

JUNIOR HIGH SCHOOL CALENDAR
School Year 2023-2024

August 14, <i>Monday</i>	First day of classes
August 21, <i>Monday</i>	Martyrdom of Benigno Aquino
August 28, <i>Monday</i>	National Heroes Day
November 1, <i>Wednesday</i>	All Saint's Day
November 2, <i>Thursday</i>	Additional Special Holiday
November 27, <i>Monday</i>	Bonifacio Day
December 8, <i>Friday</i>	Feast of the Immaculate Conception of Mary
December 18, <i>Monday</i>	Christmas vacation begins
December 25, <i>Monday</i>	Christmas Day
December 30, <i>Saturday</i>	Rizal Day
January 1, 2024, <i>Monday</i>	New Year's Day
January 3, <i>Wednesday</i>	Classes resume
February 10, <i>Saturday</i>	Chinese New Year
February 12-17, <i>Monday-Saturday</i>	University Week
February 25, <i>Sunday</i>	EDSA Revolution
March 28, <i>Thursday</i>	Maundy Thursday
March 29, <i>Friday</i>	Good Friday
April 9, <i>Tuesday</i>	Araw ng Kagitingan
April 10, <i>Wednesday</i>	Eidul-Fitr
May 1, <i>Wednesday</i>	Labor Day
May 31, <i>Friday</i>	Last day of classes
June 19, <i>Wednesday</i>	Promotion Day

TENTATIVE SCHEDULE OF MONTHLY EXAMINATIONS:

<u>Grading Period</u>	<u>Dates</u>	<u>Days</u>
First Grading Period	September 14-15	Thursday-Friday
	October 12-13	Thursday-Friday
Second Grading Period	November 10-11	Friday-Saturday
	December 6-7	Wednesday-Thursday
Third Grading Period	January 25-26	Thursday-Friday
	February 27-28	Tuesday-Wednesday
Fourth Grading Period	March 25-26	Monday-Tuesday
	April 25-26	Thursday-Friday

FINAL EXAMINATIONS:

Students for Promotion	May 23-24	Thursday-Friday
All Others	May 30-31	Thursday-Friday

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

TABLE OF CONTENTS

	Page
Academic Calendar	Inside Front Cover
Officers of the Administration	2
The Junior High School Division	3
General Information	
History of the University	4
Vision of the University	5
Mission of the University	5
Quality Policy	5
Quality Objectives	5
JRU Core Values	6
JRU Institutional Outcome	6
Data Privacy	6
Location and Facilities	6
Junior High School Program	8
Program Outcomes	8
Student Outcomes	9
Admission Requirements	9
Enrolment Procedure	11
Curriculum	12
Flexible/Blended Learning	16
Class Hours	16
Rules of Discipline	16
Co-Curricular Organizations	18
School Activities	18
School Uniforms	19
Textbooks	20
Scholarships	20
Tuition and Other Fees	21
Discounts	21
Withdrawals and Refunds	22
ID Cards	24
Description of Subjects	25

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

*Vice President - Academic Affairs/ Dean, Graduate School/
OIC, Education, Arts, and Sciences*

AUGUSTO K. FABELLA

Vice President

EDNA C. CRUZ

Vice President - Information Systems

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

KATHLEEN G. APILADO

Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

ROMEL C. NAVARRO

Principal, Senior High School Division

GRACE MARIE B. MARTIN

Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

AUXENCIA A. LIMJAP

Director, Research Office

HIROMI M. LASCANO

*Director, Student Development Office &
Community Development Office*

BILLY JAY B. ANGELES

Director, Institute of Technology-Based Learning

ELENITA G. SABA

University Registrar

THEODORE U. CALAGUAS

Vice President - Financial Affairs

NORMA M. MONTALVO

Vice President - Administrative Affairs

RENANTE G. FERNANDEZ

Director, Accounting Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ADENALD M. COMIA

Director, Customer Service Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CEZAR C. CABALLES

