**IDC HYMN**

We from the IDC
We combine all our efforts true
For the goal that is full 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.

We promise to hold thee up high
And keep thy teachings ever
And to hold our 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.
AGREEMENT

Date ______________

To Whom It May Concern:

I, ________________________________, a resident of ________________________________, enrolled at Iloilo Doctors’ College Basic Education Department – Grade School during the academic year 2014 -2015, hereby agree to following terms and conditions:

1. That I shall abide with the rules and regulations of the school now in force, as well as the rules and regulations that may be promulgated by the school from time to time.

2. That if I violate any of the School rules and/or standards embodied in the hand-outs or those which they may henceforth issue, I shall bind myself to whatever disciplinary action the school may impose upon me.

3. That I shall be of good moral character and shall conduct ourselves in a proper and irreproachable manner in my relation with the school authorities and fellow IDCians.

Student’s Printed Name and Signature ________________________________

Grade and Section ________________________________

CONFORME:

Parent’s Printed Name and Signature ________________________________
FOREWORD

We are glad that you have chosen Iloilo Doctors’ College-Basic Education Department to be your Alma Mater. We look forward to a fruitful relationship throughout your stay in this school. Therefore, we have come up with this Handbook for your perusal.

This Handbook serves to orient the students and parents about the organization, programs and policies of the school. This also aims to give the students the guidance they need in order to acquire the maximum benefit of education.

We strongly encourage our parents to read this Handbook and explain it to their children. May this Handbook serve as an initial guide to what the school can offer you and what the school expects of you.

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

FACULTY AND STAFF
ILOILO DOCTORS’ COLLEGE
BASIC EDUCATION DEPARTMENT
Iloilo Doctors’ College
Basic Education Department Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDC - BED Office</td>
<td>337 - 9232</td>
</tr>
<tr>
<td>Business Office</td>
<td>336 - 0775</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>337 - 2921</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>337 - 2272</td>
</tr>
<tr>
<td>Auxiliary Department</td>
<td>335 - 1641</td>
</tr>
<tr>
<td>Clinic</td>
<td>336 - 8006</td>
</tr>
<tr>
<td>Office of Students and Alumni Affairs</td>
<td>335 - 8262</td>
</tr>
</tbody>
</table>

HISTORY

It was in the year 2000, when the Iloilo Doctors’ College decided to open a Kindergarten School. The main purpose was to be of service to the employees of Iloilo Doctors’ College and Iloilo Doctors’ Hospital by providing basic education to their children. The school had only one class for children ages 3 to 6 years old. Three years after, it started to have a smooth progress as it opened 3 Academic Levels: Nursery, Kinder I and Kinder II. An immense rise in the population of the preschoolers happened in 2007 as it welcomed the children of many Ilonggos. That year also opened another academic program; the Preparatory Class. Child Learning Center has developed in various areas and has maintained quality education. The early graduates of Preschool are now on their flying colors in their respective schools. Another remarkable step forward in the Iloilo Doctors’ College – Basic Education Department is the opening of its Grade school levels. The school is now welcoming the school year 2014 – 2015 with the Fourth Grade.
VISION

Iloilo Doctors’ College - Basic Education Department is a school that aims to develop the child to become a creative thinker and a productive individual with virtues of profound faith, generosity, humility, and love.

MISSION

The school aims to provide the students with quality education by adhering to the highest standards in all aspects of its educational endeavor - the physical, intellectual, spiritual and moral. The school envisions continuing education to those children who have special talents in any field and help those who are deficient in any areas of learning. We endeavor to give every child the proper education that would develop him to become a well-rounded individuals and to become a dynamic beneficial member of the society.

GOALS

- To develop love for learning and critical thinking in each student;
- To recognize and nurture all human intelligences in each student;
- To cultivate each student’s creative and aesthetic faculties;
- To ensure that each student achieves his full intellectual, emotional, psychological, spiritual and social potential and become contributing member of the community;

Lupang Hinirang

Bayang magiliw
Perlas ng Silangan
Alab ng puso
Sa dibdib mo’y buhay.

Lupang hinirang
Duyan ka ng magiting
Sa manluluping
Di ka pasisil.

Sa dagat at bundok
Sa simoy at sa langit mong bughaw.
May dilag ang tula
At awit sa paglayang minamahal.

Ang kislap ng watawat mo’y
Tagumpay na nagniningning
Ang bituin at araw niya
Kalian pa ma’y di magdidilim.

Lupa ng araw, ng luwalhati’t pagsinta
Buhay ay langit sa piling mo.
Aming ligaya, na pag may mang-aapi
Ang mamatay ng dahil sa iyo.

Panatang Makabayan

Inilibig ko ang Pilipinas, aking lupang sinilangan
Tahanan ng aking lahi, kinukupkop ako at tinutulungan
Upang maging malakas, masipag at marangal.
Dahil mahal ko ang Pilipinas,
Diringgin ko ang p ayo ng aking mga magulang
Tutuparin ko ang tungkulin ng mamamayang makabayan;
Naglilingkod, nag-aaral at nagdarasal ng buong katapatan.
Iaalay ko ang aking buhay, pangarap, at pagsisikap sa bansang Pilipinas.
P.E. Uniform

- White T-shirt with IDC logo
- Navy blue jogging pants with logo and name of the school
- White rubber shoes

Officers and Board of Directors

Marie Griño-Caseñas, MD
Chairman of the Board

Rolando R. Padilla Sr., MD
President

Ma. Lourdes L. de Leon, MD
Vice-President

Therese Fileme P. Muyco, MD
Corporate Secretary

Aris S. Jardiolin, MD
Treasurer
Chairman, Committee on Order, Ethics and Discipline

