of such calamities is declared by proper authorities, classes in all levels are automatically suspended.

Unless it is a curricular requirement, field trips should be scheduled on non-class days, preferably during summer or semestral break.

The following are the guidelines:

1. Fill up three copies of request for permission form from the Office of Student Affairs or download it at the IDC website ([www.idc.edu.ph](http://www.idc.edu.ph)) to go on a field trip with information regarding the nature of the activity, duration, inclusive dates, destination, budget, itinerary, and other relevant information.
2. Make a list of participating students stating their course and year, the teacher or adviser accompanying the field trip.
3. Turn over to the Dean/Principal, parent consent and waiver for safekeeping.
4. Include plans for the maximum safety and security measures throughout the duration of the field trip.

All field trip that are designated as a mandatory course requirement should have a letter attached to their request permission from the Head Faculty in charge of the course and should be noted by their respective Deans and be approved by the Office of the Vice-President of Academic Affairs. Faculty in charge should also provide alternate assignments from those students who are unable to participate.

Off campus activities that are non-curricular in nature should have a letter noted by their respective Deans and noted by the Office of the Vice President for Student Affairs.

All requests shall be submitted to the Office of Student, Alumni Affairs and Sports Development two weeks prior to activity.

Any activity carrying the name of Iloilo Doctors' College outside campus should follow the same guidelines.

Financial Statements/liquidation for the field trip shall be submitted to the Office of the Dean and the Office of the VP for Academic Affairs, Office of the VP for Student Affairs and to the Office of the Administrator if funded by the school two weeks after culmination of the field trip.

- e. Each organization sponsoring a social event on campus must sign a statement of responsibility and a waiver of liability releasing Iloilo Doctors' College from liability for personal injury or damages to property, littering or destruction, and clean up of school property.
- f. Serving and drinking of alcoholic beverage is strictly prohibited.

#### 4. Guidelines on Financial Responsibilities

- a. All student organizations shall submit a Financial Report to the Committee on Student Organizations through the Office of Student Affairs and must be made available during the annual review.
- b. Institutional organizations can request funds from Administrator and must be duly approved by the VP for Student, Alumni Affairs and Sports Development. On the other hand, IDC has no obligation to finance or fund any activity of non-institutional organizations.

#### 5. Guidelines on Field Trips and Off Campus Activities

A field trip is a visit to a factory, museum, and the like made by students, teachers or adviser for purposes of first-hand observation, education and personal improvement. Field trips sanctioned by the School should be educational in nature. As such, it must have relevance to the academic requirements of the students. Field trips held for purposes of socialization, acquaintance, and other similar activities are not recognized by the School.

An off campus activity is a function/affair conducted/participated by the students outside the school for the personal growth of the student like seminars, medical missions, athletic meets and or any other non-academic activity carrying the name of Iloilo Doctors' College.

School personnel who wish to participate in these types of activities may do so in their personal capacity.

#### b. Suspension of Classes in Special Cases

- (1) Announcement by the CHED Regional Director – As a matter of policy, the suspension, cancellation, and/or postponement of classes in a particular region, if it is region-wide, shall be announced by the Regional Director after consultation with superintendents and local government officials.
- (2) Announcement by the School Heads/Principals – In case where conditions endanger the lives and safety of pupils, students, teachers, and other school personnel, school heads/principals in affected areas may use their discretion in suspending classes. School Heads/Principals are enjoined to use their best judgment in this regard.
- (3) Announcement by Local Government Officials – In extreme cases, such as floods, high tide, lahar, earthquakes etc. the chief executive of the local government concerned may cancel classes in their particular area, and later on, inform the highest school officials in the said.

#### 2. Parent's Responsibilities

In cases where rains are heavy, causing floods in certain areas, parents shall make the decision on whether or not they should send their children to school, taking into consideration the health and safety of their children. In this eventuality, school authorities should not penalize the children for the absences made. Instead, the school should provide opportunities for make-up classes or activities for the lessons missed.

#### 3. Maximum Number of School Days

Parents and teachers are reminded that the maximum number of school days for the school year shall be considered especially by holding make-up classes to offset the days when classes are suspended.

4. Lifting of Suspension of Classes. Whenever classes shall have been ordered suspended for more than one (1) day, the lifting of such order to suspension shall be made by the following:

- a. The Secretary of Dep-Ed/ CHED Commissioner, when suspension of classes is nationwide;
- b. The Regional Director, when suspension classes affects some schools or divisions in the Region or the entire region; and
- c. The School Head/Principal/Executive of local government unit, when suspension of classes affects particular schools.

Lifting of suspension of classes should be made on or before but not later than 4:30 a.m. on the day when regular classes are to be resumed . All media and other available ways of announcing the resumption of classes to the public shall be utilized.

5. The automatic suspension of classes applies to teachers. They are not required to report to their respective schools when classes are suspended since they shall be required to hold make-up classes in lieu of suspended classes.

However, school officials, members of the Disaster Coordinating Committees and non-teaching personnel are requested to render service even when classes are suspended. They shall, however, observe whatever rules, orders of guidelines may be prescribed for all other government employees.

In the case of private schools, the suspension of work by school personnel shall be at the discretion of the school heads/directors/principals.

6. The Dep-Ed Disaster Coordinating Committee (Dep-Ed/CHED Director) in the Center Office as well as in the regional, division, and school offices shall reactivate as soon as possible and shall coordinate with its counterpart in the local government units including MMDA, PAG-ASA, DILG.

- g. Once approved, a copy shall be given to the Office of the Administrator, and another copy to be retained by the requesting department as file.
- h. Participating kiosk offering food and beverages shall require to wear hairnet and apron.
- i. The Office of Student Affairs shall be informed and approval shall be given one (1) week prior to the said activity.
- J. Non-compliance with this procedure shall prohibit entry of the establishment on campus.

### **3. Guidelines on Social Events/ Campus Activities/ Fund-Raising**

- a. Any registered organization hosting social events, campus activities, or fund-raising activity shall abide by all applicable local laws and regulations and those in the Student Handbook.
- b. All social events, campus activities, and fund-raising activity must be approved by the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development through the Office of Student Affairs.
- c. If the activity is held on campus and use of facility is required, the organization shall submit a letter of request address to the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development, Administrator and assigned office for approval. Requests should be submitted one (1) month before the activity.
- d. For fund-raising activity, the VP for Student, Alumni Affairs and Sports Development through the Office of Student Affairs shall be informed for proper clearance. The VP for Student, Alumni Affairs and Sports Development along with the Administrator shall ultimately approve all fund-raising projects to ensure that there is no conflict of interest.

stating their purpose. Kiosk rental fee shall be subject to change without prior notice.

- c. Participating kiosk with electrical appliances shall pay electricity charge and shall observe the following flat rates:
  - 1) P100.00 shall be charged for one (1) to five (5) days event.
  - 2) P200.00 shall be charged for six (6) to ten (10) days event.
- d. Get three (3) copies of the kiosks/booths application forms from the Office of Student Affairs and duly accomplish these.
- e. The sponsoring department shall observe the following procedures:
  - 1) Shall provide a letter addressed to the Head, Security Services for security and non parking of vehicles during the event;
  - 2) Shall provide a letter addressed to the Head, Maintenance Department for electrical needed for the event;
  - 3) Shall provide entry form, kiosk number assignment and kiosk location assignment. These shall be presented to the security guard prior to entry and shall be kept in their area for inspection. Entry form and kiosk location arrangement are available at the Office of Student Affairs. Kiosk location arrangement shall be subject to change depending on the number of kiosk entry, occasion and shall be in a first come first serve basis.
  - 4) Shall bill rental and electrical charges of participating kiosk referring to guidelines b and c.
  - 5) Shall issue discharge form to participating kiosk for clearing.
- f. These forms shall then be approved by the Office of Student Affairs.

- 7. All previous orders and regulation relevant to the suspension of classes due to typhoon, floods and other calamities are hereby rescinded by this Order.

## **V. OFFICE OF THE REGISTRAR**

The Registrar's Office is a repository of all records pertaining to the academic requirements and academic performance of the students. The office sees to it that the School operates within the prescribed requirements of the Commission on Higher Education (CHED) such as the number of units given to a subject, among others. It is the office that closely coordinates with CHED. As the repository of academic records the Registrar's Office facilitates the registration or transfer of students. The office also certifies the eligibility of candidates for graduation and for honors.

## **VI. OFFICE OF RESEARCH**

The Office of Research is headed by a Research Director who is appointed by the President upon the recommendation of the Vice President for Academic Affairs and in consultation with the Board of Directors. He/She is directly responsible to the Vice President for Academic Affairs. The Director of Research plans, organizes and directs research programs and guidelines in coordination with the research coordinators from the different colleges. The Director of Research together with the Research Coordinators comprises the Iloilo Doctors' College Research Committee. The Research Coordinators are in charge of the research activities of the students in their respective colleges.

# STUDENT AFFAIRS SERVICES

ii. Posters – 18 in X 72 in (1 ½ ft X 2 ft.)

However, Streamers or Posters not conforming to the above specified measurements may be allowed only when there is a need and to the advantage of the IDC.

## DISPLAY TIME:

- 1) One (1) month - for purposes of advertisement, announcements and the like.
- 2) Two (2) weeks - for purposes of activities e.g. NLE, student activity, film showings, or lectures

*It is the responsibility of the owner of the Streamer/Poster to remove the display upon expiration of the display time. Failure to do so may subject the owner for non-display of future streamers/poster.*

## LOCATION OF DISPLAY

Posters shall be posted in designated areas as identified by each department

Streamers shall be hung on specific designated areas as assigned by the management.