Director, Information Technology Office

ROSELA D. DEL MUNDO

University Librarian

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

EDITHA A. SANTOS

Assistant Dean, Law School Division

JOSE JOSEPH C. CENETA

Assistant Director, Customer Service Office

JOSEPH S. DELA CRUZ

Assistant Director, Engineering & Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

BENJIE A. EVANGELIO

Assistant University Registrar

THE JUNIOR HIGH SCHOOL DIVISION

Grace Marie B. Martin, MAEd

Principal

DEPARTMENT HEADS

Rovelyn A. Arcilla, MAEd	English
Rachel Aubrey S. Bosito, MAF	Filipino
Roberto H. Layague, Jr. BSE	Mathematics
Marienelle S. Lara, BSE	Social Studies
Angelita R. Teodoro, MAEd	Science
Marissa M. Rongcales, MAEd	BT-MAPEH
Gemma V. Garcia, MAEd	Student Coordinator

CLASSROOM TEACHERS

Neil Jerdie Ares, BBTE	Hazel B. Legaspi, BSE
Aaron Paul T. Baliga, MSc	Maria Lilian P. Matutina, MAEd
Rosette M. Bañez, BSE	Haidee A. Merlin, BS Math
Nicola Marjustine M. Barruga, BSE	Karizamae T. Marquez, BSE-Phy. Sci.
Adriane G. Cala, BPES	Ailene O. Montalban, MAEd
Fatima Capidos, BSE	Arlita C. Sion, MAEd
Eric John A. Clemente, BSEd	Ma. Nerie B. Corpuz, BSE
Rowell C. Concepcion, BOAEd	
Hazel Jane M. De Felipe, BSE Gen. Sci.	
Gemma D. Diomino, BSE	
Vanessa D. Espartero, BS Math	
Jeanne R. Esteves, BSE	
Sarah T. Gabrentina, MAEd	

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 a four-year bachelor's degree in Commerce as well as high school. 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, the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, 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 are 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 successful graduates.

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

VISION OF THE UNIVERSITY

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

MISSION OF THE UNIVERSITY

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

QUALITY POLICY

Jose Rizal University is committed to provide a 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 disciplinal 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 website, which explains how the University collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying three city blocks. It is accessible through public transport passing directly in front of and all around the school. It is located on high commanding ground and is completely surrounded by a wall. Located inside the spacious campus are modern reinforced concrete and well-ventilated multi-story buildings.

At the heart of the main campus is the new ten-story Centennial Building that was built and completed in 2021 to commemorate the 100 years of the

University. It houses modern and technology-supported classrooms, a spacious and well-ventilated cafeteria, big and spacious learning commons that are supported by internet connectivity, and learning areas that can host group discussions and meetings. The newly constructed building also houses the modern University Auditorium that can accommodate 500 persons for specific university-related events and activities.

The air-conditioned main library is a glass-enclosed structure that occupies the ground and second floor of a 5-storey building fronting Shaw Boulevard. It contains a collection of over 110,000 titles in electronic and print form and is fully Wi-Fi enabled and computerized. Students are encouraged to browse the collections on the shelves or by using library computer stations or laptops, their personal laptops, or their smartphone. A similarly-equipped library in the eight-storey Tower Building is for the use of graduate and law students. Also, located in this building is the auditorium which was completed in 1995.

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 Guidance and Testing Office offers professional and academic services both onsite and online for individuals and groups. Students may request an appointment with the guidance counselor or avail of the services through JRUSWIT or send an email to support@jru.edu.

The Medical and Dental Clinic has a physician, dentist, and nurse on duty during school days and hours. Students may request an in-person or online consultation through JRUSWIT or send an email to support@jru.edu.

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 - Annex Campus 3, where students can enjoy playing basketball and other indoor sports.

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.

The Junior High School Building (Building M) houses modern laboratories and a spacious library. All classrooms are fully air-conditioned and are equipped with video conferencing system projectors and internet access suitable for a Hyflex class setup.

Also located in this building is the air-conditioned junior high school library, which contains a constantly increasing selection of supplementary reading materials and other appropriate books and periodicals. The school has its own cafeteria that serves all types of food, from simple snacks to complete meals.

