



GEN. SIMEON
DE JESUS BL



STUDENT HANDBOOK

DISCIPLINE • INTEGRITY • EXCELLENCE

For God and country

***COLLEGE
DEPARTMENT
Student Handbook***

2026 Edition

FOREWORD

As an institution, General de Jesus College was established to provide the youth of San Isidro and its neighboring towns with quality instruction. Guided by its fundamental statements, - Philosophy, Vision, Mission and Objectives – the school strives to offer a holistic and vibrant campus that will help you become the individual that God wants you to be.

We care for you our dear students. It is our greatest desire that your stay in our school will help you build a strong foundation of lifelong learning that you may serve God and country. That is why, we, the management team, together with your teachers, student council officers, officers and representatives of our Parents, Teacher, Community Association (PTCA), designed this handbook, which gives you guidance and information about the policies, rules and regulations,

We are very grateful to all those who participated in the revision of this Student Handbook.

Keep this with you always and take time to familiarize yourself with the materials in this handbook for your guidance and easy reference.

We pray that you do your best and work together well with all the member of our GJC family. We give you our best wishes for a wonderful year during and after your stay in our school.



DR. JEFFREY P. FRANCO, CPA, FRIM

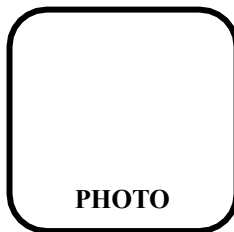
College President

SCHOOL OFFICIALS

Dr. Jeffrey P. Franco	College President
Dr. Ma. Cristina D. Ravela	Vice President for Academic Affairs
Dr. Bryan C. Barlis	Finance Manager
Mr. Adrian V. Abon	Human Resource and Administration Manager
Dr. Bernadette O. Gallardo	Dean, College of Education/ Quality Assurance Officer
Dr. Lorelie D. Alarcon	Dean, College of Business Administration / Budget Officer
Engr. Richard N. Tobias	Dean, College of Information Technology
Dr. Shailee Anne T. Dela Cruz	Dean, College of Hospitality Management
Mr. Allan R. Reyes	Dean, College of Accountancy
Dr. Arlene S. Garcia	Principal, Unified Basic Education
Ms. Avegael L. Fortunato	Officer, Student Affairs & Services
Ms. Celia P. Martin	College Registrar
Ms. Cindy F. Cruz	Marketing Manager
Ms. Mara M. Dela Cruz	Chief Accountant
Mr. Mark Daniel G. Cunanan	Internal Auditor
Ms. Jemima Pascual	Document Controller
Ms. Annalisa P. Francisco	Chief Librarian
Dr. Gina B. Garcia	Head, Institutional Research Office
Dr. Julieta P. Galang	High School Supervisor
Ms. Mary Jane Q. Hernandez	Elementary Supervisor
Ms. Maricel A. Lagman	Senior Guidance Counselor
Dr. Josephine N. Samonte	Head, High School Behavior Management Office
Dr. Catherine D. Matias	Head, College Behavior Management Office
Ms. Melissa V. Franco	Head, Filipino Department
Ms. Erlinda Q. Delos Reyes	Head, English Department
Ms. Maritess N. Cheung	Head, TLE Department
Mr. Ronnie M. Samonte	Head, Science Department
Ms. Rosenia S. Pascual	Head, Mathematics Department
Mr. Jessie R. Castañeda	Head, MAPEH Department & Sports Coordinator

Mr. John Carlo M. Mendoza	Head, Social Science Department
Mr. Jonathan M. Baquiran	Head, Values Education Department
Mr. Allan P. Villeza	Library Coordinator
Ms. Jamaica V. Diego	Library Coordinator
Ms. Maricon B. Pardilla	High School, Guidance Coordinator
Ms. Ruth Adrienne H. Dela Cruz	Guidance Counselor
Ms. Inah Trinidad D. Victorio	Guidance Coordinator
Ms. Gwyneth Nicole D. Cortes	Guidance Coordinator
Ms. Karen Rose P. Del Rosario	Guidance Coordinator
Ms. Andhrea B. Mariano	Psychometrician
Ms. Tricia Mae B. Tuazon	Psychometrician
Ms. Chona Anna Lynn E. Matias	Gender and Development Focal Person
Ms. Jo Anne M. Manrique	Office of the Student Affairs Coordinator
Ms. Rolina R. Labao	Office of the Student Affairs Coordinator
Ms. Mona Catrina G. Dela Cruz	Office of the Student Affairs Coordinator
Ms. Aizel Marie B. Castro	Culture and Arts Coordinator
Mr. Rolando G. Sugay	General Services and Physical Facilities Coordinator
Atty. Antonio T. Delgado	Data Protection Officer
Ms. Aurora Cortez	Institutional Health Officer
Ms. Ariane L. Nepomuceno	Head, Community Extension Services
Ms. Emily S. Chico	Alumni & PTCA Coordinator
Ms. Evelyn R. Cucio	Disaster Safety and Health Officer
Engr. Hanz Cholo H. Cortez	Safety Officer
Ms. Camile O. Buenaventura	Publication Coordinator
Mr. Ace O. Buenaventura	Publication Coordinator
Ms. Genesis Leigh D. Munsayac	Human Resource Coordinator
Mr. Ricardo P. Mesina	Corporate Secretary
Dr. Josefina P. Magno	Program Coordinator, MAEd Program

