

**SENIOR HIGH SCHOOL CALENDAR**  
**School Year 2017-2018**

**First Semester: June 5, 2017 to October 20, 2017**

June 5, 2017, <i>Monday</i>	Classes begin
June 12, <i>Monday</i>	Independence Day
June 27, <i>Tuesday</i>	Eid-UI-Fitr
July 17-19, <i>Monday-Wednesday</i>	Preliminary examinations
August 21, <i>Monday</i>	Martyrdom of Benigno Aquino
August 28, <i>Monday</i>	National Heroes Day
September 4-6, <i>Monday-Wednesday</i>	Mid-term examinations
September 2, <i>Saturday</i>	Eid-UI-Adha
October 18-20, <i>Wednesday-Friday</i>	Final examinations

**Second Semester: November 6, 2017 to March 6, 2018**

November 1, <i>Wednesday</i>	All Saint's Day
November 6, <i>Monday</i>	Classes begin
November 30, <i>Thursday</i>	Bonifacio Day
December 13-15, <i>Wednesday-Friday</i>	Preliminary examinations
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
January 17-19, <i>Wednesday-Friday</i>	Mid-term examinations
February 5-8, <i>Monday-Thursday</i>	University Week
February 16, <i>Friday</i>	Chinese New Year
February 25, <i>Sunday</i>	EDSA Revolution
February 28-March 2, <i>Wednesday-Friday</i>	Final Examinations (Graduating)
March 14-16, <i>Wednesday-Friday</i>	Final Examinations (Non-Graduating)
April 5-6, <i>Thursday-Friday</i>	Commencement-SHS

**Summer: April 16, 2018 to May 6, 2018**

April 16, <i>Monday</i>	Classes begin
May 1, <i>Tuesday</i>	Labor Day
May 5, <i>Saturday</i>	Mid-term examinations
May 26, <i>Saturday</i>	Final examinations

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.

TABLE OF CONTENTS

	Page
Academic Calendar.....	Inside Front Cover
Officers of the Administration .....	3
Academic Officers/Faculty .....	4
<b>General Information</b>	
Vision of the University .....	5
Mission of the University .....	5
Quality Policy .....	5
Quality Objectives .....	5
JRU Core Values .....	6
Institutional Outcomes .....	6
Program Outcomes of the Senior High School .....	6
Program Outcomes for each Track.....	7
General Outcome Across Tracks and Strands .....	7
Academic Track.....	7
Techvoc Track.....	7
Arts and Design Track.....	7
Sports Track .....	7
Student Outcomes for each Track .....	8
Academic Track.....	8
Techvoc Track.....	8
Arts and Design Track.....	8
Sports Track .....	9
High School Curriculum.....	9
Location and Facilities .....	10
Admission Requirements .....	11
Enrolment Procedure .....	13
Curriculum.....	13
Class Hours.....	32
Co-Curricular Organizations .....	32

The Senior School Uniform .....	32
Textbooks .....	33
School Activities .....	33
Physical Education, Sports and University Week Programs .....	34
Scholarships .....	35
Tuition and Other Fees .....	35
Discounts .....	36
Withdrawals and Refunds .....	37
ID Cards.....	38

OFFICERS OF THE ADMINISTRATION

**VICENTE K. FABELLA**  
*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**  
*Director, Budget & Payroll Office*

**ROSELA D. DEL MUNDO**  
*University Librarian*

**MARIA KARENINA S. GUILLERMO**  
*Assistant Director, Office of the President*

**BENJIE A. EVANGELIO**  
*Assistant University Registrar*

**CEZAR C. CABALLES**  
*Assistant Director, Information Technology Office*

**RECHILDA B. IBARDOLAZA**  
*Assistant Director, Administrative & Human Resource Office*

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

**RUBENITA V. ALARCON**  
*Assistant Director, Treasury Office*

**NOEMI R. BUGARIN**  
*Assistant University Librarian*

**ACADEMIC OFFICERS**

Romel C. Navarro, MAEd  
*Principal*

Ana Belen S. Cuyugan, PhD  
*Director, Student Development Office*

**DEPARTMENT CHAIRS**

Leila L. Roxas, MAEd	Tech Voc
Ma. Theresa B. Bonus, MST Chem	Math, Science and Research

