



# **JOSÉ RIZAL UNIVERSITY**

GENERAL INFORMATION SY 2024-2025

**Senior High School**

**SENIOR HIGH SCHOOL CALENDAR**  
**School Year 2024-2025**

**First Semester: August 5, 2024 to December 11, 2024**

August 5, 2024, <i>Monday</i>	<b>First day of classes</b>
August 21, <i>Wednesday</i>	Martyrdom of Benigno Aquino
August 26, <i>Monday</i>	National Heroes Day
September 11-13, <i>Wednesday-Friday</i>	Preliminary Examinations
October 21-23, <i>Monday-Wednesday</i>	Midterm Examinations
November 1, <i>Friday</i>	All Saints' Day
November 2, <i>Saturday</i>	Additional Special Holiday
November 30, <i>Saturday</i>	Bonifacio Day
December 8, <i>Sunday</i>	Feast of the Immaculate Conception
December 9-11, <i>Monday-Wednesday</i>	Final Examinations
December 12, <i>Thursday</i>	Christmas vacation begins/Start of SHS Semestral Break
December 25, <i>Wednesday</i>	Christmas Day
December 30, <i>Monday</i>	Rizal Day

**Second Semester: January 13, 2025 to April 12, 2025**

January 1, 2025, <i>Wednesday</i>	New Year's Day
January 13, <i>Monday</i>	Classes begin
January 29, <i>Wednesday</i>	Chinese New Year
February 3-5, <i>Monday-Wednesday</i>	Preliminary Examinations
February 10-15, <i>Monday-Saturday</i>	University Week
February 25, <i>Tuesday</i>	EDSA Revolution
March 3-5, <i>Monday-Wednesday</i>	Midterm Examinations
March 31, <i>Monday</i>	Eid al Fit'r
April 1-3, <i>Tuesday-Thursday</i>	Final Examinations (Graduating)
April 9, <i>Wednesday</i>	Araw ng Kagitingan
April 10-12, <i>Thursday-Saturday</i>	Final Examinations (Non-Graduating)
April 17-19, <i>Thursday-Saturday</i>	Holy Week
May 8-9, <i>Thursday-Friday</i>	98 <sup>th</sup> Commencement Exercises

**Midyear Classes: April 28, 2025 to June 6, 2025**

April 28, <i>Monday</i>	Classes Begin
May 1, <i>Thursday</i>	Labor Day
May 17, <i>Saturday</i>	Midterm Examination
June 6, <i>Friday</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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**MIGUEL M. CARPIO**

*Vice President - Academic Affairs*

**AUGUSTO K. FABELLA**

*Vice President*

**EDNA C. CRUZ**

*Vice President - Information Systems*

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*Dean, Law School Division*

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*Dean, Business Administration & Accountancy*

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*Dean, Criminal Justice Education*

**LIZA R. REYES**

*Dean, Computer Studies and Engineering*

**DON VICENTE C. REAL**

*Dean, Education, Arts, and Sciences*

**KATHLEEN G. APILADO**

*Dean, Hospitality & Tourism Management*

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*Dean, Nursing & Health Sciences*

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*Director, Student Development Office &*

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*Director, Information Technology Office*

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*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*

**JOSEPH S. DELA CRUZ**

*Assistant Director, Engineering & Maintenance Office*

**REA S. ALBUNA**

*Assistant Director, Treasury Office*

**BENJIE A. EVANGELIO**

*Assistant University Registrar*

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
Airah Murielle D. Antonio, MAEd	Core and Applied – Languages and Social Sciences
Maria Theresa B. Bonus, MST	Academic - Specialized Subjects
Leila L. Roxas, MAEd	TechVoc and Arts and Design - Specialized Subjects
Wilson P. Mones, MBA, MAT	PEH, and Sports Tracks
Gilnella S. Astilla, BSE	Student Affairs and Discipline