Once these designated areas are already occupied, interested parties are advised to wait until a vacant space will be made available.

## 2. Guidelines for Kiosks/Tables/Booths

- a. All kiosks/tables/booths contracted for organizational activity shall pass through the Office of Student Affairs.
- b. Kiosk rental fee shall be on a P200.00 per day basis to be paid to the Business Office. Proceeds of the kiosk rental shall be given to the sponsoring department a week after the end of the activities. In the event that the sponsoring department shall charge additional amount for the rentals, they shall write a letter addressed to the Administrator



- g) The charged organization shall be given notification and explanation for any disciplinary action taken by the Committee on Student Organizations.
- h) An organization may appeal the imposition of any sanctions by the Committee on Student Organizations through the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development .
- i) Hearings shall be closed to the public and shall be properly recorded.

## B. Guidelines

### 1. Guidelines for Advertisements, Posters, and Signages

- a. No advertisement, posters, or signage shall be placed on glass doors, glass areas, and walls.
- b. Advertisements, posters, or signage shall be placed on bulletin boards by thumbtacks only. Staples or adhesive materials are not allowed.
- c. An organization will be allowed posting time of two-week duration posting and posters shall be removed a day after the activity.
- d. Advertisements, posters and signage that has been posted but not approved by the Office of Student Affairs will be removed and the individual/s or organization/s will be liable to disciplinary action.

#### APPROVAL TO DISPLAY

- 1) All Posters and Streamers shall be approved by the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development at the Office of Student Affairs, they will be assessed according to content, size, location and length of display time.
- 2) Signature of approval must be affixed prior to display.

#### CONTENT:

Must not be offensive and must be related to IDC activity.

#### SIZE:

The following are the specified measurements for:

## I. GUIDANCE SERVICES

### A. Services Offered:

- 1. **Individual Inventory** – This service is designed to gather all reliable data, information and records, and to assemble and compile these materials for their functional use. All data and pertaining information that have been gathered from each student are entered in the Cumulative Record.
- 2. **Orientation** – This service is made up of systematically designed activities to assist students in their adjustment to college life.
- 3. **Information** – This service provides certain kinds of information not ordinarily provided through the instructional program during the regular period instruction. It gives a continues program on educational opportunities and important facts concerning personal and social adjustment. Such information is necessary to guide students in making intelligent vocational or educational choice or in undertaking personal and social adjustments.
- 4. **Counseling** – This services as the heart and center of the guidance services, is designed to help a student attain maximum self-realization and development in order to become a fully integrated mature and responsible person through individual or group session.
- 5. **Referral** – This service is provided to assists teachers with students having academic difficulties and personal problems.
- 6. **Placement and Follow- Up** – These services are designed to assist graduates seek gainful employment and maintain a data base for reference purposes. This includes announcement of job opportunities and referrals of employable undergraduate and graduate students.
- 7. **Vocational and Career Guidance** – These services are geared towards providing assistance to students by providing them with alternatives to make intelligent choices in their professional fields of endeavor.

8. **Consultation** – This service is designed to assist students as they deal with immediate problems and enhance their long-term capabilities for problem-solving by seeking help from other professions as needed.
9. **Classroom Guidance** – A program of activities specifically designed to address the adjustment needs of students in the different year levels as they pursue their field of professional endeavor.
10. **Scholarship and Financial Aid** – These services aim to assist economically disadvantaged but deserving students.
11. **Testing** – This service uses standardized psychological test to be administered, scored and objectively interpreted to students for awareness and realization of their potentials and interest and other factors as defined in the following descriptions of psychological test available in the Center:
  - a. **Personality Test** – This test is designed to yield information about a person’s characteristics, traits, behavior, attitude, opinions, and/or emotions.
  - b. **Occupational Inventory** – this test is designed to assist students in self-exploratory, vocational, expectation, and career development
  - c. **Intelligence Test** – This test is designed to measure level of intelligence.
  - d. **Achievement Test** – This test is designed to measure a person’s previous learning in a specific academic area. It also referred to as Test of Knowledge.
  - e. **Stress Profile** – The stress profile provides data in areas related to stress and health risk and is based on the cognitive-transactional approach to stress and coping.
  - f. **Diagnostic Test** – An inventory for use of professionals who provide counseling services to college students. It provides measures of psychological distress, relationship conflict, low self-esteem and academic and career choice difficulties.
  - g. **Work Values Scale** – A tool which can be used to assess work values.

## b. Disciplinary Procedures

- 1) When the Committee on Student Organizations receives information that an organization has allegedly violated any IDC rules and policies, they shall investigate the alleged violation.
- 2) Upon completing the investigation, the Committee on Student Organizations shall summon the authorized representative/s and adviser of the organization for a hearing. The guidelines for the hearing are as follow:
  - a) The authorized representative/s and the adviser shall be given a written notification of charges at least five (5) business days before the hearing.
  - b) Should the authorized representative/s and the adviser fail to attend the hearing after having been duly notified, the session may proceed ad a decision may be made in their absence.
  - c) The hearing shall deal only directly with the organization charged and not through any third party.
  - d) The charged organization through the authorized representative/s and the adviser shall have the opportunity during the hearing to present their own account of the incident/s and to present witness/es to the incident, as well as opportunity following the hearing to submit written statement/s. Any witness, other than the witness to the incident, is permitted only at the discretion of the panel.
  - e) The charged organization through the authorized representative/s and the adviser shall have the opportunity to hear and respond to all information presented during the hearing. A charged organization’s questions and responses may be directed only to the hearing panel.
  - f) The Committee on Student Organizations shall not make any final decision about a charged organization before the hearing is completed.

## 6. Rights and Duties

### a. Recognition and Activities

The official registration of a recognized student organization authorizes it to:

- 1) use the title of Iloilo Doctors' College as part of its name.
- 2) use the facilities of the College, subject to the approval of the VP for Student, Alumni Affairs through the Office of Student Affairs.
- 3) solicit membership on campus.
- 4) participate in homecoming and other College activities as an organization.
- 5) participate in fund-raising, social and service activities on College property.
- 6) gain access to room reservations and sign postings.

## 7. Discipline

The College reserves the right to recognize student organizations. The purpose of recognition is for IDC to acknowledge the presence of the organization on campus and assist in the formation and overall operation of student organizations. Upon application, it is understood that the organization agree to adhere to guidelines established by the College. All student organizations are subject to the rules and regulations governing the College found in the Student Handbook and those set by the Committee on Student Organizations.

### a. Implementation of Regulations

Charges of violations by a student organization shall be submitted to the Committee on Student Organizations through the Office of Student Affairs. The Committee on Student Organizations may impose the following sanctions if deemed necessary:

- 1) Cancellation of recognized status.
- 2) Imposition of restitution for damages.
- 3) Removal of any officer/s or member/s from the organization or prevention from participating in its activities.
- 4) Restriction of any of the privileges or rights enjoyed by organizations.

## B. Scholarships

### GENERAL RULES & GUIDELINES

1. All student/pupil of Iloilo Doctors' College may have the chance to enjoy a scholarship, a work grant, or any financial assistance from the college provided s/he has been formally accepted and has received official notification of the scholarship award.

2.. All scholarships, financial aid, grants, or special privileges/benefits administered by the college observes the "NO CASH OUT" policy.

3. Scholarships are not automatically granted but must be applied by the student/pupil within the 2 weeks after the official opening of classes. All scholarship renewal will be done every semester.

4. All scholarship applicants for new Working Students and IDC Financial Grant will be evaluated at the start of the first semester of every Academic Year. All applicants must satisfy all scholarship requirements set by the IDC Scholarship Program on or before the 2<sup>nd</sup> Friday of the month of May of the year applied.

5. Recipients of IDC Scholarship Program must carry the full study load (units or hours) or at least the equivalent number of units or hours as prescribed for students with the regular curriculum for the semester unless otherwise specified.

6. No student/pupil shall enjoy plurality of scholarships simultaneously in one semester or year. However, a student/pupil who has a non-campus-based scholarship can still apply and avail himself/herself of any IDC Scholarship Program pending the review of the Scholarship Committee.

7. Scholarships are granted only for the regular Academic Year. There are no scholarships during the Summer unless otherwise specified.

8. All scholarships/grants should be approved and regularly reviewed at the end of each semester by the Scholarship Screening and Review committee.

9. All Incomplete (INC) grades should be complied before the deadline of the scholarship application. Otherwise, the scholarship will be automatically forfeited.

10. Application with the complete requirements/documents will be considered for review in the selection process by the Guidance Services Office and Center for Psychological Testing ( GSO-CPT). It is the applicant's responsibility to verify if all necessary documents have been received by the GSO-CPT personnel in order for the application to be considered complete for processing by the Committee on Review and Selection.

11. Members of the Committee on Review and Selection are the following:

- |   |                           |
|---|---------------------------|
| a. Scholarship Program Coordinator                    | e. Director for Admission |
| b. Head, GSO-CPT                                      | f. Registrar              |
| c. Sports Director                                    | g. Administrator          |
| d. VP for Student/Alumni Affairs & Sports Development |                           |

12. Scholarship Committee on Review and Selection regular meeting will be done after the deadline has met.

13. All scholarship application approval will be signed by the following:

- |   |                  |
|---|------------------|
| a. Scholarship Program Coordinator                        | c. Head, GSO-CPT |
| b. VP for Student, Alumni Affairs<br>& Sports Development | d. Administrator |

14. The College reserves to itself the right to cancel or discontinue a scholarship grant at any time for justifiable reasons.

15. Once the grantee had failed to meet the criteria for renewal or continuance, he/she is no longer qualified to reapply for the same scholarship category.