**CLASSROOM TEACHERS**

Abad, Edmundo P. Jr., BSE Math	Ignacio, Leori Ramonette C., BS ITE
Agapito, Maricel A., MAT	Japzon, Roxanne R., BSE
Almajose, Allan Paolo L., BS ChE	Jumadiao, Maricar M., BSE Elec Eng'g
Barcelona, Nilo B., MAEd	Montero, Arnold L., AB
Battung, Michael Angelo P., MA	Monzon, Casey B., BSE
Boco, John Michael D., BSE	Moral, Lovely P., BSE
Buhay, Wilbur Leigh DJ., BSHRM	Nator, Marylight G., BSIT
Campaña, Fernando F. Jr., BS	Palencia, Paolo Manuel N., BPE
Candelaza, Maria Aileen N., BSE	Pantaleon, Russel Z., MAN
Castillejos, Ma. Ana Perpetua B., BSE	Plaza, Christopher J., BSE
Cauntay, Precious Joy G., MAEd	Rabang, Rachel S., BSE
Cruzada, Perla V., BSE	Rama, Jennifer G., MAED
Damo, Laurice E., BSN	Ramos, Ma. Lourdes Carla G., AB
Daquina, Agnes S., BSE	Sagun, Francis Michael B., BSE
Daza, Jerome F., BPE	Salvador, Ignacio L. Jr., BSE
Emata, John Michael C. BSIT	Santiago, Lea S., BS Comp Eng'g
Enteria, Carissa M. M, MAELT	Santos, Allan V., BPE
Escabarte, Carissa Mae P., BSE	Serapio, Lenah R., BSE
Facunla, Ma. Elyn E., BS Tourism	Tonde, Louis P., BSE
Hernandez, Paulo A., BSIT	Torres, Ryan B., MPE
Igama, Cecil M., BSE	Usero, Ronnel L., BSE
Ignacio, Katherine C., 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 innovation 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 OUTCOMES OF THE SENIOR HIGH SCHOOL

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

1. Exercise higher and multifaceted analytical and communication skills in diverse situations needed for higher learning.
2. Apply analytical and critical thinking skills in solving complex questions, investigating global issues and developing creative solutions for challenges and real-world problems.
3. Apply mathematical and scientific knowledge and skills in solving and developing creative solutions to the challenges and problems facing our nation and our world.
4. Effectively and responsibly exercise processes and skills in manipulating the emerging technologies using appropriate information significant to himself/herself and his/her community.

5. Demonstrate love of God and commitment to practice the Rizalian Core Values and love of the Filipino nation in everyday living.

## **PROGRAM OUTCOMES FOR EACH TRACK**

### **General Outcome Across Tracks and Strands**

A student who finished and passed all the requirements of his track and strand can demonstrate high competence on the skills that he learned from the specialized subject areas which prepares him for his career path in higher learning.

### **Academic Track**

A student who finished academic track can demonstrate full understanding of competencies defined for their preferred strand that will prepare them for their chosen college program specifically in Engineering, Business and Accountancy, Liberal Arts and Education and allied programs in Health and Medicine.

### **Techvoc Track**

A student who finished Techvoc Track can exhibit knowledge, skills and attitudes necessary in the workplace.

### **Arts and Design Track**

A student who finished Arts and Design Track can demonstrate and practice both technical and conceptual approaches in the creation of effective visual communication.

### **Sports Track**

A student who finished Sports Track can analyze sports-game situations and apply the principles of appropriate sport management skills and behavior.

## STUDENT OUTCOMES FOR EACH TRACK

### Academic Track

1. Demonstrate full understanding of competencies defined for their preferred strand that will prepare them for their chosen college program specifically in Engineering, Business and Accountancy, Liberal Arts and Education and allied programs in Health and Medicine.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions.
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### Techvoc Track

1. Exhibit knowledge, skills and attitudes necessary in the workplace.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.
3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.
4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions.
5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### Arts and Design Track

1. Demonstrate and practice both technical and conceptual approaches in the creation of effective visual communication.
2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.

3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.

4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions.

5. Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### **Sports Track**

1. Analyze sports-game situations and apply principles of appropriate sports management skills and behavior.

2. Communicate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.

3. Manifest scientific, mathematical and technological skills through authentic engagement in applications of content and conceptual knowledge.

4. Understand and balance diverse views and beliefs in multi-cultural environments to reach logical and practical solutions.

Exhibit morally and socially accepted behavior towards his/her immediate environment through active participation in civic and community activities.

### **HIGH SCHOOL CURRICULUM**

The two-year Senior High School curriculum as approved by the K-12 Committee of the Department of Education (DepEd) began School Year 2016-2017. Senior High School classes are conducted for 90 minutes each for all subject areas except PEH.

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 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 digital strategies 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 classrooms 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 Senior High School Building (Building B) houses the modern and airconditioned classrooms that are conducive for learning. College laboratories are available for use of both SHS teachers and students to effectively conduct lab related requirements and activities.

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 senior 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 Senior 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 preferable 2x2 inches. The online application form may be filled out at Room A-19 where student assistants are available to assist student applicants. A new student seeking admission to the Senior 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 which is available at the Office of the University Registrar.

A foreign student should bring his/her student record and a photocopy of his/her passport upon enrolment.