Gil B. Villanueva, MD
Vice President for Academic Affairs

Christine Joy Aguirre-Trespeces, MD
Vice President for Student/Alumni Affairs and Sports Development

Ana Eva Tirador, MD
Vice President for Finance
Vice-Chair, Committee on Order, Ethics and Discipline

Ramilfo Zapanta, DMD, RIDC
Chairman, Committee on Audit

Teresa L. Bilbao
Chairman, Committee on Social and Spiritual Affairs

Alejandro A. Rivera Jr., MD
Member of the Board
Administrative Officers

Ma. Elena Alejandra R. Isada, MMBM
Administrator

Joeben Hudson G. De Guzman, PhD
Executive Officer for Academic Affairs

Teila Matilda A. Posecion, MD
Director of Research

Maria D. Tabhan, MM-HRM
Director, Human Resource Development

Lorna U. S. Donato, CPA
Accountant

Venlea D. Daplas
Registrar

Francis D. Laurea, RN
Director of Admission

Riza Lea T. Loreno
Head, Students Assistance Program

Mary Rose S. Gepilga
OIC, Guidance Services Office and Center for Psychological Testing

Ret. Col. Melchor S. Teves, MPA
Chief Security Officer

School Uniform

Girls
- Light blue (Tetorone textile) collar and sleeves, 2 inches light blue belt
- Continuous navy blue (Pitch Twill textile) dress knee level with logo at the center
- White socks (knee level)
- Black shoes with straps

Boys
- Light blue (Tetorone textile) shirt jack Polo
- Navy blue (Pitch Twill textile) vest with logo
- Navy blue (Pitch Twill textile) pants
- Black socks and black shoes
to confront and cross-examine witnesses, to be informed of the decision on his case, and to appeal the decision to proper authorities, when appropriate;

6. To access their own school records, the confidentiality of which the school shall maintain and preserve;

7. To publish the issuance of official certificates, diploma, Form 138, grades, transfer credentials and other similar documents within thirty days from request; and

8. 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 school.

B. RESPONSIBILITIES

1. To obey and observe all laws and prescribed school rules and regulations;

2. To uphold academic excellence and abide by the rules and regulations governing their academic responsibilities and moral integrity;

3. To abide by, comply with and maintain the prescribed academic standards his school;

4. To promote and maintain the peace and tranquility of the school, have harmonious relationship with fellow students, teachers and school personnel;

5. To observe at all times, inside or outside the classroom or school campus the accepted principles of proper decorum and good behavior; and

6. To meet promptly his financial and property obligations to the school.

Faculty and Staff

Ma. Elena Alejandra R. Isada, MMBM
Principal

Philip Louise A. Tolentino
BED Coordinator

Jennivette V. Arco
OIC - Grade School

Mreyna Joy F. Rebutar
Department Secretary

Lalaine C. Denila
Librarian

Ms. Grace T. Libago
Guidance Counselor

Preschool Department

Maria Heidza B. Cari-an
Henrietta B. Casañare
Jenice Defensor-Lingaya
Myra Mae C. San Pedro
Edward L. Sicabalo
Paullin D. Vista

Grade School Department

Ma. Nieve Mae G. Baeña
Felipe S. Bayonita Jr.
Dennis L. Bendicion
Chelle Rose B. Borra
Caryl C. Canson
Ma. Leonora B. Danieles
Ehrole B. Gonzales
Angelyn G. Jardeleza
Shalee Mar T. Malvecino
Leila Grace T. Navales
Kathy P. Olivar
Merrily Jane A. Pedroso
Roseville D. Peremne
Beatrice Patricia K. Tan
General Policies and Procedures

Admission
Admission to the Iloilo Doctors’ College – Basic Education Department may be granted to those students who present valid credentials and who meet the admission requirements. The school reserves the right to deny admission to students with behavioral problems and/or poor academic standing. The student’s registration is considered an expression of his willingness to abide by the rules and regulations of the school.

Enrollment
A student is considered officially enrolled after he has submitted his appropriate admission or transfer credentials and has made the required payment.

The following are the requirements for the enrollment of transferees and new students:
- NSO Birth Certificate (2 pcs. photocopy)
- Report Card (Form 138) or its equivalent
- Certification of Good Moral signed by an authority of the previous school attended
- 2 pcs. 2x2 recent colored pictures
- Assessment

The following are the requirements for the enrollment of old students:
- Accomplished Clearance
- Report Card
- 1 pc. 2x2 recent colored picture

STUDENT’S RIGHTS AND RESPONSIBILITIES

Iloilo Doctors’ College-Basic Education Department 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 the Education Act 1982 which can be enjoyed even outside the 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 school, 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 IDC-BED can and will enjoy 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 school will be allowed to enroll.

A. RIGHTS
1. To receive proper and satisfactory instruction in the course he is enrolled;
2. To be respected in his rights, and be reasonably and fairly treated as a student and as a person consistent with human dignity;
3. To form, join or lead in such student organizations or associations as may be recognized or authorized to operate by the school;
4. To avail of the use of school facilities for his curricular as well as co-curricular activities as may be authorized by the school;
5. To be formally apprised of any complaint against him, to be heard by himself or counsel, to present evidence for his defense,
1. Medical Services
   a. Physical Examination
   b. Consultation and treatment of common ailments

2. Dental Services
   a. Oral Examination
   b. Consultation and treatment of simple dental ailments.

F. GUIDANCE SERVICES OFFICE AND CENTER FOR PSYCHOLOGICAL TESTING

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.