## IDC SCHOLARSHIP PROGRAM SUMMARY

A. **CAMPUS-BASED SCHOLARSHIP:** Scholarships offered and funded by Iloilo Doctors' College. It is granted to students/pupils in all programs of study offered at IDC. The grant is given to qualified applicant for a semester only and is reviewed every semester until graduation. Renewal is upon evaluation of the students/pupil's continued financial need and exemplary academic performance.

I. **ACADEMIC SCHOLARSHIP.** This scholarship is open to all incoming students as well as currently enrolled students/pupils who are intellectually and academically proficient.

Academic Scholarships are as follows:

A. **ENTRANCE SCHOLARSHIP** – Scholarships offered to incoming students who have graduated from High School as Valedictorian and Salutatorian. The scholar will avail for one semester a full or partial exemption from the payment of tuition only.

i. **Full Scholarship:** A full exemption (100%) from the payment of the regular tuition only is granted to High School Valedictorian who graduated from a class of not less than 40 students.

ii. **Half Scholarship:** Exemption from the payment of 50% of regular tuition only is granted to High School Salutatorians who graduated from a class of not less than 40 students.

iii. **Quarter Scholarship:** Exemption from the payment of 25% of the regular tuition only is granted to High School Valedictorians and Salutatorians who graduated each from a class of less than 40 students.

2) Registered student organizations shall fill up an annual registration form available at the Office of Student Affairs.

3) The Calendar of Activities for the following academic year shall be submitted to the Committee on Student Organizations through the Office of Student Affairs.

4) A Report of Activities held in the just concluded academic year together with a Financial Report shall be presented.

b. Re-Registration

1) A registered student organization with registered status that has been cancelled by the Committee on Student Organizations may apply for re-registration no sooner than six (6) months following the date of such cancellation.

2) Re-registration of student organizations shall be approved by the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development, Committee on Student Organizations, and Board of Directors.

## 5. Annual Review

a. All recognized student organizations shall pass a Report of Activities held in the just concluded year and a Financial Report to the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development through the Office of Student Affairs two (2) weeks before the end of the second semester.

b. The Committee on Student Organizations shall review all the reports prior to the start of the new academic year.

c. If the Committee on Student Organizations determines that an organization may be in violation of any provision set forth in the Student Handbook rules and policies, institutional rule, or administrative rule, the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development shall conduct an investigation.

probation period of one (1) semester shall be given to the organization

- 6) If no violations are noted during the probation period, the organization may be able to apply for recognition.

c. Refusal to Register

- 1) Registration shall be denied if the evidence shows that the proposed organization is in conflict with the educational process of the school or any of the following:
  - a) the regular and orderly operation of the school
  - b) the requirement of appropriate conduct within the school community
  - c) the academic pursuits of teaching, learning, and other campus activities
  - d) the statutes and regulations of the school as stated in the Student Handbook
- 2) The Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development shall provide a written statement for refusal and its basis for doing so.

#### 4. Renewal of Registration

a. Requirements

Accreditations are valid for one academic year and may be renewed yearly. For renewal of accreditation, the following in two (2) copies each are to be submitted four (4) weeks after the official opening of classes for the first semester:

- 1) Every registered student organization shall furnish the Committee on Student Organizations through the Office of Student Affairs at the beginning of each academic year a complete list of the officers, members, and adviser/s. Such list shall be kept current and accurate throughout the academic year.

- B. **HONOR STUDENT SCHOLARSHIP.** A full or partial exemption from the payment of tuition only may be granted for one semester to students who have obtained the following weighted average of all subjects, including P.E. and NSTP/ROTC, during the previous semester, with no mark of Incomplete, Dropped, or Withdrawn due to academic deficiency or difficulty.

#### Grade Requirements

| Semestral Average | Lowest Grade in Any Subject | Tuition Fee Exemption |
|-------------------|-----------------------------|-----------------------|
| 1.00-1.25         | 1.75                        | 100%                  |
| 1.26-1.50         | 2.0                         | 50%                   |
| 1.51-1.75         | 2.25                        | 25%                   |

- C. **HONOR PUPIL SCHOLARSHIP.** Scholarship offered by Basic Education Department for the top 3 outstanding pupils in each Grade level for preparatory level & grade school department. The scholarship is renewable every year.

- a. 1<sup>st</sup> Honors – Full Scholarship. 100% exemption from the payment of the regular tuition.
- b. 2<sup>nd</sup> Honors – Half Scholarship. 50% exemption from the payment of the regular tuition.
- c. 3<sup>rd</sup> Honors – Quarter Scholarship. 25% exemption from the payment of the regular tuition.

Criteria:

- a. The first three highest ranking pupil of each Grade Level.
- b. Must not possess any record of habitual tardiness and absenteeism and behavioral sanctions.
- c. Must not have a letter mark lower than VS ‘Very Satisfactory’ equivalent to 85-89% in the grading areas of Character Development.
- d. With 3 years residency in Preschool and Grade School Department. (applicable for Preparatory, Grade 4,5,6)

Requirements:

- Scholarship application form
- Report Card
- Registration Form (RF)
- 1 pc. 2x2 ID picture

**II. IDC Financial Grant:** A financial grant offered by Iloilo Doctors' College to those economically disadvantaged students with exemplary academic performance.

A. Requirements to be accomplished by the New IDC Scholarship applicants:

1. Scholarship Application Form
2. Report Card/ Copy of Grades
3. Applicant's Profile
4. Qualifying Exam
5. Income Tax Return (ITR) or Certificate of Exemption if both parents are unemployed
6. Deadline for submission of scholarship application is every 3<sup>rd</sup> Friday of May of the year applied for
7. Qualified applicants will be evaluated based on the result of the qualifying exam, grades and their family's economic status using the point system.
8. Entrance Exam Result
9. 2x2 recent ID picture

B. Requirements for renewal of IDC Scholarship:

1. Scholarship Application Form
2. Report Card/ Copy of Grades\*
3. Registration Form

A. Chairman of the Board Financial Grant

Guidelines:

- a. Maximum number of scholars per year: To be determined by the IDC Scholarship Program Committee on Review and Selection
- b. Percentage of discount: 100% exemption on tuition and miscellaneous fee with stipend allowance

- 4) it can pass its Constitution and By-Laws and Calendar of Activities for the incoming academic year;
- 5) it is not under disciplinary penalty prohibiting registration; and
- 6) it conducts its affairs in accordance with the IDC Student Handbook rules and policies, institutional rules, and administrative rules.

b. Procedures

Steps which must be followed in order to achieve student organization registration:

- 1) Fill up a Student Organization Application Form available from the Office of Student Affairs or download it at the IDC website ([www.idc.edu.ph](http://www.idc.edu.ph)). All aspiring organizations shall apply within the first two (2) weeks after the official opening of classes for the first semester.
- 2) Submit the duly accomplished Student Organization Application Form to the Office of Student Affairs.
- 3) Upon receipt, the Head, Co-curricular Program & Activities and the VP for Student, Alumni Affairs and Sports Development shall review the application, recommend, and approve the adviser/s of the organization. Then the application shall be presented to the Committee on Student Organizations. The Committee shall review and approve the Constitution and By-Laws and the Calendar of Activities of the applying organization. They shall also recommend and approve the adviser/s for the said organization.
- 4) The committee shall then recommend approval of the new organization to the Board of Directors a week prior to the July Board meeting.
- 5) Once approved by the Board of Directors, a letter of approval shall be sent to the President of the organization. A

b. Non-institutional Organizations - organizations formed by individuals with a common purpose that are in accordance with the vision, mission, and goals of the College. These groups are required to apply for approval and recognition. They are the following:

- 1) Academic Organizations – These are organizations that are primarily aimed at supplementing the educational learning of the students’ specific course.
- 2) Clubs – These are organizations formed by a group of people united in a relationship and having common interest, activity, or purpose other than educational, religious, charitable, or financial pursuits.
- 3) Socio-civic – These are organizations whose purpose is to develop socio-civic awareness, community involvement, and sense of responsibility among IDCians.
- 4) Multi-faith – These are organizations whose purpose is to exercise one’s religious belief necessary in strengthening the individual’s spirituality through outreach programs, prayer meetings, and other activities.
- 5) Cultural – These are organizations whose aim is to deepen the awareness and appreciation of one’s own culture and heritage and strengthen relationships among students with similar cultural background.

### 3. Registration for New Organizations

a. Eligibility for Registration

An organization is eligible to register if:

- 1) its members are composed of at least ten (10) students enrolled in IDC;
- 2) it has a recommended adviser who is either a member of the faculty or an administrative staff;
- 3) it is able to have three (3) meetings prior to application and such meeting shall be properly documented;

c. Criteria : **Collegiate**

Weighted average: 1.50  
 Lowest final grade: 2.0

**High school grade for incoming freshmen**

Weighted average: 94  
 Lowest final grade: 87

***\*No failure, no mark of Incomplete, Dropped, or Withdrawn in all subjects.***

B. President Financial Grant

Guidelines:

- a. Maximum number of scholars per year: To be determined by the IDC Scholarship Program Committee on Review and Selection.
- b. Percentage of discount: 100% exemption on tuition and miscellaneous fee

c. Criteria : **Collegiate**

Weighted average: 1.75  
 Lowest final grade: 2.0

**High school grade for incoming freshmen**

Weighted average: 89  
 Lowest final grade: 85

***\*No failure, no mark of Incomplete, Dropped or Withdrawn in all subjects.***

C. Director / Stockholder Financial Grant

- a. Maximum number of scholars per year: To be determined by the IDC Scholarship Program Committee on Review and Selection.
- b. Percentage of discount: 50% exemption on tuition and miscellaneous fee

c. Criteria: **Collegiate**

Weighted average: **2.0**  
 Lowest final grade: **2.25**

**High school grade for incoming freshmen:**

Weighted average: **86**  
 Lowest final grade: **83**

***\*No failure, no mark of Incomplete, Dropped or Withdrawn in all subjects.***

\*Once the scholar was not able to meet the required grade, her/his scholarship will be automatically forfeited. S/He is disqualified to re-apply or be considered in any scholarship category under IDC Financial Grant.

