

FOREWORD

Upon consultation with the Management Council, the members of Administrative and Academic Council together with the representatives of the Supreme Student Council, this Student Handbook was drafted and with the approval of the Board of Trustees, this Handbook is herewith promulgated.

The rules and regulations in this Handbook apply to all students upon admission and agrees to abide these same rules and regulations and conduct themselves to maintain discipline, upholds the school's good order, preserves its fair name and actualize its Mission and Vision.

The Administrative authority of the school is vested in the President of the institution and is delegated to the School Director and his/her staff.

The continued attendance of any student at Our Lady of Triumph Institute of Technology, Inc. is subject to this authority, conforming to the spirit of the ongoing policies set by the academic community.

PREFACE

The purpose of this Student Handbook is to make the students of Our Lady of Triumph Institute of Technology, Inc. to be informed of its policies through which they become aware of their share in attaining the school's mission. The Handbook contains the school's rules and regulations and other relevant information upon which the students base their performance in coordination with the members of the OLT community. The information included herein has been culled from various policies formulated by the academic and other administrators of the school whose everyday professional concern is the growth and development of the students. Certain provisions of the Manual for Regulations of Private Higher Education are also cited herein.

It is our ardent desire that the OLT students in all consistency and propriety understand and utilize to the fullest advantage with regards to the guidelines set in this handbook. Therefore, it is important that students of OLT consider this handbook as a handy reference for essential information.

MESSAGE FROM THE PRESIDENT

Dear Students,

Welcome to Our Lady of Triumph Institute of Technology!

Our Lady of Triumph Institute of Technology, Inc. is an ISO 9001 Quality Management System certified Higher Education Institution in the Province of Misamis Occidental. It offers quality and relevant education and training with a passion for helping students get better careers in their respective industries.

OLT is at the forefront of industry engagement, knowledge-sharing, and development through its active membership with various professional organizations, complimented by its dynamic partnerships with the different companies in the hospitality, tourism, construction, manning, and shipping sectors. The management is very keen on linking the school to many industry partners and educational institutions that would provide opportunities, both in employment and on-the-job training.

OLT strives to achieve excellence in the field of education and training. The management envisions that the institution shall become



the center of development in the various academic programs and become the premier institution of higher and technical-vocational learning in this part of the country, able to contribute to national economic growth and development.

Through this scenery, you coupled your trust to Our Lady of Triumph Institute of Technology, Inc. wherein a perfect venue for remarkable augmentation and reliable carrier opportunities. Students are handled in a motherly manner thus we ensure you that the safety and enhancement of the skills, knowledge and spiritual values of the students is our first- hand aspiration.

We are looking forward to being part of your challenging and productive years in this educational institution.

God bless and have the greatest luck! Thank you!

LUCILE A. MAGLASANG
School President

Chapter 1

OLT STUDENT'S RESPONSIBILITY

1. Every student should be aware of the schedule of fees and should abide by the rules and regulations and conform to the standards and policies of the school affecting his/her academic life.
2. Every student should take it upon himself/herself to know his/her duties and obligations as a bona fide student of OLT.
3. Students' personal rights and freedom are recognized. Every student can freely decide to exercise his/her rights and freedom within the framework of the school's rules and regulations, standards, and policies.
4. Every student is encouraged to contribute and actively participate in the welfare and well-being of the school through its trifocal function in the area of instruction, research, and extension anchored to the institution's Vision, Mission, Goals, Core Values, and Graduate Attributes.

5. Ignorance of the provisions in this handbook will not be accepted as an excuse or a reason for consideration.

Chapter 2

CORPORATE DESCRIPTION

The Our Lady of Triumph Institute of Technology, Inc. (OLT), founded in 2010, is a non-stock Higher Education and Technical-Vocational Institution duly formed under the pertinent laws of the Republic of the Philippines with principal office in Bañadero, Ozamiz City, Province of Misamis Occidental.

OLT has two campuses and one satellite office: Pagadian City, Province of Zamboanga del Sur; Ozamiz City, Province of Misamis Occidental; and Tangub City, Province of Misamis Occidental.

Our Lady of Triumph Institute of Technology, Inc. is an institution committed to providing students and trainees with a quality learning environment and experiences. In its commitment to quality education and training, OLT is a certified ISO 9001:2015 Quality Management System institution by Socotec Certification International and a member of the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

OLT is at the forefront of industry engagement, knowledge-sharing, and development through its active membership in the Association of Administrators in Hospitality, Hotel and Restaurant Management Educational Institution (AAHRMEI), One Movement for Maritime Education of the Philippines (OMMEP), Philippine-Russian Business Assembly Inc. (PRBAI), and Chambers of Commerce in Ozamiz City and Pagadian City.

OLT has also acquired recognition from different government agencies such as the Civil Society Organization (CSO) from the Department of Social Welfare and Development and the City Government of Ozamiz, an accredited partner in the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP) of the Department of Labor and Employment, and accolades as outstanding Technical-Vocational Institution in the Province of Misamis Occidental from the Technical Education and Skills Development Authority.

The management is very keen on linking the school to many industry partners and educational institutions that would provide opportunities, both in employment and education. OLT has numerous international and local partners in the hospitality, tourism, construction, and maritime industries where graduates in Higher Education and Technical-Vocational Courses have been employed. These kinds of initiatives placed OLT in globalizing education and training whereby giving better opportunities to its students and graduates in employment, on-the-job training, and entrepreneurship.

OLT strives to achieve excellence in the field of education and training. The management envisions that the institution shall become the center of development in the various academic programs and technical-vocational courses by establishing Competency Development Centers and become the premier institution of higher and technical-vocational learning in this part of the country, able to contribute to national economic growth and development.

In 2021, OLT Pagadian opened its LTO-accredited Driving School that offers the same courses for clients residing within the Province of Zamboanga del Sur and the City of Pagadian. OLT strives to achieve its vision and mission towards the holistic transformation of young Filipinos whereby giving them opportunities to succeed in their chosen careers and alleviating them from poverty and possessing graduate attributes of excellence, competence, socially responsible, compassion, self-respect, creativity, cooperation, discipline, and God-loving.

Chapter 3

BRIEF HISTORY

In the beginning, the Maglasang Family of Engr. Galileo and Madam Lucile together with their children: Cherrie Gal, Cherry Lou, Chery Adelle & Cherie Gel, just wanted to establish a kindergarten school for theatre and the arts. “School of Angels”, that’s what Madam Lucile would want to call it.

Acquaintances and neighbors who have gone abroad as domestic helpers then came to see the couple asking for help. Some of them were maltreated while overseas. Being in the manning business they thought of helping OFWs to be properly trained not only on their work skills but also on prospective how to deal with their future employers as well as learning additional skills so that they can multitask and get better pay. In this regard, they started to set up a training facility in the year 2009 in Tanguib City and called it the Divine Mercy Technical School.

At about that time, The National Government through the Technical Education and Skills Development Authority (TESDA) came up with its scholarship program called The President Gloria Scholarship (PGS) program. The idea of setting up a school then evolved to cover the various courses being offered by TESDA.

And then they met a Singaporean job placement and training management consultant in the hospitality industry who later on became their business partner. The idea of establishing a world-class Hotel and Restaurant Management School started to take shape in the year 2010 offering a Bachelor of Science in Hotel and Restaurant Management with 105 pioneering students. On December 12, 2013, the government permit to operate a four-year course, Bachelor of Science in Tourism Management was granted by the Commission on Higher Education (CHED).

Resourceful and bold in their program for progress, Eng. Galileo and Madam Lucile Maglasang acquired more facilities and expanded linkages in line with the progressive trends in educational management. The school exhibits positive numbers when it comes to industry-led linkages and partners that provide work opportunities for

its graduates. Foreseeing the demands for the implementation of the K-12 program of the Government, short-term courses and technical programs were rationalized to answer the needs of the time.

From just converting their modest residence in Bañadero, Ozamiz City into a hospitality school, the concept expanded, and gradually, the development of a model school as the center of excellence in the development of human resources for the local and international hospitality industry came to being. In 2012, an additional three-story building was constructed to house the administrative staff, college library, and modern classrooms to accommodate the increasing student population.

In brief, this is the story of the Our Lady of Triumph Institute of Technology, Inc. (OLT).

Chapter 4 **QUALITY POLICY, VISION, MISSION, INSTITUTIONAL GOALS** **& CORE VALUES**

Section 1 **QUALITY POLICY**

Our Lady of Triumph Institute of Technology, Inc. is committed to the development of human resources imbued with proper work values, attitude, knowledge, and skills through relevant quality instruction, research, and extension that bridges theory with practice and provides globally competitive graduates prepared for a life of purpose, service and leadership and the total satisfaction of stakeholders.

Our Lady of Triumph Institute of Technology, Inc. abides by applicable requirements and continuously reviews and improves its Quality Management System.

Section 2 VISION

Our Lady of Triumph Institute of Technology, Inc. (OLT) is a premier institution in the Mindanao Region known for nurturing the aspirations of its students and helping them to live, learn, and graduate as competent and responsible citizens preferred by the local and international hospitality, maritime and other industry sectors.

Section 3 MISSION

Our Lady of Triumph Institute of Technology, Inc. (OLT) provides students with comprehensive relevant quality programs of hospitality and maritime education, training, research, and extension services through meaningful and purposeful developmental activities and experiences as they become fully transformed professionals and citizens of the global community.

To do this, we shall:

1. Deliver our instruction services in conformance with the agreed standards, required CMOs, TESDA, and associated international regulations and specifications;
2. Encourage our peoples' involvement, define clearly their responsibilities, and continually enhance their competencies and capabilities;
3. Provide effective use of internal and external communications;
4. Provide and use effectively our technology and company resources to effectively communicate and achieve the requirements of our students and interested public;
5. Provide a state-of-the-art learning facility that gives the students first-hand experiences in the industry;
6. Establish and maintain ISO 9001:2015 management systems for effective instruction, research, and co-curricular activities and promote standards for a continual quality learning environment;

7. Maintain consistency and harmonious relationship with our clients, alliances/linkages, partners, and suppliers;
8. Inculcate to the employees and students the virtue of continuous improvement and life-long learning.

Section 4 INSTITUTIONAL GOALS

In the fulfillment of the Vision and Mission, we are committed to:

1. Provide students with a quality learning environment and experiences
2. 2. Develop continuously a pool of qualified, competent, and dedicated faculty, staff, and trainers
3. Become an excellent steward of all resources needed to achieve common organizational goals
4. Produce employable graduates imbued with the right work attitudes, knowledge, and skills at the highest level and the capacity for lifelong learning experiences
5. Serve as the catalyst of change for educational, social, economic, and community development.
6. Promote consciousness, appreciation, and sustainability of diverse culture
7. Attain national and international recognition in research, creative activities, and leadership in the community and workplace.

Section 5 CORE VALUES

Our Lady of Triumph Institute of Technology upholds the fundamental core values in all its affairs and activities. With this, we are destined to exude the following:

Love of God

The love of God guides us to embrace others, and use our gifts, talents, and abilities to advance the well-being of our community and those we encounter.

Excellence

Excellence commits us to challenge, develop and pursue higher standards and strive for quality in all aspects of life.

Professionalism

Professionalism compels us to do what is right in the performance of our duties in living one's ethical and social standards.

Respect

Respect builds us to understand the gifts and unique contributions of every individual in the Institution, and the community and to value diverse perspectives.

Teamwork

Teamwork calls us to create an empowered, collaborative, and involved workforce while affirming human dignity, respecting differences, cherishing diversity, and valuing collaboration, competence, and mutual accountability.

Environment

Environment draws us to provide responsible stewardship of all its resources while encouraging a spirit of service to society and a lifestyle of philanthropy.

Chapter 5

GRADUATE ATTRIBUTES

Students graduating from OLT should demonstrate the following attributes:

Excellence

A commitment to excellence in all scholarly and intellectual activities.

Competence

Acquisition of adequate knowledge and skills necessary for the management of tourism and hospitality industries here and abroad.

Social Responsibility

An awareness of the cultural, environmental, and economic impacts of tourism and hospitality management.

Compassion

The ability to perform work effectively with compassion and dedication.

Self-respect

Have an understanding of ethical standards and professionalism.

Creativity

Be creative, innovative, and critical thinkers with highly developed problem-solving skills.

Cooperation

Have an understanding of team dynamics and the ability to work with diverse cultures.

Discipline

Exhibit a positive work attitude and work ethic to the highest level of professionalism.

God-fearing

Morally upright as demonstrated in actual practice in daily life



Chapter 6

THE SEAL

The school logo consists of the Virgin Mary, the “Mother of Jesus”, a title of honor and veneration and will forever remain such in the faith and life of the students and the institution.

The Olive represents peace and protection and signifies a degree in education.

Golden Yellow symbolizes the shades that carry the promise of a positive future.

Red means good luck. The color Blue symbolizes the Virgin Mary. A pure blue is the color of inspiration, sincerity, and spirituality. Halo means holiness, innocence, and spiritual power.

Chapter 7

STUDENT’S PRAYER & OLT HYMN

Section 1

STUDENT’S PRAYER

Loving Father, I stand before you in the midst of the confusion and complexities of life. My future sometimes seems distant and unknown. Give me O Lord the vision to see the path you set before me. Grant me the courage to follow your way, so that through the gifts and talents you have given me, I may bring your life and your love to others.

I ask this through Jesus your Son and my Brother, Amen.

Our Lady of Triumph

Pray for us.