G. OFFICE OF THE REGISTRAR

The Registrar’s Office is a respiratory 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 Department of Education (DepEd) such as the number of units given to a subject, among others. It is the office that closely coordinates with DepEd. As the respiratory 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.

H. AUXILIARY SERVICES

The Auxiliary Services Office is responsible in maintaining accounting records of transactions entered into the office; takes orders, issues books, school uniforms/P.E. uniforms etc.

Withdrawal

When a student registers in a school, it is understood that he is enrolling for the entire school year. A student who cancels his registration after being officially enrolled is not relieved of the responsibility to pay the fees for the entire academic year, except when he drops out within two weeks after the official start of classes.

The student must file a duly accomplished withdrawal form to the department prior to the act of withdrawal.

A student may not be issued with a Certificate of Eligibility to Transfer when he is undergoing a penalty of suspension or expulsion or has not settled his financial or property obligations to the school.

Promotion

The following requirements in the promotion of a student shall be observed and strictly followed:

a. No student shall be given any school credit toward completion from a program or course unless he has enrolled and satisfactorily fulfilled the admission requirements, faithfully and regularly attended classes, and acquired a reasonable proficiency in each subject of the approved curriculum.

b. No student shall be permitted to take any advance subject until he has satisfactorily passed the basic and prerequisite subjects.

c. The final grade or rating to earn school credits and for promotion is 75% or its equivalent.

d. The records of attendance and subject proficiency of students for each school year should be filed in the school until the close of the next school year for reference or examination in case of any grievance or complaint.
**Dismissal**

The school reserves the right to dismiss any student who fails to give satisfactory evidence of cooperation in all the requirements of conduct and academic work. A student who continuously shows poor behavior and disciplinary problems shall be recommended for transfer any time during the academic year.

**Grading System**

- Grading system by subject shall follow the guidelines on grade components.
- Transmutation table will be used in solving the grades.
- The final grade per subject area shall be determined by averaging the marks of the four quarters.
- In computing the Final General Average of a student, add the final ratings of all major subjects and divide the sum by their total number.
- The grade of the students in Reading and Language in Grade I, will be added together and divided by 2 to come up with the grade in English.
- The grade of the students in Araling Panlipunan, MAPEH, CLE, and Computer will be added together and divided by 4 to come up with the grade in MAKABAYAN. This is only applicable to Grades I, II and III.
- The grade of the students in Araling Panlipunan, MAPEH, CLE, HELE and Computer will be added together and divided by 5 to come up with the grade in MAKABAYAN. This is applicable to Grades IV, V, and VI.
- The lowest passing grade shall be 75%. The lowest failing grade to appear in the report card is 65%.
- The general final average of 75% is required for promotion to the next grade level provided the student passes all the subject areas. If he fails in one or more of these subjects, he is required to attend a remedial summer class in the particular failing subject.
- There will be a ceiling grade in all subject areas per quarter.
- For Grades IV, V, and VI, score points from co-curricular activities.

**B. AUDIO-VISUAL AND 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.

**C. 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.

**D. LABORATORY**

Iloilo Doctors’ College through the College of Paramedicine operates a Clinical Laboratory that offers services such as Urinalysis, 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.

**E. MEDICAL AND DENTAL CLINICS**

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

The School Library is located at the 3rd floor, left wing of the new administration building. The area caters library sections according to its services. It has Circulation/Reader’s Section (consists of general circulated books) Reference Section (consists of encyclopedia, dictionaries, handbooks, atlases, directories and 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 (consist 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).

IDC-BED Library is a facility provided especially for students of the department. A wide range of materials starting from baby story books to reference materials, audio-video materials and special book sets provide sources for the students to supplement their lessons gained inside the classroom. The use of the facility is headed by the department librarian. Library card is issued to the student and used for borrowing books.

Table 3: IDC-BED Library Fine Policy

<table>
<thead>
<tr>
<th>Circulation Type</th>
<th>Loan Period</th>
<th>Renewable</th>
<th>Fine Increment</th>
<th>Maximum Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>BED Circulation</td>
<td>Days: 3</td>
<td>Times: 3</td>
<td>Php 5.00 per day</td>
<td>Php 10,000.00</td>
</tr>
<tr>
<td>BED Multimedia Collection</td>
<td>Days: 1</td>
<td>Times: 0</td>
<td>Php 0.00 per day</td>
<td>Php 0.00</td>
</tr>
<tr>
<td>BED Reference</td>
<td>Days: 0</td>
<td>Times: 0</td>
<td>Php 0.00 per day</td>
<td>Php 0.00</td>
</tr>
<tr>
<td>BED Story Book</td>
<td>Days: 14</td>
<td>Times: 0</td>
<td>Php 5.00 per day</td>
<td>Php 10,000.00</td>
</tr>
</tbody>
</table>

will be included in generating the student’s grade. The following percentage will be followed:
70% - Academic
30% - Co-curricular activities

- Swimming will be included in the Grade IV Curriculum.

SUBJECT AREAS

PRE-SCHOOL

Nursery
- Reading and Writing, Language, Mathematics, and Science

Kinder
- Reading and Writing, Language, Mathematics, Science, Filipino, and Christian Living Education (CLE)

Preparatory
- Reading and Writing, Language, Mathematics, Science, Filipino, Christian Living Education (CLE), Sibika at Kultura, and Computer,

GRADE SCHOOL

English (Reading and Language)
- Filipino
- Science
- Mathematics

MAKABAYAN
- Araling Panlipunan
- Music, Art, Physical Education, and Health (MAPEH)
- Christian Living Education (CLE)
- Computer
- Home Economics and Livelihood Education (HELE)
In the light of the IDC Basic Education Department mission and vision, student activities would be more effective if:

- they complement classroom instruction or enhance academic learning;
- develop social interaction;
- provide for a profitable use of leisure time; and
- encourage better values of higher standards

Guidelines and Procedures for Student Activities

1. Student activities of the respective school should be properly channeled and coordinated through the Head Co-curricular Programs and Activities.

