

SENIOR HIGH SCHOOL CALENDAR

School Year 2019-2020

First Semester: June 3, 2019 to October 11, 2019

June 3, 2019, <i>Monday</i>	Classes begin
June 5, <i>Wednesday</i>	Eid-UI-Fitr
June 12, <i>Wednesday</i>	Independence Day
July 17-19, <i>Wednesday-Friday</i>	Preliminary examinations
August 12, <i>Monday</i>	Eid-UI-Adha
August 21, <i>Wednesday</i>	Martyrdom of Benigno Aquino
August 26, <i>Monday</i>	National Heroes Day
September 4-6, <i>Wednesday-Friday</i>	Midterm examinations
October 9-11, <i>Wednesday-Friday</i>	Final examinations

Second Semester: October 28, 2019 to March 18, 2020

October 28, <i>Monday</i>	Classes begin
November 1, <i>Friday</i>	All Saint's Day
November 2, <i>Saturday</i>	All Soul's Day
November 30, <i>Saturday</i>	Bonifacio Day
December 11-13, <i>Wednesday-Friday</i>	Preliminary examinations
December 21, <i>Saturday</i>	Christmas vacation begins
December 25, <i>Wednesday</i>	Christmas Day
December 30, <i>Monday</i>	Rizal Day
January 1, 2020, <i>Wednesday</i>	New Year's Day
January 6, <i>Monday</i>	Classes resume
January 20-22, <i>Monday-Wednesday</i>	Midterm examinations
January 25, <i>Saturday</i>	Chinese New Year
February 11-15, <i>Tuesday-Saturday</i>	University Week
February 25, <i>Tuesday</i>	EDSA Revolution
March 9-11, <i>Monday-Wednesday</i>	Final examinations (Graduating and Pilot)
March 16-18, <i>Monday-Wednesday</i>	Final examinations (Non-Graduating)
April 1-3, <i>Wednesday-Friday</i>	Commencement Exercises-SHS

Summer: April 6, 2020 to May 16, 2020

April 6, <i>Monday</i>	Classes begin
April 9, <i>Thursday</i>	Araw ng Kagitingan
April 9-11, <i>Thursday-Saturday</i>	Holy Week
April 28, <i>Tuesday</i>	Midterm examinations
May 1, <i>Friday</i>	Labor Day
May 16, <i>Saturday</i>	Final examinations

This academic calendar was prepared on the assumption that the legal holidays during the time the calendar was prepared to 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
General Information	
History of the University	6
Vision of the University	7
Mission of the University.....	7
Quality Policy.....	7
Quality Objectives	7
Data Privacy	8
JRU Core Values	8
JRU Institutional Outcomes.....	8
The Senior High School Division	8
Program Outcomes.....	9
Program Outcomes for Each Track.....	9
General Outcome across Tracks and Strands	9
Academic Track.....	9
TechVoc Track	10
Arts and Design Track	10
Sports Track	10
Student Outcomes for Each Track	10
Academic Track.....	10
TechVoc Track	11
Arts and Design Track	11
Sports Track	11
Location and Facilities.....	12
Admission Requirements	12
Enrolment Procedure	15
Curriculum.....	15
Class Hours	35
Co-Curricular Organizations.....	35

Senior High School Uniform	36
Textbooks.....	37
School Activities	37
Physical Education, Sports and University Week Programs	38
Scholarships	38
Tuition and Other Fees.....	39
Discounts	40
Withdrawals and Refunds.....	40
ID Cards.....	44
Subject Codes and Descriptions.....	45

OFFICERS OF THE ADMINISTRATION

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Vice President - Academic Affairs

AUGUSTO K. FABELLA

*Vice President – Quality, Linkages, & Technology
Enabled Learning*

EDNA C. CRUZ

Vice President - Information Systems

REDENTOR S. MARIANO

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LILIA R. BAUTISTA

Dean, Law School Division

LEODIGARIO M. DAVID

Dean, Business Administration & Accountancy

MELFI M. CARANTO

Dean, Liberal Arts, Criminology & Education

LIZA R. REYES

Dean, Computer Studies & Engineering

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

MA. ELIZA MARGARITA E. MAGKASI

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

AUXENCIA A. LIMJAP

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LORRAINE R. PARANGUE

Director, Guidance & Testing Office

ANA BELEN S. CUYUGAN

*Director, International Affairs Office
OIC, Student Development Office/
Community Development Office*

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Assistant Dean, Law School Division

THEODORE U. CALAGUAS

Vice President - Financial Affairs

NORMA M. MONTALVO

Vice President - Administrative Affairs

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University Registrar

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Director, Accounting Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

CEZAR C. CABALLES

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ROSELA D. DEL MUNDO

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MARIA KARENINA S. GUILLERMO

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RUBENITA V. ALARCON

Assistant Director, Treasury Office

NOEMI R. BUGARIN

Assistant University Librarian

ACADEMIC OFFICERS

Romel C. Navarro, MAEd
Principal

DEPARTMENT CHAIRS

Edmundo P. Abad, Jr.,	BSE Core and Applied – Mathematics, Science, Technology, and Research
Maria Theresa B. Bonus, MST	Academic - Specialized Subjects
Carissa M. Enteria,	MAELT Core and Applied – Languages and Social Sciences
Leila L. Roxas,	MAEd TechVoc - Specialized Subjects
Wilson P. Mones,	MBA, MAT PEH, Arts and Sports Tracks Student Affairs
Hiroimi M. Lascano,	BSE Student Discipline