Section 2

OLT HYMN

Oh Dear God, I dream of you last night

Tomorrow, our future coming true

Our dream is realized at OLT
Triumphant, strong and always ready
And you believe that's all I can say
We shout again, again for OLT

OLT triumphant, strong and always be
Marching every day, shouting OLT

Chapter 8 ACADEMIC PROGRAMS

Section 1

SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT

1. Bachelor of Science in Hospitality Management
2. Bachelor of Science in Tourism Management
3. Bachelor of Science in Entrepreneurship

Section 2

TECHNICAL-VOCATIONAL PROGRAMS

1. Bread and Pastry Production NC II
2. Carpentry NC II
3. Construction Painting NC II
4. Cookery NC II
5. Driving NC II
6. Electrical Installation and Maintenance NC II
7. Food and Beverage Services NC II
8. Housekeeping NC II
9. Masonry NC II
10. Plumbing NC II
11. Scaffold Erection NC II
12. Tile Setting NC II

13. Trainer’s Methodology Level 1

Section 3 SENIOR HIGH SCHOOL PROGRAM

1. Grades 11 & 12 Strand:
 - a. Accountancy, Business, and Management (ABM)
 - b. Technical-Vocational & Livelihood – Home Economics (TVL-HE)
 - c. General Academic Strand (GAS)

Section 4 OLT DRIVING INSTITUTE

1. Theoretical Driving Course
2. Practical Driving Course
3. Driving Lesson
4. Driving Enhancement Program

Chapter 9 PROGRAM SPECIFICATIONS

Section 1 HOSPITALITY & TOURISM MANAGEMENT DEGREE PROGRAMS

The programs related to the fields of hospitality and tourism education will equip students with competencies that are needed to execute operational tasks and management functions in food production (culinary), accommodation, food and beverage service, tourism planning and product development, events planning, transportation services, travel and tour operations and other emerging sectors of hospitality and tourism industry.

Section 2 ENTREPRENEURSHIP DEGREE PROGRAM

After completion of all academic requirements of the program, graduates of BS Entrepreneurship should be able to set up and manage their own businesses or work in any organization where entrepreneurial competencies are required. They should also be able to pursue other careers appropriate to a BS Entrepreneurship graduate such as Entrepreneurs, Business Development or Corporate Planning Development Staff/Assistant, Marketing Assistant, or Staff.

Chapter 10 ADMISSION POLICY

The School of Hospitality and Tourism Management and Entrepreneurship exercises open admission. A student who graduates from the secondary level of education both from public and private shall be eligible for admission to any degree program. However, a student who has not completed the secondary level, but who qualified in the Philippine Education Placement Test (PEPT) and Alternative Learning System (ALS) may be eligible for admission.

A student who did not graduate from high school, but completed at least eleven curriculum years in elementary and secondary education in other countries may be favorably considered for admission to a degree program of the institution.

Section 1 GENERAL ADMISSION REQUIREMENTS

I. Declaration of Admission Policy

Our Lady of Triumph Institute of Technology, Inc. is open to all students who meet the academic standards who are personally qualified to acquire formal education regardless of demographics (diversity in gender, sexual orientation, race, economic status, social class, ethnicity, language, religion, culture, beliefs, and abilities) and are willing to abide by the rules and ideals of this institution.

II. Classification of Students and Admission Policy

1. New Students/High School Graduates

A student will be admitted after having complied with the admission requirements and procedures prescribed by the Academic Council. Upon enrollment, a new student is required to submit the following:

- a. Original Form 138 (High school Card)
- b. Original Copy of Philippine Statistics Authority (PSA) Birth Certificate
- c. **Original Copy of Good Moral Certificate**
- d. 2 copies of 2x2 recent I.D pictures (colored with white background)
- e. Other admission requirements as may be required by existing CHED PSG (Policies, Standards and Guidelines).

2. College Transferees

Transferees are those who wish to enroll in OLT after having enrolled in other institutions for the past term/s. They are required to submit the following:

- a. Honorable Dismissal from school last attended
- b. Original Copy of Philippine Statistics Authority (PSA) Birth Certificate
- c. **Original Copy of Certificate of Good Moral Character**
- d. 2 copies of 2x2 recent I.D. pictures (colored with white background)
- e. Other admission requirements as may be required by existing CHED PSG (Policies, Standards and Guidelines).

3. Returnees

Returnees are students who discontinued their studies in OLT as long as they have not enrolled in any other school after leaving OLT. At the time of enrollment, a returnee must secure a copy of his/her grades for the previous semesters he/she has enrolled at OLT.

4. Shiftee

Students who, after enrollment wish or are advised to transfer from one

program to another program must first see the Registrar to get the shifting form. The shifters must see the Dean of the program where he/she intends to shift for the signature. The shifter will see the registrar for verification and approval.

III. Admission Requirements for Other Types of Students

1. Classification of Other Types of Students

a. Foreign Students

Non-immigrant aliens with proper authorization in the Philippine school of their choice should apply for admission from the office of the Registrar. A complete copy of the official transcript from high school and college records should be presented with an application for admission to the Registrar. When the record is found to be satisfactory, it will be forwarded to CHED Regional office. A copy of the Certificate of Eligibility for Admission (CEA) together with the Certificate of Acceptance will be sent to the applicant. Only upon the receipt of these documents from the school should an application for a student visa be made, no foreign student is allowed to enroll unless he/she can submit a valid permit to study, a verified Alien Certificate of Registration (ACR), and a student visa to the Registrar's Office.

b. Philippine Resident Alien Students

Students must submit to the Registrar's Office three (3) photocopies of their Alien Certificate of Registration (ACR). The original copy of the ACR should be presented for verification.

c. Naturalized Filipino Citizen

They must submit a copy of their Identification Certificate issued and authenticated by the Immigration Commissioner. PVAO Students with educational benefits under Republic Act No. 65 are required to submit

upon enrollment PVAO Form No. 2-2-c2 (Enrolment and Billing form) in order to avail of the benefits under this Act.

d. Special Students

They are those who are not qualified for college work but are nevertheless admitted into the school because they have sufficient abilities to benefit to receive official credit for their work. Special students may be admitted at any time to the course which they wish to attend provided that:

- i. They receive the approval of the Dean/Department head for each of the programs they propose to enroll;
- ii. They execute a contract in which they waive the right to receive and demand credit for the work done, and pay in full all the fees of the enrolment.
- iii. They are required to submit a medical certificate from a certified physician.

2. Guidelines

a. Students enrolled in the School of Hospitality and Tourism Management shall complete the College Admission Requirement before the official enrolment is accepted.

b. A continuing student may not be accepted for enrolment when he/she has committed a grave violation of the Student Handbook and has become an undesirable student in the institution.

c. Students with physical and medical conditions are subject to the assessment of the academic council.

d. Transferees are required to see the College Dean for an interview.

IV. Name Requirement

Students shall enroll under true names appearing on their birth certificates from the PSA. No aliases are allowed unless they have been

judicially approved. Request for correction of a name should be submitted to the appropriate CHED regional office with the following documents for references and record purposes:

1. Birth certificate PSA (in its absence, the proof of loss or non-availability thereof, attested to by the Civil registrar should be submitted along with the student's Baptismal Certificate.)
2. Joint Affidavit of two disinterested persons attesting to the fact, among others, that the assumed name(s) and the legal name of the student refer to one and the same person.
3. Affidavit of a student, if legal age or that of his parents or guardian.
4. Letter of request for correction of name, and addresses to the Director of the Regional Office.
5. Endorsement of the Registrar on his/her registration with the school under the assumed name.

V. Registration Procedure

Students must register in person during the prescribed registration periods. Detailed instruction on the enrolment procedure is posted on the bulletin board.

All students must first present themselves to the department in which they wish to enroll and should consult the dean or the department head regarding their subject loads. (for review)

VI. Enrolment Guidelines

When a student registers at OLT, it is understood that he/she is enrolling for the entire term. A student is officially enrolled after he/she has submitted the required admission or required transfer credentials approved by the School Registrar, has made an initial payment of the entrance fee, Student Development Fund, Supreme Student Council Membership Fee, and a student's copy of enrollment form authorizing him/her to attend classes.

A student who cannot present the validated student's copy of the enrollment form to his/her instructor at the start of the class semester is not allowed to attend class.

New students and transferees must submit their credentials to the Registrar's office.

VII. Adding, Dropping, and Changing of Subject

The adding, dropping, and changing of subjects will be allowed only during the specified schedule as posted/announced conspicuously on the bulletin boards. During this schedule, the students may add, drop or change his/her subject with a corresponding fee which will be charged if students will add, drop or change any subject he/she is taking. After the prelim examination, the student is not allowed to change the subject he/she has enrolled in.

VIII. Withdrawal from the Program

Withdrawal of enrolment from a program after registration should be accomplished officially through a Withdrawal Form subject to the recommendation of the Dean/Program Head with the approval of the Registrar.

1. Procedure for the Withdrawal of Programs

- a. Student who intends to withdraw from his/her program shall proceed to the Registrar's Office and secure the Withdrawal Form.
- b. The student shall ensure that all signatories are duly accomplished.
- c. Concerned Dean reviews quality records which indicate approval therein and instructs the student to proceed to the Accounting Office.
- d. Teller receives corresponding payment and issues an official receipt. Instruct the student to proceed to the Accounting Clerk.
- e. Accounting Clerk receives and verifies payment made and indicates the O.R. # and amount paid in the accounting. The student shall then proceed to the Registrar's Office.

f. Registrar signs on the quality record and encodes withdrawal of enrolment on the database.

g. Withdrawal will be indicated in the grade sheets by the instructor if the student will officially withdraw after the deadline for changing and adding of courses.

2. Charges for withdrawn programs require that if the student withdraws enrollment from any program, he/she shall be charged the school fees whether or not he/she has actually attended classes. The schedule of charges based on total school fees is as follows:

- a. **Withdrawal prior to the start of the program, penalty shall not apply.**
- b. Within the first five (5) days or first week of classes - 50% of the total school fees, and institutional discounts shall not apply
- c. After the first five (5) days or the second week of classes - 100% of the total school fees, and institutional discounts shall not apply
- d. The entrance fee and other fees paid prior to the withdrawal are non-refundable.

IX. Subject Load and Sequence

The subject load and the sequence of subjects of the student shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted in individual cases taking into account the best interest of the students and the objectives of the curriculum as determined by the College Dean.

X. Advanced and Back Subjects

As a general rule, a student shall not be permitted to take any advanced subjects until he/she satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to

simultaneously enroll in pre-requisite and advanced classes under the conditions as follows:

1. when the pre-requisite is a repeated subject;
2. when the student has superior scholastic standing;
3. when the student is graduating at the end of the school term;
4. when it is approved by the Dean or any authorized academic official.

Gifted or Honor students may be permitted to take such additional advanced subjects or overload, including the summer session, as the appropriate school official may determine based on the previous academic performance of the student and other evidence of educational measurement.

XI. Excess of Load for Graduating Students

A graduating student may not be permitted upon the discretion of the school an additional subject load of not more than six (6) academic units, respectively, in excess of the normal load specified by the school year term. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE subjects should include the following information:

1. Name of Student;
2. Reasons justifying his failure to take PE in the preceding semesters;
3. The class schedule and the schedule of the requested PE classes; and
4. The endorsement of the Registrar with the statement "Graduating upon completion of load"

XII. Transfer of Students and Transfer of Credentials

A student enrolled in one school is entitled to transfer to another school, provided he/she has no unsettled obligations with the school he has enrolled in.

A transfer credential signed by the school registrar shall be issued after filing the application for transfer; provided that, in the case of a student who is a transferee from another school, his/her records from his/her previous school have been received, are complete, and in order.

Request for transfer credentials made during the school year must be accompanied by letters or approval signed by the student's parents or guardians.

The school records should not be given to the transfer students unless authorized in writing by the registrar requesting the records. Transfer credentials shall be transferred by the school last attended only once to Our Lady of Triumph Institute of Technology, Inc.

No document related to graduation including but not limited to Transcript of Records, Diploma, Certification of Last School Attended, Grade Slips, and/or Certifications of Moral and Graduation shall be issued should the student who requested such for any purposes have an outstanding balance with the school. This provision is in accordance with the Manual of Operation for Private Higher Education Institutions, Article XX, Section 98.

XIII. Cross Enrollment

In general, cross-enrollment is discouraged. However, for valid reasons as determined by and with the prior written authority of the school he/she is regularly enrolled in.

Cross-enrollment is usually allowed only when the student is graduating in the current semester, he/she is enrolled and the desired subjects are not offered in the mother school during the term of the requesting student's enrollment.

XIV. Passport Requirement

1. The incoming BS HM and TM 3rd -year students are required to:

- a. Secure a Philippine Passport for the purpose of On-the-Job Training and Employment.
- b. Fill out and submit the standard format of the resume to the Office of the OJT Coordinator.

Chapter 11

TUITION AND OTHER SCHOOL FEES

Payment for tuition and other school fees may be done in full at the time of enrollment or by installment at the OLT Finance Department. Full payment of tuition and other school fees during enrolment may be done without prejudice to any additional assessment that may be applied during the semester due to rate increases in tuition and other school fees the school may implement, which related information was not yet available/disseminated at the time of enrolment. The Statement of Account is available at the Finance Department before the periodic examination. The Examination Permits can be secured from the Finance Department upon payment of the required amount stipulated in the Statement of Account. No student is allowed to take any examination without a permit.