**CLASSROOM TEACHERS**

Abad, Nieves B., MAN	Estrada, Michenela Grace M., BSEd
Abanador, Mylove P., BSEd	Fadera, Kristine Gracia B., BSEd
Allanigue, Christine M. AB	Fernandez, Jomual Bryan S., AB
Anore, Neil Matthew S., BSPT	Fernandez, Rowena H., BSEd
Araneta, Joanna V., BSEd	Fernando, Arvin Jake S., BSEd
Baluyot, Salvador Jr. A., MBA	Fuentes, Moises T., BSEd
Barcelona, Nilo J., MAEd	Guillermo, Lalaine S., BSEd
Basas, Eusebio M., BSEd	Ignacio, Katherine I., BSEd
Basaya, Arnold Christian N., AB	Ignacio, Leori Ramonette C., BSITE
Bugtong, Maria Kristina P., MAEd	Lopez, Diego C., BSEd
Cana, Leilani J., BSEd	Luciano, Brayon M., AB, BSA
Cruz, John Elvin E., BSEd	Mabazza, Jemivie C., BSEd
De Guzman, Kristine D., BSEd	Macuto, Christine A., AB
Dela Cruz, Renalyn U., BSEd	Manila, Rhodora R., MAEd
Dona, Cecil I., MAF	Mateo, Redel Joseph C., BSEd
Esteves, Dwight R., BSEd	Matibag, Ramona Christine G., BSEd

Matta, Reyneth Renan P., MST	Pungtilan, Eulybeth F., BSEd
Maya, Mark Joseph R., BSc CompSci	Rafael, JayR S., BSEd
Memoracion, Michael Angelo L., BSEd	Rañin, Kristine Joy L., BSEd
Mejarito, Jonathan M., BPE	Raymundo, Rossalyn Francess S., MAT
Nocon, Ivey Meanne B., BSE	Reyes, Mark Anthony D., BSBA
Orapa, Loe P., BSEd	Saculo, Ramil B., MEM
Pabellano, John Conrad L., BSCE	Sadiwa, Amalia M., MAEd
Pahayahay, Alexander B., MIT	Salandanan, Jurelle Kyle C., BSEd
Pangan, Shirley M., MAT-ITE	San Jose, Marc Arveen C., BSEd
Pastores, Cristina R., BSBA	Soriano, Marjorie V., BSEd
Plaza, Christopher J., MAEd	Valdez, Ma. Alberta C., BSE
Prado, Maegan M., BSE	Vallefas, John Carlo L., BSEd

## 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 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.

#### **EDUCATIONAL ORGANIZATION POLICY**

José Rizal University is committed to provide quality education, research and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, all to ensure efficient transfer of relevant knowledge and desirable values.

#### **QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES**

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Demonstrate a keen sense of social responsibility.
4. Demonstrate knowledge in producing research outputs while adhering to intellectual property.
5. Maintain and continuously develop a competent workforce through effective performance management system.
6. 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 others' 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

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying three city blocks. It is accessible through public transport, which passes 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.

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.

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, a big and spacious learning commons that is 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 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](mailto: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](mailto:support@jru.edu).

The University has an air-conditioned ecumenical prayer room where students can pray and meditate.

The athletics and physical education facilities are located at the Gym Building—Annex Campus 3, where students can play 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 Senior High School Building B houses classrooms that are fully air-conditioned and are equipped with projectors, smart TVs, and internet access suitable for a Blended class setup.

All buildings house fully air-conditioned classrooms, laboratory rooms for the different science classes, computer laboratories, engineering laboratories, entertainment and multimedia computing laboratories, kitchen, travel agency, hotel and dining laboratories, criminology laboratory, and nursing skills laboratories are also equipped with Hyflex equipment.

### **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 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 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 the TechVoc Track can exhibit the 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 various 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 multicultural environments to reach logical and practical solutions.