PERSONAL DATA



Name _____

Year and Section _____

Home Address _____

Cellphone No. _____

Parents:

Father _____ Cellphone No. _____

Mother _____ Cellphone No. _____

Guardian _____ Cellphone No. _____

TABLE OF CONTENTS

FOREWORD	i
SCHOOL OFFICIALS	ii
PERSONAL DATA	iv
TABLE OF CONTENTS.....	v
COLLEGE SEAL	ix
GJC HISTORY	x
THE GJC HEART FRAMEWORK	xv
EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) POLICY	xvi
PHILOSOPHY, VISION AND MISSION AND CORE VALUES	xvii
INSTITUTIONAL GOAL AND OBJECTIVES	xviii

I. ADMISSION

A. <i>Admission Requirements</i>	1
B. <i>Retention Policies</i>	6
C. <i>Other Requirements for Retention</i>	8

II. ENROLMENT

A. <i>Enrollment Procedure</i>	13
B. <i>Registration</i>	16
C. <i>Cross-Enrollment</i>	17
D. <i>Adding and Dropping</i>	17
E. <i>Withdrawal Policy</i>	18

III. PAYMENT SYSTEM

A. <i>Student Fees</i>	19
B. <i>Mode of Payment</i>	19
C. <i>Surcharge</i>	20
D. <i>Unsettled Accounts</i>	20

IV. DISCOUNT ON TUITION FEES

A. <i>Cash Discount for Cash Payments</i>	20
B. <i>Refund of Fees</i>	20

V. NORMS OF CONDUCT

A. <i>Going to Classes</i>	21
B. <i>Flag Ceremony</i>	21
C. <i>In the Classroom</i>	22

D. In the Campus	22
E. In the Library	23
F. Recess and Lunch Break	27
G. Science Laboratory	27
H. Computer Laboratory	29
I. Kitchen Laboratory	29
VI. GENERAL CLASSROOM POLICY	
A. Make up Policy	30
B. Uniform Standards	30
C. Leaving the Classroom	31
D. Lost Items Policy	32
E. Surveillance Footage Review	32
F. Conduct Examination	32
G. Wearing of Identification Card	33
H. Using of Gadgets	34
VII. BEHAVIOR EXPECTATIONS	
A. Attendance	34
B. Class Suspension Policy	35
C. Tardiness	41
D. Absenteeism	41
VIII. CLASS STANDING	42
IX. AWARDS AND RECOGNITION	
A. Collegiate Academic Honors	44
B. Academic Excellence Award	45
C. Deans Lister Award	46
D. Special Awards	47
X. SCHOLARSHIP & FINANCIAL ASSISTANCE	53
XI. STUDENT WELFARE SERVICES AND DEVELOPMENT PROGRAM	
A. Orientation Services	57
B. Guidance and Counselling Services	57
C. Career and Job Placement	62
D. Economic Enterprise Development	62
E. Student Handbook Development	63
F. Student Council/Organizations/Activities	63
G. Library Services	69
H. Canteen Services	69

I. Student Insurance	69
J. The School Paper	71
K. Culture and Arts	72
L. Sports	72
M. Social and Community Involvement	73
N. Health and First Aid Services	74
O. Multi-Faith Services	75
P. Disaster, Safety and Health Services	75
Q. Gender and Development	76
XII. LEARNER PROTECTION POLICY	78
XIII. BEHAVIORAL MANAGEMENT SERVICE	81
A. Light Offenses	82
Sanctions for the Commission on Light Offenses	
B. Less Serious Offenses	83
Sanctions for the Commission of Less Serious Offenses	
C. Serious Offenses	89
Sanctions for the Commission of Serious Offenses	
D. Grave Offenses	90
Sanctions for the Commission of Grave Offenses	
XIV. PROCEDURE FOR HANDLING STUDENTS' DISCIPLINARY CASES	
A. Procedure for Handling Light Offenses	92
B. Procedure for Handling Less Serious Offenses	93
C. Procedure for Handling Serious and Grave Offenses	94
D. Procedure for Handling Student Grievances	96
XV. GJC SAFE ACT MANUAL	99
A. Sexual Harassment	100
B. Child Abuse	102
C. Child Exploitation	103
D. Violence	104
E. Bullying	106
F. Corporal Punishment	107
XVI. EXCLUSION FROM THE SCHOOL	110
XVII. DENIAL OF ADMISSION AND RE-ADMISSION	111

XVIII. APPENDICES

A. CHED Memorandum Order No. 01, Series of 2015, Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs) mandated CHED.....	114
B. Data Privacy	114
C. Image of School Uniform	117
GJC HYMN & GJC MARCH	119



THE COLLEGE SEAL

The ultimate goal of General de Jesus College as emblazoned in its seal is service “For God and Country”.

In the pursuit of this goal, the institution through education (symbolized in the school logo by a torch and an open book) aims to develop young people into responsible, morally upright, and useful citizens who will use their God-given talents and skills in the service of God and country. It also aims to prepare the youth for the great task of nation building, for a life of dedicated service to country as exemplified by General Simeon de Jesus (represented in the logo by a silver star) after whom the school was named.

GENERAL DE JESUS COLLEGE HISTORY

In the years following World War II, the young people of San Isidro faced a major challenge: the absence of a local institution that could provide secondary education. Recognizing this urgent need, a group of dedicated and civic-minded individuals—Paz Policarpio-Mendez, Soledad Medina, Francisco Narciso, Teofilo P. Abello, and Ricardo Odulio—joined efforts to establish a school that would serve the educational aspirations of the community's youth. Their vision gave birth to General de Jesus Academy.