The entrance Fee is charged to every enrollee of OLT, payable upon enrollment, and non-refundable. Tuition fees, Entrance fees, Miscellaneous Fees, and Other Fees are posted in a specified area or on bulletin boards.

I. Payments

1. Full Payment

A cash discount of 5% on tuition fees shall be granted to those who pay their tuition fees in full upon enrollment of the regular students only.

2. Installment Payment

Students who cannot pay their tuition and other fees may settle their

accounts on an installment basis provided that:

- a. Down payment is made at the time of enrolment according to the amount fixed by the school.
- b. The balance must be paid on a monthly basis or on the scheduled date stated in the promissory letter.

II. Schedule of Payment

The Schedule of Examination shall be posted on Bulletin Boards for general information. Every semester, periodic examinations are observed in the following schedules:

1. Prelim Examination
 - a. First Prelim
 - b. Second Prelim
2. Midterm Examination
3. Semi-Final Examination
4. Final Examination

For every periodic examination, a student is required to pay 20% of the total fees after the deduction of the required entrance fee. All students with old accounts are required to pay in full the previous balance upon enrollment. During the final examination, it is expected that students have settled their financial obligation to the school.

Students who pay their accounts in full during the enrollment period shall be given an examination permit valid for three (3) major examinations: Prelim (1st and 2nd), Midterm, and Semi-Final Examination. Final Examination Permit shall be issued after securing the clearance for the final examination.

III. Lost Examination Permit

Students shall pay the amount of PHP 50.00 for the replacement of the permit.

IV. Lost Student Passbook

Students shall pay the following amount:

First Offense	Php 200.00
Second Offense	Php 250.00
Third and Succeeding Offense	Php 400.00

V. Special Examination Permit

Students who failed to take the examination on scheduled dates are allowed to take a special examination upon payment of a special examination fee of PhP150.00 regardless of the number of subjects applied for the special examination. The special examination will take place five (5) days after the last day of the scheduled examination date excluding weekends (Saturdays & Sundays) and holidays.

VI. Lost Clearance

Students shall pay the amount of Php. 50.00 for replacement of clearance.

VII. Adding and Dropping Charges

On the scheduled dates for adding and dropping subjects, the students shall pay the amount of Php 100.00 per subject.

VIII. Withdrawal of Enrollment

1. Withdrawal Charges

- a. Within the first five (5) days or first week of classes - 50% of the total school fees and institutional discounts shall not apply
- b. After the first five (5) days or the second week of classes - 100% of

the total school fees and institutional discounts shall not apply

IX. Discounts

1. Family Discounts

Members of the same family, i.e., brothers and sisters under one support, who are enrolled, are granted the following discounts on tuition fees:

- a. Two (2) brothers/sisters – only one with the lower tuition fee gets a 10% discount.
- b. Three (3) brothers/sisters – only one with the lowest tuition fee gets a 20% discount
- c. Four (4) or more brothers/sisters – only one with the lowest tuition fee gets a 50% discount
- d. Spouses and children of any personnel get a 10% discount on their total tuition fee.

2. Scholarship

The institution has implemented its own scholarship program. However, the institution adheres to the policy that any student shall be entitled to one scholarship only. For example, if the student has become approved for a government scholarship program such as but not limited to the UniFAST-Tertiary Education Subsidy, the concerned student shall not be eligible for any Institutional Scholarship Program.

Chapter 12 STUDENT'S CODE OF CONDUCT

A student of the Our Lady of Triumph Institute of Technology, Inc. is expected to act as a mature individual and conduct

himself/herself with dignity and deportment, uphold moral standards, inside and outside of the school, and show respect and proper behavior towards everyone within the campus. When he/she enrolls and is accepted, a contract is established whereby he/she submits himself/herself and agrees to comply with the rules and regulations of the school and he/she assumes all the responsibilities appertaining to his/her status as a student, specifically, towards the administration, faculty and the student thus all students must adhere to the following norms:

I. Student's Right

The school abides by the Universal Declaration of Human Rights which emphasizes equal privilege to any individual regardless of gender, ethnic/cultural background, socio-economic status, religion, or sexual orientation. As such, the school is committed to upholding and protecting the rights and fundamental freedom of every student enrolled.

Every student then has the right to:

1. Have equal access and avail themselves of the services and facilities provided by the school;
2. Freely participate in the school affairs and activities, both academic and non-academic;
3. Organize and join registered school organizations;
4. Be treated fairly and with respect by teachers, employees or staff in the school, and fellow students;
5. Be informed regarding school policies and regulations which may directly or indirectly affect them before such matters are adopted;
6. Access one's own academic and financial records;
7. Seek an explanation of his/her own grades from his/her teachers;
8. Be informed of any complaints against him/her and answer these in a proper forum;

9. File complaints against a fellow student, teacher, or any employee of the school;
10. Have the freedom of opinion and expression through appropriate means and medium;
11. Peacefully assemble to express legitimate concerns;
12. Have a safe and secure environment;
13. Receive competent instruction and relevant education to ensure his/her development;
14. Freely choose their field of study subject to existing curricula and continue their course therein to graduation, except in cases of academic deficiency, or violation of the disciplinary regulations.
15. Be free from involuntary contributions, except those approved by their own College, Organization, or Societies;
16. Exercise such rights as are granted him/her by the Constitution, and prevailing laws.

II. Student's Duties and Obligations

1. Exert his/her utmost initiative to develop his/her potential for service, particularly pursuing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain a harmonious relationship with fellow students, the teaching and academic staff, and other school personnel;
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate, and orderly society;
5. Exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the

public welfare and of the rights of others (Section 15, Education Act of 1982);

6. Respect the academic freedom of institutions of higher learning as embodied in Section 5, Article XIV of the 1987 Constitution.

III. Student's Rules and Regulations

1. All students are required to wear their validated school IDs upon entry to the school premises and present it to any person in authority upon demand. In case a student loses his/her ID, he/she must secure an admission slip from the **Student Affairs Office** valid only for three (3) consecutive days (except holidays) and secures a notarized affidavit of loss and presents it to the Student Affairs and Services office for the issuance of Temporary ID. Tampering of ID is subject to disciplinary action.
2. Each student shall only be allowed to secure an admission slip three (3) times in a semester.
3. A student on campus who fails to present his/her ID when requested to do so shall be considered an intruder and must be directed to leave the school premises.
4. The student ID is **STRICTLY NON-TRANSFERABLE**. Lending one's ID will make the lender and the borrower subject to disciplinary action.
5. Our Lady of Triumph Institute of Technology, Inc. is an English-speaking campus. Thus, students are required to use this language while on the school premises to enhance their oral communication skills in preparation for their eventual employment.
6. All students must wear their complete uniform during their school days. They are required to get their sets of uniforms from the school only for uniformity.
7. Schedules for wearing the school uniforms are as follows:
 - a. **Mondays and Fridays - Departmental Uniform**
 - b. **Tuesdays and Thursdays - Institutional Uniform**
 - c. **Wednesday - Wash Day (Smart Casual)**
8. Physical Education (PE) uniform shall only be worn during P.E. Classes.
9. Students wearing inappropriate campus attire will not be admitted by the guard on duty during the day. If found inside

the classrooms, students are sent to the Student Affairs Office. A student is marked ABSENT if he/she cannot report back to class.

10. All male students are required to have a standard executive haircut at all times. Long hair, the over-emphasized color of hair, and dreadlocks are likewise prohibited for male students. Students who do not comply with the said policy will not be admitted to their classes.
11. All female students are required to brush up their hair while wearing the prescribed school uniform throughout the duration of the day. Proper hygiene and grooming must be observed.
12. Permit of Exemption from wearing school uniform on a case-to-case basis can be obtained from the Student Affairs Office to be presented to the teachers at the beginning of the term.
13. Wearing earrings by male students is strictly prohibited. Once caught, disciplinary action shall be imposed based on the sanctions for minor offenses.
14. Students are not allowed to entertain outsiders and visitors while classes are going on. Any outsider who wants to meet a student because of urgent matters should seek permission from the Student Affairs Office.
15. Loitering along the corridors, hallways, and in the lobby during class hours is strictly prohibited; likewise, boisterous conduct, whistling, shouting or any actions by the students that disrupt or distract classes are to be avoided.
16. All students should read and know the regulations for the use of the library. This is to give all students equal opportunity in the use of library facilities for study and research. A student who violates any library rule may be subjected to fines and/or suspension on library privileges, and serious offenses which may merit suspension or expulsion are referred to the Student Affairs Office. The following offenses are considered serious:
17. Deliberate marking, and mutilation of any library materials in any way.
18. Unauthorized withdrawal of library materials, such withdrawal shall be considered theft.
19. Misrepresentation or use of another person's ID to gain entrance to the library or borrow library material.

20. Eating, drinking, use of cellphones, and other audio equipment inside the library.
21. Eating and drinking are prohibited inside classrooms, libraries, laboratories, and offices.
22. Students under the influence of drugs and/or liquor are strictly prohibited from entering the school premises.
23. The school is a smoke-free campus. Smoking is strictly not allowed on the school premises.
24. No student organization may participate in any outside activity as an OLT representative without the written endorsement by the concerned faculty adviser, the Program Head/Dean designate, and duly approved by the School Director and /or the President.
25. The school does not recognize any fraternities or sororities. Hazing or initiation of any kind is strictly prohibited. Students threaten by hazing or initiation has the obligation to report this threat to the rightful authorities. The school is not responsible for the action of students who on their own without regard for the existing policies, and despite awareness of possible grave punitive sanctions, will engage in such activity.
26. Students are not allowed to go to the administrator/teacher's residence to submit requirements. All official transactions with teachers and administrators shall be done in school.
27. Notices are posted on bulletin boards. It is the responsibility of the students to read these notices and to respond immediately once they are summoned. All administrative, collegiate, and department activity bulletin boards are for official use only; to tamper with them is a serious offense.
28. Notices and posters must be stamped with the approval of the Student Affairs Office before they can be posted in the designated area on the campus. Such posters/notices shall be removed after the event or activities by the organization concerned after the activity is over to give room to other current posters/notices.
29. All students are required to observe cleanliness and sanitation within the school premises and respect the use of all facilities and equipment properly. It must be treated with proper care and respect to ensure the health and safety of the members of the community.

30. It is the responsibility of the students to treat school property with care and to help keep the buildings and campus neat and clean. Unauthorized movement or transfer of equipment or fixture to other places whether from classrooms or other areas is prohibited. Any damage done by a student to the property of the school or of others, besides subjecting the students to disciplinary measures, must be repaired or replaced at the student's expense.
31. Healthy relationship with members of the opposite sex is allowed. However, scandalous acts, gestures, and practices tending to show malice are not tolerated.
32. Dating and public display of affection (kissing, necking, petting, etc.) in any place in the school premises is strictly prohibited.
33. Students are required to secure the teacher's permission to leave the classroom as a matter of courtesy.
34. Cell phones must be in "silent mode" and should not be used during classes unless due to an emergency, charging of cell phones and laptops and other gadgets are not allowed.
35. Acts of vandalism and/ or the destruction of property belonging to the school, any member of the faculty, administration, non-teaching staff, and other students or visitors while on campus are strictly prohibited.
36. Students must first ask permission, whenever they want to use any of the facilities of the school, other than those for common or general use. Students are not allowed to stay in the hotel lobby when there are no laboratory classes.
37. Nobody is allowed to stay overnight in any offices or classroom unless it is permitted by the School Director/President.
38. Nobody is allowed to enter the school premises during holidays, weekends and after office/class hours unless it is permitted by the School Director/President.
39. Practices that fall on weekends and after class hours shall seek the approval of the School Director/President for entry. Students as individuals or as a group may use the name or seal of the school only when there is authorization from the Student Affairs Office and the School Director. This applies to printed programs, invitations, announcements, tickets, and other similar materials.

40. The Office of the School Director must approve first the speakers invited for programs, symposia, seminars, meetings, and other activities through the recommendation of the College Dean or by the Student Affairs Office.
41. OLT reserves the right to revoke the enrollment of any student who does not comply with this code of conduct or who fails to improve one's behavior. Any student may be suspended, dismissed, or expelled anytime during the year for due cause.

Chapter 13

NORMS OF INSTITUTIONAL ATTIRE

Students are expected to be reasonably neat in appearance and maintain dignity in their manner of dressing, avoiding attire and decorum deemed inappropriate in a school environment. Students are required to wear the prescribed college uniforms except on Wednesday, Saturday, and during Summer/Midyear Classes. The Student Affairs Office will publish guidelines for appropriate campus attire. Students shall observe proper grooming. *(School uniforms are strictly prohibited to be worn inside bars and other inappropriate places).*

On Wednesdays, Saturdays, and Summer Classes, female and male students are NOT ALLOWED to wear indecent attire inside the campus, such as;

1. shorts with a hem higher than mid-thigh
2. blouses or dresses of such designs as - sleeveless, see-through tops, plunging necklines, halter cuts, backless, narrow shoulder straps, spaghetti straps, tube style, baby shirts/blouses exposing navel or belly, miniskirts and dresses, shorts of any style
3. Sandos, tattered pants, pants with holes, pedals, and leggings
4. rubber or islander slippers (except during unavoidable circumstances)

During the entire semester, all students are enjoined that the use of bandanas, ball caps, headbands, and ponytails for male students is highly discouraged. Colored dyed hair and tattoos on exposed body parts, body piercings, and the use of multi-earrings and lip rings, nose rings, and the like are NOT acceptable. Beards, mustaches, and long hair for male students are strictly prohibited. A haircut for males should be an executive haircut, thus hair should not reach the collar and the ears. Hair highlights and tattoos are not allowed.