JUNIOR HIGH SCHOOL PROGRAM

The University offers a four-year secondary curriculum. The Junior High School is the first certified Level III Reaccredited Program in the country granted by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), modified to suit the global educational policies and priorities of JRU Junior High School. Its course offerings for the elementary and secondary levels are recognized by the Department of Education (DepEd).

PROGRAM OUTCOMES

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

STUDENT OUTCOMES

The completers of the JRU Junior High School Division are able to:

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

ADMISSION REQUIREMENTS

New students interested in enrolling at the Junior High School division should submit a duly accomplished online application form together with his/her Report Card (Form 138), Certificate of Good Moral (not applicable for new students who graduated from JRU), Birth Certificate or affidavit of birth, and ID photo preferably 2x2 inches in size. If the student is unable to present his report card or in cases where the admission credentials are deficient or incomplete upon enrolment, he may still be enrolled upon executing an undertaking form (F-REG-002) with the approval of the Principal or the Registrar. A new student seeking admission to the Junior High School must have obtained satisfactory grades in department.

Incoming Grade 7 who graduated from JRU, he/she will no longer be required to submit a Certificate of Good Moral and Birth Certificate.

A foreign student should bring his/her original student record/ authenticated student record (Apostille) and a photocopy of his/her passport, Special Study Permit issued by the Bureau of Immigration, ID photo preferably 2x2 inches in size, and submit a duly accomplished on-line application form.

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 Junior High School Principal if parent/guardian opted to enroll personally, or, if online, the form will be sent through email for the parent/guardian and student to accomplish, indicating therein a commitment date when to submit the student's official school record and/or other pertinent documents that maybe required and send back to juniorhighschool@jru.edu

A student who receives not more than three failing grades at the end of the school year should enroll during the summer term to make up for his/her deficiencies. Otherwise, he/she will either be required to repeat the curriculum year in which he/she has been enrolled, or will be allowed to take only the subjects which he/she has failed.

A foreign student should bring his/her original student record/ authenticated student record (Apostille) and a photocopy of his/her passport, Special Study Permit issued by Bureau of Immigration, ID photo, and submit a duly accomplished online application form using the link <http://onserv.jru.edu/jruapplicant/> upon enrolment if the applicant will apply physically to the University, or, if online, the applicant must upload scanned copies the credentials specified above using the applicant module for evaluation of credentials.

Jose Rizal University Junior High School reserves the right to decline any application which does not conform to its admission policies. All students are subject to the policies, rules, and regulations of the 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.

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

Classes begin on Monday, August 14, 2023, and the preferential dates of registration are as follows:

July 17	Grade 10
July 18	Grade 7
July 19	Grade 8
July 20	Grade 9
July 21 onwards	Transfer students and open enrolment

For further information concerning admission, please see the Junior High School Principal in Room M-201 from 8 a.m. to 5 p.m. from Mondays through Fridays or send an email through the university's helpdesk at support@jru.edu.

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

ENROLMENT PROCEDURE

For the incoming new students, the applicant should apply online using Admission Hub (AdHub) by accessing the www.jru.edu and click on APPLY NOW (<https://jrc.edu.ph/jruapplicant/>) and follow the steps for the creation of an account. Once done, the applicant will receive an email containing the JRU Applicant Access Code which will be used to access the AdHub Applicant Dashboard for the entry of required information and uploading of admission credentials for evaluation.

For onsite enrolment, the original applicant's documents should be submitted. If complied, the applicant will be admitted, and registered and an Enrolment Permit will be printed. He/She can pay in JRU cashier. When payment is posted, the student will receive the login credentials using their alternate email specified in the profile. Enrolment or registered subjects are reflected in JRU SWIT the next day after payment.