CLASSROOM TEACHERS

Abad, Nieves B., MAN	Cabeliza, Stella May A., MALLI
Abanador, Mylove P., BSE	Campaña, Fernando F. Jr., MALT
Adducul, Kurt James A., BSE	Candelaza, Maria Aileen N., BSE
Alejo, Psyche B., BSE	Cauntay, Precious Joy G., MAEd
Alonsagay, Jeffrey Ryan R., BSE	Cayton, Raymond M., BSE
Alviar, Julius Nichole S., BSE	Costas, Hannah Orchidia B., AB
Aquino, Baby Rizalyn G., MAEd	Cruzada, Perla V., BSE
Astilla, Gilnella S., BSE	Damasco, Ruth C., MMEM
Baluyot, Salvador Jr. A., BCS	Daquina, Agnes S., BSE
Barcelona, Nilo J., MAEd	Dasalla, Mailyn C., MAEd
Batac, Kenneth Ian T., BSE	De Guzman, Kristine D., BSE
Becarme, Joseph C., BSE	De Jesus, Rex Denielle E., BSE
Bello, Danika Ija C., BSE	De Luna, Victor Kim B., BSE
Boco, John Michael D., BSE	Del Monte, Romelyn O., BSE
Borebor, Crisil V. BSE	Dela Cruz, Renalyn U., BSE
Bornel, Monina R., BSE	Delos Reyes, Hans Christian F., BS Psy
Bugtong, Maria Kristina P., MAEd	Ebueza, Ria Katrina T., BSE
Caballes, Leo Cezar G., BA	Esponilla, Angeli T., AB

Esteves, Dwight R., BSE
Fabian, John Rick P., BPE
Facunla, Ma. Elyn E., BS Tourism
Fernandez, Jomual Bryan J., AB
Flores, Rodelyn A., AB
Gacosta, Ronald T., BSE
Gernale, Mark Anthony Q., BSE
Golosinda, Mherifaith M., BPE
Hajan, Bonjovi H., BSE
Igama, Cecil M., BSE
Ignacio, Katherine I., BSE
Ignacio, Leori Ramonette C., BSITE
Inocencio, Jay T., BPE
Japzon, Roxanne R., BBRC
Javier, Jocelyn P., BSE
Jerusalem, Leo Benjamin L., BS Mgt
Junio, Rachele Mae D., BSE
Libres, Judy Ann R., BSE
Locsin, Ivy Marrie B., BSE
Macuto, Christine A., AB
Maddalora, Mike Jr. B., AB
Manzanares, Mhikie T., BSE
Marino, Arvin Nicole R., BPE
Matibag, Lyra Velle Z., BSE
Mejarito, Jonathan M., BPE
Mendizabal, Arianne F., BSE
Morta, Julie L., BSE
Nocon, Ivey Meann B., BSE
Ogalinda, Milagros C., MPA
Ongdico, Romel C., BSE
Oxima, Lenchin F., BSE
Pacheco, Geraldine P., BSE
Pantaleon, Russel Z., MAN
Pastores, Cristina R., BSBA
Paulino, John Patrick S., BSIT
Perea, Hezekiah A., BSE
Pinca, Jenny A., AB
Plaza, Christopher J., MAEd
Quintana, Paul Henry Y., MBA
Rabang, Rachel S., BSE
Rafols, Maria Mariela C., BSE
Ramirez, Nephthalia O., BSE
Ramos, Ma. Lourdes Carla G., AB
Raymundo, Rossalyn Frances S., MAT
Rosero, Gloria R., MST
Rubin, Elizabeth S., BSE
Rubio, Rio E., BSE
Salazar, Adrian E., MBA
Sending, Jerlyn A., BSBA
Surio, Lita A., AB
Tayongtong, Jefferson I., BSE
Tonde, Louis P., MAEd
Usero, Ronnel L., BSE
Valdez, Ma. Alberta C., BSE
Vergara, Maria Irish A., BBTE
Villamin, John Lorence, BSE
Yusoff, Ely Anthony A., BSE
Zamora, Christian B., BSE

GENERAL INFORMATION

HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock non-profit non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella; the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor's degree course in Commerce as well as the high school course. It had continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at the time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its 100 years of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that

it has contributed its share in the molding of character and training of the successful graduates.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

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

José 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

José 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.

DATA PRIVACY

The University is committed to protect the privacy rights of its students (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Students are urged to read and understand the privacy notice posted on the University website, which explains how the University collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.

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 OUTCOMES

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.

THE SENIOR HIGH SCHOOL DIVISION

The two-year Senior High School Program was approved by the K-12 Committee of the Department of Education (DepEd) began School Year 2016-2017. The Program offered all Tracks and Strands to cater all students' interest that would help and prepare them for their target College Program.

PROGRAM OUTCOMES

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/her for his/her 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 sports 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 the 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.

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

LOCATION AND FACILITIES

José 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-story 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 air-conditioned classrooms that are conducive for learning. Laboratories are available for the 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 an appointment with the guidance counselor.

A physician, a dentist, and a 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 Gym Building (Bldg G) - Annex Campus 3, where students can enjoy playing basketball and other indoor sports.

ADMISSION REQUIREMENTS

New students interested in enrolling 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, preferably 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.

José 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.

Students/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 a student from taking examinations and/or being dropped from the enrollment rolls if necessary.

Classes begin on Monday, June 3, 2019. The preferential dates of registration are as follows:

May 6-7	Grade 12
May 8-9	Grade 11
May 10 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 at Room C-27, which is open from 7:00 o'clock in the morning to 6:00 o'clock in the evening from Mondays through Fridays.

Telephone Nos. : 531-8031 to 35 Local 57
Fax No. : 531-6087
Email : seniorhighschool@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 documents submitted are incomplete, the applicant shall be required to fill-out the Undertaking Form. The student may start his/her online 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 the section, and printing of Enrolment Permit (EP), students must proceed to the assessment area and present 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 on the official receipt should tally with the actual payment.

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 canceled.

A student is considered officially enrolled only after he/she has (1) submitted all required admission credentials (for new/transferees), (2) been 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 the two 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
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education & Health 1	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Pre-Calculus	90	3
	Biology	90	3
	Physics 1	90	3

Total subjects: 10

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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 2	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Basic Calculus 1	90	3
	Required Elective	90	3
	Physics 2	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Disaster Readiness and Risk Reduction	90	3
	Understanding Culture, Society, and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigations and Immersions	90	3
Specialized	Basic Calculus	90	3
	Chemistry	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research Output	90	3

Total subjects: 4

ACCOUNTANCY, BUSINESS, AND 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
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 1	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Organization and Management	90	3
	Business Math	90	3
	Principles of Marketing	90	3

Total subjects: 10

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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 2	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Fundamentals of Accountancy, Business and Management 1	90	3
	Applied Economics	90	3
	Business Ethics and Social Responsibility	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigations and Immersions	90	3
Specialized	Fundamentals of Accountancy, Business and Management 2	90	3
	Business Finance	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research/Culminating Activity, i.e., Business Enterprise Simulation	90	3

