

SENIOR HIGH SCHOOL CALENDAR
School Year 2021-2022

First Semester: August 16, 2021-December 18, 2021

August 16, 2021, <i>Monday</i>	First day of classes
August 21, <i>Saturday</i>	Martyrdom of Benigno Aquino
August 30, <i>Monday</i>	National Heroes Day
September 28-30, <i>Tuesday-Thursday</i>	Preliminary Examinations
November 1, <i>Monday</i>	All Saint's Day
November 10-12, <i>Wednesday-Friday</i>	Midterm Examinations
November 30, <i>Tuesday</i>	Bonifacio Day
December 8, <i>Wednesday</i>	Feast of the Immaculate Conception
December 16-18, <i>Thursday-Saturday</i>	Final Examinations
December 19, <i>Sunday</i>	Christmas vacation begins
December 25, <i>Saturday</i>	Christmas Day
December 30, <i>Thursday</i>	Rizal Day

Second Semester: January 24, 2022-May 21, 2022

January 1, 2022, <i>Saturday</i>	New Year's Day
January 24, <i>Monday</i>	Classes begin
February 1, <i>Tuesday</i>	Chinese New Year
February 14-19, <i>Monday-Saturday</i>	University Week
February 25, <i>Friday</i>	EDSA Revolution
March 3-5, <i>Thursday-Saturday</i>	Preliminary Examinations
April 6-8, <i>Wednesday-Friday</i>	Midterm Examinations
April 9, <i>Saturday</i>	Araw ng Kagitingan
April 14, <i>Thursday</i>	Maundy Thursday
April 15, <i>Friday</i>	Good Friday
May 3, <i>Tuesday</i>	Eidul Fit'r
May 12-14, <i>Thursday-Saturday</i>	Final Examinations (Graduating/Pilot)
May 19-21, <i>Thursday-Saturday</i>	Final Examinations (Non-Graduating)
June 16-17, <i>Thursday-Saturday</i>	Commencement Exercises-SHS

Midyear classes: June 13, 2022-July 23, 2022

June 13, <i>Monday</i>	Classes begin
July 2, <i>Saturday</i>	Midterm Examination
July 23, <i>Saturday</i>	Final Examination

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.

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OFFICERS OF THE ADMINISTRATION

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President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

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

EDNA C. CRUZ

Vice President - Information Systems

REDENTOR S. MARIANO

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MARGIE U. ALCAIDE

Dean, Liberal Arts, Criminology & Education

LIZA R. REYES

Dean, Computer Studies & Engineering

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

KATHLEEN G. APILADO

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

Director, Research Office

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

ANA BELEN S. CUYUGAN

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

MANUEL A. QUIAMBAO

Assistant Dean, Law School Division

THEODORE U. CALAGUAS

Vice President - Financial Affairs

NORMA M. MONTALVO

Vice President - Administrative Affairs

ELENITA G. SABA

University Registrar

RENANTE G. FERNANDEZ

Director, Accounting Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

CEZAR C. CABALLES

Director, Information Technology Office

MARYBELL B. MATERUM

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BONIFACIO C. TALENS

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CAROLINA A. FERNANDEZ

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University Librarian

MARIA KARENINA S. GUILLERMO

Assistant Director, Office of the President

BENJIE A. EVANGELIO

Assistant University Registrar

JOSEPH S. DELA CRUZ

Assistant Director, Engineering & Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

THE SENIOR HIGH SCHOOL DIVISION

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 and Arts and Design - Specialized Subjects
Wilson P. Mones, MBA, MAT	PEH, and Sports Tracks, Student Affairs