Jose Rizal University Senior 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 12
May 9	Grade 11
May 10-11	All other old students
May 12 onwards	Transfer 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 Senior High School Principal in Room C-28, 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 : seniorhighschool@jru.edu  
Website : [www.jru.edu](http://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 documents submitted are incomplete, the applicant shall be required to fill-out the Undertaking Form. The student may start his/her on-line registration using the AIMS Student Module. Enrolling student may ask for assistance from enroller present in the enrolment area. Upon approval of the credentials, assigning of section, 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 admission credentials (for new/transferees), (2) issued an Enrolment Permit (EP), (3) made/paid an initial required 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 Senior 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

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	60	2
	Physical Education & Health	90	3
Applied	Empowerment Technologies	90	3
Specialized	Solid Geometry	90	3
	Biology	90	3
	Physics 1	90	3

Total subjects: 9

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto Tungo sa Pananaliksik	90	3
	Statistics and Probability	90	3
	Personal Development	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Advanced Algebra/Pre-Calculus	90	3
	Fundamentals of Computing	90	3
	Chemistry	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Disaster Readiness & Risk Reduction	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Basic Calculus	90	3
	Elective 2	90	3

Total subjects: 10

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Physics 2	90	3
	Research Output	90	3
	English Proficiency Development (BPO English)	90	3
	Required Elective (Choice of 1): Introduction to Biotechnology, Drafting, Computer Applications	90	3
	Elective 3	90	3

Total subjects: 9

## ACCOUNTING AND BUSINESS MANAGEMENT (ABM)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Organization and Management	90	3
	Business Math	90	3

Total subjects: 8

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Fundamentals of Accountancy, Business and Management 1	90	3
	Applied Economics	90	3
	Principles of Marketing	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Physical Science	90	3
	Statistics & Probability	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Business Finance	90	3
	Business Ethics & Social Responsibility	90	3
	Elective 2	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Research/Culminating Activity i.e. Business Enterprise Simulation	90	3
	Required Elective: English Proficiency Development (BPO English)	90	3
	Elective 3	90	3

Total subjects: 7

**HUMANITIES AND SOCIAL SCIENCES (HUMSS)****Grade 11 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Organization and Management		3
	Introduction to World Religions and Belief System	90	3
	Trends, Networks and Critical Thinking in the 21st Century Culture	90	3

Total subject: 9

**Grade 11 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto Tungo sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Applied Economics	90	3
	General Psychology	90	3
	Creative Writing	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Disaster Readiness & Risk Reduction	90	3
	Philippine Politics & Governance	90	3
	Elective 2	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Discipline & Ideas in the Social Sciences	90	3
	English Proficiency Development (BPO English)	90	3
	Required Elective 2 (choice of any specialized subject from chosen track/strand)	90	3
	Elective 3	90	3

Total subjects: 8

## ANIMATION

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	60	2
	Physical Education and Health	90	3
Applied	Empowerment Technologies	90	3
Specialized	Solid Geometry	90	3
	Intro to Computer HW/SW System	90	3
	PECS/Environment and Market	90	3

Total subjects: 9

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Fundamentals of Computing	90	3
	Use of Hand Tools/OSH	90	3
	Drawing 1/Technical Drafting	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Maintain Hand Tools, Equipment & Paraphernalia	90	3
	Practice Occupational Health & Safety Procedures	90	3
	Elective 2	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Prepare & Interpret Technical Drawing (can also take Drafting)	90	3
	Producing Cleaned Up & In-Between Drawings	90	3
	Elective 3	90	3

Total subjects: 7

## COMPUTER SYSTEM SERVICING (CSS)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	60	2
	Physical Education and Health	90	3
Applied	Empowerment Technologies	90	3
Specialized	Intro to Computer HW/SW System	90	3
	PC Assembly/Disassembly	90	3
	PC Software Configuration	90	3

Total subjects: 9

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Fundamentals of Computing	90	3
	PC Hardware Configuration with Windows and Linux OS	90	3

Total subjects: 9

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Hardware Configuration with Network	90	3
	Network Technology Design/Cabling (with Practicum)	90	3
	Elective 2	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	PC & Network Security	90	3
	Work Immersion/Research/Career Advocacy/Culminating Activity	90	3
	Elective 3	90	3

Total subjects: 7

## FOOD AND BEVERAGES (F&amp;B)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Competencies in Food and Beverages	90	3
	Personality Development	90	3

Total subjects: 8

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Kitchen and Service Areas	90	3
	Introduction to Hospitality Management	90	3
	Food and Beverage Service	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Provide Food & Beverage Service	90	3
	Provide Room Service	90	3
	Elective 2	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Execute Food & Beverage Operations/Inter-class Competition	90	3
	Work Immersion-Off Campus	90	3
	Elective 3	90	3

Total subjects: 7

## TOUR GUIDING (TG)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Information Relevant to Tour Itinerary	90	3
	Personality Development	90	3