2. Student activities should be approved by the VP for Student Alumni Affairs & Sports Development, Administrator, and President.

3. Pertinent documents and budget proposal for student activities should be submitted to the Office of the Student Affairs a month prior to any activity.

4. Coordinate with the Head, Maintenance and Grounds Services Office for the use of IDC facilities.

5. Coordinate with the Head, Safety and Security Services for security, safety and crises preparedness.

6. There shall be no student activities one week before any prior examination.

7. Evaluation forms for the assessment and evaluation of student activities should be provided by each school after an activity for the students to assess and evaluate.

8. A week after each student activity, summary of the evaluation and assessment should be submitted to the Head, Co-curricular Programs and Activities, Office of the VP for Student Affairs.
of the Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality. Selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other serious school offenses such as assaulting a student of another student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

e. The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case.

CO-CURRICULAR ACTIVITIES (SCHOOL ACTIVITIES)

The development of the individual to become a total person calls for his participation in activities that enhances his development in personal, social and cultural aspects. The school has a program of these activities wherein students may participate for their holistic development.

However, students are advised to exercise good judgment in their choice of co-curricular activities. It must be remembered that students are in school primary for their academic studies, therefore, academic work should be given priority at all times.

As a rule, there shall be no student activities one week before any major examination. Also, no student may stay overnight in the campus.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Quizzes</th>
<th>Class Participation</th>
<th>Homework</th>
<th>Seatwork/Practical Test</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>30%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Science</td>
<td>25%</td>
<td>20%</td>
<td>20%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Math</td>
<td>25%</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Filipino</td>
<td>30%</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Makabayan</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Aral. Pan.</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>Computer</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>CLE</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>MAPEH</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
<tr>
<td>HELE</td>
<td>25%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Table 2: Grade School Grade Components
Letter Marks

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 95%</td>
<td>O - Outstanding</td>
</tr>
<tr>
<td>85 - 89%</td>
<td>VS - Very Satisfactory</td>
</tr>
<tr>
<td>80 - 84%</td>
<td>S - Satisfactory</td>
</tr>
<tr>
<td>75 - 79%</td>
<td>MS - Moderately Satisfactory</td>
</tr>
<tr>
<td>65 - 74%</td>
<td>NI - Needs Improvement</td>
</tr>
</tbody>
</table>

Guidelines for Rating

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% and above</td>
<td>Advanced (A)</td>
</tr>
<tr>
<td>85 - 89%</td>
<td>Proficient (P)</td>
</tr>
<tr>
<td>80 - 84%</td>
<td>Approaching Proficiency (AP)</td>
</tr>
<tr>
<td>75 - 79%</td>
<td>Developing (D)</td>
</tr>
<tr>
<td>74% and below</td>
<td>Beginning (B)</td>
</tr>
</tbody>
</table>

Report Card

Report Card reflects the accumulated grades of a student in a particular quarter in every subject area. It also states the total average grade of a student earned in the entire school year.

Character Development corresponded by letter marks is also included in the report cards. Parents are obliged to affix their signature in the report card every quarter which is done during the Card Showing.

Card Showing

Card Showing is also known as PTC or Parent - Teacher Conference. This is done two to three weeks after each quarter examination. It is the time when teacher adviser and parents discuss the progress, class standing of the student and matters that would help develop the potentials of the child. Report Cards may be photocopied but could not be brought at home. If the parents have complaints regarding their children’s grades, they may confer with the subject teacher/s concerned by appointment. Caregivers are not allowed to attend the PTC in behalf of the parents.

a. Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days of the school year.

The decision of the school in every case involving the penalty of suspension which exceeds twenty (20%) percent of the prescribed school days for a school year shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case for its information.

b. Preventive Suspension. A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school.

c. Exclusion. Exclusion is a penalty in which a school is allowed to exclude or drop the name of the erring student from the school rolls from being undesirable, and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the Department is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore shall be filed in the school for a period of one year in order to afford the Department the opportunity to review the case in the event an appeal is taken by the party concerned.

d. Expulsion. Expulsion is an extreme penalty on an erring student consisting of is exclusion from admission to any public or private school in the Philippines and which requires the prior approval
number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or the subject. However, a school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes.

**Section 134. Action on Minor Offenses.** A teaching personnel or school officials, in the exercise of is right as substitute parent in relation to his students shall have the authority to impose appropriate and disciplinary measures in the interest of the good order and discipline in case of minor offenses committed in his presence. When the offense committed is serious, the teaching personnel or school officials shall submit a report concerning the violation to the school head who may cause the institution to appropriate action against the erring student, if warranted of the circumstances of the case.

**Section 135. Filing of Disciplinary Administrative Action.** When the offense committed is serious and circumstances so warrant, the school head shall cause the filing of the corresponding administrative action against the erring student. No disciplinary sanction shall be applied upon any student except for the cause as defined in the rules and regulations of the school or in this manual, and after due process shall have been observed. The punishment shall be commensurate with the nature and gravity of the offense.

**Section 136. Categories of Administrative Penalties.** The three categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations which may be applied upon erring student are; Suspension, Exclusion and Expulsion.