For remote enrolment, the softcopies of the admission credentials shall be uploaded to AdHub for verification purposes. If the applicant has complied with the admission requirements, he/she will be admitted and registered. The Enrolment Permit (EP) will be emailed to the applicant and payment can be made through any JRU payment facilities that can be viewed on the JRU website. When the payment is posted and the applicant is enrolled officially, the pupil will receive an email on login using their alternate email specified in their profile. That email credentials will be used to view the enrolled subjects in the Student Dashboard (JRUSWIT) which can be accessed two (2) working days after payment.

For onsite or remote enrolment, the student should access the JRU SWIT Student Dashboard (www.jru.edu) to view their subjects and assessment, print Enrolment Permit, and pay the school fees based on the assessment in the JRU Cashier or any JRU payment facilities that can be viewed in the JRU website/Enrolment Hub along with the specific payment instructions. If paid onsite, the enrolment is reflected in JRU SWIT the next day, otherwise, it can be viewed in JRU SWIT two (2) working days after payment is made in any JRU Payment Facilities.

Keep in mind that preliminary registration and payment of fees should be done on the same day to avoid cancellation of the section provided during enrolment.

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

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

CURRICULUM

The enhanced Basic Education Curriculum (BEC) prescribed by the Department of Education (DepEd) is being implemented by Jose Rizal University (JRU) and modified to suit its educational policies. In terms of the

number of contact hours, the JRU Curriculum offers more compared to DepEd's Basic Education Curriculum. Prescribed by DepEd considering the suggested time allotment and utilizes flexible modes of learning.

The classes are conducted for 80minutes each for English, Math, Science, and Business Technology.

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

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

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

CURRICULUM

GRADE 7		Weekly Time Allotment in Minutes
ENG J070	English (Language and Literature)	400
FIL J070	Wika at Panitikan	300
SOC J070	Social Studies (Asian History)	200
NAT J070	General Science (Spiral Science)	400
MAT J070	Mathematics (Spiral Mathematics)	400
BTC J070	Business Technology (Technology and Home Economics)	400
CHD J070	Character Education	200
MPH J070	MAPEH (Music, Arts, Physical Education, and Health)	200

GRADE 8		Weekly Time Allotment in Minutes
ENG J080	English (Language and Literature)	400
FIL J080	Wika at Panitikan	300
SOC J080	Social Studies (World History)	200
NAT J080	General Science (Spiral Science)	400
MAT J080	Mathematics (Spiral Mathematics)	400
BTC J080	Business Technology (I.C.T. Exploratory)	400
CHD J080	Character Education	200
MPH J080	MAPEH (Music, Arts, Physical Education, and Health)	200

GRADE 9		Weekly Time Allotment in Minutes
ENG J090	English (Language and Literature)	400
FIL J090	Wika at Panitikan	300
SOC J090	Social Studies (Economics)	200
NAT J090	General Science (Spiral Science)	400
MAT J090	Mathematics (Spiral Mathematics)	400
BTC J090	Business Technology (Computer Science)	400
MPH J090	MAPEH (Music, Arts, Physical Education, and Health)	200

GRADE 10		Weekly Time Allotment in Minutes
ENG J100	English (Language and Literature)	400
FIL J100	Wika at Panitikan	300
SOC J100	Social Studies (Economics)	200
NAT J100	General Science (Spiral Science)	400
MAT J100	Mathematics (Spiral Mathematics)	400
BTC J100	Business Technology (Computer Science)	400
MPH J100	MAPEH (Music, Arts, Physical Education, and Health)	200

Grade 10 students are required to see their section advisers before the end of August 2022 to have their subjects required for promotion re-evaluated; failure to do so may cause the students to be ineligible for promotion.

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 and are assisted by virtual faculty presence, virtual laboratories, video, and other technology enhancements.

The University is implementing a Hyflex/Hybrid teaching and learning delivery model where teachers and students will experience face-to-face classroom and blended online teaching and learning set-up, as necessary. Such setup is supported by video conferencing equipment and technology (Canvas, Zoom, and digital learning tools). This way, a student who needs to learn and attend class online may still experience simultaneous learning interactions with their teachers and classmates who are attending the same class sessions in school.