5. Exhibit morally and socially accepted behavior towards [their](#) 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 multicultural 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 multicultural 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 multicultural 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 (F138/SF9) bearing the signature of the principal or an official from the school last attended, Certificate of Good Moral Character (not applicable for new students who graduated from JRU), Birth Certificate (PSA) 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.

Incoming Grade 11 who graduated from JRU, he/she will no longer be required to submit a Certificate of Good Moral Character and Birth Certificate.

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 that exist 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 5, 2024. The preferential dates of registration are as follows:

July 8-9	Grade 12
July 10-11	Grade 11
July 12 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 7:00 a.m. to 5:00 p.m., from Mondays through Fridays- or email the SHS through the university's helpdesk at [support@jru.edu](mailto:support@jru.edu)

Telephone Nos. : 8531-8031 to 35 Local 57  
Website : [www.jru.edu](http://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](http://www.jru.edu) click on APPLY NOW (<https://jrc.edu.ph/jruapplicant/>) and following the steps for the creation of an account. Once done, the applicant will receive an email with 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. 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 student will receive an email on login using the 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 old students, subjects are prescribed prior to enrolment. For onsite or remote enrolment, the student should access the JRU SWIT Student Dashboard to view their subjects and assessment, print Enrolment Permit, and pay the school fees based on the assessment to the JRU Cashier or any JRU payment facilities that can be viewed in the JRU website.

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

A student is considered officially enrolled only after he/she has (1) submitted all the 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 place the 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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Disaster Readiness and Risk Reduction	90	3
	21 <sup>st</sup> -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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	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	Entrepreneurship	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	Empowerment Technologies	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	221 <sup>st</sup> -Century Literature the Philippines and the World	90	3
	Understanding Culture, Society ad 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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical 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	Empowerment Technologies	90	3
	Quantitative Research	90	3
Specialized	Intro to Computer HW/SW System	90	3
	Drawing 1/Technical Drafting	90	3
	Multimedia	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	Entrepreneurship	90	3
	Qualitative Research	90	3
Specialized	Fundamentals of Computing	90	3
	Web Design	90	3
	Introduction to 3D Design	90	3

Total subjects: 10

Grade 12 First Semester

	Subjects	Mins/Meeting	Hours/Week
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society, and Politics	90	3
	Physical Education and Health 3	90	2
Applied	English for Academic and Professional Purposes	90	3
	Inquiries, Investigation, and Immersions	90	3
Specialized	Drawing 2	90	3
	Visual Graphic Design	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	Empowerment Technologies	90	3
	Quantitative Research	90	3
Specialized	Intro to Computer HW/SW System	90	3
	PC Assembly/Disassembly	90	3
	Programming	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	Entrepreneurship	90	3
	Qualitative Research	90	3
Specialized	Hardware and Software Configuration	90	3
	Fundamentals of Computing	90	3
	AutoCAD	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society, and Politics	90	3
	Physical Education and Health 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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	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
	Fundamentals of Engineering Mathematics (Elective)	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	Food and Beverages Services 1	90	3
	Cookery 1	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 2	90	3
	Cookery 2	90	3
	Introduction to Hospitality Management	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
<b>Core</b>	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society, and Politics	90	3
	Physical Education and Health 3	90	1.5
<b>Applied</b>	English for Academic and Professional Purposes	90	3
	Inquiries, Investigation, and Immersions	90	3
<b>Specialized</b>	Food and Beverage Operations	90	3
	Foreign Language	90	3
	English Proficiency Development	90	3

Total subjects: 9

**Grade 12 Second Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
<b>Core</b>	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
<b>Applied</b>	Filipino sa Piling Larangan	90	3
<b>Specialized</b>	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	Tour Guiding 1	90	3
	Web Design and Multimedia	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	Tour Guiding 2	90	3
	Tourism Promotion Services	90	3
	Travel Agency Management and Operations	90	3

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society, and Politics	90	3
	Physical Education and Health 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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	Physical 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	3
	Quantitative Research		
Specialized	Safety and First Aid	90	3
	Fundamentals of Coaching	90	3
	Psychological Aspects of Sports and Exercise	90	3