The wearing of Special Attire other than the prescribed uniforms above is allowed only within the scope and nature of its purpose.



Chapter 14 **STUDENT DISCIPLINE**

Any student or a group/class of students may file a written complaint against an administrator, any member of the faculty, and non-teaching personnel of the school for any acts that violate the policies of the institution. Grievances and complaints related to sexual harassment, unauthorized solicitation, proselytizing, extortion of money or goods in exchange for a service rendered, or the granting of passing grades and the like must immediately be reported to the appropriate authorities, to prevent further abuse and other complications resulting therefrom. For the ample protection of the

complainant, he/she may report this in person or in writing directly to the Student Affairs Office so that immediate and appropriate action can be taken to correct the situation.

I. General Policy

All offenses committed by students are subject to the imposition of corresponding penalties. The penalty on students may involve reprimand, disqualification from further registration or enrollment and from receiving honors or awards at graduation, fines, confiscation of ID, withdrawal of privileges, dropping, suspension, dismissal, or expulsion after due hearing as the case warrants.

II. Committee on Decorum and Investigation (CODI) as the Discipline Board

Prior to the imposition of the penalties on an erring student, the investigation shall be conducted by the CODI composed of the QMR, School Director and Academic Head/College Dean as Ex officio member, Head of Student Affairs and Services as Chairman, Guidance Counselor, Program Head, Faculty Representative, and the Supreme Student Council Governor.

III. Functions

It is the duty of the Head of Student Affairs and Services to preside over and hear the case after an official written complaint has been filed. The other members of CODI may interpolate. The duty of CODI shall be fact-finding and subsequently render decisions after the hearing.

IV. Jurisdiction

CODI has jurisdiction over all cases involving the discipline of students. The fact that the misconduct was committed outside the school's premises is neither a defense nor a deterrent to an investigation by the school, for as long as the misconduct involves his/her status as a student which can affect the good name or

reputation of the school. The proper discipline shall be imposed by CODI.

A student who is charged with an offense and refuses to heed the summons to appear before the school's investigating body is deemed to have waived his/her right to present evidence/s, and the case shall be then decided on the basis of the complaint and evidence/s presented.

The documents of proceedings are confidential and are the exclusive property of the school. These cannot be used by anybody as material for purposes of litigations in court proceedings unless there is an order by a judge of the Court. Furthermore, only the School President can decide on any release of such documents.

V. Discipline Procedures

All discipline matters concerning students come under the jurisdiction of the Student Affairs Office (SAO) and all cases must be filed therefrom. The procedures and hearing of discipline cases are as follows:

1. Complaint

A complaint form must be filled out by the complainant or by any person who has knowledge of the acts complained of, or by the school itself from the Student Affairs Office.

The complaint form contains the following information:

- a. The name, course, and year of the complainant and the respondent(s);
- b. Date, time, and place of the incident;
- c. Specified school rules/policies violated;
- d. A narration of the incident and circumstances of the act(s) complained of.

Upon receipt of the complaint form, the Student Affairs Officer determines whether or not a preliminary investigation is required. If required, a notice in writing is sent to the respective

parties. Attendance at the formal investigation is compulsory on the part of the complainant. The complainant's failure to appear without just cause is considered a lack of interest, which serves as a basis for the dismissal of the complaint. On the part of the respondent, appearance at the preliminary investigation may be dispensed with unless the respondent manifests in writing his/her desire to present on the day before the investigation. In all cases where the complaints are found to be sufficient in form and substance, the Board is convened for a formal hearing. A majority of the Board is required to constitute a quorum.

The conduct of an investigation must be recorded and certified by the Chairman.

2. Response

Upon the confirmation of the details stated in the report, the Student Affairs Officer shall schedule an investigation within five (5) working days upon receipt of the formal filing of the complaint.

Three (3) days prior to the scheduled hearing, the respondent shall be notified by the Student Affairs Office about the charges through writing with an attached copy of the Complaint Form.

The respondent is required to respond to the complaint in writing two (2) days before the hearing. If the respondent fails to respond to the complaint within the specified time, the hearing shall proceed ex-parte. If the complainant and respondent are of minor age, a notice is issued to the parents or guardians of both parties. Depending on the severity of the offense, the presence of the parents of both parties is required.

3. Hearing

A hearing shall immediately follow within seven (7) working days after the board decides to pursue the case. A hearing before the Board shall be summary in nature and cross-

examination is not essential. However, the Board should ensure that the following standards required by due process in discipline cases are satisfied:

- a. The respondent should have been informed in writing of the nature and cause of the accusation including his/her parents or guardian depending on the severity of the offense.
- b. The respondent should have been granted the right to answer in writing the charges against him/her.
- c. The respondent should be informed of the evidence against him/her.
- d. The respondent is given a chance to present evidence on his/her own behalf;
- e. The evidence presented by both parties should be considered by the Discipline Board.

The chairman of the Board exercises complete control of the proceedings in all stages. He/she prescribes the order in the presentation of the evidence by both parties. He/she rules on the exclusion of other witnesses for the same party while a witness testifies. He/she has the power to rule on the admissibility of evidence or testimony.

If the parents/guardians of both parties are present during the hearing, they shall only be observers. If minors, the parents/guardians may have the right to speak.

No hearings should last beyond one (1) month from the date of the initial hearing except for highly justifiable reasons. Each of the parties is allowed only one postponement. The records of the proceedings shall be kept as part of the record of the case.

4. Decision

The duty of the Board is to find and establish facts on which to base a decision rendered in the manner hereunder provided.

The majority of the votes of the Board is necessary to pass a recommendation for judgment in a case. However, if the penalty imposed is expulsion or dismissal, an absolute majority vote of the Board is required. Failure to obtain the required votes automatically calls for the imposition of a lower penalty. It is the duty of the members of the Board to present and constitute a quorum to cast their votes.

The Board renders its recommendation within five (5) days from the date of the final hearing. The decision shall be based on the established facts found on the record of the case.

Copies of the recommendation are furnished to the President, School Director, QMR, Student Affairs Officer, College Dean, Registrar, complainant, respondent, and the respondent's parents or guardian. A copy of the recommendation is filed and forms part of the respondent's school record.

Once the recommendation is made, the School President shall order the implementation of the recommendation for judgment of the case, otherwise, may settle for a lower penalty or order a reinvestigation.

A party not satisfied with the decision may file in writing to the President within five (5) days from the receipt of the decision, stating the grounds in support of the appeal. The other party must be furnished with a copy. If a party does not appeal within the period prescribed, the decision of the Board becomes final and executor.

5. Sanctions

Pursuant to the Manual of Regulations for Private Higher Education (MORPHE), the following disciplinary sanctions for serious offenses or violations of school regulations may be applied to an erring student:

a. Warning (W)

A warning is a notice, either verbal or written, given to a student for having violated a rule, with advice that repetition of the said offense will be dealt with more severely in subsequent violation. This will place the student under observation for one (1) week from the date of receipt of the warning.

b. Suspension (S)

Suspension is the penalty imposed on habitual offenders or those who commit serious violations of the Policies and Codes. This will deprive the students of class attendance and participation for a period of three (3) consecutive days from the receipt of the notice. A review of the student's case will determine whether he or she will be allowed to return to class after the period.

c. Dismissal/Expulsion (D)

Dismissal is the termination of a student from the school for a cause. As a dismissed student, he/she will forfeit all course payments and all inclusions, training, certificates, and records without prejudice to whatever legal action OLT may take against the student.

d. Fine (F)

The fine is the monetary representation that corresponds to the amount of damage.

Chapter 15 OFFENSES AND SANCTIONS

The Constitution requires all institutions to be responsible for shaping the behavior of young people under their care. Specifically, it says that "all educational institutions shall teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline."

The establishment of rules and regulations governing institution-student relations, particularly those pertaining to student discipline, may be regarded as vital, not merely to the smooth and efficient operation of the institution, but to its very survival.

Section 1
Table of Offenses and Penalties for Major Offenses

To ensure proper and appropriate conduct of the student body, the institution formulates these Table of Offenses and their corresponding penalties. They do not, however, curtail the rights of the institution in any way under existing laws to pursue cases not listed hereunder. Analogous situations and cases are also to be deemed covered by the authority of the institution to enforce discipline among its students.

Moreover, the Discipline Board may impose sanctions higher than what is stipulated in this table, if the evidence and gravity of the offense so warrant.

OFFENCES	FREQUENCY AND PENALTY		
	1 st	2 nd	3 rd
Intentional possession of dangerous articles, weapons, explosives, or substances that may be used to injure or cause discomfort to another person.	D		
Barricading, preventing or threatening any student or employee of this institution from entering the school campus or attending classes, and/or school personnel from discharging their duties.	D		
Initiating or circulating a false report or warning of impending bombing, files or other crimes, or emergency.	D		

Grave threats, intimidation, and coercion against any member of the school community: administrative, faculty, non-teaching staff, students, or visitors.	D		
Assault resulting in physical injury or damage to the property.	D		
Intentionally endangering the health or safety of oneself or another person.			
Disrespecting any member of the OLT Community and its guest's results in ridicule, embarrassment, humiliation, or besmirched reputation, by and through any means and media, such as but not limited to Facebook, social networking sites, or other sites on the internet	S	D	
Engaging in unrestrained drinking of alcoholic beverages with schoolmates or friends in school uniform outside the campus during school hours	S	D	
Desecrating Religious Images and Practices	S	D	
Hazing as defined in RA No. 8049 or Anti-Hazing as an initiation rite or practice as a pre-requisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, foolish tasks or activities or otherwise subjecting him/her to do physical or psychological suffering or injury.	D		
Any act or omission is punishable under the rules and regulations of the Institution or laws of the land even if	D		

the act was committed outside the school campus.			
Possession of marijuana or drugs.	D		
Smoking marijuana or using drugs.	D		
The intended or actual sale or distribution of illegal drugs, narcotics, or controlled substances	D		
Seriously assaulting another person	D		
Trespassing a private property and refusing to leave when requested to do so	D		
A conviction for contempt of court for disobeying a restraining order	S	D	
Being drunk and disorderly in the streets in violation of the ordinance	D		
Unauthorized use of the name of instructor/s, school official/s as co-author of an article to assure its publication	S	D	
Posting of lewd, defamatory, indecent, or libelous remarks or comments on the internet or any social networking sites	D		
Commission of violations of existing laws and/or ordinances	S	D	
Scandalous sexual acts and/or immoral acts including but not limited to public display of affection committed inside the school campus, or outside the school premises when the name of the school will be tarnished	S	D	
Manifesting vulgar or perverted behavior between students whether of the same or opposite sexes	S	D	
Bringing or viewing pornographic materials on campus (either acting as a model/subject, agent, sponsor, or technical crew) or sending foul	S	D	

images to anybody (student, faculty, employee)			
Harassment or the creation of a hostile environment based on race, religion, color, national origin, ancestry, age, gender, sexual orientation, or disability including the following: a. physical, verbal, non-verbal, written, electronic, or technological harassment of another person; b. stalking; c. intimidation	S	D	
Sexual assault and other non-consensual sexual harassment or other similar violations of an individual's rights	D		
Sexual Harassment (refer to IRR on the Anti-sexual Harassment Bill of 1995)	D		
Causing panic or confusion by harassment and picketing at the institution entrances and exits, loud and disturbing arguments, shouting/heckling/unrestrained laughter/loud talking inside or outside the classroom or in the corridors/stairways, and immediate vicinities	S	D	
Vandalism or destruction of properties of the Institution, or belonging to any member of the administration, faculty, non-teaching staff, fellow students, or visitors while on campus	F	S	D

Authorship, publication, or circulation of false information about the Institution, its officials, members of the faculty, non-teaching staff, or student	S	D	
Plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials, or any other acts indicating fraud or misrepresentation	S	D	
Oral defamation or slander	S	D	
Arson or recklessly starting a fire within the training institute property.	D		
Libel including cyber libel	D		
Bullying regardless of form (physical, verbal, mental, emotional)	S	D	
Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs, etc.)	S	D	
Aiding, abetting, encouraging, or participating in a riot, brawls, or hooliganism on or off campus	S	D	
Possession or use of alcohol anywhere on training institute property, except for legal use at events sanctioned by the school.	S	D	
Attempt to steal	S	D	
Stealing	D		
Unauthorized use of the Institution's name, logo, or seal	S		
Unauthorized use of facilities, identification cards, keys, numerical codes and passwords, equipment, or	S	D	

accounts belonging to the school or another person			
Academic dishonesty such as cheating during any examination, quiz, or long test (including take-home examination or written reports required for submission) or any other academic requirements	S	S	D
Unauthorized possession of notes or any material relative to examination, whether actually used or not	S	S	D
Letting somebody else take the examination on his/her own behalf (in case both shall be liable hereunder)	S	S	D
Submitting another person's work as one's own	S	S	D
Bringing in or playing any gambling paraphernalia on or off campus sites	W	S	D
Unauthorized operation of a business on school property or using the school's resources	W	S	D
Knowingly bringing a false complaint against the student, the school, or any of its members.	W	S	D
Unauthorized use or entry to school facilities like classrooms, storage areas, and laboratories	W	S	D

Section 2 MINOR OFFENSES

Students commit minor offenses due to not following school norms. Thus, a student who does not follow the school norms will be given appropriate disciplinary actions/sanctions. Listed below are minor offenses.

