

JUNIOR HIGH SCHOOL CALENDAR
School Year 2017-2018

June 5, 2017, <i>Monday</i>	First day of classes
June 12, <i>Monday</i>	Independence Day
June 27, <i>Tuesday</i>	Eid-UI-Fitr
August 21, <i>Monday</i>	Martyrdom of Benigno Aquino
August 28, <i>Monday</i>	National Heroes Day
September 2, <i>Saturday</i>	Eid-UI-Adha
October 30, <i>Tuesday</i>	No class day
November 1, <i>Wednesday</i>	All Saint's Day
November 30, <i>Thursday</i>	Bonifacio Day
December 22, <i>Friday</i>	Christmas vacation begins
December 25, <i>Monday</i>	Christmas Day
December 30, <i>Saturday</i>	Rizal Day
January 1, 2018, <i>Monday</i>	New Year's Day
January 3, <i>Wednesday</i>	Classes resume
February 5-8, <i>Monday-Thursday</i>	University Week
February 16, <i>Friday</i>	Chinese New Year
February 25, <i>Sunday</i>	EDSA Revolution
March 20, <i>Tuesday</i>	Last day of classes
April 3, <i>Tuesday</i>	JHS Promotion Ceremony

TENTATIVE SCHEDULE OF MONTHLY EXAMINATION:

<u>Grading Period</u>	<u>Dates</u>	<u>Days</u>
First Grading Period	July 17-18	Monday-Tuesday
	August 16-17	Wednesday-Thursday
Second Grading Period	September 18-19	Monday-Tuesday
	October 12-13	Thursday-Friday
Third Grading Period	November 15-16	Wednesday-Thursday
	December 12-13	Tuesday-Wednesday
Fourth Grading Period	January 18-19	Thursday-Friday
	February 19-20	Monday-Tuesday

FINAL EXAMINATIONS:

Students for Promotion	March 12-13	Monday-Tuesday
All Others	March 19-20	Monday-Tuesday

This academic calendar was prepared on the assumption that the legal holidays during the time the calendar was prepared remain as is for the school year. If additional days are declared as legal holidays (such as a succeeding Monday or a preceding Friday), then the University reserves the right to consider the option of adjusting its calendar, to ensure that contact hours are not unduly affected.

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OFFICERS OF THE ADMINISTRATION

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President

MIGUEL M. CARPIO
Vice President - Academic Affairs

AUGUSTO K. FABELLA
*Vice President – Quality, Linkages, & Technology
Enabled Learning*

NOEL A. DIMASACAT
Vice President – Information Systems

RAUL RAFAEL M. RAMOS
Dean, Graduate School Division

LILIA R. BAUTISTA
Dean, Law School Division

LEODIGARIO M. DAVID
Dean, Business Administration & Accountancy

HENRY G. MAGAT
Dean, Liberal Arts, Criminology & Education

LIZA R. REYES
Dean, Computer Studies & Engineering

ELEONOR C. TANGKEKO
Dean, Nursing & Health Sciences

RONALD DEXTER V. ANTIPORDA
Dean, Hospitality & Tourism Management

ROMEL C. NAVARRO
Principal, Senior High School Division

GRACE MARIE B. MARTIN
Principal, Junior High School Division

JOSEPHINE B. CULALA
Principal, Elementary School Division

BARBARA WONG-FERNANDEZ
*Director, Research Office and Consultant for
Curriculum Development*

MENDELSON P. QUIBA
Director, Guidance & Testing Office

ANA BELEN S. CUYUGAN
Director, Student Development Office

MANUEL A. QUIAMBAO
Assistant Dean, Law School Division

THEODORE U. CALAGUAS
Vice President - Financial Affairs

NORMA M. MONTALVO
Vice President - Administrative Affairs

ELENITA G. SABA
University Registrar

RENANTE G. FERNANDEZ
Director, Accounting Office

EFREN JOSE Y. SUPAN
Director, Athletics Office

IVORY JOY C. MALINAO
Director, Marketing & Communications Office

EDNA C. CRUZ
Director, Information Technology Office

MARYBELL B. MATERUM
Director, Administrative & Human Resource Office

BONIFACIO C. TALENS
Director, Engineering & Maintenance Office

CAROLINA A. FERNANDEZ
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ROSELA D. DEL MUNDO
University Librarian

MARIA KARENINA S. GUILLERMO
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Assistant University Registrar

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Assistant Director, Information Technology Office

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JOSEPH S. DELA CRUZ
Assistant Director, Engineering & Maintenance Office