Total subjects: 4

**ACCOUNTANCY, BUSINESS AND MANAGEMENT (ABM) -
ENTREPRENEURSHIP**

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Introduction to Entrepreneurship	90	3
	Language of Business	90	3
	Business Enterprise Simulation 1	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Entrepreneurial Marketing Strategies	90	3
	Operations Management	90	3
	Business Enterprise Simulation 2	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigations and Immersions	90	3
Specialized	English Proficiency Development	90	3
	Business Finance	90	3
	Business Enterprise Simulation 3	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Business Pitch	90	3

Total subjects: 4

HUMANITIES AND SOCIAL SCIENCES (HG)

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Applied Economics	90	3
	Introduction to World Religions and Belief System	90	3
	Trends, Networks and Critical Thinking in the 21st Century Culture	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Organization and Management	90	3
	General Psychology	90	3
	Creative Writing	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigation and Immersions	90	3
Specialized	Disaster Readiness and Risk Reduction	90	3
	Discipline and Ideas in the Social Sciences	90	3
	Philippine Politics and Governance	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research/Culminating Activity	90	3
	English Proficiency Development	90	3

Total subjects: 5

ANIMATION

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Measurement and Calculation	90	3
	Intro to Computer HW/SW System	90	3
	PECS/Environment and Market/Use of Hand Tools/OSH	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Fundamentals of Computing	90	3
	Drawing 1/Technical Drafting	90	3
	Web Design and Multimedia	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	2
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigation and Immersions	90	3
Specialized	Drawing 2	90	3
	Robotics	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education & Health 4	90	1.5
Specialized	Work Immersion	90	3

Total subjects: 4

COMPUTER SYSTEM SERVICING (CSS)

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Intro to Computer HW/SW System	90	3
	PC Assembly/Disassembly	90	3
	Fundamentals of Computing	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	PC Software Configuration	90	3
	Programming	90	3
	PC Hardware Configuration with Windows and Linux OS	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigations and Immersions	90	3
Specialized	Advance PC Servicing	90	3
	Network Technology Design/Cabling/PC and Network Security	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
	Work Immersion	90	3

Total subjects: 4

FOOD AND BEVERAGES (FB)

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Competencies in Food and Beverages	90	3
	Kitchen and Service Areas	90	3
	Personality Development	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Food and Beverage Service	90	3
	Room Service	90	3
	Introduction to Hospitality Management	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigation and Immersions	90	3
Specialized	Food and Beverage Operations/Inter-class Competition	90	3
	Foreign Language	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
	Work Immersion	90	3

Total subjects: 4

TOUR GUIDING (TG)

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	90	3
Specialized	Information Relevant to Tour Itinerary	90	3
	Tour Arrangements for Visitors	90	3
	Personality Development	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Accompany Visitors in Accordance with the Tour Itinerary	90	3
	Travel Agency Management and Operations	90	3
	Web Design and Multimedia	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigation and Immersions	90	3
Specialized	Foreign Language	90	3
	Information Technology in Tourism	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Work Immersion	90	3

Total subjects: 4

ARTS AND DESIGN (AD)

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research	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
	Physical and Personal Development in the Arts	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
	Applied	Empowerment Technologies	90
Qualitative Research		90	3
Specialized	Creative Industries 2: Performing Arts	90	3
	Web Design and Multimedia	90	3
	Developing Filipino Identity in the Arts	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
	Inquiries, Investigation and Immersions	90	3
Specialized	Foreign Language	90	3
	Apprenticeship and Exploration of Different Arts Fields	90	3
	English Proficiency Development	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education & Health 4	90	1.5
Specialized	Culminating Activity	90	3

Total subjects: 4

SPORTS

Grade 11 First 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
	Personal Development	90	3
	General Mathematics	90	3
	Physical Education and Health 1	90	1.5
Applied	Entrepreneurship	90	3
	Quantitative Research		
Specialized	Safety and First Aid	90	3
	Fundamentals of Coaching	90	3
	Psychological Aspects of Sports and Exercise	90	3

Total subjects: 10

Grade 11 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Oral Communication in Context	90	3
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	90	3
	Statistics and Probability	90	3
	Earth and Life Science	90	3
	Physical Education and Health 2	90	1.5
Applied	Empowerment Technologies	90	3
	Qualitative Research	90	3
Specialized	Human Movement	90	3
	Sports Officiating and Activity Management	90	3
	Fitness, Sports and Recreation Leadership	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 st Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society and Politics	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	90	3
	Filipino sa Piling Larangan	90	3
Specialized	Inquiries, Investigations, and Immersions	90	3
	Fitness Testing and Exercise Programming	90	3
	English Proficiency Development	90	3
	Practicum (In Campus)	90	3

Total subjects: 11

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical Education and Health 4	90	1.5
Specialized	Apprenticeship	90	3

Total subjects: 4

CLASS HOURS

Classes are conducted from 7:00 o'clock in the morning to 6:30 in the evening 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 7:00 o'clock in the morning until their last period in the morning or evening.

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 with 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 a 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, **The Scribe**, completely managed and edited by the students. They 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 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.

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.

José 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

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

All incoming grade 11 in the Senior High School division who have been certified as belonging to the top 10 in the 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 Scholarships, 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 Guidance and Testing Office.

TUITION AND OTHER FEES

The tuition fee for the year or 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 to "non-voucher recipient" 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 the prompt payment discount schedule and the deadline for enjoying such privilege may be obtained from 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 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 the 11th day from the opening of classes shall automatically be considered as paying in "installment basis" and shall be charged the installment rates.

Students who pay in installment basis shall be charged an "Incomplete Down-payment fine" of Five Hundred Pesos (Php 500.00) if the full down payment is not made on or before the 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 fail to pay the minimum payment required on installment accounts as they become due.

The last day of enrollment 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 payment 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. Full withdrawals 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) approved by the respective Principal and the Registrar. Any deserving exception on the application for full withdrawal shall be referred to the Vice President for Financial Affairs (VPFA) for approval. When no written notification is made, the student is considered dropped, and charged in full for the entire semester, regardless of the actual attendance.