Total subjects: 10

## Grade 11 Second Semester

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

Total subjects: 10

**Grade 12 First Semester**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	21 <sup>st</sup> -Century Literature from the Philippines and the World	90	3
	Physical Science	90	3
	Understanding Culture, Society, and Politics	90	3
	Physical Education and Health 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**

	<b>Subjects</b>	<b>Mins/Meeting</b>	<b>Hours/Week</b>
Core	Contemporary Philippine Arts from the Regions	90	3
	Media and Information Literacy	90	3
	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 assisted by virtual faculty presence, virtual laboratories, video, and other technology enhancements.

Following the Department of Education's instruction for a full face-to-face back-to-school teaching and learning arrangement, the Senior High School Division

is implementing Blended teaching and learning that has been originally implemented before the Pandemic. In the Blended setup, the teachers and students will experience a fifty-fifty (50-50) face-to-face classroom and blended online teaching and learning arrangement that is supported by technology (Canvas, Zoom, and digital learning tools).

## **CLASS HOURS**

Classes are conducted from 7:00 in the morning to 4:00 in the afternoon on regular school days, with appropriate study and snack/lunch breaks.

Senior High School students are asked to actively participate in their onsite and 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, 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 that exist or will come to existence within the duration of their enrolment.

Students/parents/guardians also agree that should they violate any of these policies, the university has the absolute right to enforce sanctions and penalties as called for in this GI, including barring a student from taking examinations and dropping them from the enrolment rolls if necessary.

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 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 on the school campus and even in an online environment. Organizations correlated with other curricular areas provide students with enriching learning experiences. Online and onsite face-to-face 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/work immersion, business/entrepreneurial fairs, boot camps, strand-based culminating activities, 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 and supported 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 student. A

yearbook, **The Blue and Gold Seniors**, is a project of 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 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, though face-to-face activities have started to be held on campus.

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 or appropriate clothes whenever they participate in their online classes as prescribed in the Student Handbook. When participating in a face-to-face class session, students are required to wear the prescribed school uniform.

## **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.

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 11 students of the Senior 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

This academic scholarship is available for existing enrolled students in JRU who finished their preceding semester and ranked 1st in their respective strands.

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

## TUITION AND OTHER FEES

The tuition for the year or the midyear term 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 tuition and miscellaneous fees details are available in 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 11<sup>th</sup> 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 after the 15<sup>th</sup> calendar 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 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 discount availments 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 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

**DRR S211. Disaster Readiness & Risk Reduction (in lieu of NAT S213 (Physical Science) for STEM strand only.** 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.

**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. 21<sup>st</sup> Century Literature from the Philippines and the World.** This subject aims to engage students in the appreciation and critical study of 21<sup>st</sup>-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 to 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 an understanding of random variables, sampling techniques, and distributions, estimation, 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, and 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 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 student's 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.

**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 lilinang 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 of theater, music, and dance.

**ART S113. Physical and Personal Development in the Arts.** This gives a comprehensive discussion and practical studies on the proper care of their bodies as the instrument for their art through proper exercise, good hygiene, and proper industry practice.

**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.** The students will be guided through dynamic professional development and given hands-on opportunities in different art fields. This course also offers an intensive period of acquiring, understanding, and developing proficiency with the variety of art fields as it enriches the learner's knowledge and skills in his/her chosen field emphasizing artistic, educational, and cultural values, and works ethics.

**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.** This subject provides students with an introduction to theater and film production. It also aims the development of students' competencies in pre-production, production, and post-production with industry-level familiarity.

**ENG S215. English Proficiency Development.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and [MC1] necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**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 21<sup>st</sup> 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 1.**

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 2.**

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. *Prerequisite: BUS S114. Fundamentals of Accountancy, Business and Management 1.*

**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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**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, ratios, and proportions, 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 develop a sense of form.