RUBENITA V. ALARCON
Assistant Director, Treasury Office

NOEMI R. BUGARIN
Assistant University Librarian

ACADEMIC OFFICERS

Grace Marie B. Martin, MAEd
Principal

DEPARTMENT HEADS

Rufo D. De Leon, MAEd	English
Rachel Aubrey S. Bosito, MAF	Filipino
Ma. Cecilia Q. Mangabat, MAEd	Mathematics
Esperanza V. Plaza, BSE	Social Studies
Remelina S. Hipolito, BSE	Science
Rufina D. Francia, MEM	BT-MAPEH

CLASSROOM TEACHERS

Margie U. Alcaide, MAEd	Hazel Jane M. De Felipe, BSE- Gen. Sci.
Rovelyn A. Arcilla, BSE	Maria Jessica E. Frias, BS Math
Rosemarie E. Atendido, BSE	Sarah T. Gabrentina, BSIE
Neil Jerdie Ares, BBTE	Gemma V. Garcia, MAEd
Aaron Paul T. Baliga, BS Chem	Marienelle S. Lara, BSE
Rosette M. Bañez, BSE	Roberto H. Layague, Jr., BSE
Fatima Capidos, BSE	Maria Lilian P. Matutina, BSE
Dennis P. Castro, MAEd	Haidee A. Merlin, BS Math
Maily R. Corpuz, BSE	Karizamae T. Mijares, BSE-Phy. Sci.
Nadeta A. Crisostomo, BSFN	Ailene O. Montalban, MAEd
Lorenza A. De Guzman, BSE	Jesus Ernesto R. Reyes, BBTE
Marissa M. Dimaranan, BSE	Marissa Rongcales, BSE
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Karen C. Elbanbuena, BSE	Ma. Nerie B. Tejero, BSE
Vanessa C. Espartero, BS Math	Angelita R. Teodoro, MAEd
Jeanne R. Esteves, BSE	Lucero D. Trangia, Jr. BBTE
Jepone F. Fajilan, MAEd	Alexander R. Villareal, Jr., BSE

GENERAL INFORMATION

Jose Rizal University is a non-stock, non-profit, non-sectarian private Philippine educational institution, which was founded in 1919 by Vicente Fabella, the first Filipino certified public accountant. The University offers courses of study at the elementary, high school, collegiate, law and graduate levels. Its course offerings for the elementary and secondary levels are recognized by the Department of Education (DepEd), and the Commission on Higher Education (CHED) for the tertiary levels.

VISION OF THE UNIVERSITY

José Rizal University will be a market leader in the use of technology for innovations in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

Jose Rizal University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, continuous improvement of its organizational system, and develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY OBJECTIVES

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Maintain and continuously develop a competent workforce through effective performance management system.

4. Maintain effective financial, technological, academic and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best and is committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals.
- **With Integrity.** A person who acts truthfully, morally and ethically.

JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

PROGRAM EDUCATIONAL OBJECTIVES OF THE JUNIOR HIGH SCHOOL DIVISION

1. Display a strong command of language by demonstrating advanced communication skills in various situations;
2. Apply the mastered mathematical skills and scientific concepts into real-life situations;
3. Conduct themselves in desirable manners guided by the virtues of responsibility, courtesy, consideration, and integrity;
4. Enhance the acquired technological and occupational skills in order to qualify any entry level positions in the employment world that will help students finish college; and
5. Exhibit reverence to God and social responsibility in daily life.

STUDENT OUTCOMES

Consistent with the College Readiness Standards of the Philippines, the graduates of the JRU Junior High School Division are able to:

1. Exhibit higher communication and critical thinking skills;
2. Demonstrate mastery of mathematical skills and scientific concepts and their applications;
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian Values;
4. Apply technological and occupational skills in real life situations;
and
5. Demonstrate love of God and of the Filipino nation in everyday living.

JUNIOR HIGH SCHOOL CURRICULUM

The Junior High School offers the four-year secondary curriculum as approved by the Department of Education (DepEd) and is the first certified Level III Reaccredited Program in the country granted by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), modified to suit the global educational policies and priorities of JRU Junior High School. The classes are conducted for 80 minutes each for English, Math, Science and Business Technology.

The Junior High School Division was approved by the K-12 Committee of the Department of Education to offer Senior High School Program beginning School Year 2016-2017.

English is used as the medium of instruction in all subjects except Filipino. It is the University's belief that complete familiarity with the English language is critical to a more effective social and economic role of the child. The Junior High School is very conscious of the importance of a good command of the English language in secondary education, and has initiated steps in improving our subjects by including the Computer Aided Instruction (CAI) in teaching all our subjects.

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying an area of one and a half city blocks. It is accessible through public transport passing directly in front of and around the school. Its high school building is completely surrounded by concrete walls located inside the spacious campus, which is modern, well-ventilated, and reinforced concrete multi-storey buildings.