CLASSROOM TEACHERS

Abad, Nieves B., MAN	Igama, Cecil M., BSE
Abanador, Mylove P., BSE	Ignacio, Katherine I., BSE
Astilla, Gilnella S., BSE	Ignacio, Leori Ramonette C., BSITE
Baluyot, Salvador Jr. A., BCS	Japzon, Roxanne R., BBRC
Barcelona, Nilo J., MAEd	Jerusalem, Leo Benjamin L., BS Mgt
Boco, John Michael D., BSE	Lascano, Hiromi M., MAEd
Borebor, Crisil V. BSE	Macuto, Christine A., AB
Bornel, Monina R., BSE	Maddalora, Mike Jr. B., AB
Caballes, Leo Cezar G., BA	Manzanares, Mhikie T., BSE
Cabeliza, Stella May A., MALLI	Mejarito, Jonathan M., BPE
Candelaza, Maria Aileen N., BSE	Nocon, Iveen Meann B., BSE
Cauntay, Precious Joy G., MAEd	Pantaleon, Russel Z., MAN
Costas, Hannah Orchidia B., AB	Pastores, Cristina R., BSBA
Daquina, Agnes S., BSE	Paulino, John Patrick S., BSIT
De Guzman, Kristine D., BSE	Plaza, Christopher J., MAEd
De Jesus, Rex Denielle E., BSE	Rabang, Rachel S., BSE
Del Monte, Romelyn O., BSE	Rafols, Maria Mariela C., BSE
Dela Cruz, Renalyn U., BSE	Ramirez, Nephthalia O., BSE
Esteves, Dwight R., BSE	Ramos, Ma. Lourdes Carla G., AB
Facunla, Ma. Elyn E., BS Tourism	Rubio, Rio E., BSE
Fernandez, Jomual Bryan J., AB	Valdez, Ma. Alberta C., BSE
Gacosta, Ronald T., BSE	Vergara, Maria Irish A., BBTE
Gernale, Mark Anthony Q., BSE	Zamora, Christian B., BSE
Hajan, Bonjovi H., 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 the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its more than 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 included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and 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 the 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.

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.

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's website, which explains how the University collects, uses, retains, and discloses the 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.

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, and located inside the spacious campus are 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.

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 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 and meditate.

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.

SENIOR HIGH SCHOOL PROGRAM

The two-year Senior High School Program was approved by the K-12 Committee of the Department of Education (DepEd) and began in the School Year 2016-2017. The Program offered all Tracks and Strands to cater to all students' interests 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 in 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 the academic track can demonstrate a 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.

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 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 using the link <http://aims.jru.edu/aims/applicants/> A new student seeking admission to the Senior High School must have obtained satisfactory grades in the department.

In the absence of any school record which may serve as a basis for admission, the applicant may submit a certified statement signed by the principal of the school last attended about the loss of school records indicating the subjects passed; or the guardian of the applicant may sign an Undertaking Form acceptable for temporary enrolment and is available at the Office of the University Registrar if the parent/guardian opted to enroll personally, or if online, the form will be sent through email for the parent/guardian and student to accomplish.

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 University 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 University 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 enrolment rolls if necessary.

Classes begin on Monday, August 16, 2021. The preferential dates of registration are as follows:

July12-13	Grade 12
July14-15	Grade 11
July 16 onwards	Transfer and open enrolment

For further information concerning admission, please see the Senior High School Principal in Room C-27, which is open from 7 o'clock in the morning to 5 o'clock in the afternoon from Mondays through Fridays, or email the SHS through the university's helpdesk at support@jru.edu or seniorhighschool@jru.edu.

Telephone Nos. : 8531-8031 to 35 Local 57
Website : www.jru.edu

ENROLMENT PROCEDURE

The student may start his/her online registration using the AIMS Student Module for old students at <http://aims.jru.edu/aims/student/> and <http://aims.jru.edu/aims/applicants/> for incoming new students.

Preliminary registration and payment of fees should be done on the same day to avoid cancellation of section provided during enrolment.

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. Online submission of documents will subject students for temporary enrolment.

The enrolment permit is evidence of the student's enrolment and should be presented to the subject teachers for their acknowledgment 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 by integrating the use of technology, performance-based activities, research, and immersion 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	Advanced Algebra/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	Drafting	90	3
	Differential Calculus	90	3
	Physics 2	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Disaster Readiness and Risk Reduction	90	3
	21 st Century Literature from the Philippines and the World	90	3
	Understanding Culture, Society, and Politics	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 Computing	90	3
	Integral Calculus	90	3
	Chemistry	90	3

Total subjects: 10

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research Output	90	3
	English Proficiency Development	90	3

Total subjects: 6

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
	Understanding Culture, Society and Politics	90	3
	Physical Education and Health 3	90	3
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: 9

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 Science	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research/Culminating Activity,i.e., Business Enterprise Simulation	90	3

Total subjects: 6

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
	Understanding Culture, Society and Politics	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: 9

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 Science	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Specialized	Research/Culminating Activity	90	3
	English Proficiency Development	90	3

Total subjects: 7

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
	Physical Education and Health 3	90	2

Applied	English for Academic and Professional Purposes	90	3
	Inquiries, Investigation, and Immersions	90	3
Specialized	Drawing 2	90	3
	Robotics	90	3
	English Proficiency Development	90	3

Total subjects: 9

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health 4	90	1.5
Applied	Filipino sa Piling Larangan	90	3
Specialized	Work Immersion	90	3