CLASS HOURS

On face-to-face, classes are conducted from 7:00 in the morning to 4:20 in the afternoon on regular school days, with appropriate study and snack/lunch breaks. Every Monday morning, students with first-period classes are required to come thirty minutes earlier to participate in the flag-raising ceremony.

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

The school conducts Saturday classes to offset the days when classes are suspended and to complete the number of class days or contact hours required by DepEd during the school year.

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, 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 (GI) or any other Policies and Procedures Handbook 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 GI, including barring a student from taking examinations and being dropped from the enrolment rolls if necessary.

Comment [1]:

Students/parents/guardians further agree that they must be familiar with the provisions contained in the student handbook, which provides complete guidelines for students' proper conduct and behavior both in Face-to-face and Virtual learning sets up, within and outside the campus. All policies provided in the student handbook shall be applied to all students engaged in Face-to-face and online instruction and curriculum, including the manner of its use.

Finally, 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 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 on the school campus. Organizations correlated with other curricular areas provide students with enriching learning experiences.

SCHOOL ACTIVITIES

To supplement classroom work, virtual field trips are embedded in the lessons under social studies subjects.

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

Quiz shows in all subject areas are held to reinforce the learning acquired in a virtual and face-to-face classroom and enhance mental alertness.

The University has units of the Boy Scouts and the Girl Scouts of the Philippines. The scouts' activities are highlighted by annual hiking and camping under the supervision of responsible scoutmaster-faculty members. Boy and girl scouts participate actively in the University community programs. They are encouraged to attend virtual training, workshops, and seminars that are available during club day, both online and face-to-face.

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

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.

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

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

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

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

The conduct of all the activities of the students is being done during club day at least once a week, scheduled during a Friday in a face-to-face and online set up.

SCHOOL UNIFORMS

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

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

For an online setting, students must wear decent clothing as prescribed in the Students Handbook (Dress appropriately for class). Avoid revealing clothes (Sando or spaghetti strapped blouses) and wearing clothes with inappropriate sayings. If you opt to disable your camera during virtual sessions; use your JRU Photo in your ID)

TEXTBOOKS

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

SCHOLARSHIPS

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

As a general statement, the University reserves the right to review, discontinue, and adjust scholarship parameters at any time as it deems required for all scholarships and financial assistance mentioned below.

LA PLUMA SCHOLARSHIP

This academic scholarship is given to the incoming grade 7 students of the Junior High School who graduated in the Top 10 of the entire batch consisting of at least 100 graduating students from DepEd-recognized schools.

ENTRANCE SCHOLARSHIP

This scholarship is given to incoming first-year students who obtained the Top 3 Highest Score (Entrance Scholarship A) and Above Average Scores (Entrance Scholarship B) scores in the JRU scholarship admission test.

ACADEMIC SCHOLARSHIP A AND B

This academic scholarship is available for incoming grade 8 to 10 students who finish their preceding academic year as number 1 and 2 (Academic Scholarship A), and number 3, 4, and 5 (Academic Scholarship B) in academic ranking in JRU.

For additional inquiries on other scholarships, please contact Guidance and Testing Office (GTO) at 8531-8031 local 32 or email support@jru.edu. You may also visit the office on the 2nd floor of Building H, Room 212.

TUITION AND OTHER FEES

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

A "prompt payment discount" of 10% of the tuition is given if full payment of all tuition and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through 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 at the Student Accounts Section of the Accounting Office in room A-13.

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

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 "Non-Payment Fine" equivalent to Two Hundred Pesos (Php200.00) shall be charged to those pupils who fail to pay the minimum payment required on installment accounts as they become due.

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 in the Student Accounts Section of the Accounting Office.

WITHDRAWALS AND REFUNDS

A distinction is made between students who officially withdraw and students who drop out. Full withdrawal is 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. The request shall be approved by the Principal, the Registrar, and the Vice President for Academic Affairs or his/her authorized representative. When no written notification is made, the student is considered dropped and charged in full for the entire school year, regardless of the actual attendance.

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 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 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 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 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 subjects.