The air-conditioned University Library contains a wide selection of books and periodicals as well as a variety of supplementary reading materials. The reading area provides the proper atmosphere for study and research. The library collection contains more than 70,000 titles and is still increasing.

Another five-storey building houses the science, computer and speech laboratory rooms and the air-conditioned auditorium.

The computer laboratories contain 45-position computer facilities, which are more than adequate for every student in each classroom.

The University has a modern speech laboratory designed to facilitate good and efficient communication systems between the teacher and the students, thus providing a modern way of employing the "Listen and Learn" principle.

The Junior High School Building (Building M) houses the modern laboratories and spacious library.

The school cafeteria provides hot and nutritious meals at reasonable prices, in addition to snacks and refreshments.

The University Bookstore has a complete stock of the required textbooks, school uniforms, and school supplies offered at reasonable prices. However, students may, if they so prefer, obtain their textbooks and other school supplies elsewhere.

Professional guidance counseling is available at the Guidance and Testing Office for individual or group counseling for academic and/or personal

problems. Individual and group testing are also available upon request. Any junior high school student may request for an appointment with the guidance counselor.

A physician, dentist, and nurse are on duty during school hours at the Medical and Dental Clinic. Students are given a physical check-up during the school year, and any defect or infirmity is immediately reported and acted upon as appropriate.

The University has an air-conditioned ecumenical prayer room where students are welcome to pray.

The athletics and physical education facilities are located at the new Gym Building (Bldg G) - Annex Campus 3 where students can enjoy playing basketball and other indoor sports.

ADMISSION REQUIREMENTS

New students interested to enroll at the Junior High School division should submit a duly accomplished online application form together with his/her Report Card (Form 138), Certificate of Good Moral (not applicable for new students who graduated from JRU), Birth Certificate, or affidavit of birth and ID photo preferably 2x2 inches in size. The online application form may be filled out at the Office of the Junior High School Principal, in Room M-201. A new student seeking admission to the Junior High School must have obtained satisfactory grades in department.

In the absence of any school record which may serve as a basis for admission, the applicant may submit a certified statement signed by the principal of the school last attended about the loss of school records indicating the subjects passed; or the guardian of the applicant may sign an Undertaking Form acceptable for temporary enrolment and available at the Office of the Junior High School Principal indicating therein a commitment date when to submit the student's official school record and/or other pertinent documents that maybe required.

A student who receives not more than three failing grades at the end of the school year should enroll during the summer term to make up for his/her

deficiencies; otherwise, he/she will either be required to repeat the curriculum year in which he/she has been enrolled, or will be allowed to take only the subjects which he/she has failed.

A foreign student should bring his/her original student record (Red Ribbon) and a photocopy of his/her passport, Special Study Permit issued by Bureau of Immigration, ID photo and submit duly accomplished on-line application form upon enrolment.

Jose Rizal University Junior High School reserves the right to decline any application, which does not conform to its admission policies. All students are subject to the policies, rules and regulations of the school and are bound, among others, by the provisions and representations made in this announcement. However, such stipulations shall not be considered as constituting an irrevocable contract between the student and the school as it is understood that the school reserves the right to modify, change, alter or revise them.

By enrolling in the University, students/parents/guardians acknowledge and agree that they shall abide by all the policies and procedures of the University regarding enrolment acceptance and retention; all school fees payment and collection; withdrawal or dropping policies; and all those policies and procedures contained in this General Information or any other Policies and Procedures Handbook and Manuals now existing or will come to existence within the duration of their enrolment.

Student/parents/guardians further acknowledge and agree that should they violate any of these policies, the University has the absolute right to enforce sanctions and penalties upon them as called for in this Handbook, including barring student from taking examinations and/or being dropped from the enrollment rolls if necessary.

Classes begin on Monday, June 5, 2017. The preferential dates of registration are as follows:

May 8	Grade 10
May 9	Grade 7
May 10	Grade 8
May 11	Grade 9
May 12 onwards	Transfer students and open enrolment

Students enrolling after these preferential dates are not assured of enrolment due to space constraints, hence, they are advised to come as scheduled to avoid non-admission or closed preferred sections.

For further information concerning admission, please see the Junior High School Principal in Room M-201, which is open from 7:00 o'clock in the morning to 6:00 o'clock in the afternoon from Mondays through Fridays.

Telephone Nos. : 531-8031 to 35
Fax No. : 531-6087
Email : juniorhighschool@jru.edu
Website : www.jru.edu

ENROLMENT PROCEDURE

Generally, the enrollee is required to present his/her enrolment credentials to the teacher in charge of registration. If the document submitted are incomplete, the applicant/enrollee shall be required to fill out the Undertaking Form. The student may start his/her online registration using the AIMS Student Module, with the assistance of the enroller. Enrolling student may ask for assistance from enroller present in the enrolment area. Upon approval of the credentials, assigning of sections and printing of Enrolment Permit (EP), students must proceed to the assessment area and presents his/her enrolment permit to the Teller for payment. Once assessed, the student then goes to the teller and makes the necessary payment. The amount printed in the official receipt should tally with the actual payment.