1. Non-wearing of School ID.

2. Possession of two or more school identification cards (I.D.) or Temporary ID by whatever means or manner
3. Losing one's ID or Temporary ID.
4. Failure to wear the prescribed school uniform.
5. Wearing P.E. uniform on campus but outside of P.E. classes
6. Sleeping on classrooms, benches, and tables
7. Use of cellular phones, beepers, iPods, or other communication gadgets inside the classroom while classes, examinations, or other academic activities are going on
8. Irreverent conduct during Angelus, Holy Mass, prayer, or any other similar religious practice
9. Wearing attires that are discouraged by the school.
10. Smoking inside the campus
11. Failure to observe office regulations
12. Unauthorized use of school facilities.
13. Littering and loitering in the corridors during and after classes.
14. Eating in the classrooms, laboratories, library, and any other areas designated as non-eating places.
15. Wearing earrings and long hair among male students.
16. Wearing colored or highlighted hair.
17. Disobeying school regulations contained in this school handbook and other rules or regulations disseminated to the students.

I. Sanctions

1. First Offense
 - a. Confiscation of ID which will be deposited and claimed in the Student Affairs Office.
 - b. The offender can claim this by writing an explanation letter and a promissory letter, noted by the College Dean, addressed to the Student Affairs Officer.
2. Second Offense
 - a. Confiscation of ID which will be deposited and claimed in the Student Affairs Office.
 - b. The offender can claim this by writing an explanation letter and a promissory letter, noted by the College Dean and

Guidance Counselor, addressed to the Student Affairs Officer.

3. Third Offense
 - a. Confiscation of ID which will be deposited and claimed in the Student Affairs Office.
 - b. The offender can claim them by writing an explanation letter and a promissory letter, noted by the College Dean and Guidance Counselor and approved by the School Director, addressed to the Student Affairs Officer.

4. Fourth Offense
 - a. Confiscation of ID which will be deposited and claimed in the Student Affairs Office.
 - b. The offender can claim them by writing an explanation letter and a promissory letter, noted by the College Dean and Guidance Counselor and approved by the School Director, addressed to the Student Affairs Officer.
 - c. The offender's school ID will be released after he/she rendered three (3) manual labor.
 - d. Failure to do so will mean five (5) days suspension.

Chapter 16

EXAMINATION

Each student should present an Examination Permit to teachers to be able to take each periodical exam. Such examination permit can be obtained from the Accounting Office upon presentation of proof of payment of required fees. Re-issuance of Examination Permits is subject to penalty charges.

Students are required to wear their prescribed uniform and should be with a prescribed haircut before taking the examination.

Anybody caught cheating and writing malicious words on test papers shall **be given a penalty by the instructors** depending upon the gravity of the offense as determined by the instructors (*such as invalidation of the scores*), and may be reported to the Guidance Office.

All students shall take their examination on all their subjects only during the examination dates. If a student fails to take their examination in any of their subjects during the examination dates shall only be allowed to take such during the Special Examinations. No examination in any subject shall be moved to any date or time without the approval of the School Director.

Section 2

SPECIAL EXAMINATIONS

A special examination is given only within the 5th day after the scheduled examination. Students who wish to take a special examination should first secure a Permit for a Special Exam from the Accounting Office. Students, whose reasons are not valid, as determined by the Dean's Office, are required to pay PhP150.00 to the school. The special examination will take place five (5) days after the last day of the scheduled examination date excluding weekends (Saturdays & Sundays) and holidays.

Section 3

END-OF-SEMESTER CLEARANCE

Clearance slips should be complied with by all students including those graduating students prior to the final examination. All financial obligations should be settled before the student takes the final exam.

Chapter 17

GRADING SYSTEM

Section 1

GRADE COMPUTATION

There are five (5) grading periods (1st prelim, 2nd prelim, midterm, semi-final, final). The basis for the computation of the grade per grading period is as follows:

1. Quizzes and Assignments	- 30%
2. Class Participation, Projects, Practicum	- 30%
3. <u>Examination Score</u>	- 40%
Total	- 100%

The final semestral grade will be computed using the cumulative method. The computation of the grade is as follows:

1. Prelim Grade = 50% of 1st prelim grade + 50% of 2nd prelim grade
2. Midterm Grade = 1/3 prelim grade + 2/3 tentative midterm grade
3. Semi-Final Grade = Back to zero
4. Final Grade = 1/3 of the semi-final grade + 2/3 of the tentative final grade

Chapter 18 HONORS AND AWARDS

I. Considerations for the Giving of Awards

To be considered for honors, the candidate for graduation must meet the following requirements:

1. He/she must have completed in OLT all the total number of academic units of hours required for graduation from his course;
2. He/she should have earned not less than 18 units per semester except in the last semester of his course.
3. He/she should have no grade lower than 2.0 in all subjects of his particular course including CWTS.
4. He/she must obtain an overall average rating as given below to be computed on the basis of units, which shall include all his

subjects except CWTS. Students who complete their courses with the following averages while meeting all the above requirements will receive the corresponding honors on graduation subject to the approval of the scholarship and Awards Committee.

a. Latin Honors

This recognition is given to graduating students completing four/five-year curricula.

- i. Summa cum Laude
A weighted average academic grade of 1.00 – 1.20 with no grade below 1.4
- ii. Magna cum Laude
A weighted average academic grade of 1.21 – 1.40 with no grade below 1.7
- iii. Cum Laude
A weighted average academic grade of 1.41 – 1.50 with no grade below 2.0
- iv. With Distinction
A weighted average grade of 1.51 with no grade below 2.2

b. Service Award

This is given to a deserving student who shows exemplary service to the school and community.

CES

- ✓ No failing of grade
- ✓ Must have good moral character

- ✓ Must have at least 8 participated programs in community extension services

JOURNALISM AWARDS CRITERIA

- ✓ No failing of grades
- ✓ Must have good moral character
- ✓ For feature writing must have at least (5) published outputs on the OLT Website and student publication journal
- ✓ For news writing must have at least (3) published output in OLT Website and student publication journal

STUDENT ASSISTANT

- ✓ No failing of grade
- ✓ Must have good moral character
- ✓ Must have at least 2 years of continuous in service as a student assistant

WITH RECOGNITION

- ✓ Must have rendered at least (1) year of service in an accredited student organization
- ✓ Must possess good moral character and must not have any major offenses

c. Leadership Award

1. This is given to a deserving student who has been a student organization officer for at least two (2) academic years has been active in co-curricular and extra-curricular

activities and is a responsible leader in the group he/she is serving in any school and community activity.

2. An officer who will not be qualified for the award will automatically receive a service award following the criteria/qualifications for the service award.

i. Qualifications

- ✓ Must have a weighted average of at least 2.0 with no failing grade.
- ✓ A resident of at least 2 years
- ✓ Must be an active officer or committee head for at least one credited student organization on campus for at least 2 years.
- ✓ Must possess good moral character and must have not committed any major offenses.

d. Co-curricular Award

An award is given to graduating students for active participation and leadership in the co-curricular activities of the college. The Dean in consultation with the faculty, the advisers of the accredited student organization, and the president of the department/organization give the recommendation.

i. Qualifications

- ✓ Must have no failing grade
- ✓ Must possess good moral character and must not have any major offenses
- ✓ Must have exemplary performance in academic-related and skills competition
- ✓ For local must have (1) participated competition
- ✓ For national must have (1) participated in the competition

- ✓ For international must have (1) participated competition
- ✓ At least top 5 for overall result

e. Extra-curricular Award

1. An award is given to graduating students who have exemplary performance specializing in social-cultural (sports) and cultural and arts.
2. An award is given to a graduating student who shows exemplary performance in the field of sports and brings honor to the school.

i. Qualifications

- ✓ Must have no failing grade
- ✓ Must possess good moral character and must not have any major offenses.

f. Outstanding Student Assistant

i. Qualifications

- ✓ He/she must be a working scholar from his/her first year up to the time of his/her graduation.
- ✓ Must have at least a rating of Very Good in the evaluation at the end of the semester.
- ✓ Must have no failing grade
- ✓ Must have been a good leader/model to his/her fellow working scholars in the areas of honesty, diligence, courtesy, attitude, and behavior.

g. Outstanding On-the-Job Trainee

An award is given to a graduating student who exemplifies the institution's core values and possesses the right attitude

towards the performance of his/her responsibilities in the host training establishment.

i. Qualifications

- ✓ Undergoes On-the-Job training in five (5) to seven (7) star international/local hotels and resorts accredited by the Philippine Department of Tourism.
- ✓ Should have outstanding performance as per the evaluation of the host training establishment.
- ✓ No derogatory records from the host training establishment.
- ✓ He/she has a practicum grade of 1.0-1.5.
- ✓ Must have no failing grade

h. Athlete of the Year Award

This is given to a student who shows exemplary performance in the field of sports and brings honor to the school. The Athletic Director recommends this award.

**Chapter 19
GRADUATION**

**Section 1
Requirements for Graduation**

Candidates for graduation shall apply for evaluation of their records at the Registrar's Office. Dates for this application will be set by the Registrar and will be timely posted on the bulletin boards.

All students applying for graduation must satisfy all academic requirements, CWTS requirements, and other conditions required by law; to be eligible for Graduation. All students applying for graduation must have completed the minimum requirements for the respective program including all courses required.

All students applying for graduation must have completed the minimum requirements for their program including the required on-the-job training (OJT)

All the requirements should be submitted to the Records Section of the Registrar's Office upon application for graduation.

Clearance slips should be complied with by graduating students prior to the final examination.

Chapter 20

STUDENT ORGANIZATION

They are a group of bona fide students united for purposes not contrary to law or the rule of law or the rule of the school which recognizes them as channels for the development and improvement of the student's potential, leadership formation, and social involvement. They help the school in carrying out its programs for students' welfare. They may be co-curricular or departmental and academic in nature, or extracurricular which are interdepartmental and non-academic. Students may freely form or join student organizations provided that they are duly registered and organized by the school through the School Heads. All student organizations are directly under the charge, regulation, and supervision of the Head of Student Affairs and Services, the College Dean, and the School Director.

I. Procedures on Recognition of School Organization

1. Submission of the following to the Students Affairs Office:
 - a. Letter of application addressed to the Students Affairs Officer.
 - b. Presentation of the clear statement of objective and project proposal of the organization.
 - c. Constitution and bylaws, criteria for membership, rules of procedure, confirmation of adviser, and any role of advisers.
 - d. Proposed calendar of activities for the whole academic year.
2. The Students Affairs Officer (SAO) evaluates the submitted documents and recommends to the School Director for the approval/disapproval of the application.
3. The School Director will approve/disapprove the application.
4. The SAO informs the officers of the organization whether it is approved or disapproved.
5. Recognition of the student's organization ID for a period of one (1) school year. Renewal of the recognition of all students' organizations is done at the end of the Second Semester.
6. Requirements for re-application are as follows:
 - a. Submission of new sets of officers.
 - b. Proposed calendar of activities for the whole year.
 - c. Amendments and revisions of the organizational members and/or staff available.

II. Accredited Student Organizations

1. Supreme Student Council (SSC)

The Supreme Student Council (SSC) is the duty-constituted body to represent OLT students and is at the heart of student affairs. It is democratic, popularly elected, and autonomous in accordance with the provision of its constitution and bylaws. Its primary objective is the rights and promotes the general welfare of the students. It coordinates with the school administration in all matters affecting the students' interests and helps the institution in carrying out its mission statements to the students. Some of the activities initiated or facilitated by SSC are as follows:

- a. Welcome Day and Orientation
- b. Acquaintance Party

- c. Foundation Day and Colors Week
- d. Students Christmas Party
- e. Other activities concerning students' participation

Chapter 21

STUDENT PUBLICATION

Republic Act No. 7079, otherwise known as the "Campus Journalism Act" of 1991 governed all educational institutions to establish its student publication.

I. Definition

1. A student publication is any newspaper, newsletter, leaflet, magazine, handout, periodical, or other publication whether printed, mimeographed, or photocopied, published by the students for campus circulation or in case of public consumption that bears the seal/name of the Our Lady of Triumph Institute of Technology, Inc.
2. Official Publication

The "triumphant" is the official student publication of OLT and as such, it aims to help the college to internalize the goals and objectives of the institution by providing for proper forum for:

- a. Journalistic training for a broader professional and cultural education in the line of quality standard education for integrated personality.
- b. Disseminating information on the curricular and co-curricular activities and interests of the student population.
- c. Training students for campus writing in line with academic freedom.
- d. Sharing scholarly studies and discoveries.
- e. Linking the school with the vital issues of the immediate community and the larger world.
- f. Inculcating a deep sense of involvement with the tenets of journalism and effective communication, practicing faithfully and consistently the following:

- i. Objectivity, truthfulness, and accuracy
- ii. Responsibility and impartiality
- iii. Sincerity, originality, and fair play
- iv. Decent taste and propriety

II. Monitoring of Publications

The Student Affairs Officer shall see to it that all CHED and school policies, rules, and regulations regarding school publications are complied with. The following are supplementary guidelines to enable the Office of the Student Affairs Office to carry out its duties and responsibilities regarding the matter effectively:

1. Five (5) copies should be submitted to the Student Affairs Office 3 days before circulation.
2. Publications are subject to all the provisions of the law pertaining to the mass media. The publication shall be fully and solely responsible for the material published.
3. All stories, editorials, photographs, and illustrations appearing in student publications shall carry by-lines, credit lines, or tag-lines. Otherwise, the Editorial Board of publication shall be held fully and solely responsible for material appearing without credit.
4. Violations of any or all the guidelines will be subject to sanction stipulated in the Student Manual.