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 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 policy shall be imposed regardless of whether or not the student has been attending his/her classes.

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

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

ID CARDS

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

DESCRIPTION OF SUBJECTS

DEPARTMENT OF ENGLISH

ENGL J070.English (Language and Literature).The subject shall teach communicative competence and critical thinking through the understanding of Philippine literature. The stories, poetry, dramas, and essays reinforce a deeper appreciation of Philippine culture. The literary selections provide a vast array of activities that help develop not only literary appreciation skills but also language skills that include viewing, reading, vocabulary, speech, grammar, and writing.

ENGL J080.English (Language and Literature).The subject shall teach communicative competence and critical thinking through the understanding of Afro-Asian literature. The stories, poetry, dramas, and essays reinforce a deeper appreciation of the influences of Afro-Asian writings on Philippine culture. The literary selections provide a vast array of activities that help develop not only literary appreciation skills but also language skills that include viewing, reading, vocabulary, speech, grammar, and writing.

ENGL J090.English (Language and Literature).The subject shall teach communicative competence and critical thinking through the understanding of British and American literature. The stories, poetry, dramas, and essays reinforce a deeper appreciation of the relationships between Philippine and Western cultures. The literary selections provide a vast array of activities that help develop not only literary appreciation skills but also language skills that include viewing, reading, vocabulary, speech, grammar, and writing.

ENGL J100.English (Language and Literature).The subject shall teach communicative competence and critical thinking through the understanding of World literature. The stories, poetry, dramas, and essays reinforce a deeper appreciation of world cultures that date back to antiquity. The literary selections provide a vast array of activities that help develop not only literary appreciation skills but also language skills that include viewing, reading, vocabulary, speech, grammar, and writing.

The subject shall teach communicative competence through the understanding of literature and other text types for a deeper appreciation of World Literature, including Philippine Literature. The literary selections function as a springboard to develop not only literary appreciation skills but

also vocabulary, speech, writing, and grammar. The grammar lessons which tackle cohesive devices and varied expressions to be used not only in spoken but written communication as well, use the developmental pattern; that is, from simple to complex.

DEPARTMENT OF MATHEMATICS

MATH J070. Mathematics (Spiral Mathematics).The subject shall teach an understanding of key concepts and principles of number sense, measurement, algebra, geometry, probability, and statistics which help the students to have a strong, solid foundation in problem-solving and be able to make meaningful connections to the real world through the application of the concepts they learned.

MATH J080. Mathematics (Spiral Mathematics).The subject shall teach an understanding of key concepts and principles of patterns and algebra (factor of polynomials, rational algebraic expressions, systems of linear equations, and inequalities in two variables); geometry (axiomatic structure of geometry, triangle congruence, inequalities in a triangle, and parallel and perpendicular lines); and statistics and probability (probability of simple events) which will help the students to develop critical thinking skills, strengthen their mathematical reasoning, and improve their ability to communicate mathematically.

MATH J090. Mathematics (Spiral Mathematics).The subject shall teach an understanding of key concepts and principles of patterns and algebra (quadratic equations and inequalities, quadratic functions, rational algebraic equations, variations, and radicals) and geometry (parallelograms and triangle similarities and basic concepts of trigonometry) which will help the students to apply the facts, concepts, and strategies they learned in the previous years into real life situations thus making learning more achievable and enjoyable.

MATH J100. Mathematics (Spiral Mathematics).The subject shall teach an understanding of key concepts and principles of number sense, algebra, geometry, probability, and statistics, which will help the students to develop their problem-solving skills, critical thinking skills, and mathematical reasoning to become more proficient learners through investigation, effective use of technology, and hands-on activities.

DEPARTMENT OF SOCIAL STUDIES

SOCS J070. Social Studies (Asian History).The subject shall teach a deeper understanding and appreciation of the implications of the geographical setting and cultural development of the different countries in this region, which shaped its Asian identity. It also gives a vivid knowledge of how these nations confront the different challenges facing the Asian region.