Refunds (Cash and Published rates)

Subsequent to enrolment, if the student officially withdraws his/her

enrollment for any reason, within fifteen (15) calendar days after the opening 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 the student withdraws only a portion of his/her enrolment, the University shall refund the portion of the tuition and any directly corresponding miscellaneous fees pertaining to the course withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of courses. The student shall be charged the appropriate amount for dropping of courses, except when the withdrawal of the course is due to the failure of prerequisite for the course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total published tuition and miscellaneous fees due. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. 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 for any reason more than thirty (30), but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which

has already been paid by the student. 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, for any reason more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due. This shall be in addition to appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of courses.

Refunds (Installment Basis)

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening 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 the student withdraws only a portion of his/her enrolment, prior to the start of the classes, the University shall refund the portion of the tuition and any directly corresponding miscellaneous fees pertaining to the course withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of courses. The student shall be charged the appropriate amount for dropping of courses, except when the withdrawal of the course is due to the failure of prerequisite for the course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not

more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total installment tuition and miscellaneous fees due.. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. 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 for any reason more than thirty (30) but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total installment tuition and miscellaneous fees due.. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. 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, for any reason more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total installment tuition and miscellaneous fees due. This shall be in addition to appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees about the course withdrawn, which has already been paid by the student. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of courses.

ID CARDS

Student identification cards (IDs) are issued at the beginning of the school year. The IDs should always be worn by the 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 shall pay a replacement fee before he/she is issued another one. They can obtain temporary student ID from the Senior High School Office in case the ID is misplaced, damaged, or lost.

SUBJECT CODES AND DESCRIPTIONS

CORE SUBJECT AREAS

ENG S111. Oral Communication in Context. This subject is taught for the development of listening and oral communication skills and strategies for effective communication in various forms and contexts.

ENG S112. Reading and Writing Skills. The course aims to develop one's reading and writing skills as applied to a wide range of materials other than poetry, fiction, and drama.

ENG S211. 21st Century Literature from the Philippines and the World. This course aims to engage students in appreciation and critical study of the 21st-century literature from the Philippines and the world by examining their genres, elements, structures, context, and traditions.

ENG S212. Contemporary Philippine Arts from the Regions. The subject covers various contemporary art practices of the region where the school is located. It aims to provide students with an appreciation of a broad range of styles in the various disciplines with consideration on their principles and elements and engage them on an integrative approach in studying arts. Through this subject, students will broaden and acquire the necessary creative tools that open opportunities in pursuing their individual career goals and aspirations.

FIL S111. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino. Ang layunin ng kurso ay pag-aaral tungo sa pananaliksik ukol sa kalikasan, katangian, pag-unlad, gamit at paggamit ng wikang Filipino upang mapalawak ang kritikal na pampag-iisip at mga kasanayan ng mga mag-aaral sa mga sitwasyong pangkomunikatibo at maging mulat ang kamalayan sa kultural na lipunang Pilipino.

FIL S112. Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik. Ang layunin ng kurso ay pag-aaral tungo sa pagbasa at pananaliksik gamit ang wikang Filipino tungo sa maka-Pilipinong Pananaliksik. Pinayayaman din ng kursong ito ang kritikal na pag-iisip, pagiging malikhain, kakayahang humanap at gumamit ng mga impormasyon at kakayahang magbigay ng solusyon sa mga suliranin.

ICT S212. Media and Information Literacy. The course introduces the learners to the basic understanding of media and information as channels of communication and tools for the development of individuals and societies. It also aims to develop students to be creative and critical thinkers as well as responsible users and competent producers of media and information.

MAT S111. Statistics and Probability. Students will gain and demonstrate understanding of random variables, sampling techniques and distributions, estimation and hypothesis testing involving population mean and proportion and performing correlation and regression analyses on real-life problems.

MAT S112. General Mathematics. Students will learn how to solve problems involving rational, exponential, and logarithmic functions, business-related problems, and apply logic to real life situations.

NAT S115. Earth and Life Science. This learning area is designed to provide a general background for the understanding of Earth Science and Biology. It presents the history of the Earth through geologic time. It discusses the Earth's structure, composition, and processes. Issues, concerns, and problems pertaining to natural hazards are also included. It also deals with the basic principles and processes in the study of biology. It covers life processes and interactions at the cellular, organism, population, and ecosystem levels.

NAT S213. Physical Science. This course provides a general background on the evolution of our understanding of matter, motion, electricity, magnetism, light, and the universe from ancient times to the present; applications of physics and chemistry concepts in contexts such as atmospheric phenomena, cosmology, astronomy, vision, medical instrumentation, space technology, drugs, sources of energy, pollution and recycling, fitness and health, and cosmetics.

PEH S111. Physical Education and Health 1. This course on exercise for fitness enables the learner to set goals, monitor one's participation in aerobic and muscle- and bone-strengthening activities and constantly evaluate how well one has integrated this into one's personal lifestyle. It consists of an array of offerings which learners can choose from.

PEH S112. Physical Education and Health 2. This course is comprised of individual, dual, and team sports in competitive and recreational settings. It consists of an array of offerings which learners can choose from.

PEH S114. Personal Development. This learning area is designed to provide awareness of the developmental stages of adolescents. This will provide a better understanding of Personal Development through the development of oneself, holistic development, building relationships, and journey to career development.

PEH S211. Physical Education and Health 3. This course on dance includes rhythmical movement patterns; the promotion and appreciation of Philippine folk dance, indigenous and traditional dances as well as other dance forms. It consists of an array of offerings which learners can choose from.

PEH S212. Physical Education and Health 4. This course on recreational activities is associated with outdoor, natural, or semi-natural settings. It enables learners to move safely and competently in these settings while making a positive relationship with natural environments and promoting their sustainable use. It consists of an array of offerings which learners can choose from.

PHL S211. Introduction to Philosophy of the Human Person. This subject is an initiation to the activity and process of philosophical reflection as a search for a synoptic vision of life. Topics to be discussed include the human experiences of embodiment, being in the world with others and the environment, freedom, intersubjectivity, sociality, and being unto death.

SOC S211. Understanding Culture, Society, and Politics. This course uses insights from Anthropology, Political Science, and Sociology to develop students' awareness of cultural, social and political dynamics, and sensitivity to cultural diversity; provide them with an understanding of how culture, human agency, society, and politics work; and engage them in the examination of the country's current human development goals. At the end of the course, students should acquire ideas about human cultures, human agency, society, and politics; recognize cultural relativism and social inclusiveness to overcome prejudices; and develop the social and cultural competence to guide their interactions with groups, communities, networks, and institutions.