Chapter 22 INSTRUCTIONAL SUPPORT UNITS

I. Registrar's Office

The Office of the Registrar coordinates and controls student registration, transfer, graduation, etc. Its primary task is the upgrading and safekeeping of the students' records as well as the vital documents and records of the school and for the maintenance of such records with strict confidentiality. It is also primarily responsible for the admission, transfer, and evaluation of subjects and units, loads and sequence of subjects, etc. Inquiries on admission, subject

offerings, and other tasks pertaining to student enrollment and other valuable documents are handled by this office.

1. Record Section

In order to carry out its function effectively, the Records Section serves as the branch of the Registrar's Office. Its tasks are

- a. the transfer of credentials, issuance of the transcript of records, and verification of the academic status of students.
- b. It is also responsible for the safekeeping of all students' records and other vital records.
- c. The Office of the Registrar coordinates with the College Dean and Department Heads regarding the activities of the students, offering of new courses approved by CHED and TESDA, etc. Students who wish to verify their academic records are welcome to see the personnel of this office.

Chapter 23 STUDENT SERVICES

I. Student Affairs Office (SAO)

This office directs the non-academic aspects of student life and coordinates with the school community in matters affecting these aspects pursuant to the mission statement of the institution under the following objective:

1. To initiate and coordinate specific programs and services for the student's personal and social development.
2. To provide opportunities for the students' active involvement in the life and activities of the school community and of the wider community.
3. To promote the mode of conduct necessary for the institution leading to an acceptance of, and positive response to the institution's objectives.

Along with these objectives, the SAS Office has the following areas of concern namely:

1. Student Development

These concerns the development programs for students in coordination with the department concerned and student leaders to help them realize their potential to become better individuals and enhance the right campus atmosphere.

2. Student Discipline

These include the right order of things requiring rules and regulations for external discipline to facilitate the development of desirable attitudes, values, and behavior patterns for the right academic atmosphere and productive righteous living in and out of the school.

3. Student Activities

These involve the proper coordination and supervision of general student activities essential to the students' balanced formation and development as well as the regulation of the operations of all recognized student organizations in coordination with the school bodies for the adequate utilization of their efforts and capacities to attain their constitutional objectives in helping to realize the goals of the institution.

4. Other Services

- a. Lost and found
- b. Solicits donations for victims of disaster
- c. Conducts emergency drills

II. Guidelines for Fieldtrip and Other School-related Activities Held Outside the School Campus

1. The instructor shall write a letter to the President through the School Director and the College Dean informing of the plan of activities at least 10 days before the activity shall be done.

2. The total expenses and objectives of the activity and the itinerary of the travel shall be made known to the students/participants.
3. Students/Participants shall submit parental consent and shall be submitted to the SAO Office five (5) working days before departure.
4. The instructors/advisers/escorts shall prepare precautionary measures to ensure the safety of the students/participants.
5. The instructor/advisers/escorts shall see to it that all students/participants are fit to travel or engage in the activity.
6. The instructors/advisers/escorts must be with the students/participants throughout the duration of the activity.
7. No student/participants are allowed to stay away from the group.
8. Students/participants shall behave with dignity.
9. Any serious problem that may arise during the activity/travel shall be documented and reported by the instructors/escorts to the SAO.
10. The SAO has the right to take disciplinary action against students/participants who misbehave during the course of the activity.

III. OJT Pre-Enrolment Guidelines

In accordance with the provisions of the Republic Act (R.A.) No. 7722, otherwise as the “Higher Education Act of 1994”, the Commission on Higher Education encourages and promotes strong academic linkages with the industries for cross-cultural training and skills enhancement to ensure the attainment of the knowledge, skills, and desirable attitudes that will make Filipino students, globally competitive. With the provision stated above, the CHED was mandated by the government to issue a memorandum related to the on-the-job training program of the students.

Note: All students are required to undergo on-the-job training prior to graduation. The Office of the Internship Coordinator will conduct a pre-deployment orientation seminar for those students who enrolled in the internship program before their deployment as per the Work

IV. Health Services

Health Clinic oversees the general health of all students enrolled at Our Lady of Triumph Institute of Technology. It provides ample, proficient, and effective functional medical, dental, and nursing services to distinguish any existing health problem, in order to provide proper and healthy surroundings and to control any communicable diseases.

1. Conducts schedule a medical and dental check-up for all students every semester.
2. Medical and dental consultation and any provision of medical and dental certificates.
3. Provides first aid measures to students and employees who acquire injury or get sick in school.
4. Gives necessary oral and current drugs, when needed.
5. Gives dental extraction and a temporary filling
6. Plan annual physical examinations for regular and probationary employees
7. Recommends specialists for sick students whose illness needs further management
8. Conducts blood typing and bloodletting
9. Provides health education and encouragement

10. Schedule Clinic hours:

Monday to Friday 8:00 A.M. – 12:00 P.M.
1:00 P.M. – 5:00 P.M.

V. Guidance Services

The Guidance Office is committed to facilitating the personal development of the students. The needed healthy atmosphere and privacy are afforded. Identify and accept their strengths and

weaknesses develop their talents, skills, and potentials, and learn how to relate effectively with people.

Services Offered:

1. Personal Information about each student.
2. Educational, occupational, and personal-social information through seminars and symposia.
3. Guided in the intelligent and responsible choice of career.
4. Group and Individual counseling held to facilitate better self-understanding and modification to life.
5. Assistance is given to graduating students to prepare them for work, through conducting graduate options and development seminars for any available job opportunities.
6. Assistance for students with poor academic performance for them to perform better.
7. Conducts aptitude tests and exams.

VI. Library Services

As an information resource center, the OLT library serves the information needs of the school community. The library is open during school days from 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm.

Library rules, including the imposition of penalties for lost or damaged books, shall be observed by every student including faculty.

VII. Notices and Posters

Approval from the SAO shall be obtained for the posting of notices or announcements and for the distribution of any reading material within the premises of the school. Only duly registered organizations are given the privilege to make postings or distribute reading materials, provided that said postings are made on school bulletin boards and reading materials indicate authorship or sponsorship.

VIII. Use of School Facilities

The use of available school facilities is limited to students and/or recognized/accredited student organizations by the school. The request should be done at least 3 days before the said activities through a formal letter addressed to the Office of the President through the Property Custodian and/or the Physical Facilities and Development Office. The member of the organization concerned should be responsible for cleaning and returning the things borrowed from the school. They will be responsible for any damages to the college property arising from any use therefore.

IX. General Policies on Students' Participation in Curricular and Co-Curricular Activities

1. All students are required to participate in co-curricular/extracurricular activities.
2. Each student is automatically a member of the academic student organization.
3. Students can form an organization provided that it does not violate the rules and regulations.
4. Students are required to attend meetings and other activities of the organization (s) of which they are a member.

Appendix A

Drug-Free Policy of Our Lady of Triumph Institute of Technology, Inc.

Section I: General Policy and Guidelines

I. Institution Policy Statement

Our Lady of Triumph Institute of Technology, INC. (OLT) is committed to maintaining a "drug-free" academic environment in compliance with the Commission on Higher Education (CHED) Memorandum Order No. 18, series of 2018, and Department of Education (DepEd) Order No. 40, s. of 2017, under Republic Act (RA) 9165 or The Comprehensive Dangerous Drugs Act of 2002. Further, the institution is committed to providing campus experiences that are safe, legal, and responsible.

II. Institution Interests

The drug problem in the Philippines

continues to remain a serious national concern that permeates both the public and private education institutions not only as a security issue but also as a health concern that affects the social, emotional, psychological as well as the economic well-being of the students.

Our Lady of Triumph Institute of Technology, INC. recognizes its responsibility to provide for a safe learning environment for students and personnel. The use of dangerous drugs which interfere with the student's judgment or motor coordination poses an unacceptable risk to their whole being. For the foregoing reason the school has adopted this policy to further the following interest:

- ✓ To promote a "drug-free" campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth
- ✓ To instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment
- ✓ To prevent the possession, consumption or distribution of dangerous drugs, which violates applicable Philippine law and substantially adversely impacts the efficacy and integrity of the institution

III. Scope

This Drug-Free Policy of Our Lady of Triumph Institute of Technology, INC. governs the education, prevention,

counseling, rehabilitation, and conduct of random drug testing for SY 2023 – 2024 and thereafter. Further, this shall cover the following programs, i.e. the Senior High School, Bachelor of Science in Hospitality Management, and Bachelor of Science in Tourism Management.

Further, guidelines for the conduct of drug testing follow the parameters laid down by RA 9165 and its Implementing Rules and Regulations, as well as the Dangerous Drugs Board Regulation No. 6, s. of 2003, as amended by Dangerous Drugs Board Regulation No. 3, s. of 2009.

IV. Definitions

As used in this policy, the following terms are defined as follows:

1. *Chain of custody* refers to procedures to account for each specimen by tracking its handling and storage from the point of collection to final disposal. These procedures require that the applicant's identity is confirmed and that a Custody and Control Form is used from the time of collection to receipt by the laboratory. Within the laboratory, the appropriate chain of custody records must account for the samples until disposal.
2. *Chronic User/Drug Dependent* is a person for using drugs/other substances (mind-altering or not)

without medical need, in an amount large enough or over a period long enough to threaten the quality of life or health and safety of the user or others.

3. *Confirmatory Drug Test* is an analytical test using a device, tool, or equipment with a different chemical or physical principle that is more specific, which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
4. *Current Students* refer to existing and currently enrolled students in the institution.
5. *Drug Counselor* shall mean a person trained in the techniques of guidance counseling mainly dealing with cases of drug dependency.
6. *Drug Dependency* refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic or continuous basis.

7. *Drug Dependency Examination* refers to the examination conducted by an accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is drug-dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
8. *Dangerous Drugs* include those identified and listed in RA 9165 or the “Comprehensive Dangerous Drugs Act of 2002” and its annexes, subject to any reclassification, addition, or removal of any drug from the said list by the Dangerous Drugs Board, per section 93 of R. A. No. 9165.
9. *Drug-Free Committee (DFC)* refers to the point persons, duly appointed by the president of the school tasked with handling drug-related initiatives, interventions, programs, and activities.
10. *Drug testing* means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body to detect an illegal drug or alcohol, including both screening test and a confirmatory test.

11. *Illegal drug* means (1) any drug or substance whose use, possession, and manufacture are regulated; or (2) a drug whose purpose is strictly controlled by a physician's prescription or other order and such use is inconsistent with the prescription or other order.

12. *Impaired* means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for disability). An impaired student, by virtue of his/her use of illegal or legal drugs, exhibits deteriorated motor/psychomotor function, reduced conceptual/integrative/synthetic thought processes, and/or diminished judgment and attentiveness compared with previous observations of the student's conduct and performance. For purposes of this policy, the term impaired shall also mean addiction and/or physical or mental dependence upon illegal or legal drugs.

13. *Interventions* are therapeutic program appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer

leadership programs, parent/peer groups, or psychological counseling at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

14. *Laboratory* refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.
15. *Legal drug* means any drug or substance that is available without a prescription and/or any drug or substance that has been prescribed by a healthcare provider.
16. *Occasional User* is a person who indulges in drug use to create or enhance the experience in a social setting.
17. *Prevention* is a promotion of drug-free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building.
18. *Reasonable suspicion drug testing* means drug testing conducted on a student because individualized and objective evidence exists to support the conclusion that a student (1) has engaged in the use of illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be

impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs; the odor of drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug use; an arrest or conviction for a drug-related offense; positive random or other drug tests; or newly discovered evidence of drug test tampering.

19. *Repeat drug testing* means a drug test that is conducted again on the following grounds:
 - i. Contested drug test result by the concerned party/ies; and
 - ii. The requirement for monitoring purposes while on a rehabilitative program
20. *Random drug testing* refers to the unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.
21. *Random selection* refers to the unbiased process of selecting students who are to undergo drug testing.
22. *Institution* is a term used to refer to Our Lady of Triumph Institute of

Technology, INC which is an institution of learning providing facilities for teaching and research and authorized to grant degree and non-degree programs such as Senior High School, Bachelor of Science in Hospitality Management, Bachelor of Science in Tourism Management, among others.

V. Procedural Requirements

A. Prohibited Conduct and Duty to Notify of Charges/Convictions

1. The use of illegal drugs as stated in the Institution policy is explicitly prohibited.
2. Under no circumstance should a student participate in any academic program or educational experiences while he/she is impaired.
3. Under no circumstance should student manufacture, consume, possess, sell or distribute illegal drugs in violation of applicable Philippine laws and school policies, including the Institution Code of Student Conduct.
4. Students may report to the DFC or any school official any illegal drug-related activities such as but not limited to, manufacture, use, purchase, possession, sale, or distribution. Any student found guilty of the violations mentioned above shall result in disciplinary action. Such violations will also lead in

referral to Drug Counselors.

5. A student who violates any provision of this Section will be deemed to be subject to disciplinary action, up to and including dismissal from the Institution.