**Quarter Examinations**

The **NO PERMIT, NO EXAM** policy is observed during the examination. Examination permit for a particular quarter exam will be released if the student has settled his financial obligations to the school for that specific quarter.

Examination schedule and pointers are sent out one week before the examination. Students should wear complete school uniform and must come to school on time.

In case of a missed quarter exam, a special examination fee of Php 50.00 per subject shall be paid at the business office. The student must present the official receipt issued by the cashier upon taking the examination. This rule applies to all cases of absences.

**Remedial Classes**

A special program is prepared for students who are having difficulties in coping with the lessons. Remedial classes are given according to the recommendation of the teacher-adviser and are done on a schedule agreed by the parents and the assigned teacher.

**Quizzes**

Quizzes are given at the teacher’s prerogative but should be scheduled ahead. Quiz should be announced to the class at least one day prior to the scheduled date. In Grades IV, V, and VI, an unannounced quiz can be given provided the lessons have been tackled completely on the same given day.

Long quiz serves as a summative test of all lessons covered in a particular period in every quarter. The scores of the daily quizzes and the long quiz will be summed up and transmuted. This will come out as one component in the grading system.

A student who represents the school in any competition shall be given special accommodation in case of missed quiz. The highest score earned by any member of the class in a particular missed quiz shall be automatically given to the absentee.
Special Education Accommodation

IDC-BED extends accommodations to children with special needs. This case applies to children who are properly assessed and diagnosed by a Developmental Pediatrician. A confidential medical record should be submitted to the department before the admittance of the child in a class. The child will be mainstreamed in an age-appropriate class. He will be obliged to pay full tuition fee but will not comply with any academic requirements. Socialization and self-help skills will be addressed instead. A qualified Special Education teacher will be assigned to take charge. One or two of any case shall be admitted in one advisory class.

Honors and Awards

PRESCHOOL

Top Students of the Class

- They will be drawn from the top ranking list of their class.
- They must have a final grade not lower than 83% in any subject and a general average of not lower than 88%.
- The students who have been suspended for serious disciplinary infractions shall be disqualified for having the award in the curriculum grade or year during which the suspension is imposed.
- They must not possess of any record of habitual tardiness or absenteeism.
- They must not have a letter mark of MS in any quarter.
- Qualified students must be active in co-curricular activities.
- In case of tie, candidates shall both be declared in the same honor/award ranking.
- All candidates for top students award must be of good moral character and have not been subjected of any disciplinary actions within the current academic year.
- The student who attains the highest final general average will be awarded as the Most Outstanding Student of their class.

ADHERENCE TO THE 2010 REVISED MANUAL OF REGULATION FOR PRIVATE SCHOOLS IN BASIC EDUCATION

Iloilo Doctors’ College – Basic Education Department adheres to, and adopt as part of the Code of Discipline Sections of the 2010 Revised Manual of Regulation for Private Schools in Basic Education

Section 131. Responsibility on Student Discipline; Limitation.

The administration of each private school shall be responsible for the maintenance of good discipline among students in the school campus, as well as outside the school premises whenever they are engaged in authorized school activities.

No physically harmful punishment shall be applied. No disciplinary sanction shall be imposed upon any student except for valid causes as defined in the school rules and regulations, and in accordance with the due process as provided for in this manual or its implementing as promulgated by the secretary.

Section 132. Authority to Promulgate School Rules.

Each private school shall have the authority and prerogative to promulgate such reasonable norms, rules and regulations as it may deem necessary for the maintenance of good discipline, which shall be effective as of the date of their promulgation, unless otherwise specified. The school rules governing student discipline and the corresponding sanctions therefore must be clearly specified and defined in writing and made available to the students, or their students or guardians.

Section 133. Student Absences.

A student who incurs absences more than twenty (20%) percent of the prescribed by the
2. When Signal No. 2 is raised, classes at the preschool, elementary, and secondary levels shall be automatically suspended in all public and private schools.

3. When Signal No. 3 is raised, classes in all levels are automatically suspended.

4. When the rains are heavy, causing floods in the community and in the area of the School affected are automatically suspended.

5. 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.

b. Suspension of Classes in Special Cases

1. Announcement by the DepEd Secretary – 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 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.

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**GRADE SCHOOL**

**With Honors**

Every quarter, the school recognizes students with excellent academic performance in Grade school.

- They will be drawn from the top ranking list of their class.
- They must not have a final grade lower than 85% in any subject and a general average of not lower than 89%.
- The students who have been suspended for serious disciplinary infractions shall be disqualified for having the award in the curriculum grade or year during which the suspension is imposed.
- They must not possess any record of habitual tardiness and absenteeism. A total of 18 times tardiness shall disqualify the student to have the award.
- They must not have a letter mark of MS in any quarter.
- Qualified students must be active in co-curricular activities.
- All candidates for “With Honors” must be of good moral character and have not been subjected to any disciplinary actions within the current academic year.
- A student who fails to pay at least 80% of the total tuition fee shall be subject to disqualification for the award.

**Outstanding Students**

Every quarter, the school recognizes students with outstanding academic performance in Grade school.

- They will be drawn from the ranking list of their class ranked as the highest.
- They must not have a final grade lower than 88% in any subject and a general average of not lower than 91%.
- The students who have been suspended for serious disciplinary infractions shall be disqualified for having the award in the curriculum grade or year during which the suspension is imposed.
They must not have a letter mark of S in any grading period.
They must be active in co-curricular activities.
They must be of good moral character and have not been subjected to any disciplinary actions within the current academic year.
They must not possess any record of habitual tardiness and absenteeism. A total of 18 times tardiness shall disqualify the student to have the award.
A student who fails to pay at least 80% of the total tuition fee shall be subject to disqualification for the award.