APPLIED SUBJECT AREAS

BUS S112. Entrepreneurship. This course deals with the concepts, underlying principles, processes, and implementation of a business plan. The preliminaries of this course include the following: 1) discussion on the relevance of the course; 2) explanation of key concepts of common competencies; 3) explanation of core competencies relative to the course; and 4) exploration of career opportunities.

ENG S213. English for Academic and Professional Purposes. The course aims to develop one's communication skills in English for academic and professional purposes.

FIL S213. Filipino Sa Piling Larangan. Ang layunin ng kurso ay pagsulat ng iba't ibang anyo ng sulating liling sa mga kakayahang magpahayag tungo sa mabisa, mapanuri, at masinop na pagsusulat sa piniling larangan.

ICT S111. Empowerment Technologies. This course is an introduction in the use of information and communication technologies as a tool for curating, contextualizing, collaborating, and creating content and experiences for learning in the professional tracks.

RSC S111. Qualitative Research. This course develops critical thinking and problem-solving skills through qualitative research.

RSC S112. Quantitative Research. This course develops critical thinking and problem-solving skills through quantitative research.

RSC S211. Inquiries, Investigations, and Immersions. This course serves as an introduction to the world of employment. It includes discussions about potential careers in their chosen strand, preparing for job applications and interviews, work and professional ethics, basic labor laws, and employee benefits.

SPECIALIZED SUBJECT AREAS – ARTS AND DESIGN TRACK

ART S111. Creative Industries 1: Arts and Design Appreciation and Production. The course presents a survey of the various arts and design

production and intends to provide students with knowledge of the different arts and design forms, materials, media, and production in the creative industries. It also introduces significant and influential artists and their works across time and place.

SOC S113. Trends, Networks, and Critical Thinking in the 21st Century Culture. The course provides opportunities for students to discover patterns and extract meanings from emerging trends. It aids in developing their critical and creative thinking skills-- essential tools for decision making and understanding "ethics of care." Global trends in the 21st century are examined and are either accepted or rejected on a sound set of criteria. Students will be asked to create and analyze scenarios that will challenge them to (1) formulate their stances on issues or concerns; (2) propose interventions and; (3) formulate alternative futures. The students will realize the interconnections between their neural connections and social realities.

ART S113. Physical and Personal Development in the Arts. This course will teach students about precautionary measures in visual and theatre arts, practice and acquire awareness on handling physical and mental issues experienced by creative people as well as enriching their creative potentialities for them to communicate and express their artistic endeavors efficiently through knowing one's innate artistry and personal foundations in the arts.

ART S112. Creative Industries 2: Performing Arts. This is an introductory course on the basic concepts in theater, music, and dance.

ICT S118. Web Design and Animation. This course is an introduction of the development and elements of media and multimedia, principles and elements of visual graphics, introduction to photography, sound editing, video production, and web designing.

ART S114. Developing Filipino Identity in the Arts. The course will teach students to 1) Conduct a research on cultural and artistic practices of his/her community; 2) Create a cultural map of his/her community; 3) Construct an identity of his/her community based on its culture and arts; 4) Describe a concept of self in relation to community and nation; 5) Discuss issues arising from the experience of culture mapping with peers; 6) Propose possible ideas that could address these issues; 7) Articulate the process of appropriation and integration of traditional and/or local art forms into his/her own artwork;

and 8) Create a work of art/performance /creative event that addresses, tackles, or highlights local and national identity (i.e., exhibits, trade fairs, arts and culture festivals)

FLN S211. Foreign Language (Basic Japanese). This subject is a basic study of the Japanese language through the exploration of its culture and language features.

ART S211. Apprenticeship and Exploration of Different Arts Fields: Media Arts and Visual Arts. This course teaches students to 1) Identify the individual artist/designer in the community who can train or mentor student apprentice; 2) Explain the meaning and significance of various visual arts, media arts and applied art forms based on history, socio-cultural context, functions and uses through reporting; 3) Identify roles, responsibilities and the chain of accountability as an apprentice in the arts through a flowchart of the work process involved in the production projects; 4) Use safety and security procedures under apprenticeship in the specific arts field; 5) Exhibit a level of proficiency through application of the correct principles and techniques in the production of projects under apprenticeship; 6) Apply professional and ethical practices in the specific arts fields; 7) Participate in the development of an artistic product under apprenticeship; and 8) Compile mentoring process through journal writing and portfolio making.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

ART S212. Culminating Activity. This subject guides the students to production organizations, responsibilities, production conceptualization, and collaboration with different arts production, mounting and staging, execution of the production, and post-production. Students will be asked to create presentations applying the principles of production organization.

SPECIALIZED SUBJECT AREAS – ACADEMIC TRACK – ACCOUNTING AND BUSINESS MANAGEMENT (ABM)

BUS S111. Organization and Management. This course is designed to familiarize the students with the basic concepts, principles, and processes

related to business organization, and the functional areas of management. Particular emphasis will be given to the study of management functions like planning, organizing, leading, and controlling, and orient the students on the importance of these functions and the role of each area in entrepreneurship.

MAT S115. Business Math. This course provides an understanding of the basic concepts of mathematics as applied in business. It includes a review of the fundamental mathematics operations using decimals, fractions, percent, ratio and proportion; mathematics concepts and skills in buying and selling, computing gross and net earnings, overtime and business data presentation, analysis, and interpretation. The use of computer and software applications for computation and data presentation is encouraged.

BUS S115. Principles of Marketing. This course deals with the principles and practices involved in marketing goods and services. It also focuses on the development of integrated marketing programs that will help grow businesses.

BUS S114. Fundamentals of Accountancy, Business, and Management 1. This is an introductory course in accounting, business, and management data analysis that will develop students' appreciation of accounting as a language of business and an understanding of basic accounting concepts and principles that will help them analyze business transactions.

ECO S112. Applied Economics. This course deals with the basic principles of applied economics, and its application to contemporary economic issues facing the Filipino entrepreneur such as prices of commodities, minimum wage, rent, and taxes. It covers an analysis of industries for the identification of potential business opportunities. The main output of the course is the preparation of a socio-economic impact study of a business venture.