The institution was named in honor of General Simeon de Jesus, a distinguished son and hero of San Isidro who was executed by the Japanese forces at Fort Santiago during World War II. General de Jesus was among the most outstanding graduates of the Philippine Constabulary Academy, now known as the Philippine Military Academy.

General de Jesus Academy formally opened its doors in June 1946 in a rented building that once served as the residence of the Moreno family. The school began modestly with seven faculty members, including the principal, and an enrollment of 288 students in the High School Department.

For more than three decades, the institution offered secondary education to the youth of San Isidro and nearby towns. As the educational needs of the community continued to grow, the school gradually expanded its academic offerings.

The following academic programs were opened through the years:

- High School Department – 1946
- Bachelor of Secondary Education (BSED) – 1978
- Bachelor of Elementary Education (BEED) – 1985
- Bachelor of Science in Commerce (BSC) – 1985
- Pre-Elementary Department – 1992

- Elementary Department – 1992
- Senior High School Department – 2016
- Bachelor of Science in Business Administration (BSBA) – 2007
- Bachelor of Science in Accountancy (BSA) – 2008
- Bachelor of Science in Information Technology (BSIT) – 2008
- Bachelor of Science in Accounting Technology (BSAcT) – 2009
- Bachelor of Science in Hospitality Management (BSHM) – 2009
- Bachelor of Science in Accounting Information System (BSAIS) – 2019
- Bachelor of Science in Internal Auditing (BSIA) – 2020
- Bachelor of Science in Management Accounting (BSMA) – 2020

Keeping pace with technological advancements and the changing demands of education, the institution continuously strengthened its curricular offerings and educational services. After fifty years of dedicated service to the youth of San Isidro and neighboring communities, General de Jesus Academy officially became General de Jesus College on August 28, 1997, upon approval by the Securities and Exchange Commission (SEC).

Guided by its commitment to quality education and holistic development, General de Jesus College has consistently produced graduates who excel in academics, leadership, sports, journalism, and various co-curricular competitions. The institution has also maintained commendable performance in professional licensure examinations.

Among the institution's outstanding achievers in the Licensure Examination for Teachers are:

- 1992 – Bernadette Ortinero Gallardo
- 2025 – Melody Jane B. Castro

Likewise, General de Jesus College has produced notable achievers in the Certified Public Accountant Licensure Examination:

- 2013 – Top 7, Carlo de Rueda
- 2023 – Top 18, Jefferson Alvarez
- 2024 – Top 15, Louie Gee Dizon
- 2025 – Top 17, Edward Pueblo

These accomplishments reflect the institution's enduring commitment to academic excellence, professional competence, and quality instruction.

General de Jesus College has consistently pursued academic excellence through voluntary accreditation, demonstrating its dedication to quality assurance, institutional effectiveness, and continuous improvement. The institution's accreditation journey formally began in 2002 under the Association of Christian Schools, Colleges and Universities–Accrediting Council, Inc. (ACSCU-ACI).

The first programs submitted for accreditation were the High School and Education Programs. In August 2002, GJC underwent its Preliminary Visit, followed by the Formal Survey Visit conducted on February 16–20, 2004. As a result, the High School and Education Programs were granted Level I Accredited Status in 2004.

In 2007, the High School and Education Programs achieved Level II Re-accredited Status. During the same year, the Business Administration Program underwent its Preliminary Survey Visit as part of its application for accreditation.

The Business Administration Program was granted Level I Accredited Status in 2009. In 2012, the Education Program advanced to Level III Re-accredited Status, while the High School Program maintained its Level II Re-accredited Status. The Business Administration Program likewise achieved Level II Re-accredited Status during the same year.

In 2014, the High School Program achieved Level III Re-accredited Status. Three years later, in 2017, the Education

Programs sustained their Level III Re-accredited Status, the High School Program maintained its Level III status, and the Business Administration Program was granted Level III Re-accredited Status.

Also in 2017, the Accountancy and Accounting Technology Programs received Candidate Status and successfully completed their Preliminary Survey Visit. In 2018, both programs achieved Level I Accredited Status.

The institution continued its quality assurance initiatives in 2022 when the Accountancy and Accounting Technology Programs advanced to Level II Re-accredited Status and was invited to apply for Level III Status. After submitting the requirements, ACSCU-ACI granted the Accountancy and Accounting Information System Programs were granted Level III Re-accredited Status.

A major milestone in GJC's accreditation journey took place in 2023 Re-survey Visit conducted from March 29–31, 2023. Following this evaluation:

- The Junior High School Program maintained its Level III Re-accredited Status;
- The Education Programs sustained their Level III Re-accredited Status;
- The Business Administration Program maintained its Level III Re-accredited Status.

At present, the following academic programs enjoy Level III Accredited Status:

- Junior High School Program
- Elementary Education Program
- Secondary Education Program
- Accountancy Program
- Accounting Information System Program
- Business Administration Program

The accreditation journey of General de Jesus College reflects its unwavering commitment to excellence, continuous institutional growth, and transformative education. Through

accreditation, the institution has strengthened its academic programs, enhanced educational standards, and reinforced its mission of providing quality and relevant education to the community.