**ENG S215. English Proficiency Development.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**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 21<sup>st</sup> 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 21<sup>st</sup> 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 student’s 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 over 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)**

**EGR S112. Drafting.** This subject provides students with a comprehensive knowledge of drafting, using both traditional drawing tools and computer-aided design (CAD) and with a balanced mix of mechanical, architectural, and structural drafting. It also focuses on the strong foundation of the principles and techniques of drafting.

**ENG S215. English Proficiency Development.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**ICT S112. Fundamentals of Computing.** This course deals with the fundamental concepts of C++ programming. Students will develop skills in designing and writing simple computer programs.

**MAT S114. Advanced Algebra/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. *Prerequisite: MAT S114 Advanced Algebra/Pre-Calculus.*

**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. *Prerequisites: MAT S116 Differential Calculus.*

**NAT S111. Physics 1.** This subject focuses on the mechanics of particles, rigid bodies, 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, and atomic and nuclear phenomena using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus. *Prerequisites: NAT S111 Physics 1*

**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 toward caring for the human body.

**NAT S211. Chemistry.** This subject contains topics on intermolecular 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.** This course provides students an opportunity to utilize all the knowledge and experience acquired in their previous drawing course in order to develop a film animation. *Prerequisites: ICT S114 Drawing 1.*

**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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**ICT S112. Fundamentals of Computing.** This course deals with the fundamental concepts of C++ programming. Students will develop skills in designing and writing simple computer programs.

**ICT S113. Introduction to Computer Hardware and Software Systems.** This subject provides students with a comprehensive knowledge of computer systems, both hardware and software, and all the components that build up a computer. It also focuses on the internal and external factors that affect the society in

present time. This subject will give knowledge on how important computer system technology is.

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

**ICT S121. Multimedia.** This subject introduces students to the development and elements of media and multimedia, principles and elements of visual graphics, introduction to photography, sound editing, and video production.

**ICT S123. Web Design.** This subject introduces students to the development of the Internet, Web Page Text Editors and Authorware, HTML tags, attributes, and Cascading Style Sheet.

**ICT S124. Introduction to 3D Design.** This subject introduces students to the fundamentals, principles, and techniques of 3-Dimensional modelling. Autodesk Maya interface, navigation controls, and essential tools in creating and manipulating 3D objects.

**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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**ICT S112. Fundamentals of Computing.** This course deals with the fundamental concepts of C++ programming. Students will develop skills in designing and writing simple computer programs.

**ICT S113. Introduction to Computer Hardware and Software Systems.** This subject provides students with a comprehensive knowledge of computer systems, both hardware and software, and all the components that build up a computer. It also focuses on the internal and external factors that affect the society in present time. This subject will give knowledge on how important computer system technology is.

**ICT S115. PC Assembly/Disassembly.** This subject equips students with the necessary knowledge, skill, and competency a computer technician must acquire to perform the procedures of PC assembly, disassembly, basic computer troubleshooting, computer repair, and system maintenance.

**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, and observing the principles of good program design.

**ICT S125. Hardware and Software Configuration.** This subject is designed to familiarize students with the Windows Operating System, providing essential skills in hardware configurations necessary for its deployment. Topics include BIOS settings, Hard Drive partitioning, operating system installation, driver management, and the installation of essential application software. Additionally, the course delves into the fundamentals of Assembly language, covering its basic structures and implementation. By combining both hardware and software knowledge, students will acquire comprehensive competencies in system configuration and programming.

**ICT S126. AutoCAD.** This course offers students a thorough understanding of drafting through the utilization of computer-aided design (CAD) programs. Emphasizing a well-rounded approach, it covers mechanical, architectural, and structural drafting to enhance engineering competency. The curriculum places a significant emphasis on developing a proficiency in CAD-based software, fostering a deep comprehension of engineering drawing principles.

**ICT S211. Advance PC Servicing.** This subject focuses on the hardware and software systems that cover the topics of computer assembly and disassembly, troubleshooting, and maintenance of a computer system, and digital design competencies.