BUS S116. Business Ethics and Social Responsibility. The course deals with the fundamental concepts, principles, and practices of ethical standards in the business environment. It combines the theoretical foundations of setting up business enterprises with the conduct of entrepreneurial activities in the context of one's accountability and social responsibility.

BUS S211. Fundamentals of Accountancy, Business, and Management 2. This course deals with the preparation and analysis of financial

statements of both service and merchandising business using horizontal and vertical analyses and financial ratios. Knowledge and skills in the analysis of financial statements will aid future entrepreneurs in making sound economic decisions.

BUS S213. Business Finance. This course deals with the fundamental principles, tools, and techniques of the financial operation involved in the management of business enterprises. It covers the basic framework and tools for financial analysis and financial planning and control and introduces the basic concepts and principles needed in making investment and financing decisions. Introduction to investments and personal finance are also covered in the course. Using the dual-learning approach of theory and application, each chapter and module engages the learners to explore all stages of the learning process from knowledge, analysis, evaluation, and application to preparation and development of financial plans and programs suited for a small business.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC 214. Research/Culminating Activity, i.e., Business Enterprise Simulation. This course integrates all the key concepts and processes of Accounting, Business and Management (ABM) as applied in real-life activities following the business cycle: business opportunity search, product/service development, business formation and organization, business implementation and control, business wind-up, and relevant management reporting in the context of ethical standard and social responsibility. Technologies are used in a business enterprise as appropriate. The course may also expose the students to actual company operations.

**SPECIALIZED SUBJECT AREAS – ACADEMIC TRACK – ACCOUNTING AND
BUSINESS MANAGEMENT (ABM) – ENTREPRENEURSHIP**

ENT S111. Introduction to Entrepreneurship. This course is designed to strengthen the entrepreneurial and leadership skills of the students in an organization.

ENT S112. Language of Business. The course deals with the principles,

tools, and techniques of the financial operations involved in the management of business enterprise. It covers the basic frameworks and tools for financial analysis, planning, and control. Introduction to basic concepts and principles needed in making investments and financing decisions as well as personal finance are also covered in the course.

ENT S113. Business Enterprise Simulation 1. This course covers entrepreneurship from finding business opportunities through opportunity seeking, opportunity screening, and opportunity seizing leading to creating a product prototype that will be used in their business.

ENT S115. Entrepreneurial Marketing Strategies. This course examines the marketing process and components of a successful marketing strategy for starting and growing a successful entrepreneurial venture. Students learn about the evolving practice of marketing and the potential for entrepreneurial thinking.

ENT S116. Operations Management. This introductory course is concerned with planning, organizing, and supervising in the framework of production, manufacturing, or the provision of services.

ENT S114. Business Enterprise Simulation 2. This course covers entrepreneurship from developing a business plan to business implementation, leading to operating business in the school-based and local community.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

BUS S213. Business Finance. This course deals with the fundamental principles, tools, and techniques of the financial operation involved in the management of business enterprises. It covers the basic framework and tools for financial analysis and financial planning and control and introduces the basic concepts and principles needed in making investment and financing decisions. Introduction to investments and personal finance are also covered in the course. Using the dual-learning approach of theory and application, each chapter and module engages the learners to explore all stages of the learning process from

knowledge, analysis, evaluation, and application to preparation and development of financial plans and programs suited for a small business.

ENT S211. Business Simulation 3. This course covers entrepreneurship from developing business and operating through online. Also, students will undergo work immersion in an industry related to their course and be exposed to work-related environments related to their field of specialization to enhance their competence.

ENT S212. Business Pitch. This course covers core content applicable to all aspects of the business, including practical applications of management theory. Also, students will be introduced to business plan evaluation leading to a business pitch.

SPECIALIZED SUBJECT AREAS – ACADEMIC TRACK – HUMANITIES AND SOCIAL SCIENCE/GENERAL ACADEMIC (HUMSS/GAS)

ECO S112. Applied Economics. This course deals with the basic principles of applied economics, and its application to contemporary economic issues facing the Filipino entrepreneur such as prices of commodities, minimum wage, rent, and taxes. It covers an analysis of industries for the identification of potential business opportunities. The main output of the course is the preparation of a socio-economic impact study of a business venture.

PHL S111. Introduction to World Religions & Belief System. The course explores the main tenets and practices of major world religions: Judaism, Christianity, Islam, Hinduism, Theravada Buddhism, Mahayana Buddhism, Confucianism, Taoism, and Shintoism. It aims to help learners understand the historical contexts of nine religions, appreciate their uniqueness and similarities, and promote mutual understanding among believers of different faiths. They are expected to demonstrate understanding and appreciation of one's faith and that of others.

SOC S111. Trends, Networks, and Critical Thinking in the 21st Century Culture. The course provides opportunities for students to discover patterns and extract meanings from emerging trends. It aids in developing their critical and creative thinking skills—essential tools for decision making and understanding “ethics of care.” Global trends in the 21st century are examined and are either accepted or rejected on a sound set of criteria. Students will be

asked to create and analyze scenarios that will challenge them to (1) formulate their stances on issues or concerns; (2) propose interventions and; (3) formulate alternative futures. The students will realize the interconnections between their neural connections and social realities.

BUS S111. Organization and Management. This course is designed to familiarize the students with the basic concepts, principles, and processes related to business organization, and the functional areas of management. Particular emphasis will be given to the study of management functions like planning, organizing, leading, and controlling, and orient the students on the importance of these functions and the role of each area in entrepreneurship.

SOC S112. General Psychology. This course is designed to give a general overview of the field of psychology. Key concepts and theories will be introduced in understanding human behavior. This aims to increase the students' personal growth since they will be able to discover different scientific methods or skills to find solutions to everyday human problems.

ENG S114. Creative Writing. The course aims to develop practical and creative skills in reading and writing; introduce students to the fundamental techniques of writing fiction, poetry, and drama; and discuss the use of such techniques by well-known authors in a variety of genres. Each class will be devoted to the examination of techniques and to the workshop of students' drafts toward the enrichment of their manuscripts. Students learn how to combine inspiration and revision and to develop a sense of form.