III. **FINANCIAL AID:** Financial assistance given to qualified students to help supplement their financial requirements in the College and those who have made reasonable efforts to meet their financial needs through self support.

A. **WORKING STUDENT SCHOLARSHIP.** Students with limited financial resources who are willing to render service in any form to the College or to participate in the regular, school sponsored co-curricular activities may be granted a full or partial exemption/discount on tuition and miscellaneous fees upon completion of the required number of duty hours at the discretion of the College Administration.

Guidelines:

1. Must be a bona-fide student of IDC.
2. Shall be entitled to an allowance per hour at the discretion of the Scholarship Committee on Review and Selection deductible from the tuition and miscellaneous fees, otherwise, the grantee will pay the remaining amount of unaccomplished duty hours.
3. Working student applicants must satisfy all scholarship requirement set by the IDC Scholarship Program before the 3<sup>rd</sup> Friday of May of the year applied for.
4. Maximum number of scholars per semester: open
5. Number of units required:  
Minimum of 9 units  
Maximum of 25 units including NSTP/ROTC and P.E
6. Requirements for New working students:
  - a. Scholarship Application Form
  - b. Report Card/ Copy of Grades

- 3) approve the Constitution and By-Laws and Calendar of Activities of applying student organizations;
- 4) recommend and approve the adviser/s of student organizations;
- 5) monitor student organizations' observance of rules and regulations, policies, procedures, and requirements of the institution;
- 6) conduct annual review of student organizations and investigate those organizations that may be in violation of any provision set forth in the Student Handbook rules and policies, institutional rules, and administrative rules;
- 7) approve the renewal and re-registration of all student organizations; and
- 8) give recommendations on matters concerning student organizations to the Board of Directors.

## 2. Classification of Student Organizations

The Recognized Student Organizations of Iloilo Doctors' College shall be classified as:

a. **Institutional Organizations** - student organizations that are sanctioned by the school. They serve a primary function and help to support the vision, mission, and goals of the College. These groups, by nature of their design, are essential to the fundamental purpose of student learning. They need not apply for approval but shall pass requirements for registration. These may include:

- 1) Student Council
- 2) Performing Arts
- 3) Dance Troupe
- 4) Varsity Teams
- 5) Working Student Organization



## 5. Training and Education

- conduct of different lectures
- conduct of basic health skills training

# V. CO-CURRICULAR PROGRAMS & ACTIVITIES

## A. Student Organizations and Activities

### IDC Policies and Guidelines for Student Organizations

Iloilo Doctors' College recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen field of endeavor. For this purpose, it encourages the formation of student groups which pursue clearly established common objectives and the initiation of student-directed endeavors set up along social, cultural, religious, literary, educational, and recreational aspects.

### 1. Committee on Student Organizations

#### a. Composition

The Committee on Student Organizations shall be composed of the council adviser of each academic department for that particular school year and shall be chaired by the Vice President for Student, Alumni Affairs and Sports Development with the Head, Co-curricular Program & Activities.

#### b. Functions

The Committee on Student Organizations shall:

- 1) study the Constitution and By-Laws of applying and existing student organizations to determine their alignment/consonance with the educational goals and mission of Iloilo Doctors' College;
- 2) determine whether proposed activities of organizations do not conflict with the operation of the school and its educational process;

- c. Income Tax Return (ITR) of parents or Certificate of Exemption if parents are unemployed
- d. Entrance Exam Result
- e. Applicant's Profile
- f. Interview with parents and applicant
- g. Class Schedule
- h. Qualifying Exam result
- i. 2x2 recent ID picture

### 7. Requirements for Renewal of working students:

- a. Scholarship Application Form
- b. Grades from the previous semester
- c. Registration Form
- d. Class Schedule
- e. A Satisfactory evaluation of work performance/ recommendation from the requesting department conveying its interest for the renewal of the services of the working student.

### 8. Criteria:

- a. No failure, no mark of Incomplete, Dropped, or Withdrawn in all subjects upon application. Incomplete grades should be complied before the end of the semester. Otherwise, the scholarship will be automatically forfeited.
- b. Willing to work the equivalent number of duty hours required to cover the total tuition and miscellaneous fees, upon the discretion of the School's Administration

### 9. Successful applicants will be notified.

10. Working Students are required to render a minimum of 20 hours per week or 80 hours per month to be able to qualify for application and renewal of scholarship. Failure to comply will have its corresponding sanctions.

11. Approved applicants shall secure an official working student identification card, DTR (Daily Time Record) and the official Working Student Daily Time Record (WSDTR) form from the GSO-CPT. DTR and WSDTR form are issued at the start of every month and should be passed immediately at the end of every month. Rendering of duty hours without the new DTR

& WSDTR would mean forfeiture of the rendered duty hours of the specified month until procurement of such is done.

12. The school reserves to itself the right in the choice of working students and may discontinue the allowance and services at any time for justifiable reasons such as but not limited to:
  - a. Breach of disciplinary or school regulations, norms of conduct, and other analogous reasons stated in the student handbook.
  - b. Violation of the IDC Scholarship Program General Rules & Guidelines
  - c. Failure to pursue the course continuously
  - d. Poor work performance evaluation

B. AFPEBS-IDC EDUCATIONAL BENEFIT SYSTEM – Educational undertaking provided by Iloilo Doctors’ College to support the tertiary education of the legitimate/legitimated dependents of military personnel.

Program Benefits & Beneficiaries:

|                            |   |
|----------------------------|---|
| Any course offered by IDC: | 4 Scholarship Slots<br>100% exemption on tuition & miscellaneous fees |
| BS Nursing:                | 1 Scholarship Slot<br>100% exemption on tuition & miscellaneous fees  |
| Doctor of Medicine:        | 1 Scholarship Slot<br>100% exemption on tuition & miscellaneous fees  |
| Any course offered by IDC: | 5 Scholarship Slots<br>20% exemption on tuition fee only              |

IDC scholarship application requirements for AFPEBS-IDC Educational Benefit System

1. Scholarship Application Form
2. Registration Form (RF)
3. Copy of Grades/Report Card

Community involvement is a key element of a successful school. Iloilo Doctors’ College enables communities to organize themselves to ensure that the school stays focused on its Vision and Mission and that interventions provided by different activities, programs and services are sustained. Community involvement in education unlocks local resources and energies and makes Iloilo Doctors’ College more accountable creating a better platform for sustainability. To this end, the school works with communities and allocates resources for capability-building programs for community groups of the Colleges and School of Iloilo Doctors’ College, through the Social and Community Relations Office (SCRO) with department community-link-person as front liners.

ILOILO DOCTORS’ COLLEGE is concerned with health development, hence premium is given to involvement in community living.

Students, administration, academic and non-academic employees and alumni can participate in the following activities :

1. Community Organizing
  - meetings with community people and officials
  - identification of partner community
  - information dissemination
2. Health Care Services Delivery
  - medical/dental check-up
  - minor surgery
  - laboratory examinations
  - medical missions
3. Environmental Protection
  - tree planting
  - gardening
  - environmental clean-up
4. Socio-Economic Alleviation Programs/Projects
  - simple bookkeeping lectures
  - provision of income generating projects based on the needs of the community

contain the name of the alleged harasser, the department of the alleged harasser, and a detailed description of the incident, to the (1) respective department head and (2) to the Office of the Student Affairs.

Upon receipt of the written and signed complaints, the department head concern shall immediately issue a memorandum to the alleged harasser, attaching therewith a copy of the complaint. Thereafter, the alleged harasser shall be given time to file his written and signed reply to the aforementioned complaint. After the expiration of the time given to the alleged harasser to file his reply, the department shall conduct an investigation. The investigation may include oral interviews and may require the submission of written statements from the complainant, the alleged harasser, and any witness(es), to ascertain the truth behind the controversy. Thereafter, the department head, and the Office of the Human Resources or the Office of the Student Affairs, shall resolve the incident.

If the complaint is determined to be unfounded and without merit, the complaint will be dismissed. If the complaint is determined to be meritorious and founded on legal and factual grounds, the alleged harasser's head and/or supervisor, in conjunction with the Office of the Human Resources, shall take the appropriate disciplinary action.

The Office of the Student Affairs shall be furnished a copy of the resolutions of any and all complaints.

#### **IV. SOCIAL & COMMUNITY INVOLVEMENT PROGRAM**

Schools today are not only concerned with the transmission of knowledge from teacher to students and the discovery of knowledge through research but also with the application of that knowledge to provide solutions to problems of the community to which they belong.

Through a complete, adequate and integrated system of education relevant to national development, students are provided program activities that allow them to be immersed in communities. This is especially true of schools involved in the education and training for practical professions.

4. New applicants should present an Official Recommendation Letter from AFPEBSO.
5. Renewal of scholarship application should only be granted to applicants who have presented an Official Continuance Letter from AFPEBSO.

For the detailed description of the abovementioned scholarship please refers to Memorandum of Agreement (MOA) and Implementing Rules and Regulations (IRR) between Armed Forces of the Philippines Educational Benefit System (AFPEBS) and Iloilo Doctors' College.