SOCS J080. Social Studies (World History).The subject shall teach a vast array of history and heritage of people and races. It covers a panoramic view of world events with an emphasis on the human race and the interdependent actions and responses to the challenges brought about by global issues despite the differences in geography, history, culture, government, and economy towards the future of peace, security, and prosperity.

SOCS J090. Social Studies (Economics).The subject shall teach the main principles, theories, and truths of the complexities of economic life at the international, national, regional community, and household levels. It also continues our tradition of looking at economic issues from the viewpoint of total human development.

SOCS J100. Social Studies (Contemporary Issues).The subject shall teach a deeper understanding and awareness of different issues confronting our society in the political, environmental, social, and economic aspects following different practices and appropriate behavior in examining, evaluating, and making good judgments in dealing with the tensions, conflicts, and issues facing our society today to function effectively.

CHED J070.Character Education.The subject shall teach the development of a sense of goodness and responsibility as they recognize their strengths and weaknesses, interests, and talents and thus become responsible for their actions.

CHED J080.Character Education. The subject shall teach an active role in sustaining a loving relationship with families, peers, and other people in society and shall teach students how to promote a harmonious relationship with those that they interact with, including the environment where they live.

DEPARTMENT OF FILIPINO

FILI J070. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalaga ng pampanitikan mula sa iba't ibang uri ng teksto at akdang pampanitikang rehiyunal at Ibong Adarna. Nagpapahalaga sa kabayanihan at kahusayan ni Dr. Jose Rizal sa iba't ibang larangan gamit ang teknolohiya sa paggunita ng kanyang ipinakitang kadakilaan.

FILI J080. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalaga ng pampanitikan gamit ang Florante at Laura at ang iba'tibang uri ng akdang pampanitikang pambansa.

FILI J090. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalaga ng pampanitikan na nakalimbag sa mga saling-akda ng Asyano gayundin ang pag-aaral ng Noli Me Tangere.

FILI J100. Wika at Panitikan. Ang asignatura ay makapagturo ng kakayahang komunikatibo, mapanuring pag-iisip, pag-unawa at pagpapahalaga ng pampanitikan gamit ang iba't ibang uri ng teksto, ang obra mastrang El Filibusterismo at saling-akda ng pandaigdig tungo sa kamalayang global.

DEPARTMENT OF SCIENCE

NATS J070. General Science (Spiral Science). The subject shall teach the understanding of critical concepts through guided scientific investigations and principles in using a microscope, recognizing living things organized into different levels, distinguishing biotic and abiotic factors in an ecosystem, describing the motion of objects in terms of distance and speed represented in tables, graphs, charts, and equations, explaining the occurrence of breezes, monsoons, ITCZ, weather systems, changes in seasons and occurrence of tides and eclipses.

NATS J080. General Science (Spiral Science). The subject shall teach the understanding of critical concepts through guided investigations and principles in describing: the factors affecting the object's motion based on the

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

NATS J090. General Science (Spiral Science).The subject shall teach the understanding of critical concepts through guided scientific investigations and principles: in studying respiratory and circulatory systems, promoting overall health, familiarizing with some technologies in introducing traits in economically important plants and animals, recognizing the variety of useful compound, identifying active and inactive volcanoes and how energy may be tapped for human use. It shall also explain how constellations can be seen and predict outcomes of the interaction among objects in real life, applying conservation of energy and momentum laws.

NATS J100. General Science (Spiral Science).The subject shall teach the understanding of critical concepts through guided scientific investigations and principles: in realizing how volcanoes and earthquakes occur in the same places in the world relating to plate boundaries, demonstrating ways to ensure safety and reduce damage earthquakes, tsunamis, and volcanic eruptions, studying excretory and reproductive systems, explaining how genetic information is passed from parent to offspring, analyzing how the diversity of species increases adaptation and survival in changing environment and recognizing nature of biomolecules as part of the cells and tissues of the human body.

DEPARTMENT OF BUSINESS TECHNOLOGY

BTEC J070. Business Technology (Technology and Home Economics). The subject shall teach the mastery of the concepts in home economics, basic clothing, foods, applied nutrition, and introduction to the computer.