General de Jesus College further expanded its vision through internationalization initiatives which officially began in 2023 under the leadership of Dr. Jeffrey P. Franco. Through strategic global partnerships and academic collaborations, the institution established Memoranda of Agreement with several universities abroad, including Universitas Muhammadiyah Kendari, Universitas Muhammadiyah Luwuk, and Universitas Puangrimalatung in Indonesia; Management and Science University in Malaysia; and Chaoyang University of Technology in Taiwan.

These international partnerships aim to strengthen academic cooperation, faculty and student exchange, collaborative research, cultural understanding, and global competitiveness among GJC students and educators.

From its humble beginnings as a small post-war academy with seven faculty members and 288 students, General de Jesus College has grown into one of the leading educational institutions in the province. As of 2025, the institution now serves approximately 4,800 students and is supported by around 200 employees composed of administrators, faculty members, and non-teaching personnel. Faithful to the vision of its founders, the institution continues to provide accessible, relevant, and quality education while remaining responsive to the changing needs of society.

General de Jesus College is a stock, non-sectarian educational institution governed by a nine-member Board of Directors. At present, the Chairman of the Board is Mr. Angelo Mendez, while the President and School Head is Dr. Jeffrey P. Franco.

THE GJC HEART FRAMEWORK

The GJC HEART Framework serves as the institution's integrated strategic quality, governance, operational, monitoring, evaluation, and continuous improvement framework. It establishes a unified institutional performance management system that aligns all academic, administrative, research, extension, and support operations with the institutional Vision, Mission, Goals, and Objectives (VMGO), strategic priorities, quality assurance systems, and global educational standards.

The HEART Framework shall officially adopt the following institutional meanings:

Letter	Meaning
H	Holistic Human Development through Access, Inclusion, and Community Engagement
E	Excellence in Instruction, Student Services, and Research
A	Agile and Adaptive Systems and Processes
R	Responsive Resource Management
T	Transformative Leadership and Teamwork

EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) POLICY

General De Jesus College (GJC) is committed to providing quality, inclusive, equitable, and learner-centered education that responds to the needs and expectations of its learners and other stakeholders. Guided by the College's Educational Philosophy, Vision, Mission, Core Values, HEART Framework, Strategic Direction, and relevant Sustainable Development Goals (SDGs), the College implements an **Educational Organization Management System (EOMS)** in accordance with **ISO 21001:2018**.

The EOMS provides a systematic framework for managing and continually improving the College's educational products, services, processes, and support systems. It promotes learner satisfaction, stakeholder engagement, accountability, innovation, compliance, sustainability, and continual improvement across the institution.

Through the EOMS, General De Jesus College commits to the following:

1. Quality Education
2. Learner-Centered Approach and Learner Satisfaction
3. Continual Improvement
4. Compliance and Accountability
5. Stakeholder Engagement
6. Educational, Scientific, and Technological Development
7. Intellectual Property and Knowledge Management
8. Social Responsibility, Sustainability, and SDG Alignment
9. Framework and Leadership Commitment

PHILOSOPHY

The development of morally upright, civic-minded and useful citizenry is the responsibility of any educational institution.

VISION

General de Jesus College as a leading educational institution in Central Luzon producing graduates imbued with discipline, integrity and excellence that they may contribute to local, national and global development goals.

MISSION

General de Jesus College is committed to producing graduates instilled with life and career competencies and essential values that they may become useful and productive citizens

CORE VALUES

Discipline: The consistent practice of self-control, responsibility, respect for rules, regulations, laws and decorum, perseverance and resilience, acceptance of correction with humility, willingness to improve, and commitment to personal and collective goals to grow, learn, and serve others effectively.

Integrity: The adherence to honesty, compassion, fairness, transparency, and ethical behavior where one's words are aligned with actions and decisions are guided by values rather than convenience in every endeavor.

Excellence: The consistent pursuit of the highest standards in teaching, learning, service and leadership, which goes beyond the minimum requirements, thus, actively fostering a culture of continuous improvement and the habit of giving one's best.

**For
God and Country**

INSTITUTIONAL GOAL

It is the goal of the General de Jesus College to provide quality education to students through a well-trained academic management team, affective teaching and non-teaching personnel, and a program of continuous growth for faculty, staff and students.

INSTITUTIONAL OBJECTIVES

General de Jesus College aims to:

- I. Empower learners with **21st-century skills** essential for success in local and global contexts, including **leadership, communication, collaboration, creative and critical thinking, and technological proficiency.**
- II. Cultivate **holistic student development to make the students future-ready** by providing them diverse learning experiences that cater to their interests and needs, fostering academic, personal, and social growth.
- III. Create a **supportive and inclusive learning environment** that promotes the well-being of all learners by fostering a **safe, engaging campus community.**
- IV. Forge **strategic partnerships with local, national, and international institutions and communities, alumni, industry partners and other stakeholders** to enrich student experiences in academics, culture, and research, and other areas vital to their growth.
- V. Provide a **strong faculty and staff development program** by continuously enhancing their skills and knowledge, emphasizing leadership development, to deliver high-quality instruction and services.
- VI. Promote **technological innovation** and enhance learning facilities **by investing in state-of-the-art technology and infrastructure** to support innovative

OUR POLICIES

I. ADMISSION

A. ADMISSION REQUIREMENTS

General de Jesus College is open to students who meet the admission requirements and prescribed academic standards of the College. The Guidance Office implements a standardized, transparent, and student-centered admission process for incoming and transferee students. Admission includes submission and verification of requirements, academic evaluation, classification and qualifying examinations when applicable, interviews, and endorsement for enrollment.