DRR S211. Disaster Readiness & Risk Reduction. This course focuses on the application of scientific knowledge and the solution of practical problems in a physical environment. It is designed to bridge the gap between theoretical science and daily living.

SOC S215. Discipline & Ideas in the Social Sciences. The course introduces students to basic concepts, subjects, and methods of inquiry in the disciplines that comprise the Social Sciences. It then discusses influential thinkers and ideas in these disciplines and relates these ideas to the Philippine setting and current global trends.

SOC S217. Philippine Politics and Governance. This course introduces the students to the basic concepts and vital elements of politics and

governance from a historical-institutional perspective. In particular, it attempts to explain how the important features of our country's political structures/institutions, processes, and relationships developed across time. In the process, the course helps the learners gain a better appreciation of their rights and responsibilities as individuals and as members of the larger sociopolitical community to strengthen their civic competence.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S216. Research/Culminating Activity. This course is designed to provide students the opportunity to integrate their learning in the different learning areas of the humanities and social sciences through creative culminating activity. It focuses on the exhibitions/exhibits of authentic products and performances as evidence of their learning in the humanities and social sciences.

**SPECIALIZED SUBJECT AREAS – ACADEMIC TRACK – SCIENCE,
TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)**

MAT S114. Pre-Calculus. This course focuses on the application of concepts to solve real-world problems involving conic sections, systems of nonlinear equations, series and mathematical induction, circular and trigonometric functions, trigonometric identities, and polar coordinate system.

NAT S113. Biology. This course focuses on the study of plant and animal cells and cellular life processes, biological molecules, genetics and evolution and origin of biodiversity, and systematics based on evolutionary relationships. Laboratory experiment and hands-on activities are included to provide experiential learning for the students and develop skills and proper attitude for the caring of the human body.

NAT S111. Physics 1. This course focuses on the mechanics of particles, rigid bodies, and fluids, waves, and heat and thermodynamics using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus.

Differential Calculus. This course is concerned with the rate of change of functions with respect to their variables, especially through the use of derivatives and differentials.

ICT S112. Fundamentals of Computing. This course deals with fundamental concepts of programming that include algorithm, flowcharting, and C programming. The subject requires the students to produce a computer system using C programming.

EGR S112. Technical Drawing/Drafting. This course introduces the basic concepts of technical drawing. Covers perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings.

NAT S112. Physics 2. This course covers electricity and magnetism, optics, the basics of special relativity, atomic and nuclear phenomena using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus.

NAT S211. Chemistry. This course contains topics on inter-molecular forces and liquids and solids, physical properties of solutions; quantitative principles, kinetics and energetics of transformations of matter.

DRR S211. Disaster Readiness & Risk Reduction. This course focuses on the application of scientific knowledge and the solution of practical problems in a physical environment. It is designed to bridge the gap between theoretical science and daily living.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S212. Research Output. In this course, students, under the guidance of a research adviser, will identify a scientific, technological, or mathematical problem, design and apply an appropriate methodology, formulate hypothesis, and draw conclusions based on their investigation. At the end of the semester, students will prepare a scientific report/paper to be presented/defended in a forum.

SPECIALIZED SUBJECT AREAS – TECHVOC TRACK - ANIMATION

MAT S117. Mensuration and Calculations. This course studies the surfaces and solids in space, especially cones, cylinders, prisms, pyramids, polyhedral, and spheres. Fundamental concepts are used in constructing a 3-Dimensional miniature using geometrical figures.

ICT S113. Introduction to Computer Hardware and Software Systems. It focuses on the hardware and software systems which cover software engineering, computer organization, and architecture, security and privacy, current trends in the computer industry, as well as practicing career professionalism.

ICT S119. PECS/Environment & Market/Use of Hand Tools/OSH. The subject emphasizes animation as a profession, PECS assessment, the current market, and demands as well as the marketing strategies related to the said profession. Students are required to conduct actual observation, interviews, and FGDs to come up with feasible marketing strategies.

ICT S112. Fundamentals of Computing. The subject deals with fundamental concepts of programming that include algorithm, flowcharting, and C programming. The subject requires the students to produce a computer system using C programming.

ICT S114. Drawing 1 / Technical Drawing. The course provides students advanced art expertise that will develop visual competence, expertise in two-dimensional art, and basic computer graphic designing.

ICT S116. Web Design and Multimedia. The subject focuses on the introduction of the development and elements of media and multimedia, principles and elements of visual graphics, introduction to photography, sound editing, video production, and web designing.

ANI S211. Drawing 2. The course provides students practical and theoretical knowledge in constructing three-dimensional animation. It allows them to have the subject of artistic expression and technological understanding that requires an open creative mindset from students.

ANI S213. Robotics. This subject focuses on basic robotics that will introduce basic programming as well as problem-solving strategies. Students will work hands-on in teams to design, build, program, and document their progress.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S213. Work Immersion. The course aims to make the students exposed to and become familiar with work-related environments related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; and (v) develop good work habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

SPECIALIZED SUBJECT AREAS – TECHVOC TRACK – COMPUTER SYSTEM SERVICING (CSS)

ICT S113. Introduction to Computer Hardware and Software Systems. It focuses on the hardware and software systems which cover software engineering, computer organization, and architecture, security and privacy, current trends in the computer industry, as well as practicing career professionalism.

ICT S115. PC Assembly/Disassembly. The subject focuses on the hardware systems and basic networking which covers the topics on different parts of the computer in each computer system layer, the proper installation, and maintenance of each component, network concepts that include basic network concepts, network topologies, and network cabling.

ICT S112. Fundamentals of Computing. The subject deals with fundamental concepts of programming that include algorithm, flowcharting, and C programming. The subject requires the students to produce a computer system using C programming.

ICT S117. PC Software Configuration. The course introduces students to various concepts in software and its domain, software application development and software configuration management and its repository.

ICT S120. Programming. The course aims to equip students with computer programming concepts and skills with the use of Visual Basic.Net. This requires the preparation of simple programs and databases observing the principles of good program design.

ICT S122. PC Hardware Configuration. The course covers fundamental concepts in computer hardware configuration specifically in Windows and Linux operating systems. It allows students to perform digital simulation and actual installation and configuration of the said operating systems.

ICT S211. Advance PC Servicing. The course covers the hardware and software systems, specifically the topics on computer assembly and disassembly, troubleshooting and maintenance of a computer system and occupational health and safety. Also, digital design and competencies are discussed.