Total subjects: 6

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
	Physical Education and Health 3	90	1.5

Applied	English for Academic and Professional Purposes	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: 9

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Applied	Filipino sa Piling Larangan	90	3
Specialized	Work Immersion	90	3

Total subjects: 6

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
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	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: 9

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Applied	Filipino sa Piling Larangan	90	3
Specialized	Work Immersion	90	3

Total subjects: 6

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
	Physical Education and Health 3	90	1.5
Applied	English for Academic and Professional Purposes	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: 9

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Applied	Filipino sa Piling Larangan	90	3
Specialized	Work Immersion	90	3

Total subjects: 6

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	3
	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
	Understanding Culture, Society and Politics	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	Theater and Film Production	90	3
	Apprenticeship and Exploration of Different Arts Fields	90	3
	English Proficiency Development	90	3

Total subjects: 9

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 Science	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education & Health 4	90	1.5
Specialized	Culminating Activity	90	3

Total subjects: 6

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
Specialized	Quantitative Research		
	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
Specialized	Qualitative Research	90	3
	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
	Physical Education and Health 3	90	1.5

Applied	English for Academic and Professional Purposes	90	3
	Inquiries, Investigations, and Immersions	90	3
Specialized	Fitness Testing and Exercise Programming	90	3
	English Proficiency Development	90	3
	Practicum (In Campus)	90	3

Total subjects: 9

Grade 12 Second Semester

	Subjects	Mins/Meeting	Hours/Week
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Introduction to Philosophy of the Human Person	90	3
	Physical Education and Health 4	90	1.5
Applied	Filipino sa Piling Larangan	90	3
Specialized	Apprenticeship	90	3

Total subjects: 6

FLEXIBLE/BLENDED LEARNING

The Institute of Technology-Based Learning (ITBL) aims to broaden the integration of educational technology at Jose Rizal University. This is accomplished through the offering of flexible and blended learning courses using a Learning Management System. Within learning courses, students have synchronous and asynchronous sessions to accomplish activities such as experiments, group projects, discussions, and other learning experiences. Students participate within an assisted by virtual faculty presence, virtual laboratories, video, and other technology enhancements.

CLASS HOURS

Classes are conducted from 7 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 asked to actively participate in their online synchronous and asynchronous class sessions.

RULES OF DISCIPLINE

Students whose registration has been completed agree to abide by the policies, rules, and regulations of the university, accept the program of study prescribed, and meet the test required as to attendance, diligence in study, and personal conduct. Failure on their part in any of these respects empowers the university to take disciplinary action. The continuance upon the rolls and the graduation of each student, the awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the university.

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, enrollment acceptance and retention; all school fees payment and collection; withdrawal or dropping policies; and all those policies and procedures contained in this General Information (GI) or any other Policies and Procedures Handbook now existing or will come to existence within the duration of their enrollment.

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 GI, including barring a student from taking examinations and being dropped from the enrollment rolls if necessary.

In order to safeguard and conserve the objectives of the university and those ideals of scholarship and moral atmosphere which are the very purpose of its founding and maintenance, the university reserves the right and the student concedes to the university the right to dismiss, exclude or require the withdrawal of any student from the university or from any class or classes, whenever, in the interest of the student, the student body or the university, the Principal deems it advisable to do so under the policies, rules, regulations or traditional practices of the university.

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 relationships in the school campus and even in an online environment. Organizations correlated with other curricular areas provide the students with enriching learning experiences. Online programs are facilitated by student clubs and organizations to encourage students to actively share their thoughts, talents, and skills that will supplement their interests.

SCHOOL ACTIVITIES

To supplement classroom work, actual industry exposure trips/immersion and educational tours with parental consent and under the supervised direction of class advisers/subject teachers 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 the senior high school students and is published annually.

Student presentations, reports, research presentations, and other performance-based activities in all subject areas are held to reinforce the learning acquired in classrooms and enhance mental alertness.

Literary and musical programs, convocations featuring noted resource 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 relationships, more effective practice of social group living, and better group guidance activities.

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 medical clearance from their family doctor during the season. Online programs and activities are undertaken as an alternative, while Face to Face activities are currently withheld.

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. Students are also requested to watch NCAA games to give support to our school team during the season.

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.

SENIOR HIGH SCHOOL UNIFORM

All Senior High School students are required to wear proper and decent clothes whenever they participate in their online classes as prescribed in the Virtual Learning Code of Conduct and Discipline.

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.

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 students in the Senior High School division who have been certified as belonging to the top 10 of the entire batch in the academic ranking by Junior High School Principal from any school, including JRU consisting of at least 100 graduating students, 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 after their graduation.