1. For Incoming/Freshmen College Students:

1. The applicant shall accomplish the required admission application and log in the Guidance Office Monitoring Logbook.
2. The applicant shall submit complete, authentic, and verifiable admission documents required by the College. Depending on the program and student classification, these may include:
 - 2.1 Original or required copy of SF10;
 - 2.2 Original Copy of Good Moral Certificate;
 - 2.3 Photocopy of Birth Certificate issued by the PSA;
 - 2.4 Two (2) copies of 2x2 photograph; and
 - 2.5 Other applicable admission documents prescribed by the College.
3. The Guidance Coordinator shall interview the applicant and verify the completeness of the submitted requirements.
4. The applicant shall comply with the prescribed academic qualification for the program applied for.
5. For applicants to the **Bachelor of Science in Accountancy (BSA)** program, a **General Weighted Average (GWA) of at least 85%** is required before proceeding to the classification examination.

6. For applicants to the **Bachelor of Elementary Education (BEEd)** and **Bachelor of Secondary Education (BSEd)** programs, a **GWA of at least 85%** is required.
7. Qualified applicants shall pay the prescribed classification examination fee at the **Accounting Office**.
8. Applicants shall take the required **classification examination** according to the schedule provided by the Guidance Office.
9. For programs requiring the **Otis-Lennon School Ability Test (OLSAT)**, the applicant shall take the OLSAT within the prescribed examination period.
10. Applicants to the **BEEd and BSEd programs** shall also take the required **qualifying examination for their chosen major or specialization**, such as English, Social Studies, or BEEd, as applicable.
11. The Psychometrician shall check and verify the examination results. Any discrepancy identified in the examination results shall undergo the prescribed rechecking and correction process before endorsement.
12. The Guidance Counselor shall review and approve the validated examination results.
13. The Guidance Coordinator shall release the approved examination results to the Enrollment Officer.
14. Qualified applicants shall be endorsed to the **Registrar's Office** for enrollment.

2. For Transferees:

1. The transferee shall accomplish the required admission application and log in the Guidance Office Monitoring Logbook.
2. The transferee shall submit complete, authentic, and verifiable admission documents required by the College, which may include:
 - 2.1 Honorable Dismissal;
 - 2.2 Original Copy of Good Moral Certificate;

- 2.3 SF10 or applicable academic records;
 - 2.4 Photocopy of Birth Certificate issued by the PSA;
 - 2.5 Two (2) copies of 2x2 photograph; and
 - 2.6 Other applicable documents prescribed by the College.
3. The Guidance Coordinator shall interview the transferee and verify the completeness of the submitted requirements.
 4. The transferee shall undergo the required academic evaluation and classification examination applicable to the program.
 5. Transferees applying to BEEd/BSEd, BSA, BSBA, BSIT, or BSHM shall comply with the classification examination and other program-specific admission requirements prescribed by the respective program.
 6. For programs covered by the applicable procedure, the transferee shall undergo an interview with the Dean of the Program to assess readiness, suitability, and interest in pursuing the chosen program.
 7. The Guidance Counselor shall review and approve the validated examination results.
 8. The Guidance Coordinator shall verify the transferee's admission status and complete the required admission documentation.
 9. The transferee shall accomplish the College Transferee Enrollment Compliance Agreement Form, when applicable.
 10. The qualified transferee shall be endorsed to the Registrar's Office for enrollment.
 11. The Registrar's Office shall process the official enrollment and maintain the student's academic and enrollment records.

3. Program-Specific Admission Requirements:

1. Bachelor of Science in Accountancy (BSA)

1.1 The applicant must have a General Weighted Average of at least 85%.

1.2 The applicant shall undergo the prescribed classification examination.

1.3 The classification examination results shall be verified by the Psychometrician and reviewed and approved by the Guidance Counselor.

1.4 Transferees shall comply with the applicable College Transferee Enrollment Compliance Agreement Form and other admission procedures.

2. Bachelor of Elementary Education (BEEd) and Bachelor of Secondary Education (BSEd)

2.1 The applicant must have a General Weighted Average of at least 85%.

2.2 The applicant shall take the Otis-Lennon School Ability Test (OLSAT) as the classification examination.

2.3 The applicant shall take the required qualifying examination for the chosen major or specialization.

2.4 Examination results shall undergo verification, review, approval, and official release through the Guidance Office.

2.5 Transferees shall comply with the applicable transferee admission and compliance requirements.

3. Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Information Technology (BSIT), and Bachelor of Science in Hospitality Management (BSHM)

3.1 Incoming and transferee applicants shall submit complete, authentic, and verifiable admission requirements.

3.2 Applicants shall take the Otis-Lennon School Ability Test (OLSAT) as the classification examination.

3.3 The classification examination shall be completed within the prescribed one (1) hour.

3.4 Examination results shall be scored and verified by the Psychometrician and reviewed and approved by the Guidance Counselor.

3.5 Transferees shall undergo the required Dean's interview for assessment of readiness, suitability, and interest in the selected program.