Keep in mind that preliminary registration and payment of fees should be done on the same day to be assured of space in the subjects enrolled, otherwise, reservations may be cancelled.

A student is considered officially enrolled only after he/she has (1) submitted all required admissions credentials (for new applicant/transfer students); (2) issued an Enrolment Permit (EP); and (3) made an initial payment of school fees.

The enrolment permit is evidence of the student's enrollment and should be presented to the subject teachers for their signatures on the first day of classes.

CURRICULUM

The JRU Junior High School Curricula for all curriculum years meet the national requirements but are further strengthened to enhance instruction reflective of the knowledge, skills and attitudes suited to the ever-changing needs of students and society.

CURRICULUM

GRADE 7		Subjects/ Day	Mins/ Day
ENGL 70	English (Language and Literature)	1	80
FILI 70	Wika at Panitikan	1	60
SOCS 7	Social Studies (Asian History)	1	40
NATS 7	General Science (Science and Technology)	1	80
MATH 70	Mathematics (Spiral Mathematics)	1	80
BTEC 7	Business Technology (Technology and Home Economics)	1	80
CHED 7	Character Education	1	40
MAPEH 7	MAPEH (Music, Arts, Physical Education and Health)	1	40

GRADE 8		Subjects/ Day	Mins/ Day
ENGL 80	English (Language and Literature)	1	80
FILI 80	Wika at Panitikan	1	60
SOCS 8	Social Studies (World History)	1	40
NATS 8	General Science (Science and Technology)	1	80
MATH 80	Mathematics (Spiral Mathematics)	1	80
BTEC 8	Business Technology (Stenography and Micro-text Processing)	1	80
CHED 8	Character Education	1	40
MAPEH 8	MAPEH (Music, Arts, Physical Education and Health)	1	40

GRADE 9		Subjects/ Day	Mins/ Day
ENGL 90	English (Language and Literature)	1	80
FILI 90	Wika at Panitikan	1	60
SOCS 9	Social Studies (Economics)	1	40
NATS 9	General Science (Science and Technology)	1	80
MATH 90	Mathematics (Spiral Mathematics)	1	80
BTEC 9	Business Technology (Computer Technology)	1	80
MAPEH 9	MAPEH (Music, Arts, Physical Education and Health)	1	40

GRADE 10		Subjects/ Day	Mins/ Day
ENGL 100	English (Language and Literature)	1	80
FILI 100	Wika at Panitikan	1	60
SOCS 10	Social Studies (Contemporary Issues)	1	40
NATS 10	General Science (Science and Technology)	1	80
MATH 100	Mathematics (Spiral Mathematics)	1	80
BTEC 10	Business Technology (Basic Accounting with Electronic Spreadsheets)	1	80
MAPEH 10	MAPEH (Music, Arts, Physical Education and Health)	1	40

Grade 10 students are required to see their section advisers before the end of June 2017 for the re-evaluation of their subjects required for promotion; failure to do so may cause the students to be ineligible for promotion.

CLASS HOURS

Classes are conducted from 7:00 o'clock in the morning to 5:40 in the afternoon on regular school days, with appropriate study and snack/lunch breaks. Every Monday morning, students with first-period classes are required to come fifteen minutes earlier to participate in the flag-raising ceremony.

Junior High School students are not allowed to go out of the campus from 7:00 o'clock in the morning until their last period in the morning or afternoon.

CO-CURRICULAR ORGANIZATIONS

Co-curricular organizations related to different subject areas are organized to enhance the interest of the students in related subjects, to improve their skills in various fields, and to promote harmonious social relationship in the school campus. Organizations correlated with other curricular areas provide the students enriching learning experiences.

Another objective of these organizations is to foster orderliness and cleanliness in the school environment. During class hours, the officers and members see to it that corridors are free of loitering students and monitor the orderly movement of students along the stairways and corridors. Close coordination is maintained between the Mandaluyong City and civic officials, and the students and faculty on community-related activities.

SCHOOL UNIFORMS

The prescribed JRU Junior High School uniform for girls consists of a white blouse with JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted JRU letters and a JRU striped white blue and gold necktie and skirt. For boys, the prescribed uniform is a white polo shirt with the JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted JRU letters and long black trousers. The pattern, prescribed items and clothing materials are available at the JRU Bookstore. Male students are required to wear black shoes and black socks while female students are required to wear black shoes and white socks.

The prescribed MAPEH uniform for both boys and girls are available at the Bookstore.