All other incoming grade 11 students from any school, including JRU, may apply for an Entrance Scholarship, except the "La Pluma" scholarship, by taking and passing the JRU scholarship qualifying examinations.

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

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

TUITION AND OTHER FEES

The tuition 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 the "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 a 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 in Room A-15.

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 of 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 on an "installment basis" and shall be charged the installment rates.

Students who pay on an 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 enrolment without a 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 or the first installment payment has 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 Academic Affairs (VPAC) 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 enrolment 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 subject/s withdrawn that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of subject/s. The student shall be charged the appropriate amount for dropping of subject/s, except when the withdrawal of the subject/s is due to the failure of prerequisite for the subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In that 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of faculty to submit the final grade on time. In that 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 subject/s 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In which 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 subject/s 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. 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 subject/s 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.

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

Refunds (Installment Basis)

Subsequent to enrolment, if the student officially withdraws his/her enrolment 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 subject/s withdrawn that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of subject/s. The student shall be charged the appropriate amount for dropping of subject/s, except when the withdrawal of the subject/s is due to the failure of prerequisite for the subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In that 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of faculty to submit the final grade on time. In that 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 subject/s 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In that 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 subject/s 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 subject/s, except when the withdrawal of the subject/s is due to the failure of a prerequisite for that subject/s, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In that 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 subject/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.

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

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 IDs as any student who loses his/her identification card shall pay a replacement fee before he/she is issued another

one. They can obtain a 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 subject 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 subject aims to engage students in appreciation and critical study of 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 of their principles and elements and engage them in 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 kultura 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 subject 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 subject 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 subject provides 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 subject 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 that learners can choose from.

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

PEH S114. Personal Development. This subject 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 subject 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 that learners can choose from.

PEH S212. Physical Education and Health 4. This subject 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 that 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 subject 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 subject, 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 subject deals with the concepts, underlying principles, processes, and implementation of a business plan. The preliminaries of this subject include the following: 1) discussion on the relevance of the subject; 2) explanation of key concepts of common competencies; 3) explanation of core competencies relative to the subject/s; and 4) exploration of career opportunities.

ENG S213. English for Academic and Professional Purposes. The subject 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 lalinang sa mga kakayahang magpahayag tungo sa mabisa, mapanuri, at masinop na pagsusulat sa piniling larangan.

ICT S111. Empowerment Technologies. This subject is an introduction to 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 subject develops critical thinking and problem-solving skills through qualitative research.

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

RSC S211. Inquiries, Investigations, and Immersions. This subject 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 subject 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.

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

ART S113. Physical and Personal Development in the Arts. This subject 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 S114. Developing Filipino Identity in the Arts. The subject will teach students to 1) Conduct 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).

ART S211. Apprenticeship and Exploration of Different Arts Fields: Media Arts and Visual Arts. This subject 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 the application of the correct principles and techniques in the production of projects under apprenticeship; 6) Apply professional and ethical practices in the specific art fields; 7) Participate in the development of an artistic product under apprenticeship, and 8) Compile mentoring process through journal writing and portfolio making.

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.

ART S213. Theater and Film Production. The subject aims to provide introductory concepts on theater and film production. This includes origin and elements of drama, theater and film elements, forms, and practices. Also, topics on theater skills development and performance, designing, directing, and staging will be discussed.

ENG S215. English Proficiency Development (BPO English). The subject 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.

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

SOC S113. Trends, Networks, and Critical Thinking in the 21st Century Culture. The subject 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.

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

BUS S111. Organization and Management. This subject 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.

BUS S114. Fundamentals of Accountancy, Business, and Management. This is an introductory subject 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.

BUS S115. Principles of Marketing. This subject 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 S116. Business Ethics and Social Responsibility. The subject 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. This subject deals with the preparation and analysis of financial statements of both service and merchandising businesses 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 subject 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 subject. 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.

ECO S112. Applied Economics. This subject 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 subject is the preparation of a socio-economic impact study of a business venture.

ENG S215. English Proficiency Development (BPO English). The subject 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.

MAT S115. Business Math. This subject 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.

RSC 214. Research/Culminating Activity, i.e., Business Enterprise Simulation. This subject 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 subject may also expose the students to actual company operations.

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

BUS S111. Organization and Management. This subject 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.

DRR S211. Disaster Readiness & Risk Reduction. This subject 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.

ECO S112. Applied Economics. This subject 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 subject is the preparation of a socio-economic impact study of a business venture.