3.6 Transferees shall accomplish the College Transferee Enrollment Compliance Agreement Form, when applicable.

3.7 Qualified students shall be endorsed to the Registrar's Office for enrollment.

4. For Old/Continuing College Students:

1. Students who are already enrolled in General de Jesus College and intend to continue their studies shall comply with the prescribed enrollment requirements and procedures of the College.
2. The student shall present or submit the academic record/grades from the previous semester, as required for enrollment processing.
3. The student shall comply with the prescribed enrollment schedule, payment requirements, and other requirements of the Registrar's Office.
4. Students shall remain subject to the College's academic, disciplinary, and other institutional policies as a condition of continued enrollment.
5. Students with academic, disciplinary, or other concerns that may affect enrollment shall comply with the evaluation or clearance requirements of the concerned office.
6. Upon completion of the applicable enrollment requirements and clearance procedures, the student may proceed with enrollment for the succeeding semester.

B. RETENTION POLICIES**BEED/BSED**

1. No BEED and BSED students shall be allowed to continue in the program if he/she obtained a failing grade (5.00) or its equivalent in any of his/her major subjects.
2. Only students with an average not lower than 2.25 will be allowed to continue in the program. If they fail to attain this, they will be under the probationary period of one semester during which time they should strive to improve their academic performance to merit an average of at least 2.25
3. The Education students (BEED and BSED) can retain their major of specialization if they:
 - 3.1. pass the interview of the Dean;
 - 3.2. adhere to the rules and standards of the Education Program; and
 - 3.3. have at least a grade of 2.0 in their major subjects.
4. The Education students (BEED and BSED) must behave with honor and dignity at all times and refrain from engaging in activities such as (but not limited to) posting provocative images in social media, wearing revealing clothes in public and in social media, gambling, smoking, excessive drinking and other excesses, much less illicit relationships.
5. The Dean of Education or his representative has the right NOT to accept enrollees not meeting the minimum requirement set.
6. The same policies apply to transferees and unit takers who decide to enroll in an education program.

BSA

1. The academic performance of each BS Accountancy student should be evaluated at the end of each academic semester.
Students with at least two subjects having a grade of 3.00 will be placed under supervision.

2. No Accountancy student shall be allowed to continue with the program if he obtained a failing grade of 5.00 in any of his major subjects in accounting, taxation, business laws and related business education courses.
3. Students having satisfactory performance may be allowed to continue with the program. Satisfactory performance is equivalent to an average grade of (a) for Accountancy -2.50. and (b) for Accounting Information System- 2.75 in all of the academic subjects.
4. An Accountancy student who did not meet satisfactory performance will automatically be transferred to any program as follows:
 - a. Bachelor of Science in Accounting Information System (BSAIS)
 - b. Bachelor of Science in Internal Auditing (BSIA)
 - c. Bachelor of Science in Management Accounting (BSMA) provided that he did not obtain any failing grade (5.00) in any of his major subjects in accounting, taxation, business laws and related business education courses.
5. There should be a scheduled Qualifying Examination of sufficient length and difficulty in all courses in Accounting, Business Law, Taxation and other core business courses related to the CPA board examination syllabus to be given each academic semester as part of the evaluation in retaining any student to the program.
6. A student with an average grade of at least 80% in his qualifying Examination may be retained and be allowed to continue with the Accountancy program of the college subject to the approval of the dean or his representative. In meritorious cases and with other valid evidence, students with an average of 75% -79% in his qualifying examination may also be allowed to continue with the Accountancy program subject to the approval of the Board of Examiners headed by the Dean.

BSAIS/BSMA/BSIA

1. A BSAIS/BSMA/BSIA student who has accumulated three grades of 5.00 in one or more semesters shall not be allowed to continue with the program.
2. A student who has accumulated three grades of 3.00 shall be placed under probationary status. To continue with the program, the student must accomplish the following:
 - a. Promise Letter/ Letter of Commitment
 - b. Interview with the dean to the parents or guardians of the student.
3. For the incoming third year BSAIS/BSMA/BSIA student who opted to shift into other programs, admission examination will be given.
He/she must pass and obtain an average of at least 80% in the entire examination.

C. OTHER REQUIREMENTS FOR RETENTION BSA

1. A third year BSA student is required to take and pass the mock board examinations. The first mock board examination is to be given one (1) week after the preliminary examination and one (1) before the final examination for first and second semesters. In case the student fails to achieve the required average rating of 80% in the series of mock board examinations, the student shall not be allowed to continue with the program and will automatically be transferred to the BSAIS, BSMA and BSIA programs (based on the choice of the student and through recommendation set by the college dean)
2. A fourth year BSA student is required to take up and satisfactorily pass their Integrated Review Course considering their graduation in the program. The Integrated Review is a stimulated program of review of mock -CPA board examinations intended to prepare the

students for the actual CPA board examinations. The first part is conducted during the first semester and the second part is conducted in the last semester. Satisfactory performance means having a general average of at least 80% of the first and final mock-CPA board examinations.

3. The Integrated Review program for senior Accountancy students shall have a comprehensive examination of sufficient length and difficulty consisting of the subjects based on the CPA Board Examinations syllabi prescribed by the Board of Accountancy. The examination shall cover the, but is not limited to, the following subjects:
 - a. Financial Accounting and Reporting (FAR)
 - b. Advanced Financial Accounting and Reporting (AFAR)
 - c. Taxation
 - d. Regulatory Framework for Business Transactions (RFBT)
 - e. Management Services (MS)
 - f. Auditing
4. In case the fourth-year student fails to achieve the required average rating of 80% in the series of mock CPA Board Examinations. Regular fourth year BSA students shall be required to render at least three (3) hours stay every day to review in General de Jesus College in the succeeding semester. On the other hand, second degree taker BSA students who fail in the said examinations shall be disqualified to continue with the BSA Accountancy Program.
5. In case, the student got an average rating of below eighty percent (80%) but not below seventy five percent (75%) provided that the student does not have any grade below sixty five percent (65%) in any given subject, the student shall be required to stay at General de Jesus College for the period starting the day right after the last day of the college school calendar of the last semester, until the

week before the schedule of the formal CPA Board Examination review in various areas. The student shall be required to stay for at least six hours (6 hours) per day to review and prepare for the actual review.