TEXTBOOKS

All junior high school students are required to obtain a complete set of the prescribed textbooks, the lists of which are posted outside the Bookstore. The University Bookstore sells textbooks and school supplies at reasonable and competitive prices, but students are free to obtain their textbooks and school supplies elsewhere, if they so prefer.

SCHOOL ACTIVITIES

To supplement classroom work, actual field excursions and educational tours with parental consent and under the supervised direction of class advisers are undertaken by the students in all curriculum year levels. Instructional techniques are supplemented by a variety of audio-visual materials housed in a separate audio-visual room.

The student body of the junior high school publishes a junior high school student organ, **The Scroll**, completely managed and edited by the students. Students are encouraged to write and publish original articles in this school organ. They are given the opportunity to express themselves freely through writing. Managing the school paper imbues the students' minds with the significance of responsibility and work, and plays an important role in the development of a mature studentry. A yearbook, **The Blue and Gold**, is a project of, and published annually, by the junior high school students.

Quiz shows in all subject areas are held to reinforce the learning acquired in classrooms and enhance mental alertness.

The University has units of the Boy Scouts and the Girl Scouts of the Philippines. The scouts activities are highlighted by an annual hiking and camping under the supervision of responsible scoutmaster-faculty members. Boy and girl scouts participate actively in the University community programs.

The prayer room in Room C-14 is open during schools hours, where the students of all denominations may meditate.

Literary and musical programs, convocations featuring noted resources persons, and other social gatherings are frequently held at the campus for further educational and cultural enrichment.

The homeroom provides an opportunity for closer teacher-student relationship, more effective practice of social group living, and better group guidance activities.

Complete computer facilities are provided for the student's hands-on experience to reinforce the lessons learned in ordinary classrooms.

The annual intramural league is an important component of the physical education program. It is designed to encourage as many students as possible to participate in a competitive manner in several group sports. For their own protection, students who participate are required to secure inexpensive student insurance during the season.

Jose Rizal University is a member of the National Collegiate Athletic Association (NCAA), and junior high school students are given the opportunity to enjoy the benefits of its membership. Qualified students are encouraged to participate in the NCAA Junior Division sports of basketball, chess, football, softball, swimming, tennis, track and field, and volleyball.

The five-day University Week Celebration held in February is a significant event in the school with maximum student participation as a major objective. It features exhibits, literary and musical programs, field demonstrations, parlor games, quiz shows and other activities; thus enhancing the students varied interests and talents.

SCHOLARSHIPS

To encourage deserving students to enrol and finish their studies at JRU, La Pluma and Academic Scholarships are made available.

All incoming freshmen in the Junior High School division who have been certified as belonging to the top 10 in academic ranking by their Elementary School Principal from any school, including JRU are automatically qualified as "La Pluma" scholars for their first two (2) school years in JRU. These scholarships can only be availed of, if the students enroll during the school year immediately following their graduation.

All other incoming freshmen from any school, including JRU may apply for Academic Scholarship, except the "La Pluma" scholarship by taking and passing the JRU scholarship qualifying examinations.

Further details on Academic Scholarships are available from the Guidance and Testing Office.

The editor-in-chief and the managing editor of the junior high school publication, **The Scroll**, are entitled to full and half scholarships valid for one year respectively. Likewise, the CAT Corps Commander is entitled to full scholarship valid for one school year. Scholarships are also awarded to band members and deserving athletes and cheerleaders.

Several scholarships, including stipends, are awarded to deserving students under the sponsorship of Jose Rizal University Alumni Association (JRUA). Further information on this matter may be obtained from the Junior High School Principal.

TUITION AND OTHER FEES

The tuition fee for the year or for the summer session for each student will depend upon the total number of periods taken. Miscellaneous and other fees may be charged depending on the year level and subject enrolled. The details of tuition and miscellaneous fees are available at the Student Accounts Section of the Accounting Office.

A "prompt payment discount" of 10% of the tuition fee is given if full payment of all tuition and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the "prompt payment discount" is reduced to 7.5%.

Further information about prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section of the Accounting Office at Room A-13.

Students who will pay tuition and miscellaneous fees after the prompt payment discount period but on or before the 11th day from the opening of classes can no longer avail the prompt payment discount and will be charged the full published rate.

Students who are not able to pay tuition and miscellaneous fees in full on or before 11th day from the opening of classes shall automatically be considered as paying on "installment basis" and shall be charged the installment rates.

Students who pay on installment basis shall be charged an "Incomplete Down-payment fine" of Five Hundred Pesos (Php 500.00) if full payment is not made on or before 11th day from the opening of classes.

A "Non Payment Fine" equivalent to Two Hundred Pesos (Php 200.00) shall be charged to those students who fails to pay the minimum payment required on installment accounts as they become due.