**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.

**MAT S214. Fundamentals of Engineering Mathematics.** This subject facilitates a comprehension of fundamental engineering mathematics principles, encompassing topics such as Pre-Calculus and Differential Calculus. It is designed to equip students with competence in mathematical principles essential for engineering, emphasizing key concepts like complex numbers, rational functions, trigonometric functions, and their inverses, along with an exploration of inverse function.

**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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**FOD S111. Food and Beverages Services 1.** This subject offers an overview of fundamental food and beverage service skills, covering topics such as table setting,

napkin folding, table skirting, and floral arrangement through discussions and demonstrations. Additionally, it includes discussions on menu planning and basic bartending concepts.

**FOD S112. Food and Beverage Service 2.** This subject covers food and beverage procedures, including preparing the dining area, welcoming guests, taking orders, promoting products, delivering orders, and handling complaints. It addresses the competitive restaurant environment and key service strategies. Topics include front-of-house operations like reservations, greetings, basic service, table and beverage service, and payments. Additionally, it explores in-room services, emphasizing personnel, room service sequence, and procedures. *Prerequisites: FOD S111. Food and Beverage Services 1.*

**FOD S116. Introduction to Hospitality Management.** The subject focuses on the knowledge, skills, and attitude required in hospitality management. It also highlights general information on the hospitality industry, lodging and accommodation, food and beverages, and the hotel industry.

**FOD S117. Cookery 1.** This subject aims to impart knowledge of culinary history, kitchen organization, and professional conduct within culinary environments. It covers fundamental cooking principles, knife proficiency, food presentation, safety protocols, and hygiene standards, along with standard operating procedures (SOP) within culinary establishments. Additionally, students will have to demonstrate their competencies in food preparation and cooking various ingredients, including vegetables, legumes, grains, pasta, and meats.

**FOD S118. Cookery 2.** This subject empowers students to exhibit their proficiency in both culinary and service realms, involving practical experience in food preparation and cooking. It offers students the opportunity to display their abilities in cooking and preparing diverse dishes using a range of main ingredients, including poultry, game birds, fish, and shellfish. Also, it encompasses the creation of salads and dressings, sandwiches, hors d'oeuvres, breakfast items, dairy and beverage offerings, sausage and cured foods, along with pates and terrines. It emphasizes essential food safety and sanitation principles. *Prerequisite: FOD S117. Cookery 1.*

**FOD S211. Food and Beverage Operations.** 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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**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 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 S115. Tour Guiding 1.** The subject provides students with essential tour guiding skills, including research for information, creating commentaries, maintaining logbooks, and developing itineraries. Also, it will explore diverse career prospects within this field of study.

**TOR S116. Tour Guiding 2.** This subject emphasizes the essential knowledge, skills, and attitudes needed to accompany visitors according to a tour itinerary. It covers the fundamentals of tour guiding, emphasizing the development of self-confidence and communication abilities. Moreover, it delves into various aspects such as tour guiding roles and responsibilities, pre-arrival and post-departure preparations, organizing tours from arrival to departure, and effectively addressing complaints and challenges encountered during tours. *Prerequisite: TOR S115. Tour Guiding 1*

**TOR S117. Tourism Promotion Services.** The subject will facilitate students' comprehension of fundamental marketing principles and methodologies relevant to the tourism and hospitality sector. It intends to equip students with the ability to assess diverse marketing strategies and tools and their relevance in tourism and hospitality enterprises. Moreover, it will offer understanding into the significance of marketing in the tourism and hospitality domain, encompassing its influence on destinations, small to medium-sized enterprises (SMEs), transportation, and accommodations.

**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.** The subject aims to enhance students' skills in the targeted areas (Reading, Writing, Speaking, and Listening) necessary for English proficiency development. It also aims to develop students' English mastery to that of the intermediate level or higher for future educational and career endeavors.

**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.