BTEC J080. Business Technology (ICT Exploratory).The subject shall teach the students to recognize the different parts of the computer system and its function. Furthermore, the subject shall teach students to utilize different office applications that allow students to be fully equipped with the tools for collaboration and database management systems.

BTEC J090. Business Technology (Computer Science).The subject shall teach efficiency in computer applications, especially in web page designing and visual basic. The subject shall also teach the essential aspect of setting up a simple business and determining the necessary values to make a business grow.

BTEC J100. Business Technology (Basic Accounting with Electronic Spreadsheets).The subject shall teach the mastery of the concepts and skills in bookkeeping and electronic spreadsheet such as transaction analysis and the proper recording, classifying, summarizing, and interpreting of business data. In addition, the subject shall also teach the fundamental concepts and skills in appropriate file management and electronic spreadsheets.

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

MPH J070

MSC J070. Music.The subject shall teach the understanding of the fundamental processes in music and art through performing, creating, listening and observing, and responding towards an appreciation of the cultural richness of the different provinces in the Philippines.

ART J070. Arts.The subject shall teach the mastery of the basic concept of drawing and painting by following the elements, principles, and different perspectives in paintings. In addition, the subject shall teach the appreciation of the different cultural arts of the indigenous people in the Philippines and understand its big contribution to Philippine art.

PED J070. Physical Education.The subject shall teach the understanding of personal health and fitness in achieving individual wellness for a healthy lifestyle.

HLT J070. Health.The subject shall teach the understanding of growth and development, nutrition, disease prevention and control, and community and environmental health and their impact on the individual's health and well-being.

MPH080

MSC J080. Music. The subject shall teach the understanding and correlation of music to the Central Asian, South Asian, and Near East countries' cultures.

ART J080. Arts. The subject shall teach the appreciation of the different cultures of each Asian country through their varied costumes, artifacts, iconic gods, and symbols as well as their unique art forms, and identify similar motifs and artifacts among other Asian countries.

PED J080. Physical Education. The subject shall teach the understanding of family health and fitness in sustaining family wellness for a healthy lifestyle.

HLT J080. Health. The subject shall teach the understanding of family health, disease prevention and control, personal health, and injury prevention, safety, and first aid to develop and promote wellness for a quality life.

MPH090

MSC J090. Music. The subject shall teach the understanding of salient features of Western music and art from different historical periods, through appreciation, analysis, and performance for self-development, the celebration of Filipino cultural identity and diversity, and the expansion of one's world vision.

ART J090. Arts. The subject shall teach the understanding of salient features of Philippine Art from different historical periods, through appreciation, analysis, and performance for self-development, the celebration of the Filipino cultural identity and diversity, and expansion of one's world's vision.

PED J090. Physical Education. The subject shall teach the understanding of environmental and community health and fitness in sustaining and promoting community wellness for a healthy lifestyle.

HLT J090. Health. The subject shall teach the understanding of key concepts of health and fitness in achieving, promoting, and sustaining wellness for a quality life.

MPH J100

MSC J100. Music. The subject shall teach the understanding and appreciation of key concepts and skills involved in Music, as applied, using appropriate technology in critical thinking, communicating, making connections, representations, and decisions in real life.

ART J100. Arts.The subject shall teach the understanding of salient features of contemporary music and arts, through application, analysis, and performance, for self-development, the celebration of the Filipino cultural identity and diversity, and the expansion of one's world's vision.

PED J100. Physical Education.The subject shall teach the understanding of global health and fitness in promoting global wellness for a healthy lifestyle.

HLT J100. Health. The subject shall teach the understanding of injury prevention, safety, and first aid; family health; health trends, issues, and concerns. The subject shall also teach the development of a health plan and exploration of careers in health to promote wellness for a quality life.

CATJ100.The subject shall teach the understanding of the different military training and knowledge like theoretical and practical learning exercises, for the cadets and cadettes and to pursue desirable values for building and molding the youth to be a useful citizens of the country.

IMPORTANT

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