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

A student is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

Please note that the student with delinquent accounts shall be subject to penalties. This includes students who do not settle financial obligations to the University on time and those who issue "bounced checks".

DISCOUNTS

Discounts and other tuition fee reductions are also available subject to the approval of the concerned office head upon submission of the required documents. Details on the application or availment of discounts are available at the Student Accounts Section of the Accounting Office.

WITHDRAWALS AND REFUNDS

A distinction is made between students who officially withdraw and students who drop. Withdrawal are permitted within thirty (30) days after the beginning of classes provided the university is notified promptly in writing on the Application for Change of Subject/Section/Load and Withdrawal Form (F-REG-004). The request shall be approved by the Principal, the Registrar and the Vice President for Academic Affairs or his/her authorized representative. When no written notification is made, the student is considered dropped, and charged in full for the entire school year, regardless of the actual attendance.

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, prior to the start of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a student officially notified the University of the withdrawal of his/her enrolment within fifteen (15) calendar days after the beginning of classes, the student shall be charged 20% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment more than thirty (30) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

For the summer session of any division, the policy on refunds, either on the cash basis or on the installment basis, will remain the same as for the regular session, except for the difference in grace periods. For the grace period of fifteen (15) calendar days after the beginning of classes during the regular session, the summer equivalent will be two (2) calendar days; where it was thirty (30) calendar days, the summer equivalent will be five (5) calendar days. These equivalents will be valid for both collegiate and high school summer session.

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatsoever.

Further details regarding withdrawals and refunds are available at the Student Accounts Section of the Accounting Office

ID CARDS

Student identification cards (IDs) are issued at the beginning of the school year. The IDs should always be attached to the shirt or blouse of a student while in school. Presentation of the ID card is required, among others, when entering and leaving the campus, borrowing athletics equipment, securing examination slips, availing of medical/dental services, and applying for the use of school facilities. Students should be careful with their ID's as any student who loses his/her identification card pays a replacement fee before he/she is issued another one. They can obtain temporary gate passes only pending recovery/replacement of lost ID, if they are accompanied to the office by their parents. Temporary gate passes are good for a duration of one (1) week only.

DESCRIPTION OF SUBJECTS

DEPARTMENT OF ENGLISH

ENGL 70. English (Language and Literature). The subject shall teach communicative competence through the understanding of Philippine Literature and other texts types for a deeper appreciation of Philippine Culture. The literary selections serve as springboard for the activities to develop not only literary appreciation skills but also vocabulary, speech, writing, and grammar, particularly verb and noun complementations, verb tenses, and modal and auxiliary verbs, using the developmental pattern, that is, from simple to complex.

ENGL 80. English (Language and Literature). The subject shall teach communicative competence through the understanding of Afro Asian Literature and other texts types for a deeper appreciation of Philippine Culture and those of other countries primarily. The literary selections serve as springboard to develop not only literary appreciation skills but also vocabulary, speech, writing, and grammar, particularly adjective complementation, coordination and subordination and other appropriate devices for emphasis. The language lessons are presented using the developmental pattern, that is, from simple to complex.

ENGL 90. English (Language and Literature). The subject shall teach communicative competence through the understanding of British American Literature, including Philippine Literature and other text types for a deeper appreciation of Philippine Culture and those of other countries. The literary selections serve as springboard to develop not only literary appreciation skills but also vocabulary, speech, and grammar, specifically techniques in using sentence structures to be applied in varied expressions for everyday communication.

ENGL 100. English (Language and Literature). The subject shall teach communicative competence through the understanding of literature and other text types for a deeper appreciation of World Literature, including Philippine Literature. The literary selections function as springboard to develop not only literary appreciation skills but also vocabulary, speech, writing, and grammar. The grammar lessons which tackle cohesive devices and varied

expressions to be used not only in spoken but written communication, as well, use the developmental pattern, that is, from simple to complex.

DEPARTMENT OF MATHEMATICS

MATH 70. Mathematics (Spiral Mathematics). The subject shall teach understanding of key concepts and principles of number sense, measurement, algebra, geometry, probability and statistics as applied, using appropriate technology, in critical thinking, problem solving, reasoning, communicating, making connections, representations and decisions in real-life.

MATH 80. Mathematics (Spiral Mathematics). The subject shall teach understanding of key concepts and principles of patterns and algebra (factor of polynomials, rational algebraic expressions, systems of linear equations and inequalities in two variables); geometry (axiomatic structure of geometry, triangle congruence, inequalities in a triangle, and parallel and perpendicular lines); and statistics and probability (probability of simple events) as applied using appropriate technology in critical thinking, problem solving, reasoning, communicating, making connections, representations and decisions in real life.