Subject Excellence Awards

Preschool
Each award is given to the students with highest final average in each subject.
- Excellence in Reading
- Excellence in Math
- Excellence in Science
- Excellence in Writing

Grade School
The award is given to the student with highest final average in a particular subject. He must also be a consistent part of the top three rank list of that particular subject from 1st to 4th quarter.
- Excellence in English
- Excellence in Math
- Excellence in Science

Individual Awards
Each student will be given their own specific special award based on his performance for the entire academic year. This award is only applicable to students of Preschool, Grades I and II.

During class hours, parents, guardians, and caregivers should wait in the waiting area and are not allowed to loiter around the school premises.
Only when needed, preschoolers are allowed to have a five-day separation adjustment. After which, no parents, guardians and caregivers shall be allowed inside the classroom.
Gambling is strictly prohibited.
IDC-BED is a public area. Parents, guardians, and caregivers must secure their belongings. The school will not be held liable in case of any loss.
Prior notice should be given in case the child will be picked up late or will be picked up by other relatives.
Parents and caregivers should wear proper attire when fetching/assisting their kids to school. Sando, sleeveless, tube top, mini skirt and shorts are not allowed.
IDC parking area is FIRST COME FIRST SERVED basis.
Vendors are not allowed inside the IDC-BED premises.
Parents, guardians, and caregivers should observe proper conduct while within the IDC premises. Acts such as manicure, pedicure and other activities alike are strictly discouraged.

REVISED GUIDELINES ON THE SUSPENSION OF CLASSES WHEN TYPHOONS AND OTHER CALAMITIES OCCUR

a. Automatic Suspension of Classes.

1. When Signal No. 1 is raised by the Philippine Atmospheric, Geophysical & Astronomical Services Administration (PAGASA), classes at the preschool level shall be automatically suspended in all public and private schools.
6. LUNCH BREAK

Lunch break is set at 11:30 a.m. until 12:45 p.m.

Parents, guardians, and caregivers are not allowed to eat lunch inside the classrooms.

Grades II to VI students may take their lunch in the classroom only with their teacher. If the parents wish to have lunch with their child, they may do so at the Nursing Canteen.

Grade I students should be accompanied by their parent, guardian or caregiver during lunch break.

7. PARENTS - TEACHERS ASSOCIATION

The Parents - Teachers Association (PTA) set of officers will hold office in biennial term. It will serve as an aid in overseeing the welfare of the students and the school.

8. FLAG CEREMONY

Flag ceremony will be conducted every Monday at 7:20 a.m. Students shall not be admitted when the ceremony is on-going.

9. POLICIES FOR PARENTS, GUARDIANS, AND CAREGIVERS

- Parents should comply with the notices posted on the bulletin boards and to the letters/communications sent through the assignment notebook.
- All payments must be made at the Business Office. Teachers are not allowed to accept any payments from the parents except PTA and activity fees.
- General Assembly will be called if needed in a particular cultural activity upon the approval of the Academic Affairs.
- Exact pick-up time should be firmly observed.

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Non-academic Special Awards

Best in Spelling

The award is given to students who are excellent and consistent in Spelling based on the Monthly Spelling Test results. A comprehensive Spelling Test will be conducted by the end of the final quarter to determine the recipient of the award. Only one student per grade level will receive the award.

Loyalty Award

Preschool

The award is given to students who have been in IDC-BED since Nursery up to the current academic year. The award is only applicable to Preparatory.

Grade School

The award is given to students who have been in IDC-BED since Preparatory up to the current academic year. The award is only applicable to Grade VI.

ESL Award (English as a Second Language)

This special award is given to the students who are excellent and consistent in using English as their second language both inside and outside the classroom. This award is drawn through teachers' thorough deliberation.

Outstanding Camper(s)

The award is given to student who actively participates in Boy Scout and Girl Scout activities. The camper who takes the most number of awards during an activity and shows outstanding leadership will be chosen as the recipient of the award.
HONOR STUDENT SCHOLARSHIP GRANT
The top 3 Outstanding Students for each grade level shall receive the academic scholarship from Iloilo Doctors’ College - Basic Education Department for Grade School.

- **1st HONORS - Full Scholarship.** A full exemption (100%) from the payment of the regular tuition fee.
- **2nd HONORS - Half Scholarship.** Exemption from the payment of 50% of regular tuition fee.
- **3rd HONORS – Quarter Scholarship.** Exemption from the payment of 25% of the regular tuition fee.

A full partial exemption from the payment of tuition fees only may be granted for one school year to students who have obtained the following criteria:
1. The first three highest ranking pupils of each Grade level.
2. Must not possess any record of habitual tardiness and absenteeism and behavioral sanctions.
3. Must not have a letter mark lower than **VS** (Very Satisfactory) equivalent to 85 - 89% in the grading areas of Character Development.
4. With 3 years residency in Preschool and Grade School Department (applicable to Preparatory and Grades IV, V, and VI).

GUIDELINES IN ACCOMPLISHING THE ACADEMIC SCHOLARSHIP GRANTS
1. To deliberate who among the preschool and grade school students can avail the scholarship grant, the scholarship deliberation committee will meet two weeks before the recognition day.
2. The members of scholarship deliberation committee are the Preschool and Grade School Teachers, BED Coordinator, OIC Grade School, Guidance Counselor and the Principal.

4. CONSULTATION TIME
Parents should set an appointment for consultation with the teacher through the Iloilo Doctors’ College - Basic Education Department secretary before talking to the teacher. Consultation time should take place inside the BED Office only.