VI. SERVICE SCHOLARSHIP: scholarships offered to students who have special skills, talents and abilities. These also include scholarships for students who possess distinctive traits and potentials to become future leaders.

- A. ATHLETIC SCHOLARSHIP. IDC Varsity Sports Program covers recruitment and training of varsity athletes and participation of varsity teams in the Iloilo PRISAA, Regional and National Sports competitions. The program recognizes the athletes' contribution in promoting and projecting the good image of the School. The potential IDC varsity athletes are mainly fresh high school graduates and occasionally transferring from other schools. They are selected and given tuition fee grants and other incentives. The incentives are given after the athlete meets the academic standards of the School. Athletes or varsity players enjoy full or partial tuition fees and/or miscellaneous fees discount depending on their classification. They are classified as follows:

Tuition Fee Grants:

- Class A – Free tuition and miscellaneous fees
- Class B – Free tuition fees only
- Class C – 75% tuition fee discount
- Class D – 50% tuition fee discount
- Class E – Uniform only

Athletic scholarship application requirements

1. Scholarship Application Form
2. Registration Form (RF)
3. Copy of Grades/Report Card

4. Scholarship Application should be complied within two (2) weeks after the official opening of classes. Renewal is done every semester.

## B. STUDENT SERVICE GRANT

1. President of the Supreme Student Council
  - a. Maximum number of scholars per semester: 1
  - b. Percentage of discount: 100% exemption on tuition only
  - c. Qualification: President of the Supreme Student Council
  - d. Criterion: Election of Supreme Student Council
  - e. Requirement:
    - 1) Scholarship Application Form
    - 2) Certification from the Office of the Student, Alumni Affairs & Sports Development
    - 3) Notarized memorandum of agreement
    - 4) Registration Form
  - f. Condition:
    - 1) Scholarship is for the duration of incumbency only
    - 2) Should be regularly/ consistently performing his/her duty as president
    - 3) Revocable anytime if performance of function is deemed inappropriate
    - 4) Scholarship can be revoked/ or refunded from the student anytime he/she is removed from office during his/her term by means of resignation or any failure in delivery of function.
2. IDCian Editor-in-Chief
  - a. Maximum number of scholars per semester: 1
  - b. Percentage of discount: 100% exemption on tuition only
  - c. Qualification: Editor-in-Chief of IDCian

any verbal attack intended to provoke the victim to immediate physical retaliation.

- b. Discriminatory harassment is, in addition to the definition given above, accompanied by intentional demeaning expressions concerning the race, gender, religion, age, sexual orientation or disability of a person.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
  - c1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in school activities;
  - c2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic personnel decisions affecting the individual; or
  - c3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive school environment.

## 2. Procedure

- a. Any incident of harassment by a student toward any other student or toward school officials, teaching or non-teaching personnel, and the complainant cannot or does not desire to resolve the issue directly with the alleged harasser, should be reported to the Office of the Student Affairs. Any alleged incident of harassment by a student will be handled in accordance with the disciplinary procedures of the school as contained in this handbook.
- b. Any incident of harassment by a school official, teaching or non-teaching personnel toward a student, and the complainant cannot or does not desire to resolve the issue directly with the alleged harasser, should initially be reported to the department head of the school official, teaching or non-teaching personnel concerned. The student shall file written and signed complaints, which shall

The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission the opportunity to review the case in the event the student makes and files and appeal with the Commission.

- 4) Expulsion – a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case.

## ANTI HARASSMENT POLICIES

The school believes in the intrinsic value of every human being. It is, moreover, committed to the dignified participation of all its members in the educational endeavor it fosters. Accordingly, the school prohibits harassment of any kind by school officials, teaching and non-teaching personnel, and students. However, the school also believes in free expression and advocacy of ideas, and it is for this reason that harassment is defined herein with great caution.

### 1. Definition of Terms

- a. Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile, intentional and persistent badgering addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any school activity, or

e. Criterion: Writing skills

f. Requirement:

- 1) Scholarship Application Form
- 2) Certification from the IDCian Adviser
- 3) Notarized memorandum of agreement
- 4) Registration Form

g. Condition:

- 1) Must render full time work as editor in chief until the completion of the IDCian assigned to him/her.
- 2) Revocable/Be refunded to the school anytime there is failure in function or resignation.
- 3) Credentials will be withheld until completion of task/duty as Editor-in-Chief

### 3. Gazette Editor-in-Chief

- a. Maximum number of scholars per semester: 1
- b. Percentage of discount: 100% exemption on tuition only
- c. Qualification: Editor-in-Chief of Gazette

d. Requirements:

- 1) Scholarship Application Form
- 2) Certification from the IDC Gazette adviser
- 3) Notarized memorandum of agreement
- 4) Registration Form

e. Condition :

- 1) Must render full time work as Editor in Chief of Gazette
- 2) Revocable/Be refunded to the school anytime there is failure in function or resignation
- 3) Credentials will be withheld until completion of task/duty as Editor-in- Chief

**B. NON-CAMPUS-BASED SCHOLARSHIP:** scholarships which are determined and financed by the donor organizations and outside persons or entities. Candidates applying for such scholarships shall conform to the requirements

and conditions stipulated in the scholarship grants. These scholarships may or may not require their own specific application to be completed but may have specific requirements to be submitted. Check with the scholarship screening and review committee for the correct application process of particular non-campus-based scholarships of interest.

#### A. CHED

1. PESFA – Private Education Student Financial Assistance
2. NISGP – National Integration Study Grant
3. SEGEAP – Selected Ethnic Group Education Assistance Program
4. Study Now Pay Later Program
5. State Scholarship Program

#### B. TESDA

Tagipusuon Foundation

#### C. Iloilo City Scholars

In order to avail himself/herself of educational benefits, a student must submit to the scholarship screening committee an Authorization Certificate or Notice of Award for educational privileges from the office or agency concerned.

## II. ADMISSIONS

### A. General Policies and Procedures

The policies, rules and regulations stated below are generally applicable to all colleges and academic departments of the ILOILO DOCTORS' COLLEGE.

The different academic departments has additional departmental specific handbook. Kindly procure such from your department.

### B. Admission and Registration

Admission to the Iloilo Doctors' College may be granted to those students who present valid credentials and who meet the admission

1) **Suspension** – a penalty that allows the higher education to deprive or deny the erring student from attending classes for a period not exceeding twenty per cent (20%) of the prescribed total class days for the school term. A penalty of suspension for a period more than twenty per cent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty per cent (20%) of the prescribed total class days for the school term.

2) **Non-readmission** – a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

3) **Exclusion** – a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

- 2) If the student denies the accusations or alleges some factor matter in justification or mitigation of the offense the institution shall form a fact-finding committee to hear and receive evidence;
- 3) In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice;
- 4) The student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf;
- 5) The fact –finding committee must consider the pieces of evidence presented, and receive the proceedings;
- 6) The student shall be informed in writing of the decision promulgated in his case; and
- 7) If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.

Section 106. Preventive Suspension and Categories of Administrative Penalties. A student under investigation may be preventive suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises.

The administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations, are provided and categorized as follows:

requirements and other conditions prescribed by the college or academic department in which they seek enrollment.

The COLLEGE reserves the right to deny admission to any student on grounds of academic, moral or behavioral considerations.

1. High School Graduates enrolling in college for the first time shall present, accomplish or submit the following:
  - a. Form 138-A, or its equivalent;
  - b. Certificate of good moral character and conduct duly signed by the Head or High School Principal of the school last attended;
  - c. Birth Certificate;
  - d. Two pcs. 2x2 size, recent colored pictures;
2. Transferring students shall conform to the requirements and conditions set by the college or academic department where they want to enroll and shall present the following:
  - a. Transfer credentials (Honorable Dismissal) from the school last attended;
  - b. Student's copy of transcript of records, or its equivalent;
  - c. Birth Certificate;
  - d. Marriage Certificate (if applicable);
  - e. Certificate of good moral character and conduct signed by the Head or Dean of the school last attended;
  - f. Two pcs. 2x2 size, recent colored pictures.
3. Student who wish to transfer from one college or department to another within this college may submit a written request or petition

during the enrolment period to the Dean or Head concerned for his approval and shall present the following:

- a. Copy of grades;
  - b. Assessment of grades by the IDC Registrar;
  - c. Certificate of eligibility to transfer to other department (form available at OA);
  - d. Two pcs. 2x2 size, recent colored pictures .
4. Credentials submitted for enrollment become part of the school records and may not be withdrawn after registration. The COLLEGE reserves to itself the right to deny admission or to dismiss at any time any student who submits erroneous, and spurious false credentials. Such credentials cannot be withdrawn by the student.
5. Continuing Enrollment. Students previously enrolled in the college and desiring to continue their studies shall meet all the requirements for continuance of enrollment in the college or academic department concerned.
6. Cross-Enrollment. Cross-enrollment, also known as cross-registration or dual enrollment, in any subject in another school may be allowed to avoid delay in graduation or for some other equally serious reason. Request for such arrangement, approved by the Dean or Head of the college or department where the student is enrolled should be filed with the Registrar during the enrollment period.
7. Late Enrollment. No student will be considered officially enrolled after the enrollment period in the approved school calendar without the approval of the CHED. A late registration of P50.00 will be charged to the student who enrolls after the first day of classes every semester.
8. Enrollment of Foreign Students.

- 2) Where the misconduct involves or affects a student's status, or the good name and reputation of the school.