MATH 90. Mathematics (Spiral Mathematics). The subject shall teach understanding of key concepts and principles of patterns and algebra (quadratic equations and inequalities, quadratic functions, rational algebraic equations, variations, and radicals) and geometry (parallelograms and triangle similarities and basic concepts of trigonometry) as applied using appropriate technology in critical thinking, problem solving, reasoning, communicating, making connections, representations, and decisions in real life.

MATH 100. Mathematics (Spiral Mathematics). The subject shall teach understanding of key concepts and principles of number sense, algebra, geometry, probability and statistics as applied using appropriate technology, in critical thinking, problem solving, reasoning, communicating, making connections, representations and decisions in real life.

DEPARTMENT OF SOCIAL STUDIES

SOCS 7. Social Studies (Asian History). The subject shall teach a deeper understanding and appreciation of the implications of geographical setting and cultural development of the different countries in this region which shaped its Asian identity. It also gives a vivid knowledge on how these nations confront the different challenges facing Asian region.

SOCS 8. Social Studies (World History). The subject shall teach a vast array of history and heritage of people and races. It covers a panoramic view of world events with emphasis on human race and the interdependent actions and responses to the challenges brought about by global issues despite the differences in geography, history, culture, government, and economy towards the future of peace, security, and prosperity.

SOCS 9. Social Studies (Economics). The subject shall teach the main principles, theories and truths of the complexities of economic life at the international, national, regional community and household levels. It also continues our tradition of looking at economic issues from the viewpoint of total human development.

SOCS 10. Social Studies (Contemporary Issues). The subject shall teach a deeper understanding and awareness on different issues confronting our society in the political, environmental, social and economic aspects following different practices and appropriate behavior in examining, evaluating and making good judgments in dealing with the tensions, conflicts and issues facing our society today to function effectively.

CHED 7. Character Education 7. The subject shall teach the development of a sense of goodness and responsibility as they recognize their strengths and weaknesses, interests and talents and thus become responsible for their own actions.

CHED 8. Character Education 8. The subject shall teach an active role in sustaining a loving relationship with families, peers and other people in the society and shall teach students how to promote harmonious relationship with those that they interact, including the environment where they live.

DEPARTMENT OF FILIPINO

FILI 70. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalagang pampanitikan mula sa iba't ibang uri ng teksto at akdang pampanitikan rehiyunal at Ibong Adarna. Nagpapahalaga sa kabayanihan at kahusayan ni Dr. Jose Rizal sa iba't ibang larangan gamit ang teknolohiya at katalinigan sa paggunita ng kanyang ipinakitang kadakilaan.

FILI 80. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalagang pampanitikan gamit ang Florante at Laura at ang iba't ibang uri ng akdang pampanitikang pambansa.

FILI 90. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalagang pampanitikan na nakalimbag sa mga saling-akdang Asyano gayundin ang pag-aaral ng Noli Me Tangere.

FILI 100. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalagang pampanitikan gamit ang iba't ibang uri ng teksto, ang obra maestrang El Filibusterismo at saling-akdang pandaigdig tungo sa kamalayang global.

DEPARTMENT OF SCIENCE

NATS 7. General Science (Spiral Science). The subject shall teach understanding of key concepts through guided scientific investigations and principles in using microscope, recognizing living things organized into different levels, distinguishing biotic and abiotic factors in an ecosystem, describing the motion of objects in terms of distance and speed represented in tables, graphs, charts and equations, explaining the occurrence of breezes, monsoons, ITCZ, weather systems, changes in seasons and occurrence of tides and eclipses.

NATS 8. General Science (Spiral Science). The subject shall teach understanding of key concepts through guided investigations and principles in

describing the factors affecting the object's motion based on the Laws of Motion, differentiating the concept of work, knowing the factors affecting the transfer of energy, explaining the nature of earthquakes, tropical cyclone occurrences, recognizing the other members of the solar system, recognizing reproduction as a process of cell division resulting in growth of organisms and in-depth understanding of the digestion process.

NATS 9. General Science (Spiral Science). The subject shall teach understanding of key concepts through guided scientific investigations and principles in studying respiratory and circulatory systems in promoting overall health, familiarizing with some technologies in introducing traits in economically important plants and animals, recognizing the variety of useful compound, identifying active and inactive volcanoes and how energy may be tapped for human use. It shall also explain how constellations can be seen and predict the outcomes of interaction among objects in real life applying the laws of conservation of energy and momentum.

NATS 100. General Science (Spiral Science). The subject shall teach understanding of key concepts through guided scientific investigations and principles in realizing how volcanoes and earthquakes occur in the same places in the world relating to plate boundaries, demonstrating ways to ensure safety and reduce damage earthquake, tsunamis and volcanic eruptions, studying excretory and reproductive systems, explaining how genetic information is passed from parent to offspring, analyzing how diversity of species increases adaptation and survival in changing environment and recognizing nature of biomolecules as part of the cells and tissues of human body.