6. In case, the student got an average rating of below seventy five percent (75%), or an average rating of seventy five percent (75%) but has a sixty five percent (65%) grade in at least one of the subjects, the student shall be required to enroll 12 units refresher course. The dean or his representative shall have the discretion to assign the instructors who will handle the refresher course, subjects to be taken and its duration.

BSAIS/BSMA/BSIA

All fourth year BSAIS/BSMA/BSIA students are encouraged to take and satisfactorily pass any certification examination related to their field before considering their graduation in the program. They are likewise required to undergo a stimulated program of review and examinations intended to prepare them for such certification examinations in:

- a. Certified Management Accountant (CMA)
- b. Certified Information System Analyst (CISA)
- c. Certified Internal Auditor (CIA)

BSBA

1. The academic performance of each BSBA student should be evaluated at the end of each academic semester. Students with at least 50% of subjects enrolled having a grade of 3.00 will be placed under supervision.
2. No BSBA student shall be allowed to continue with the program if he obtained a three-failing grade of 5.00 in any of the subjects enrolled.
3. Students having satisfactory performance may be allowed to continue with the program. Satisfactory

performance is equivalent to a general weighted average grade of 2.75 in all of the academic subjects.

4. A BSBA student who did not meet the satisfactory performance will be advised to shift to other courses of the college.
5. All second-year students should take the Qualifying Examination to determine their major which can be any of the following:
 - a. Financial Management
 - b. Marketing Management
 - c. Human Resource and Development Management
6. The examination is to be conducted one week after the final examination of the second semester (Second Year Level).
7. The examination is divided according to the subjects prescribed per major (based on CHED Memo no. 17. Series of 2017).
8. The passing mark is at least a general average of 75% with no grade lower than 65% in any given subject. The basis for selection of major will be based on the general weighted average in the said examination and through assessment by respective advisers of each major.

Personal choice of the student will be considered as well with the assessment and approval of the program head and the adviser.

Business Administration majors must complete the following major requirements to be able to graduate from the program: a portfolio, an internship or on-the-job training, and a feasibility study defense.

The first requirement is a **portfolio** of research papers, projects, and creative work submitted in predetermined subjects. The portfolio is the compilation of students' works that can demonstrate learning or be used as an effective assessment

tool. This is to be submitted to their respective instructors/professors.

The second requirement is an **internship** or the **on-the-job training** of the students for 600 hours. The internship is meant to expose the student to an actual organizational setting, it is an approach that can help them to acquire new competencies and skills needed in a working environment.

The final requirement is a **feasibility study defense**. *The feasibility is used to assess the overall learnings of a BSBA student on their course. This feasibility is composed of all the areas and aspects that are very important in establishing business. As a business administration graduate, it is expected that students must know the details in putting up a business since the course is intended to produce business owners.*

In addition to the academic requirements for graduating students, to promote environmental responsibility, students are required to plant at least two (2) fruit tree seedlings. This will become the student's living legacy to the environment and future generations.

Students who wish to stay in the program must adhere to the following:

- a. The student has the responsibility to pass all academic subjects required of the course with no failed and/or dropped subjects of more than 9 units in one semester.
- b. Students who fail any academic subjects will have to retake and pass them in the succeeding semesters.
- c. All students must be able to finish the necessary subjects before undergoing on-the-job training.
- d. Each student must be able engage or attend on all academic field exposures, symposiums, tours and seminars.

II. ENROLMENT

A. ENROLLMENT PROCEDURE

For First Year Enrollees:

1. The student, parent, or guardian proceeds to the Enrollment Hub and submits all the required enrollment documents.
2. The Guidance Staff interviews the student and verifies the submitted documents to ensure their initial completeness.
3. The Junior Evaluator issues the Enrollment Form and Adviser's Slip to the student, ensuring that the forms are complete and ready for the Dean's signature.
4. The student submits the accomplished Enrollment Form and Adviser's Slip to the Junior Evaluator after obtaining the required approval.
5. The Junior Evaluator encodes the student's personal information and the approved subjects into the enrollment system.
6. The Marketing Staff evaluates the student's eligibility for applicable discounts, such as Rank 1, Third Child, or Employee's Child, based on the supporting documents submitted.
7. If the student qualifies for a discount, the Marketing Staff applies the appropriate discount to the student's tuition and fees. Otherwise, the regular tuition and fees are applied.
8. The student proceeds to the Cashier for the assessment of tuition and other school fees.
9. The student pays the assessed tuition and other applicable fees at the Cashier.
10. Upon successful payment, the student is officially enrolled.