B. Guiding Principle in the Conduct of Random Drug Testing in the Institution

1. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall emphasize the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
2. Random drug testing shall be implemented primarily for prevention and rehabilitation. Further, it shall be considered entirely a "health" issue and aims to provide appropriate interventions to those who will be tested positive for dangerous drug use.
3. A random drug testing program shall guarantee and respect the personal privacy and dignity of the student.
4. Aside from the random drug testing, OLT conducts mandatory drug testing for all students undergoing OJT.

C. Purposes of the Conduct of Random Drug Testing at the Institution

The random drug testing in the Institution shall be conducted with the following purposes:

1. To determine the prevalence of drug users among the students;
2. To assess the effectivity of school-based and community-based prevention programs;
3. To deter the use of illegal drugs;
4. To facilitate the rehabilitation of drug users through effective counseling and other intervention programs; and
5. To strengthen existing mechanisms and programs of the institution that educate the students on the ill effects of illegal drugs.

D. Agreement to Submit to Random Drug Testing

1. A student entering or progressing in an academic program that requires a drug test(s) as a condition of enrollment must submit to the said drug testing as required by the Institution.
2. A student enrolled in any academic program must agree to submit to random drug testing; *reasonable suspicion drug testing when circumstances warrant such testing*; and/or repeat drug testing as required by the Institution.
3. Any attempt to tamper with, contaminate, or switch a sample during any drug test shall be referred

to the Student Discipline Board for further investigation.

4. All students shall sign an acknowledgment and consent form that evidences the student's consent to (a) comply with Institution policies pertaining to illegal drugs; (b) comply with all policies and regulations of affiliated agencies related to illegal drugs; (c) submit to all drug testing as described in this policy; and (d) authorize the disclosure of drug testing results to the Drug-Free Committee.

E. Coverage of the Students to be Tested

The number of students to be tested shall be all students who undergoing their OJT at any of our host training establishments.

F. Random Drug Testing

General Preparations

1. Our Lady of Triumph Institute of Technology, INC. designates a duly accredited drug testing center by the Department of Health (DOH) as its authorized drug testing laboratory which is solely responsible for the entire conduct of the drug testing.
2. The DFC, together with the chosen DOH-accredited drug testing center, shall oversee and supervise the overall implementation of the drug testing in

the Institution.

3. While only the sample population will be tested, all students will make necessary preparations with the assumption that they will be included in the sample size.

Notifications

1. The DFC, through the appropriate channels, shall inform all the concerned Department and/or Unit Heads at least one (1) week from the designated date of the drug testing.
2. Students and their parents shall be duly informed or notified in writing of the purpose and process of drug testing.
3. Students shall be asked to sign an Acknowledgement and Consent Form.

Selection of Samples

1. The DFC shall supervise the identification of the sample size based on its approved sampling design.
2. On the day of the testing, the DFC shall conduct the random selection of the required number of students to be tested in the institution. The random selection shall be through the approved sampling design and/or any equivalent manner that the committee may deem necessary and appropriate.
3. The DFC shall safeguard and ensure the confidentiality and integrity of the

procedure in terms of the required randomness.

Collection Procedure

1. Please see attachment A.

G. Actions on Drug Test Results

4. Upon receipt of a positive drug test result, the same shall be forwarded to a qualified and DOH-accredited drug testing facility for confirmatory drug testing. If the confirmatory drug test result is positive, the Chairman of the Drug-Free Committee (DFC) shall notify the student in writing of the result of the drug test and schedule a conference with the student and parent concerned. Further, available intervention and rehabilitation programs shall be made known to the student and his/her parent. However, should the student and his/her parent demand/request a repeat drug test, it shall be conducted by a DOH accredited drug testing facility and all costs of the repeat test shall be borne by the student. Likewise, as per DDB and DOH standards, the same urine sample shall be used in the repeat drug testing.
5. During the conference, the DFC shall recommend the student and his/her parent to a DOH-accredited facility or DOH-accredited physician to determine the student's dependency

- level at his/her or their own expense.
6. If the student shows no signs of improvement or recovery, or fails the drugtest the second time, the DOH – DOH-accredited facility or physician may make a recommendation to the student, parent, and DFC to have the student referred to a DOH – accredited facility suited to the student’s level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61 of RA 9165.
 7. A student is permitted to continue in the school if he/she religiously and diligently submits to the intervention program created by the school and/or partner industry in charge of the student’s rehabilitation treatment and upon submission of a negative drug test result.
 8. Positive confirmatory drug tests result under this policy shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student for further legal action, which may result in administrative/civil/criminal sanctions and liabilities.

VI. Fee Requirement

1. All fees shall be in accordance with pertinent Department of Health (DOH), Dangerous Drug Board (DDB), and Our Lady of Triumph Institute of Technology, INC. rules and regulations.
2. The fee for the random drug testing shall be borne by the student and shall be tested in a duly accredited drug testing center by the Department of Health (DOH).

VII. Confidentiality

1. All random drug testing results shall be used, maintained, and disclosed by the Institution only as permitted by and in strict compliance with all applicable Philippine laws and regulations pertaining to confidential and protected health information and student records.
2. The Institution should also ensure the provision of non-discriminatory intervention services.

Section II: Counseling Program for a Drug-Free Institution

A. Rationale

Drug use and dependence are a burden to the health, social, and economic stability of an individual, family, and community. Proactive ways in addressing its ill-effects are, therefore, imperative. Hence, in support of the drug-free policy of Our Lady of

Triumph Institute of Technology, INC. a counseling program is designed to prevent drug use and to help those who are found positive during the random drug testing.

The counseling program provides psychological and supportive activities that encourage the behavioral and emotional change of an individual. These are important to the overall process of creating a drug-free environment.

A. General Objective

To provide counseling services to students to prevent drug use and remedial services among those who are found positive of drugs during random drug testing.

Specifically, it aims to:

1. Provide psychological interventions that may include structured formal counseling approaches and informal approaches that may involve information, drop-in support, and informal counseling;
2. Help clients to identify and address the reasons for drug use; realize the negative consequences of their drug use and the benefits of stopping drug use;
3. Assist clients' identity and develop skills to prevent relapse by providing activities that build self-confidence and develop positive thinking.
4. Provide social support interventions

that address the various emotional issues and needs, such as employment, financial management, family, and other relational/social issues; and

5. Help clients to develop problem-solving and refusal skills and to identify risky situations and ways to deal with the risks.

B. Activities:

1. Identify prospect counselees through referrals.
2. Issue call slips to the following referred students.
3. Conduct counseling to students who are being referred (individual/group counseling/teamcounseling)
4. Provide counseling to students.
5. Call parents for a conference when the need arises.
6. Group sessions on:
 - Building self-confidence and developing positive thinking.
 - Developing problem-solving and refusal skills
 - Identifying risky situations and ways to deal with the risks.
 - Relapse prevention
7. Follow up

C. COUNSELING APPROACHES

1. Cognitive-behavioral approaches

Cognitive-behavioral therapy (CBT) examines the interplay between thoughts, behavior, and environment.

Assumptions:

1. Behaviors are guided by thoughts and emotions (feelings), and that human behaviors are mainly established through a process of learning.
2. Substance dependence is a learned maladaptive behavior.
3. The counselor can serve as a coach in the Educational-learning process, which can be a therapy for substance use disorders.

Counseling Technique:

1. Functional analysis or the ABC analysis (analysis of antecedent emotions and circumstances surrounding a Behavior and its Consequences)
2. Motivational interviewing (MI) is a method to help patients explore their reasons to change drug use. MI focuses on intrinsic motivation for change, even with those who initially come for counseling as a direct result of extrinsic pressure.

2. The community reinforcement approach (CRA) involves social, recreational, familial, and vocational reinforcers to aid clients in the recovery process. CRA integrates several treatment components, such as motivation to quit, helping cessation of drug use, analyzing drug use pattern, increasing positive reinforcement, learning new coping behaviors, and involving significant others in the recovery process.

Outcomes:

1. Clients learn to recognize “destructive” behaviors and are motivated to change them to constructive behaviors.
2. The client is motivated to begin some new alternative activities.

D. Relapse prevention

Relapse prevention involves avoiding a return to drug use and building a healthier self by becoming involved with activities that do not include drug use. Relapse prevention typically employs both CBT and motivational interviewing techniques.

E. Confidentiality

Assurance of confidentiality makes clients feel comfortable and trust their counselor. Counselors should explain the limits of confidentiality to their clients at the beginning of the counseling session. The counselors should always respect and protect the client’s right to privacy. Counselors should maintain the principle of confidentiality, except when doing so would result in obvious danger to the client or others. In these cases, the decision to breach confidentiality should only be considered after discussion with the administration that the action is appropriate. Personal information about clients may also be disclosed by legal obligation.

The following are examples of situations where personal information may be disclosed:

1. The client provides informed consent to the disclosure. For instance, if a client asks a counselor to inform and discuss their problems with family members, friends, or other persons. Consent should also be sought to the release of information as part of a referral of a client to another service.
2. For the client's benefit (i.e., for the purpose of counseling). Information not relevant to treatment should not be disclosed, and client information should not be communicated outside of the treatment team.
3. Where there is a clear danger to the client or others. For instance, when a client reports suicidal thoughts or thoughts of hurting others.
4. For the benefit of the community. For example, when the client shows signs of having acquired infectious diseases that can be rapidly spread into the community. Such cases should be reported to local health authorities.
5. Upon court order or a request from competent bodies, as prescribed by law.

Section III: Repealing Clause

All memoranda, orders, instructions, and directives inconsistent with this policy shall be deemed accordingly repealed.

Section IV: Effectivity

This policy shall take effect immediately upon its approval by the School President

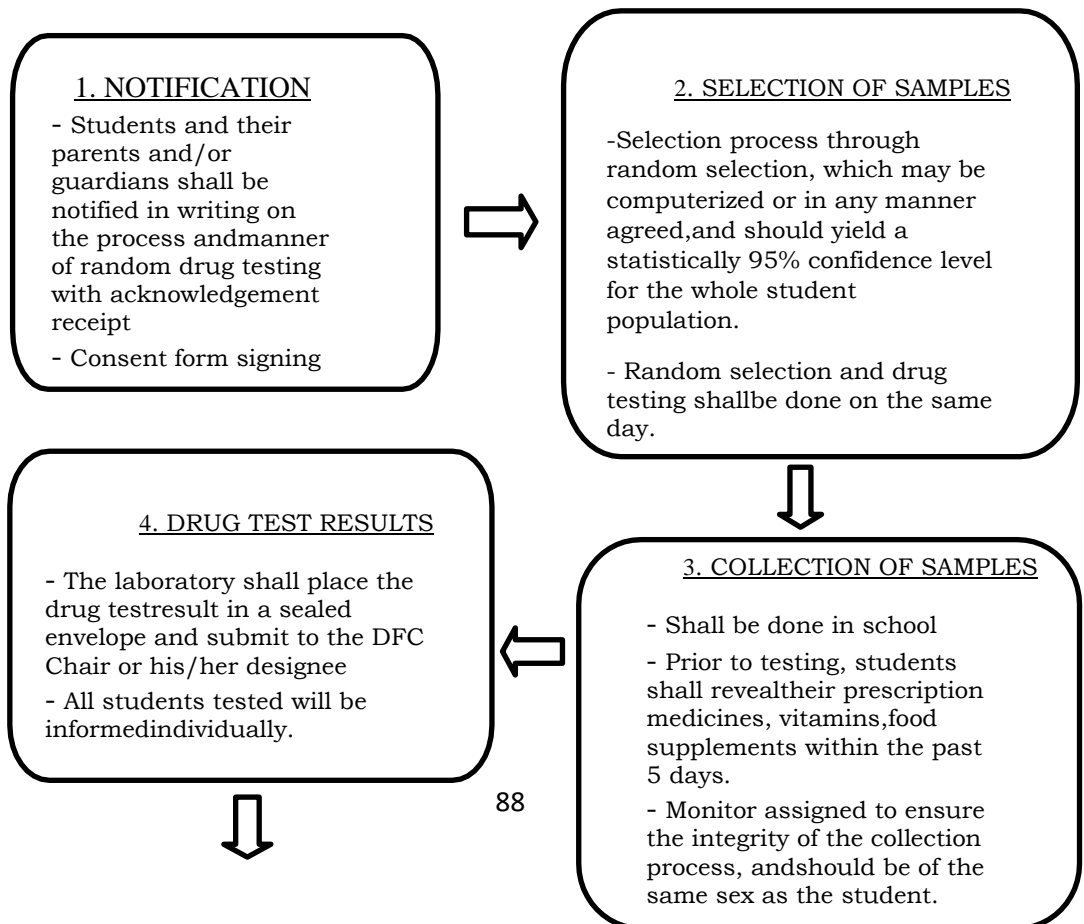
Reference:

Guidance for Community-Based Treatment and Care Services for People Affected by Drug Use and Dependence in the Philippines

<https://www.unodc.org/documents/southeastasiaandpacific/>

ATTACHMENT A

A. Procedural Flow in the Conduct of Random Drug Testing



ACKNOWLEDGMENT AND CONSENT FORM

Students in the Institution shall be familiar with applicable legal and ethical requirements set forth by the Commissions on Higher Education memorandum 18, in accordance with RA 9165 or The Comprehensive Dangerous Drugs Act of 2002.

I have read and understood the Our Lady of Triumph Institute of Technology, INC. Drug Testing Policy for Students. I also have had an opportunity to ask questions about the Policy.