ICT S213. Network Technology/Cabling/PC and Network Security. The course introduces students to network design and topologies, layers of the OSI, network connectivity procedures, IP addressing and sub-netting, configuring network connectivity, file sharing, and printer sharing and network inspection procedures and safe network operations.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduces to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S213. Work Immersion. The students are exposed to and become familiar with work-related environments related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills;

(iv) enrich their skills in communications and human relations; and (v) develop good work habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

SPECIALIZED SUBJECT AREAS – TECHVOC TRACK – FOOD AND BEVERAGES (FB)

FOD S111. Competencies in Food and Beverages. This course is an understanding of the basic competencies in the food and beverage services such as the FB industry, FB as a profession, different types of services, beverages, and the like.

FOD S113. Kitchen and Service Areas. This subject aims to demonstrate competencies in kitchen and service areas such as cooking principles, precautionary measures, and sanitary practices. In addition, they will have hands-on in preparation of food with vegetables, meat, and the like.

PEH S113. Personality Development. This course aims to make the students aware on the developmental stage that they are in for them to better understand themselves and the significant people around them as they make important career decisions specifically in relation to their chosen strand.

FOD S112. Food and Beverage Service. This subject aims to equip students with knowledge, skills, and attitude to perform the tasks required by the Food and Beverage service such as table setting, napkin folding, table skirting, table centerpiece, and floral arrangement. Different styles of food services are integrated.

FOD S114. Room Service. This course gives students an understanding of the competencies in-room services, which include the FB organization, facilities, and operations with more emphasis on FB personnel and room service sequence and procedures. Basic accounting concepts will also be discussed.

FOD S116. Introduction to Hospitality Management. The subject provides an understanding of the nature of the hospitality industry in relation to food and beverage services. It includes the elements of the hospitality industry; food service, bar, and beverage segments; and the trends and future of these services. Career pathways and opportunities are also integrated.

FOD S211. Food and Beverage Operations/Inter-Class Competition.

This course provides a basic understanding of the Food & Beverage Service Operation with an emphasis on quality, effective, and efficient services to customers. Also, the use of technology in managing transactions and understanding of service mise en place are included.

FLN S211. Foreign Language (Basic Japanese). This course is a basic study of the Japanese language through the exploration of its culture and language features.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S213. Work Immersion. The students are exposed to and become familiar with work-related environments related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; and (v) develop good work habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

SPECIALIZED SUBJECT AREAS – TECHVOC TRACK – TOUR GUIDING (TG)

TOR S111. Information Relevant to Tour Itinerary. This course aims to equip students with basic tour guiding competencies such as information sourcing, commentaries, logbook, itineraries as well as various career opportunities of the said strand.

TOR S113. Tour Arrangement for Visitors. This subject gives emphasis on stages of tour guiding and its activities, pre-arrival and post-departure preparations and activities, tour arrangement from tourist arrival to departure and resolving complaints and other predicaments.

PEH S113. Personality Development. This course makes the students aware on the developmental stage that they are in for them to better understand themselves and the significant people around them as they make important career decisions specifically in relation to their chosen strand.

TOR S112. Accompany Visitors in Accordance with the Tour Itinerary. The subject focuses on the knowledge, skills, and attitude required in accompanying visitors in a tour schedule. It also highlights the general information of the Philippines and its regions as the main travel destination.

TOR S114. Travel Agency Management & Operations. This course aims to equip the students with fundamental knowledge on the operations and management of tour and travel sectors of the tourism industry. In addition, skills in managing tour and other travel-related processes are developed.

ICT S118. Web Design and Multimedia. This course focuses on the introduction of the development and elements of media and multimedia, principles and elements of visual graphics, introduction to photography, sound editing, video production, and web designing.

FLN S211. Foreign Language (Basic Japanese). This subject is a basic study of the Japanese language through the exploration of its culture and language features.

TOR S211. Information Technology in Tourism. This subject focuses on the nature and role of information technology within the context of tourism, travel, and hospitality. It discusses the latest tourism-related tools and technologies in Information System such as Global Distribution Systems (GDS) and computer reservations. Internet ethics and data privacy are also integrated into this subject.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

RSC S213. Work Immersion. The students are exposed to and become familiar with work-related environments related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain

relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; and (v) develop good work habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

SPECIALIZED SUBJECT AREAS – SPORTS TRACK

PEH S115. Safety and First Aid. This course will equip learners with life skills and competencies in safety, injury prevention, and management in various sports and exercise settings for a prompt and proper response during emergencies. It will lead to a certification from the Philippine Red Cross.

PEH S116. Fundamentals of Coaching. This course aims to understand the fundamental concepts and principles of coaching for career preparation.

PEH S119. Psychosocial Aspects of Sports Exercise. This course will lead to an understanding of individual and social factors which influence participation, performance, adherence, and psychological well-being in sports and exercise.

PEH S117. Human Movement. This course covers topics on the origin, control, and learning of motor skills appropriate for various needs and skill levels.

PEH S118. Sports Officiating and Activity Management. This course covers concepts, principles, mechanics of officiating, and rules of specific sports. It also covers the management of fitness, sports, and recreation events.

PEH S120. Fitness, Sports, and Recreation Leadership. This course aims to understand the basic principles of, and techniques in, fitness, sports and recreation instruction and leadership for carrying out safe and effective programs in exercise, sports and recreation.

PEH S213. Fitness Testing and Exercise Programming. This course will enable the learners to administer tests and programs for physical fitness and performance enhancement.

ENG S215. English Proficiency Development (BPO English). The course aims to enhance students' skills in terms of conversational English; introduce to them the nature of the BPO industry along with its culture as well as the targeted areas necessary for English proficiency development.

PEH S215. Practicum (In Campus). This course provides the learner with hands-on experience within the school setting in his/her area of specialization: student-athlete enhancement, practice coaching, practice officiating and tournament management or fitness/sports and recreation leadership.

PEH S214. Apprenticeship. This course provides the learner with hands-on off-campus experience in his/her area of specialization: student-athlete enhancement, practice coaching, practice officiating and tournament management or fitness/sports/recreation leadership. This course will allow the learner to explore opportunities for advanced certification.

IMPORTANT

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