5. ATTENDANCE
Regularity and punctuality of attendance are required in all classes. Students are obliged to attend the flag ceremony, observing due respect to the flag and joining in the singing of the National Anthem.

Students who arrive late in school every morning must log in the record book of the Security Personnel. The Guidance Counselor will monitor the record and it will be forwarded to the respective class advisers.

Students who arrive 15 minutes after the specific time schedule is considered late. He will not be allowed to attend the first period class. He must wait at the provided waiting area for his next period class. Subject teacher/adviser should monitor the latecomers.

Perennial tardiness of 5 per quarter shall be equivalent to 1 official absence.

A student who returns to class after an absence must present a written explanation noted by the parents or guardian.

A student who fails to pass an explanation letter will not be allowed to take the missed quiz given during his absence.

A student is ineligible for honors if he incurs absences over 20% (40 days) of the total number of class days.

A recurrent absence caused by illness supported by a doctor’s certificate and a written statement of excuse signed by the parent or guardian will be given considerations.

Students are responsible for all assignments given during their absence. They should comply the missed tasks and assignments taken up in the class during his absence.
Any student who improperly uses his identification card shall be appropriately sanctioned. 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 are also prohibited.

In cases where the identification card is lost, stolen or destroyed, the owner thereof must report the incident to the Office of Student Affairs. The student must process the replacement of the identification card immediately, by the Office of the Student Affairs, and upon payment of the proper replacement fees.

The identification card is validated every beginning of the school year. The picture appearing in the identification card is good for three academic years.

3. DISMISSAL

Students are not allowed to leave the school premises on their own. Upon dismissal, the gate opens for the Preschool and Grade I parents/guardians to come in and fetch their child. Release Card/Gate Pass will be given to the parents/guardian who will pick up their child.

**STRICTLY NO GATE PASS, NO ENTRY** policy is imposed upon entering the school premises. Parents, guardians, and caregivers will be provided with only one gate pass per child duly signed by the parent. In case of loss, the bearer of the gate pass should immediately report to BED office for the replacement of a new gate pass. A replacement fee of Php 50.00 will be charged.

**RED PASS** will be issued to students who wish to leave the school premises by themselves. Parents must secure a waiver to the department allowing their child to leave the school premises independently.

**YELLOW PASS** will be issued to the parents of Preschool and Grade I students. They will be allowed to enter the school premises to assist and fetch their children from the classroom.

**BLUE PASS** will be issued to the parents of Grades II to VI students. They will present it to the guard and they are not allowed to enter the classrooms.

3. The teacher-adviser will prepare and fill out scholarship form and shall be noted by the coordinator.

4. The scholarship form will be forwarded to the GSO-CPT office for verification and processing.

5. The GSO-CPT shall provide a list of scholars and their corresponding tuition fee discounts to the Registrar’s Office and the Business office.

6. Renewal of scholarship shall be granted to students who consistently maintain good academic standing. In the case where a student failed to comply with the grade requirement, such scholarship will be permanently forfeited.

**CODE OF DISCIPLINE**

A. Discipline

Discipline refers to the desired and/or expected norm of conduct of students, and the corresponding sanctions for violating the school rules and regulations. Discipline aims to prepare the students for a lifetime of commitment and self-giving by forming a sense of responsibility by maintaining a great performance for his personal freedom. Because of the dignity of the human person, students should always respect one another, their teachers and all persons with whom they come in contact with.

B. Committee on Discipline

The committee is composed of the Administrator, School Principal, Guidance Counselor, BED Coordinator, OIC - Grade School and the Class Adviser concerned. These persons will assemble and make a decision upon a conduct case or a child’s behavioral problem. The result of such conference will be approved by the Administrator.
C. Sanctions on Disciplinary Delinquency

1. Warning or Reprimand
   The attention of the student who commits a minor offense for the first time is called and is made to realize the grievousness and the consequences of the offense.

2. Time out
   When the child is kindly taken from a group when his behavior is destructive to his classmates and given a one-on-one activity until his behavior is stabilized. The child is brought back to the group when he is ready.

3. Work Detention
   An erring student may be given extra work to do, but allowed to attend his classes as usual.

4. Demerit System
   Student found guilty of an act maybe deprived of privileges such as invalidation of quizzes or examination and disqualification from the enjoyment of certain privileges.

5. Character Probation
   A student on character probation must resolve to transform, otherwise he shall be recommended to transfer to another school.

6. Suspension
   A penalty in which the school is allowed to deny or deprive students of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class day for the school year.

7. Exclusion
   A penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls, including denial of subsequent re-enrollment or re-admission. Transfer credentials may be issued upon compliance with required clearances.

psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

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

All schools shall develop intervention strategies involving the parents, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying.

E. General Regulations

1. SCHOOL UNIFORM
   All students are required to wear the uniform prescribed by the school. Students who wear incomplete, improper, untidy uniforms are not allowed to enter the school or their classrooms without excuse slips.

   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 hair dyes and wearing tattoos.

   Female students should also come to class well-groomed, thus, they are prohibited from wearing ostentatious accessories, colored nail polish, tattoos or make-up.

2. IDENTIFICATION CARD
   The school adheres to NO ID, NO ENTRY policy. All students must wear their identification cards within the school premises at all times.
c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
e. providing an inclusive and caring teaching and learning environment for students.

(3) Involving parents in bullying prevention activities, such as:
   a. discussion of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
   b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

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

Section 7. Intervention Programs

There shall be intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

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

Intervention may include programs such as counseling, life skills training, education, and other activities that will enhance the

8. Expulsion

An extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines, upon the approval of the Secretary of the Department of Education.