By my signature below, I agree to comply with the requirements of this Policy, and all applicable policies and regulations of the Institution and affiliated agencies. Further, as a condition of participation in the Program, I knowingly and voluntarily consent to submit to any drug testing required by the school.

I hereby authorize the disclosure of any and all drug testing results to the Drug-Free Committee or their designee.

I hereby agree, for myself and on behalf of my successors, heirs, and assigns, to hold harmless and waive any and all claims

5. POSITIVE DRUG TEST RESULTS

- DFC chair or his/her designee shall inform both the student and parent
- Refer for confirmatory test
- Scheduled conference with student and parents
- Determine dependency level
- Refer to Drug Counselor



6. TREATMENT, REHABILITATION AND REFERRAL TO DOH-ACCREDITED FACILITY

- For drug dependent students
- Appropriate interventions stated in the HEI Student Handbook and the Manual of Regulations for Private Schools.

and release, satisfy, and forever discharge Our Lady of Triumph

Institute of Technology, INC. and its trustees, officers, and employees, from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind or nature, arising out of or in connection with the school's administration of the Policy.

STUDENT'S SIGNATURE

DATE

PRINTED NAME

ANTI-HAZING POLICY IN THE SCHOOL COMMUNITY

RATIONALE

Hazing is any action that recklessly or intentionally endangers the health or safety of a person for initiation, admission into, or affiliation with, or as a condition for continued membership in a student organization. Our Lady of Triumph Institute of Technology, Inc. does not tolerate hazing. Any student, student organization, team, or other persons associated with the student organization found responsible for hazing may face disciplinary actions. The process of introducing new members to membership should be conducted in a manner that respects the dignity as well as the mental and physical well-being of the individual. Our Lady of Triumph Institute of Technology, Inc. encourages all members of the school community who believe that they have witnessed, experienced or are aware of conduct that violates the anti-hazing policy to report the violation to the Student Affairs Office, the Guidance Office and the Office of the College Dean. Students and supervising adults must not remain silent if they observe hazing. Silence condones these activities and may make the observer as guilty as the hazers themselves. The purpose of this policy

is to: prevent incidents of hazing within the school community through information, education, and reporting processes; stop hazing processes that might be in progress; hold individuals and student organizations accountable through appropriate conduct; and keep records and share appropriate information about past incidents of hazing with the school community. This policy applies to hazing that takes place between two or more people affiliated with Our Lady of Triumph Institute of Technology, Inc. whether it occurs on school property or off-campus.

FORMS OF HAZING

In general, hazing means any action that recklessly or intentionally endangers the health or safety of a person leading to physical or psychological suffering, emotional, and mental instability, sleep deprivation, and loss of control and empowerment for initiation, admission, or affiliation with, or a condition for continued membership in the organization.

Examples of hazing activities include but are not limited to:

- ✓ Not allowing a group of members or individuals to sleep or eat
- ✓ Changing someone's appearance (for example forcing them to wear something or shaving their head)
- ✓ Name calling, insulting, or yelling at an individual or group
- ✓ Forcing individuals to use drugs or drink alcohol
- ✓ Physical abuse (spanking, paddling, or swatting)
- ✓ Forcing an individual to perform a sexual act
- ✓ Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnap, or engaging in any "road trip" or "ditch" that might in any way endanger or compromise the health, safety, or comfort of any individual
- ✓ Locking an individual or group in a confined space
- ✓ Prohibiting an individual or group from participating in any activity (going to school events, returning to their residence, or attending classes)
- ✓ Forcing individuals to do personal errands for other members
- ✓ Any brutal treatment or forced physical activity which is likely

to adversely affect the physical and psychological health of an individual

- ✓ Any activity, intentionally made or otherwise by one person alone that tends to humiliate or embarrass, degrade, abuse or endanger an individual

Any activity or similar activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned or which occurs during a pre-initiation or initiation activity shall be presumed to be "compelled" activity, regardless of the willingness of an individual to participate in such an activity.

Neither the express nor implied consent of a victim of hazing nor the lack of active participation in a particular hazing incident is a defense.

EXCEPTIONS

The following shall not be considered hazing for purposes of this policy:

1. Any customary athletic event or other similar contest or competitions, subject to prior submission of a medical clearance or certificate; and
2. Any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

RULE ON HAZING

At Our Lady of Triumph Institute of Technology, Inc., HAZING AND ALL FORMS OF INTIMIDATION, HARASSMENT, AND ABUSE ARE STRICTLY PROHIBITED. Students are expected to exercise freedom and maturity in the process of self-development, thereby entailing the capacity to discern between acts that promote their well-being or those that are inimical to it.

Following the provisions outlined in Republic Act No. 8049 otherwise

known as an Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Other Organizations and Providing Penalties Therefore and Republic Act No. 11053 or the “Anti-Hazing Act of 2018, the school prohibits and denounces the following:

1. Engaging in activities that disrupt campus peace, violate the institution’s rules and regulations, or interfere with campus activities whether individual or by group;
2. Organizing unregistered and unrecognized organizations by the Administration or contrary to the law and promoting violence and hazing practices.
3. Any physical harm and any form of intimidation on an individual within the school campus, premises, or outside the campus.
4. Hazing in any form as defined in the Anti-Hazing Act of 2018;
5. Other analogous acts.

PROCEDURE FOR DISPOSING OF ALL FORMS OF HAZING AND THE CORRESPONDING PENALTIES

The Institution is committed to holding violators of this policy fully accountable. Hazing is a serious violation of the Student Code of Conduct. Persons found responsible are subject to appropriate disciplinary action that may include suspension, expulsion, termination of employment, degree/admission revocation, and bans from campus and campus activities.

1. **Students or student organizations** found responsible for violations of this policy are subject to the Student Code of Conduct Procedures and a full range of sanctions available up to and including disciplinary separation or suspension, expulsion, revocation of degree or admission, and any other appropriate sanction. Student organizations may lose the

institution's recognition.

2. **Employees** of the institution who are found to violate this policy are subject to conduct review and potential disciplinary action, up to and including termination of employment by their employment circumstances.
3. **Non-employees** found to violate this policy may be removed from their role(s) in connection with the student organization at issue and made *persona non grata* within the campus community.
4. Violations of this policy are subject to referral to appropriate law enforcement agencies as well as internationally or nationally-affiliated offices of student organizations, for action and adjudication. Any penalties for violations of federal, state, and/or local law are determined in addition to university action. **Personal/Organizational Liability.** Be liable for harm caused to persons or property resulting from hazing either in the form of material, financial, or moral liabilities.
5. **Organizational Suspension.** Any student organization that knowingly permits hazing shall be denied recognition by the institution through the Office of Student Affairs and Services as an official organization in the community.
6. **Suspension.** The penalty is imposed on habitual offenders or those who commit serious violations of the Policies and Codes. The period and conditions shall be determined and recommended to the School President.
7. **Dismissal/Expulsion.** This penalty entails terminating the student from the school for a cause and issuing transfer credentials except for the Certificate of Good Moral Character.

The above penalties shall either be imposed separately or in combination depending on the nature and severity of the case, history or record of the respondent, and other mitigating circumstances.

CAMPUS ORGANIZATIONS AS MEANINGFUL SUBSTITUTES

Students are well-oriented with the school organizations that are recognized by the SAS and approved by the School Director. These campus organizations are sources of fruitful learning and professional growth that led to building a strong foundation, unity, teamwork, and family-centered activities. Unlike fraternities that may cause violence and danger, these recognized organizations are course, service, and values-oriented – they thrive on assisting co-students in excelling and surviving the demands of college life and cultivating among its members the values of commitment, competence, character, culture, and care.

PRO-STUDENT ACTIVITIES

Joining an on-campus organization should be a positive experience. Initiation or rituals should therefore focus on the positive aspects of both the organization and the individual.

Examples of permissible group and community building include:

- ✓ Completing a community service project
- ✓ Sponsoring activities such as friendship games, camping, etc.
- ✓ Holding a new member recognition night and instilling a sense of membership
 - Plan special events or get-togethers for all members to attend a movie, play, or church service
 - Plan a “membership circle” when active and new members participate in a candlelight service in which each person has a chance to express what membership means to them.
- ✓ Conducting leadership development programs
 - Encourage participation in school/campus activities outside of the organization
 - Encourage new members to get involved in organizational committees and/or leadership roles
 - Encourage the new members to promote better decision-making, build better teams, and train future leaders who have a management style that is conducive to a positive working atmosphere

- Invite school/community/business leaders into the organization to share their experiences
- ✓ Enhancing problem-solving abilities
 - Have new members discuss weaknesses/challenges that the group has, such as poor recruitment, apathy, and poor scholarship, and develop solutions to solve those problems with current group members
- ✓ Aiding Career Goals
 - Use college resources for seminars on resume writing, job interview skills, various careers

Student organizations are encouraged to conduct intentionally designed activities, whether mentally challenging, sports, spiritual, or church involvement, to prevent the conduct of hazing, which results in a violation.

EFFECTIVITY

The ANTI-HAZING POLICY IN THE SCHOOL COMMUNITY shall be deemed effective when approved by the Office of the School President and after its reproduction and publication.

Appendix B (A.Y. 2023-2024)

A. Board of Trustees

Chairman of the Board	- Engr. Galileo A. Maglasang
President	- Lucile A. Maglasang
Vice President	- Cherrie Gal A. Maglasang
Corporate Secretary	- Cherry Lou A. Maglasang

Corporate Treasurer	- Cherry Adelle Maglasang-Erdos
Member	- Cherie Gel A. Maglasang

B. School Officials and Department/Unit Heads

President	- Lucile A. Maglasang
Head of Business Development	- Chery Adelle Maglasang-Erdos
Head of Project Development	- Marton Erdos
Head of Linkages & External Affairs	- Cherie Gel A. Maglasang
Legal Counsel	- Atty. Jose Allan Maglasang
Director for Research, Culture & Arts	- Dr. Edemar S. Alota
School Director	- Chris Junn S. Puelas
Quality Management Representative	- Medel Jun Y. Unido
Finance Officer	- Elenly B. Guarin
Student Affairs Officer	- Reyemark B. Tabotabo
Human Resource Officer	- Daisy Claire Tan
College Dean	- Medel Jun Y. Unido
Registrar	- Yvon Y. Romo
Program Head, Tourism Mgt. Program	- Alijyana Jay Melgar
Program Head, Hospitality Mgt. Program	- Celeste T. Digal
Research Coordinator	- Celeste T. Digal
NSTP, CES & Publication Coordinator	- Jumel Auxtero
Values and Spiritual Formation Coordinator	- Perlita S. Ledesma
Guidance and Testing Coordinator	- Erica Premacio
Librarian	- Elizabeth Y. Doromal
Library Custodian	- Liezette Lou Gomez
Physical Facilities & Development Officer	- Genebrito Alota
Purchasing Officer	- Give Detalla
Training & Competency Assessment Manager	- Mary Irish Y. Laga-ac
Health Services Officer/School Nurse	- Honeylyn P. Carba
Property Custodian	- May Lauroa
Laboratory Coordinator	- Daisy Rose Cabasag
MIS Officer	- Lee Jonuel Bagabuyo
General Services Coordinator	- Rowena T. Alota

C. Staff

Cashier	- Jezzrhea Peñaflor
Bookkeeper	- Jestoni Nejarda
Teller	- Quiaroro
Accounting Liaison	- Alma Jane C. Patcho
Accounting Clerk	- Lovereen Lumayag
Disbursing Clerk	- Jessa Mae Cabantac
Assistant to the School Director	- Luiza Dolor Unido
Assistant to the QMR	- Glory Ann Ingcong
Records Clerk	- Ludie Ann Basadre
Faculty	- Omar Moctar Madale
Faculty	- Qlaiza Decem Apil
Faculty	- April Joie Marie Cruda
Faculty	- Chynna Nova Baltazar
Faculty	- Kristine Joy G. Montebon
Faculty	- Ferdinand Aquit
TVET Trainer	- Joel Basibas
TVET Trainer	- Cleerichard Abucay
Asst. Assessment Center Officer	- Cristine Jean Sinco
IT Technical Staff	- Alexander Pongasi
Guidance Assistant	-
TVET Trainer/Driving Instructor	- Nestor Agapay Jr.
TVET Trainer/Driving Instructor	- Arnel Alota
In-Charge, OLT Driving Institute-Tangub	- Ronelyn Alota
Maintenance Personnel	- Reynaldo Amacna
Maintenance Personnel	- Arnel Belarmino
Maintenance Personnel	- Bonifacio Betacura Jr.
Staff, Physical Facilities & Development	- Adam Alota
Utility Personnel	- Sarah Alota
Utility Personnel	- Ma. Magdalena Magahin
Utility Personnel	- Marites Celebrado
Utility Personnel	- Aidalyn Japus
Utility Personnel	- Jayson Baranggan
Utility Personnel	- Mark Jimmel Looc
Canteen Personnel	- Armie Alota
Canteen Personnel	- Rodello Dayuha
Security Personnel	- Noel Pornia
Security Personnel	- Jimmy Jumangit
Security Personnel	- Tomas Catiloc
Security Personnel	- Francis Ogao-ogao

Driver
Driver
Driver
Driver
Driver

- Andy Quiaroro
- Richard Alagon
- Joseph Arthur Fuentes
- Mark Pelenio
- Allan Curiba

Appendix C
School Organizations Screening



Welcome Day



Colors Week 2023