Total subjects: 8

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Tour Arrangements for Visitors	90	3
	Travel Agency Management and Operations	90	3
	Accompany Visitors in accordance with the Tour Itinerary	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Accompany Visitors in Accordance with the Tour Itinerary	90	3
	Elective 2	90	3

Total subjects: 10

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Work Immersion-Off Campus	90	3
	Elective 3	90	3

Total subjects: 6

## ARTS AND DESIGN (AD)

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Creative Industries 1: Arts and Design Appreciation and Production	90	3
	Trends, Networks and Critical Thinking in the 21st Century Culture	90	3

Total subjects: 8

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Creative Industries 2: Performing Arts	90	3
	Physical and Personal Development in the Arts	90	3
	Developing Filipino Identity in the Arts	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines & the World	90	3
	Statistics & Probability	90	3
	Physical Science	90	3
	Understanding Culture, Society & Politics	90	3
	Physical Education & Health	60	2
Applied	English for Academic & Professional Purposes	90	3
	Practical Research 2-Qualitative Research	90	3
	Inquiries, Investigations & Immersions	90	3
Specialized	Physical & Personal Development in the Arts	90	3
	Developing Filipino Identity in the Arts	90	3
	Apprenticeship & Exploration of Difference Arts Field: - Media Arts & Visual Arts - Literary Arts - Music - Dance - Theatre	90	3
	Elective 2	90	3

Total subjects: 12

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media & Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health	60	2
Specialized	Culminating Activity	90	3
	Elective 3	90	3

Total subjects: 6

## SPORTS

## Grade 11 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	General Mathematics	90	3
	Earth and Life Science	90	3
	Physical Education and Health	60	2
Applied	Empowerment Technologies	90	3
Specialized	Safety and First Aid	90	3
	Human Movement	90	3

Total subjects: 8

## Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Reading and Writing Skills	90	3
	Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik	90	3
	Personal Development	90	3
	Statistics and Probability	90	3
	Physical Education and Health	60	2
Applied	Practical Research 1-Qualitative Research	90	3
	Entrepreneurship	90	3
Specialized	Fundamentals of Coaching	90	3
	Sports Officiating and Activity Management	90	3
	Psychosocial Aspects of Sports and Exercise	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Physical Education and Health	60	2
	Introduction to Philosophy of the Human Person	90	3
Applied	English for Academic and Professional Purposes	90	3
	Practical Research 2-Quantitative Research	90	3
	Filipino sa Piling Larangan	90	3
Specialized	Fitness, Sports and Recreation Leadership	90	3
	Fitness Testing and Exercise Programming	90	3
	English Proficiency Development	90	3

Total subjects: 11

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health	60	2
Applied	Inquiries, Investigations and Immersions	90	3
Specialized	Practicum (In Campus)	90	3
	Work Immersion/Research/Career Advocacy/Culminating Activity (Apprenticeship-Off Campus)	90	3

Total subjects: 6

## **CLASS HOURS**

Classes are conducted from 7:30 in the morning to 6:00 o'clock in the afternoon on regular school days, with appropriate study and snack/lunch breaks.

Senior High School students are not allowed to go out of the campus from 7:30 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.

## **THE SENIOR HIGH SCHOOL UNIFORM**

All Senior High School students are required to wear proper and decent clothes whenever they enter and stay inside the University premises.

On regular school days, Senior High School students are required to wear the prescribed school uniform to promote a wholesome and academic oriented student image. The Senior High School uniform has been designed to reflect an image of higher level of secondary academic advancement but still retains a high school image.

For females, the prescribed uniform consists of a khaki blouse with JRU striped piping, a JRU seal embroidered on the left collar and a label tag on the

right sleeve with the imprinted letters "JRU", and JRU colors striped-pattern necktie, JRU blue skirt and closed black leather shoes.

For males, the prescribed uniform consists of the JRU dark blue polo shirt with the school logo embroidered on the left collar and a label tag on the right sleeve with the imprint letters "JRU" and is paired with khaki pants, black socks and closed black leather shoes.

Both female skirts and male pants can be used by students in JRU College should they pursue a college program in JRU after their Senior High School.

### TEXTBOOKS

All senior 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 Technology enhanced materials.

The student body of the senior high school publishes a senior high school student organ, 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 senior high school students.

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

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

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.

### **PHYSICAL EDUCATION, SPORTS AND UNIVERSITY WEEK PROGRAMS**

PEH is offered to Grade 11 to 12 students and includes physical education and health.

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 senior 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 grade 11 in the Senior High School division who have been certified as belonging to the top 10 in academic ranking by Junior High School Principal from any school, including JRU are automatically qualified as "La Pluma" scholars for their first two (2) semesters in JRU. These scholarships can only be availed of, if the students enroll during the school year immediately following their graduation.

All other incoming grade 11 students 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.

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 Senior 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 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 11<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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 semester, 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.

**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.