Section 103. **Authority to Promulgate Institutional Policies, Rules and Regulations.** Every private higher education institution shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of this Manual for the maintenance of school discipline and class attendance. Such rules shall contain an enumeration of specific offenses and their corresponding penalties. However, a student's liability shall not be confined to the offenses specifically identified and defined in the school's code or rule of discipline because several offenses may be so generally worded as to encompass a number of related wrongdoings. Such rules and regulations shall be effective as of the date of promulgations and notification to students in an appropriate school issuance or publication.

Section 104. **Disciplinary Sanctions.** A school official or personnel shall have the right to impose appropriate and reasonable disciplinary measures for minor offenses or infractions of good discipline committed in their presence, provided, that no cruel or physically harmful punishment shall be imposed upon any erring student.

Section 105. **Administrative Actions and Proceedings.** A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any student for violation of its disciplinary rules and regulations. Any administrative action files against a student must comply with the minimum standards of due process prescribed herein as follows:

- 1) The student must be informed in writing of the nature and cause of any accusation against him and required to answer the accusation in writing. If the student is a minor, the parent or the guardian shall be furnished with a copy of show cause letter;



After the expiration of the period to file memoranda, the Office of the President shall resolve the appeal. The decision of the Office of the President shall be served on the parties and shall be final and executory. Thereafter, the entire records shall be returned to the Office of the Student Affairs.

In cases where the penalty of expulsion is imposed the entire record of the case shall be forwarded to the Regional Office of the Commission on Higher Education.

## **ADHERENCE TO THE 2008 MANUAL OF REGULATION FOR PRIVATE SCHOOLS**

ILOILO DOCTORS' COLLEGE adheres to, and adopt as part of the Code of Discipline Sections 101 to 106 of the 2008 Manual of Regulation for Private Schools.

Section 101. **Student Absences.** A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject except in the instances as follows:

- 1) When the institution adopts a different attendance policy for students who belong to the upper half of their classes; and
- 2) When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping-up with lessons, assignments and examinations. A faculty member may exempt a student who incurs absences beyond the twenty per cent (20%) limit, but with the approval of proper school authority.

Section 102. **Authority to Maintain School Discipline.** Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus, and beyond school hours, term or year in the instances as follows:

- 1) Where school policies or regulations were violated;  
and

8.1 Foreign students or aliens desiring to study in the Philippine schools are covered by the following rules and regulation issued by the CHED.

- a. No alien shall be enrolled in any school, college or university, public or private, without his valid Alien Certificate of Registration (ACR) issued by the Commission on Immigration and Deportation to the Philippine-born alien or permanent resident; or Study Permit issued by the CHED to a temporary foreign visitor or non-immigrant alien.
- b. A certified photocopy of the alien student's ACR or original Student Permit shall form part of his permanent records.
- c. No alien shall be enrolled if he uses an alias or any name, not authorized by Philippine Laws, or his name appearing in his ACR or Study Permit does not correspond to that in his report card.
- d. All temporary visitors such as members of dependents of the diplomatic corps, treaty traders, foreign government officials, foreign missionaries, etc. desiring to study in any educational institutional are required to secure first Study Permit from the CHED before they are allowed to enroll.

8.2 No credit earned shall be recognized by the CHED for any violation of the above regulations in the admission of alien or foreign students.

8.3 No student coming from a School in a foreign country shall be admitted without prior authority from the CHED.

9. Registration or Enrollment Procedure. Students shall register during the registration days specified in the College Calendar or by the college or academic department concerned. They are advised to secure the directions for the registration from the Offices of the Admissions or the Dean or Head of the academic department where they wish to enroll.

10. Adding, Changing and/or Dropping of Subjects. Adding, changing or dropping of subjects shall be done using the form provided within the first eight (8) days after the close of registration with the approval of the Dean or Head. Students who fail to drop or change the subject shall be charged for the subject and shall be given a grade of failure.
11. Withdrawal from a Subject or Course. A student who desires to withdraw later from a subject or course must notify the Dean or Head of the Department concerned and the Registrar, unless proper notification is duly made to said authorities, such withdrawal will not be considered official.

### C. Admissions Programs

#### 1. Information

This service provides basic information regarding the academic programs offered by the school, admission requirements, schedule of admission and enrollment.

#### 2. Recruitment

This program includes planning and implementation of recruitment in order to admit diverse and academically talented student.

#### 3. Admission

This program provides students of the different steps in the program procedure. This aims to facilitate efficient admission process.

### III. STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) to provide essential services to students that will aid students in reaching academic success. SAP includes food services, health services, security and safety and student discipline. Through coordination and linkages, barriers that may impede students' educational achievement are identified and properly addressed.

The notice shall contain an order requiring the parties to submit their respective written testimonies, in affidavit form, and other evidence to support their respective claims.

The parties involved shall be given a written notice of the scheduled disciplinary hearing at least ten (10) days prior thereto.

During the hearing, the School Disciplinary Committee may ask the parties and/or their respective witnesses clarificatory questions. The School Disciplinary Committee may ask such questions that will enable it to ascertain the truthfulness of the allegations constituting the violation(s) complained of the respondent student's defense or explanation. The School Disciplinary Committee may conduct as many hearings as it may deem proper under the circumstances. After the termination of the disciplinary hearing, the case shall be deemed submitted for decision. The School Disciplinary Committee shall decide the case within seven days from the date of submission for decision.

The decision of the School Disciplinary Committee shall be in writing and must be served on the respondent student. The decision of the Student Disciplinary Committee shall be immediately executory unless otherwise provided.

In cases where the committee orders restitution or indemnification, the same must be duly approved by the school's Executive Officer for Finance.

### PROCEDURE FOR APPEAL OR CASE REVIEW

Within a period of ten days from the receipt of the decision of the School Disciplinary Committee, the student may appeal the same to the Office of the President by filing a notice of appeal with the School Disciplinary Committee.

The School Disciplinary Committee shall immediately forward the entire records of the case to the Office of the President. Within five days from receipt of the entire records of the case, the Office of the President shall issue a written order requiring the parties to file their respective memoranda containing their arguments why the decision should be affirmed, reversed or modified.

6. Hazing.
7. Sexual harassment.
8. Physical assault against any person within school premises.
9. Instigation or leading illegal strikes or similar concerted activities resulting to stoppage of classes.
10. Commission of any act constituting a crime against persons, property, security, chastity as defined under the Revised Penal Code within the school premises.
11. Forming and joining gangs.

## **PROCEDURE**

A charge for violation(s) under this code involving major violations may be initiated by filing an incident report with the disciplinary officer of the department concerned; in cases where a written complaint, duly signed by the complainant, is filed before the disciplinary officer, he shall cause the same to be filed with the incident report. No anonymous complaints shall be entertained.

After the filing of the incident report, the committee shall conduct a preliminary investigation; if there is basis for the charge(s) the committee shall, in cases of major violations, refer the charge(s) to the School Disciplinary Committee for action; in all other cases, the committee shall summon the parties involved to disciplinary conference.

Within ten days from receipt of the referral from the committee on discipline, the School Disciplinary Committee shall issue a notice of charge(s) to be served on the student together with a copy of the complaint. The said notice of charge(s) shall contain the acts alleged as violation(s) and the specific provision of the code violated and shall advise the student of his right to be assisted by counsel.

The student shall have period of seven (7) days from receipt of the notice of charge(s) and a copy of the complaint within which to file his written answer or refutation.

Within ten (10) days from the expiration of the period to file the answer, the School Disciplinary Committee shall summon the parties involved to an administrative hearing. The School Disciplinary Committee shall notify the parties at least three days prior to the disciplinary conference.

## **A. Food Services**

A healthy lifestyle through providing nutritious and affordable food choices to the school community should be integral in promoting a holistic environment. The School Administration is encouraged to have a positive attitude towards a school canteen that supports healthy eating. This attitude is facilitated through a whole school approach to nutrition ----- providing information of food, nutrition and healthy eating habits that take into account values, attitudes and beliefs about food and eating. Students need to be involved in the process of establishing food service.

The School has two canteens, one situated at the Main Campus and the other at the Nursing Campus. Concessionaires offering a variety of foodstuffs at reasonable prices to both students and other school personnel.

Variety of food carts are also available at the main campus gazebo area.

## **B. Health Services**

The School has its own Physicians, Dentists, and Nurse. Students can avail themselves of the following Medical and Dental Services.

1. Daily Consultation, Medical and Dental
2. Daily Treatment, Medical and Dental
3. Daily Immunization: Hepa B, Influenza and Pneumonia
4. Education program for protection of students and school employees
5. Promotes good clinic hygienic practices
6. Health emergency preparedness (Trauma, simple wound care and cleansing)
7. Participation in conduct of drills and exercises (Fire, earthquake, etc., supervised by Bureau of Fire Protection)

## C. Student Guide to Iloilo Doctors' College Student Life Policies and Code of Discipline

### PREFATORY STATEMENT

Unity is an important element in the success of any school; and genuine unity can only be achieved if and when all parties and individuals involved in the school have a common understanding as to their respective roles and obligations.

ILOILO DOCTORS' COLLEGE recognizes its students as its most important asset. As a God-fearing institution, the school believes that everyone should be treated with respect, integrity and dignity. In return, the school expects loyalty, honesty, discipline and productivity from its students. Towards this end, we must have general policies, rules and regulations to govern our relationship. Respect for self and respect for others, both within and outside the College community, lie at the heart of our Standards of Conduct.

It is therefore the intent of this handbook to provide the students with a clear understanding of the mission and vision of the school and the policies, rules and regulations governing the achievement of its mission and vision. It also gives information on what you may expect from the school and what the school expects from you. Everyone plays an important role in the school. Each one has his own important task to perform.

It is expected that you will read this handbook and understand what it contains, and in doing so, you will be contributing towards building a harmonious and productive relationship.