D. Classification of Violations

a. MINOR VIOLATIONS

1. Littering
2. Disorderly conduct or disruptive behavior in any form, and other disturbances of any kind
3. Loitering in the school premises during regular class hours
4. Improper use or not wearing of school identification card
5. Non-wearing or improper use of official school uniform
6. Tardiness in official school activities or in class
7. Teasing
8. Eating and chewing gum during class hours
9. Frequent and successive (4x) tardiness
10. Three consecutive absences without valid reason
11. Wearing of lipstick and nail polish (for girls); wearing of earrings and hair dye (for boys)
12. Bringing of PSP, tablets, and other electronic gadgets
13. Wearing of henna or sticker tattoos on any part of the body

PROCEDURE

Minor offenses should be resolved in the Class Advisory and Teacher-Adviser level. However, should the behavior become habitual and cause distraction in the state of normalcy of the concerned after being reprimanded, the misbehavior should be brought to the Committee on Discipline level.
The incident report is made by the person who witnessed the offense made. He submits copies on Committee on Discipline. The Committee investigates and makes recommendations. The Guidance Counselor contacts the parents of the student offender and calls them to a conference in school. The parents and the student offender meet with the Committee on Discipline and amicably settle the matter pending before it. The child is helped.

b. MAJOR VIOLATIONS

1. Cheating – a student is considered to have cheated in any examination through any of the following gestures: copying from some body else’s answer, asking from someone the answers of test questions, copying from any sort of leakage, showing answers to others, attempting to open notes, books and the like, and changing wrong answer to correct ones or changing test scores
2. Theft, stealing anything owned by others
3. Bringing pointed objects or deadly weapons
4. Vandalism – willfully spoiling or destroying property, writing on walls, chairs etc.
5. Bringing pornographic materials and showing to classmates
6. Using obscene or vulgar words, phrases or statements either in oral or written
7. Threatening, coercing or intimidating others in the school campus
8. Improper use of school equipment, resulting to damage thereof
9. Shouting, discourtesy, disrespect towards authority
10. Physical fighting
11. Cutting classes
12. Tampering announcements on the bulletin boards and/or blackboards
13. Forging, falsifying, and/or tampering academic or any school

RULE V
PREVENTION AND INTERVENTION PROGRAM TO ADDRESS BULLYING
Section 6. Prevention Programs

All public and private schools shall adopt bullying prevention programs. These programs shall be applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall also be comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

(1) School-wide initiatives center on:
   a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
   b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
   c. periodic review and enhancement of the students’ and personnel’s manual or code of conduct in relation to bullying;
   d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
   e. continuing development to sustain bullying prevention programs; and
   f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:
   a. reinforcing school-wide rules pertaining to bullying;
   b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
RULE III
ANTI-BULLYING POLICIES

Section 4. Adoption of Anti-Bullying Policies
All public and private kindergarten, elementary and secondary schools shall adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

RULE IV
PROHIBITED ACTS

Section 5. Prohibited Acts
Consistent with Section 3 of the Act, the anti-bullying policy shall prohibit:

1. Bullying at the following:
   a. school grounds;
   b. property immediately adjacent to school grounds;
   c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
   d. school bus stops;
   e. school buses or other vehicles owned, leased or used by a school;
   f. school buses or school services privately-owned but accredited by the school.

2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.

3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and

4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

5. Falsification of letters or signatures of parents, physicians, teachers and other school officials

6. Bullying

PROCEDURE
The person who witnessed the offense made will file an incident report. He submits copies on Committee on Discipline. The Guidance Counselor, contacts the parents of the student offender and calls them to a conference in school. The parents and the student offender meet with the Committee on Discipline. The student found guilty will undergo disciplinary sanctions such as Work Detention, Demerit System and Character Probation. However, should the behavior become habitual and cause distraction in the state of normalcy of the concerned after the disciplinary sanctions agreed, the student offender may be sanctioned headed for Suspension, Exclusion or Expulsion.

ADHERENCE TO THE ANTI BULLYING ACT OF 2013
(Enclosure to DepEd Order No. 55, s. 2013)
IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013

RULE I
PRELIMINARY PROVISIONS

Section 1. Short Title.
These rules shall be known as the “Implementing Rules and Regulations of Anti-Bullying Act of 2013.”
Section 2. Scope and Coverage.
These rules shall cover all public and private kindergarten, elementary and secondary schools and learning centers.

RULE II
DEFINITION OF TERMS
Section 3. Definition of Terms—As used in this Implementing Rules and Regulations (IRR), the following shall be defined as:

a. "Act" refers to Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013";
b. "Bullying" refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm damage to his property; creating a hostile environment at school for the other student; infringing on the rights of other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use ad available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or motional well-being;
3. Any slanderous statement or accusations that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
4. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology;
5. Any other form of bullying as may be provided in the school’s child protection or anti-bullying policy, consistent with the Act and this IRR.

b. 1. The term “bullying” shall also include:
   1. "Social bullying" - refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
   2. "Gender-based bullying" refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

c. “Bully” - refers to any student who commits act of bullying as defined by the act or this IRR.

d. “Bullied” or “Victim” - refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.

e. “Bystander” - refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this IRR.

f. “Learning center” - refers to learning resources and facilities of a learning program for out-of-school youth and adults as defined in DepEd Order No. 43, s. 2013.

g. “Service provider” - refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.

h. “Student” - refers to a person who attends classes in any level of basic education, and indicates a pupil or learner as defined in DepEd Order No. 40, s. 2012.