DEPARTMENT OF BUSINESS TECHNOLOGY

BTEC 7. Business Technology (Technology and Home Economics). The subject shall teach the mastery of the concepts in home economics, basic clothing, foods and applied nutrition, and introduction to computer.

BTEC 8. Business Technology (Stenography and Micro-text Processing). The subject shall teach the mastery of the concepts and skills in micro-text processing of keying letters and symbols, encode letters, words, sentences, paragraphs with ease without looking on the keyboard. In addition,

the subject shall also teach the acquisition of accuracy and speed in taking down notes through applying the learned principles in basic shorthand.

BTEC 9. Business Technology (Computer Science). The subject shall teach the efficiency in computer applications especially in web page designing and visual basic. The subject shall also teach the essential aspect of setting up a simple business and determining necessary values in order to make a business grow.

BTEC 10. Business Technology (Basic Accounting with Electronic Spreadsheets). The subject shall teach the mastery of the concepts and skills in bookkeeping and electronic spreadsheet such as transaction analysis as well as the proper recording, classifying, summarizing, and interpreting of business data. In addition, the subject shall also teach the fundamental concepts and skills in proper file management and of electronic spreadsheet.

DEPARTMENT OF MUSIC, ARTS, PHYSICAL EDUCATION AND HEALTH (MAPEH)

MAPEH 7

MSC 70. Music. The subject shall teach the understanding of the fundamental processes in music and art through performing, creating, listening and observing, and responding towards appreciation of the cultural richness of the different provinces in the Philippines.

ART 70. Arts. The subject shall teach the mastery of the basic concept of drawing and painting by following the elements, principles and the different perspective in paintings. In addition, the subject shall teach the appreciation of the different cultural arts of the indigenous people in the Philippines and understand its big contribution to the Philippine art.

PED 70. Physical Education. The subject shall teach the understanding of personal health and fitness in achieving individual wellness for a healthy lifestyle.

HLT 70. Health. The subject shall teach the understanding of growth and development, nutrition, disease prevention and control, and community

and environmental health and their impact on the individual's health and well-being.

MAPEH 8

MSC 80. Music. The subject shall teach the understanding and correlation of music to the Central Asian, South Asian, and near East countries' culture.

ART 80. Arts. The subject shall teach the appreciation of the different cultures of each Asian country through their varied costumes, artifacts, iconic gods and symbols as well as their unique art forms and identify similar motifs and artifacts among other Asian countries.

PED 80. Physical Education. The subject shall teach the understanding of family health and fitness in sustaining family wellness for a healthy lifestyle.

HLT 80. Health. The subject shall teach the understanding of family health; disease prevention and control; personal health; and injury prevention, safety and first aid to develop and promote wellness for quality life.

MAPEH 9

MSC 90. Music. The subject shall teach the understanding of salient features of Western music and art from different historical periods, through appreciation, analysis, and performance for self-development, the celebration of Filipino cultural identity and diversity, and the expansion of one's world vision.

ART 90. Arts. The subject shall teach the understanding of salient features of Philippine Art from different historical periods, through appreciation, analysis and performance for self development, the celebration of the Filipino cultural identity and diversity, and expansion of one's world's vision.

PED 90. Physical Education. The subject shall teach the understanding of environmental and community health and fitness in sustaining and promoting community wellness for a healthy lifestyle.

HLT 90. Health. The subject shall teach the understanding of key concepts of health and fitness in achieving, promoting, and sustaining wellness for quality life.

MAPEH 10

MSC 100. Music. The subject shall teach the understanding and appreciation of key concepts and skills involving in Music, as applied, using appropriate technology in critical thinking, communicating, making connections, representations and decisions in real life.

ART 100. Arts. The subject shall teach the understanding of salient features of contemporary music and arts, through application, analysis, and performance, for self development, the celebration of the Filipino cultural identity and diversity and the expansion of one's world's vision.

PED 100. Physical Education. The subject shall teach the understanding of global health and fitness in promoting global wellness for a healthy lifestyle.

HLT 100. Health. The subject shall teach the understanding of injury prevention, safety and first aid; family health; health trends, issues and concerns. The subject shall also teach the development of a health plan and exploration of careers in health to promote wellness for quality life.

CAT. The subject shall teach the understanding of the different military trainings and knowledge like theoretical and practical learning exercises for the cadets and cadettes and to pursue desirable values for building and molding the youth to be a useful citizen of the country.

IMPORTANT

Parents are expected to be familiar with the contents of this General Information, and to abide by all the policies and procedures contained herein.