### DEFINITION OF TERMS

- A. School – refers to Iloilo Doctors' College, including all the academic and non-academic departments and offices thereof;
- B. School Official(s) – refers to the administration and teaching and non-teaching personnel of the school;
- C. Student – refers to a person currently enrolled in any of the academic programs of the school, both undergraduate and postgraduate courses;

The parties involved shall be given a written notice of the scheduled disciplinary hearing at least five (5) days prior thereto.

During the hearing, the committee may ask the parties and/or their respective witnesses clarificatory questions. The committee may ask such questions that will enable it to ascertain the truthfulness of the allegations constituting the violation(s) complained of the student's defense or explanation. The committee may conduct as many hearings as it may deem proper under the circumstances. After the termination of the disciplinary hearing, the case shall be deemed submitted for decision. The committee shall decide the case within three days from the date of submission for decision.

The decision of the committee shall be in writing and must be served on the student. In cases involving minor violations, the student may appeal the decision of the committee to the Office within three (3) days from receipt of the decision by filing a notice of appeal. In cases involving major violations, the decision of the committee shall be automatically reviewed by the Office of Student Affairs.

In cases where the committee orders restitution or indemnification, the same must be duly approved by the school's Executive Officer for Finance.

In cases involving medium violations, the Office may affirm, reverse or modify the decision of the committee within seven (7) days from receipt of the decision of the committee. The decision of the Office shall be served on the respondent student and the same is executory upon receipt thereof, unless otherwise provided.

**C. MAJOR VIOLATIONS** – are acts considered as a direct threat to the person of school officials, students or property or reputation of the school.

1. conviction in court of any crime involving moral turpitude.
2. Immorality
3. Possession, distribution or sale of any regulated or prohibited drugs and paraphernalia within the school premises
4. Illegal possession of firearms and other deadly weapons inside the school premises
5. Forgery or tampering with school records and forms and securing or using forged school records, forms and documents

10. Vandalism of whatever kind and nature.
11. Improper use of computer facilities of the school.
12. Non-compliance with any lawful instruction or order of school officials.
13. Any act of disrespect towards school officials.
14. Any act of violence within school premises or school sanctioned activities.
15. Giving false testimony during any proceedings under this code.
16. Use of any prohibited or regulated drugs within school premises or coming to school under the influence of any prohibited or regulated drugs and alcohol.
17. Verbal assault against any person within the school premises.

## **PROCEDURE**

A charge for violation(s) under this code involving medium violations may be initiated by filing an incident report with the disciplinary officer of the department concerned; in cases where a written complaint, duly signed by the complainant, is filed before the disciplinary officer, he shall cause the same to be filed with the incident report. No anonymous complaints shall be entertained.

After the filing of the incident report, the discipline committee of the department where the incident report was recorded shall issue a notice of charge(s) to be served on the student together with a copy of the complaint, if there is any. The said notice of charge(s) shall contain the acts alleged as violation(s) and the specific provision of the code violated.

Within ten days from receipt of the notice of charge(s) by the student, he shall file his written answer with the committee issuing the notice of charge(s).

After the expiration of the period to file the answer, the committee shall conduct a preliminary investigation; if there is basis for the charge(s) the committee shall summon the parties involved to a disciplinary hearing.

The committee shall require the parties to submit their respective written testimonies and other evidence, if any.

- D. Code of Discipline – refers to the policies and procedures contained in this Handbook;
- E. Office of the Student Affairs – refers to the office which has appellate jurisdiction over decisions of the committee on discipline; in cases involving grave violations, upon referral by the committee on discipline, the office shall forthwith constitute a Disciplinary Committee which shall be composed of the Vice-president for Student Affairs and/or the Assistant Vice-president of Student Affairs for Student Welfare, who shall be the Chairman, Dean of the department wherein the respondent student is currently enrolled, a member of the Faculty and an Administrative Staff.
- F. Preliminary Investigation – is an initial assessment of the Disciplinary Committee if there is substantial basis to proceed with the conduct of the disciplinary or administrative hearing of the complaint against the student.
- G. Disciplinary Conference – it is a meeting called by the Chairman or any member of the Discipline Committee of each academic department for the purpose of setting the complaint. During said conference all avenues for an early resolution of the complaint shall be explored. If no settlement is reached or early resolution is arrived at then the case shall be elevated for Disciplinary Hearing.
- H. Disciplinary Hearing – this is a hearing called by the Advisory Board and shall be composed by Discipline Officer in charge during the Disciplinary Conference, Chairman of the Committee on Discipline of the academic department, the Dean, and a Faculty Member of the Academic Department where the student is currently enrolled, the student’s Guidance Counselor, and the parent if requested.
- I. Administrative Hearing – this is a hearing called by School Discipline Committee which shall be composed of the following: Vice-President of the Student Affairs and/or Asst. Vice-President of Student Welfare who shall act as Chairman, Dean and a Faculty Member of the Academic Department, Head of Guidance Office and an Administrative Staff.

## STANDARDS OF CONDUCT

It is the duty and responsibility of the students to know and familiarize themselves with school rules and regulations. Our policies and procedures are intended to contribute to the moral, intellectual, spiritual and social growth of the individuals and groups that constitute this community. We call students to accountability for their actions as a necessary part of our common life. Further, non-familiarity with the rules and regulations will not excuse the student from whatever consequence that such non-familiarity with the rules and regulations may cause, which may lead to the detriment and damage of the school and of the student.

It is the policy of the school to educate students of good moral character, students who aspire for excellence, students who are professional and trustworthy. It is also required of the students that they be honest, sincere, diligent and cooperative. It must be understood that each student is admitted to the school to acquire the knowledge and skills necessary for providing them with the best possible educational background to prepare them for a better life ahead. This can be accomplished if each and every student performs his work according to the standards of conduct of the school.

All students are required to wear the uniform prescribed by their respective departments. One set of uniform, one set of clinical uniform and duty shoes should be a compulsory requirement to be bought from the school. All badges and patches shall also be bought from IDC through the Auxiliary Department. Male students should come to class well-groomed, thus, long hair that touches the collar of their uniform, cover their eyes and ears, and other inappropriate hairstyles including the use of excessive and superfluous hair dyes, are prohibited. Male students are likewise prohibited from wearing earrings. Female students should also come to class well-groomed, thus they are prohibited from wearing ostentatious accessories and are prohibited from sporting inappropriate hairstyles including the use of excessive and superfluous hair dyes.

Upon the discretion of their respective departments, students may be allowed to wear civilian clothes on a Friday provided they wear their identification cards at all time while entering and when inside the school premises.

The committee shall decide the case within three days from the date of submission for decision.

The decision of the committee shall be in writing and must be served on the student. In cases involving minor violations, the student may appeal the decision of the committee to the Office within three (3) days from receipt of the decision by filing a notice of appeal. In cases involving medium violations, the decision of the committee shall be automatically reviewed by the Office.

In cases where the committee orders restitution or indemnification, the same must be duly approved by the school's Executive Officer for Finance.

In cases involving minor violations, the penalty imposed shall be immediately executory unless the student files the notice of appeal within the period allowed by this Code.

In cases involving medium violations, the Office may affirm, reverse or modify the decision of the committee within seven (7) days from receipt of the decision of the committee. The decision of the Office shall be served on the respondent student and the same is executory upon receipt thereof, unless otherwise provided.

**B. MEDIUM VIOLATIONS** – are acts considered as an indirect threat to the person of school officials, students or property or reputation of the school.

1. Gambling in any form.
2. Pornography of whatever kind within school premises.
3. Defacement or destruction school property.
4. Membership to organizations not recognized by the school.
5. Unauthorized use of school name which causes damage to the reputation and standing of the school or any of its officials or employees.
6. Publication of derogatory statements against the school
7. Conduct unbecoming within or outside of the school premises which causes damage to the reputation and standing of the school or any of its officials or employees.
8. Intoxication with alcohol based products while inside school premises, and the bringing, distribution or drinking of said product.
9. Cheating in any form.

## **PROCEDURE**

A charge for violation(s) under this code involving minor violations may be initiated by filing an incident report with the disciplinary officer of the department concerned; in cases where a written complaint, duly signed by the complainant, is filed before the disciplinary officer, he shall cause the same to be filed with the incident report. No anonymous complaints shall be entertained.

After the filing of the incident report, the discipline committee of the department where the incident report was recorded shall issue a notice of charge(s) to be served on the student together with a copy of the complaint, if there is any. The said notice of charge(s) shall contain the acts alleged as violation(s) and the specific provision of the code violated.

Within ten days from receipt of the notice of charge(s) by the student, he shall file his written answer with the committee issuing the notice of charge(s).

After the expiration of the period to file the answer, the committee shall conduct a preliminary investigation; if there is basis for the charge(s) the committee shall summon the parties involved to a disciplinary conference.

The committee shall endeavor to amicably settle the matter pending before it. In the event that no amicable settlement is reached by and between the parties, the committee shall require the parties to submit their respective written testimonies and other evidence, if any. Thereafter, the committee shall call for a disciplinary hearing.

The parties involved shall be given a written notice of the scheduled disciplinary hearing at least five (5) days prior thereto.

During the hearing, the committee may ask the parties and/or their respective witnesses clarificatory questions. The committee may ask such questions that will enable it to ascertain the truthfulness of the allegations constituting the violation(s) complained of the student's defense or explanation. The committee may conduct as many hearings as it may deem proper under the circumstances. After the termination of the disciplinary hearing, the case shall be deemed submitted for decision.