ENG S114. Creative Writing. The subject 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 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.

ENG S215. English Proficiency Development (BPO English). The subject 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.

PHL S111. Introduction to World Religions & Belief System. The subject 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.

RSC S216. Research/Culminating Activity. This subject 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 activities. It focuses on the exhibitions/exhibits of authentic products and performances as evidence of their learning in the humanities and social sciences.

SOC S111. Trends, Networks, and Critical Thinking in the 21st Century Culture. The subject 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.

SOC S112. General Psychology. This subject 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.

SOC S215. Discipline & Ideas in the Social Sciences. The subject 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 subject 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 subject 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.

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

DRR S211. Disaster Readiness & Risk Reduction. This subject 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.

EGR S112. Drafting. This subject introduces the basic concepts of technical drawing. It covers perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings.

ENG S215. English Proficiency Development (BPO English). The subject 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.

ICT S112. Fundamentals of Computing. This 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.

MAT S114. Pre-Calculus. This subject 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 systems.

MAT S116. Differential Calculus. This subject is concerned with the rate of change of functions with respect to their variables, especially through the use of derivatives and differentials.

MAT S213. Integral Calculus. This subject focuses on the integration of algebraic, exponential, logarithmic, and trigonometric functions in one variable. It also covers the application of concepts to solve real-world problems in areas and volumes of plane figures.

NAT S111. Physics 1. This subject 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.

NAT S112. Physics 2. This subject 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 S113. Biology. This subject focuses on the study of plant and animal cells and cellular life processes, biological molecules, genetics and evolution and origin of biodiversity, and systematic based on evolutionary relationships. Laboratory experiments and hands-on activities are included to provide experiential learning for the students and develop skills and a proper attitude for the caring of the human body.

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

RSC S212. Research Output. In this subject, students, under the guidance of a research adviser, will identify a scientific, technological, or mathematical problem, design and apply an appropriate methodology, formulate a 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

ANI S211. Drawing 2. The subject 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. Visual Graphics Design. This subject introduces students to principles and elements of design, typography, layout compositions, techniques in image processing, and visual graphic design using Adobe Photoshop.

ENG S215. English Proficiency Development (BPO English). The subject 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.

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

ICT S114. Drawing 1 / Technical Drawing. The subject 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.

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 observations, interviews, and FGDs to come up with feasible marketing strategies.

MAT S117. Mensuration and Calculations. This subject 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.

RSC S213. Work Immersion. The subject 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)

ENG S215. English Proficiency Development (BPO English). The subject 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.

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

ICT S120. Programming. The subject 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 subject covers fundamental concepts in computer hardware configuration, specifically in Windows and Linux operating systems. It allows students to perform digital simulations and actual installation and configuration of the said operating systems.

ICT S211. Advance PC Servicing. The subject 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 subject introduces students to network design and topologies, layers of the OSI, network connectivity procedures, IP addressing and sub-netting, configuring network connectivity, file sharing, printer sharing and network inspection procedures, and safe network operations.

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)

ENG S215. English Proficiency Development (BPO English). The subject 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.

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

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 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 preparation of food with vegetables, meat, and the like.

FOD S114. Room Service. This subject gives students an understanding of the competencies of 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 subject 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 subject is a basic study of the Japanese language through the exploration of its culture and language features.

PEH S113. Personality Development. This subject aims to make the students aware of 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.

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)

ENG S215. English Proficiency Development (BPO English). The subject 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.

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.

ICT S118. Web Design and Multimedia. This 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.

PEH S113. Personality Development. This subject makes the students aware of 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.

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.

TOR S111. Information Relevant to Tour Itinerary. This subject 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 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 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.

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

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 systems such as Global Distribution Systems (GDS) and computer reservations. Internet ethics and data privacy are also integrated into this subject.

SPECIALIZED SUBJECT AREAS – SPORTS TRACK

ENG S215. English Proficiency Development (BPO English). The subject 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 S115. Safety and First Aid. This subject 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 subject aims to understand the fundamental concepts and principles of coaching for career preparation.

PEH S117. Human Movement. This subject 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 subject covers concepts, principles, mechanics of officiating, and rules of specific sports. It also covers the management of fitness, sports, and recreation events.

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

PEH S120. Fitness, Sports, and Recreation Leadership. This subject 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 subject will enable the learners to administer tests and programs for physical fitness and performance enhancement.

PEH S214. Apprenticeship. This subject 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 subject will allow the learner to explore opportunities for advanced certification.

PEH S215. Practicum (In Campus). This subject 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.

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.