Students may also be allowed to wear civilian clothes when there are no regular classes, or after class hours, or during extra-curricular activities, do library research, and other school related activities inside the school premises. As a rule, students must at all times be in proper and decent clothing when inside the school premises. No vulgar and overly sexy clothes are allowed to be worn by a student when inside the school premises. Also, slippers are not allowed inside the premises. Tattoos of whatever kind are also prohibited.

The school adheres to the NO ID NO ENTRY POLICY. All students must wear their identification cards within the school premises at all times. Students who fail to present their identification card on demand by proper authorities will be asked to leave the school premises.

Any student who improperly uses his identification card shall be appropriately sanctioned. Any transfer, alteration, falsification or forgery of the identification card is prohibited. All information contained in the identification card must be correct. The identification cards must not be defaced or modified in whatever way. The use of stickers, pins or other items and/or designs affixed or attached to the identification card is also prohibited.

In cases where the identification card is lost, stolen or destroyed, the owner thereof must report the same to the Office of the Student Affairs. The student must process the replacement of the identification card immediately. An Affidavit of Loss or other documents may be required by the Office of Student Affairs as deemed necessary, and upon payment of the proper replacement fees.

Identification cards are absolutely non-transferable. Possession or use of another student's identification card, or allowing another to use one's identification card is prohibited.

Harmony, mutual respect and consideration for others demand that all students behave properly in the classrooms, laboratories, libraries and other facilities within school premises. All students must likewise observe proper decorum and must respect each other and all school officials, teaching and non-teaching personnel.

Vandalism of any kind is prohibited. Writing on walls, chairs and other pieces of furniture, blackboards, bulletin boards and the like, when not necessary or authorized, should be avoided.

Loyalty to, and appreciation for the school should encourage students to use the school properties with care and to keep the school facilities neat and clean.

Students are likewise expected to remain inside the classroom which classes are going on. No student shall leave the classroom unless permission is given by the teacher.

Smoking inside the classrooms is prohibited.

Use of prohibited drugs by any student regardless of age, whether public or private is strictly prohibited. Symptoms of drug use are:

Physical signs and symptoms of Drug Abuse Addiction:

- a. Slowed or staggering walk; poor physical coordination.
- b. Inability to sleep, awake at unusual times, unusual laziness.
- c. Red, watery eyes, pupils larger or smaller than usual; blank stare.
- d. Cold, sweaty palms; shaking hands.
- e. Puffy face, blushing or paleness.
- f. Smell of substance on breath, body or clothes.
- g. Loss of appetite, increase in body appetite, ant changes in eating habits, unexplained weight loss or gain.
- h. Extreme hyperactivity; excessive talkativeness.
- i. Runny nose; hacking cough.
- j. Needle marks on lower arm, leg or bottom of feet.
- k. Nausea, vomiting or excessive sweating.
- l. Tremors or shakes of hands, feet or head.
- m. Irregular heartbeat.

- C. **Major Violations** – are those violations with a penalty of exclusion and/or expulsion; second offense of any less grave violations committed in one semester or term shall be considered as a grave violation.

## LIST OF VIOLATIONS

- A. **MINOR VIOLATIONS** – are misdemeanors of students which include acts that impede orderly classroom procedure and/or interfere with the orderly operation of the school.
  1. Disorderly conduct or disruptive behavior in any form, and other disturbances of any kind
  2. Loitering in the school premises during regular class hours.
  3. Public display of affection in school premises.
  4. Smoking inside the school premises. Unauthorized bringing, distributing and drinking of alcoholic beverages
  5. Littering.
  6. Unnecessary use of school resources including but not limited to laboratory supplies.
  7. Improper use of school equipment, resulting to damage thereof.
  8. Installation or construction of unauthorized structures inside the school premises.
  9. Improper use of school identification card.
  10. Non-wearing or improper use of official school uniform
  11. Deliberate utterance of obscene and vulgar language
  12. Tardiness in official school activities or in class.
  13. Other improper conduct such as wearing of inappropriate clothing (sleeveless, mini-skirts, shorts, slippers and the like); grooming unbecoming such as wearing of earrings, sporting of tattoos and long hair for male students, superfluous hair dye and nail polish for female students.



**D. Expulsion** – A written order dropping the name of the student from the current school rolls, and excluding a student for admission and/or enrollment to any public or private school in the Philippines, upon approval of the Secretary of the Department of Education;

**E. Other Sanctions** – In addition to the appropriate imposable penalty/sanction for the offense/infracton committed, the student shall also be liable for the payment of such amount as restitution of and/or reparation for any material damage that the school may suffer as a consequence of the commission of the student of any offense. The school may impose other sanctions, just and equitable under the premises, which may be:

**E1. Restitution** – This is a reimbursement or payment for damage, destruction or misappropriation of school property or of any member of the school community. This supplements other principal sanction.

**E2. Retribution** – this sanction is meant to reformative in nature and as a recompense for misbehavior. This may come in the form of an apology, service to the school or community work related to the misdemeanor to help student understand and develop a sense of responsibility and social awareness. This may be imposed alone or co-existent with other sanctions.

**E3. Psychological assessment, alcohol and drug assessment** - this may be imposed on the student if he/she is found guilty of any psychological/psychiatric problems or addiction or dependence on alcohol and drugs. The student should then submit himself/herself to drug testing.

## CLASSIFICATION OF VIOLATIONS

**A. Minor Violations** – are those violations with a penalty of reprimand or warning.

**B. Medium Violations** – are those violations with a penalty of suspension; second offense of any minor violations committed in one semester or term shall be considered as a less grave violation.

Behavioral signs and symptoms of Drug Abuse and Addiction:

- a. Change in overall attitude/personality with no other identifiable cause.
- b. Changes in friends; new hang-outs; sudden avoidance of old crowd; doesn't want to talk about new friends; friends are known drug users.
- c. Sudden change in activities or hobbies.
- d. Drop in grades at school or performance at work; skips school or is late in school.
- e. Change in habits at home; loss of interest in family and family activities.
- f. Difficulty in paying attention; forgetfulness.
- g. General lack of motivation, energy, self-esteem, "I don't care" attitude.
- h. Sudden oversensitivity, temper tantrums, or resentful behavior.
- i. Moodiness, irritability, or nervousness.
- j. Silliness or giddiness.
- k. Paranoia.
- l. Excessive need fro privacy; unreachable.
- m. Secretive or suspicious behavior.
- n. Car accidents.
- o. Chronic dishonesty.
- p. Unexplained need for money, stealing money or items.
- q. Change in personal grooming habits.
- r. Possession of drug paraphernalia.

Furthermore, under Section 36-C of Republic Act No. 9165 otherwise known as "Comprehensive Dangerous Drugs Act of 2002", students of this institution shall pursuant to the related rules and regulation as contained in this handbook and with notice to the parents shall undergo a random drug testing. Provided, all drug testing expenses will be borne by the government. Provided further, that the Commission on Higher Education shall see to it that said provision is implemented.

All students duly enrolled in the school are entitled to the use of the library facilities subject to the existing library rules and regulations.

Students are expected to be proper and educated by showing courtesy and respect to all persons in authority, school officers, teaching and non-teaching personnel, fellow students, and visitors. They are to conduct themselves according to accepted social norms at all times.

Bulletin board announcements, streamers, posters and the like may be posted in the school premises provided they have been approved and signed by the Office of Student Affairs.

Installation or construction of structures such as tables, tents, and the like, may be allowed inside the school premises provided they have been approved and signed by the Office of Student Affairs.

Moreover, students are prohibited from loitering and staying along hallways and corridors and making noise while inside the campus.

Smoking while inside the school premises is also prohibited.

Proper decorum should be observed at all times.

Students are expected to conduct themselves as ladies and gentlemen outside the campus. Any behavior which will damage the name and reputation of the school will render the student liable to disciplinary sanctions. It is therefore imperative that the conduct themselves in proper decorum showing proper courtesy and respect for their fellow students, faculty and other school personnel even outside campus. All students are advised that any behavior, which will damage the name and reputation of the school, will render the student liable for disciplinary action.

## CATEGORIES OF DISCIPLINARY SANCTIONS

Discipline, being an integral part of the Educational process is of fundamental importance to the welfare of both the school and the students, and to the achievement of the mission and vision of the school. All students are expected to conduct themselves in a proper manner and are bound at all times to safeguard and promote the interest of the school. To this end, it is necessary that discipline and order be maintained.

It is for this reason that these rules and regulations has been written. These rules and regulations shall apply to everyone who is currently enrolled in the school. These specific guidelines are drawn to classify certain offenses inimical to the general welfare of the public, the school and its officials and personnel, and the students.

All students are always expected to conduct themselves in conformity with the established norms of behavior in their relationships with each other, with the school, and with the public.

Everyone is expected to familiarize himself with all the school policies rules and regulations and to abide by them.

Anyone found in violation of school rules and regulations are subject to disciplinary action commensurate to the violation committed. Sanctions should as much as possible be reparative instead of punitive. Therefore, measures should be exhausted before serious sanctions are resorted to.

The disciplinary sanctions that may be imposed on erring students are the following:

- A. **Reprimand or Warning** – A written censure addressed to the students;
- B. **Suspension** – is a penalty in which the school is allowed to deny or deprive students of attendance in classes for a period not exceeding 20% of the prescribed class day for the school year or term. The student is still eligible for readmission. Readmission after suspension is not automatic; a suspended student must submit a letter of application for readmission to the Office of Student Affairs. Readmission must be cleared by the Office of Student Affairs, the suspended student's academic department and the College Registrar. Furthermore, the student on suspension is barred from entering the school campus.
- C. **Exclusion** – A written order dropping the name of the student from the current school rolls, including denial of subsequent re-enrollment and/or re-admission. Transfer credentials may be issued upon compliance with required clearances;