For Old Students:

1. The student proceeds to the Enrollment Hub and secures an Enrollment Form and Adviser's Slip from the Guidance Personnel.
2. The student submits the Adviser's Slip to the Junior Evaluator.
3. The Junior Evaluator encodes the student's information and the subjects into the enrollment system.
4. The Marketing Staff evaluates the student's eligibility for applicable discounts.
5. If the student qualifies for a discount, the Marketing Staff applies the appropriate discount to the student's tuition and fees. If the student is not qualified, the regular tuition and fees are applied.
6. The student proceeds to the Cashier for the assessment of tuition and other applicable fees.
7. The student pays the assessed tuition and other applicable fees at the Cashier.
8. Upon successful payment and verification of the transaction, the student is officially enrolled for the semester.

For Irregular Old Students:

1. The student proceeds to the Dean or Program Adviser for evaluation of academic records, advising, and approval of the subjects to be enrolled based on the curriculum and the student's remaining academic requirements.
2. The student submits the approved Adviser's Slip to the Junior Evaluator.
3. The Junior Evaluator encodes the student's information and the approved subjects into the enrollment system.
4. The Marketing Staff evaluates the student's eligibility for applicable discounts.
5. If the student qualifies for a discount, the Marketing Staff applies the corresponding discount to the student's

tuition and fees. Otherwise, the regular tuition and fees are applied.

6. The student proceeds to the Cashier for the assessment of tuition and other applicable fees.
7. The student pays the assessed tuition and other applicable fees at the Cashier.
8. Upon successful payment and verification of the transaction, the student is officially enrolled as an Old Irregular College Student for the semester.

For Transferee Students:

1. The student, parent, or guardian proceeds to the Enrollment Hub and submits all the required enrollment documents.
2. The Guidance Staff verifies the submitted documents to determine if all admission requirements are complete.
3. If the requirements are incomplete, the Guidance Staff informs the student of the missing documents and advises them to complete and resubmit the requirements before the enrollment process can continue.
4. If the requirements are complete, the Guidance Staff issues the Enrollment Form and endorses the student to the respective College Dean for the evaluation and crediting of previously earned academic units and subject equivalencies.
5. The College Dean evaluates the student's Transcript of Records (TOR), course descriptions (when required), and other pertinent academic documents to determine the equivalency and creditability of previously completed subjects.
6. The student accomplishes the Enrollment Form and the Adviser's Slip by indicating the subjects to be taken for the semester.
7. The student submits the completed Enrollment Form and Adviser's Slip to the Junior Evaluator for processing.
8. The Junior Evaluator encodes and verifies the student's personal information, academic profile, credited

subjects, approved course load, and other enrollment details in the Student Information System (SIS).

9. The Marketing Staff evaluates the student's eligibility for applicable discounts based on the submitted supporting documents.
10. If the student qualifies, the applicable discount is applied to the student's fees. Otherwise, the student is assessed the regular tuition and other applicable fees.
11. The student proceeds to the Cashier and pays the assessed tuition and other applicable fees.
12. Upon successful payment and confirmation of enrollment, the student is officially enrolled in the institution.

The following **TERMS AND CONDITIONS** apply:

Enrollment in General de Jesus College is understood to be for only one term, which means one semester or one summer in the tertiary level.

A student is officially enrolled only when he has submitted his valid credentials, and has paid his/her fees according to school rules. Failure on the part of the student to do any of the above conditions will give the college sufficient ground to drop him/her from the roll.

Privileges granted by the college shall be enjoyed only by students who are duly enrolled and have maintained their status as bona fide students during the term for which they are enrolled.

B. REGISTRATION

1. All students seeking admission shall register during the prescribed registration period as indicated in the school calendar.
2. Ordinarily, no changes in the subject/load and schedules are allowed after the registration papers have been submitted. However, the student may make necessary

changes after consultation with the subject teachers/s, the Dean and the Registrar. If the student fails to consult the school personnel concerned, a certain fee will be charged for every subject/load change. Changes must be submitted to the Registrar's Office and the Accounting Office.

C. CROSS ENROLMENT

No student shall be allowed to enroll in any other college or university without the approval from the registrar and the dean.

The total number of units credit for which a student may enroll shall not exceed the maximum number of units allowed by the rules on academic load.

D. ADDING & DROPPING OF SUBJECTS

ADDING SUBJECTS

1. Students may add subjects only within the prescribed adding period, which is within the first week after the opening of classes.
2. Added subjects must:
 - Be aligned with the student's curriculum checklist; and
 - Not exceed the maximum academic load allowed for the term.
3. Students must secure the official adding/dropping form from the Registrar's Office.
4. The adding of subjects shall only be considered official once processed and reflected in the student's registration record.

DROPPING OF SUBJECTS

1. A student may officially drop any subject without additional fees during the prescribed adding/dropping period:

- Within the first week after the opening of classes during the regular semester; or
 - Within one (1) week after the opening of classes during the summer term.
2. The student must accomplish the official dropping form and secure the approval of:
 - The subject teacher,
 - The Dean, and
 - The Registrar.
 3. A student who drops a subject without completing the official process shall remain officially enrolled in the subject and shall be required to pay the corresponding fees.
 4. Failure to officially process the dropping of subjects shall result in a final grade of “5.00” (FAILED) for the subject concerned.
 5. The dropping period shall only be allowed up to one (1) week before the midterm examinations.

E. WITHDRAWAL POLICY

Withdrawal is the act of terminating the student's relationship with the college either by transferring to another college/university or dropping out of the roll during or before the academic year begins.

If the withdrawal of the student is made before the opening of classes:

1. The student must prepare a letter of intent to withdraw, stating the reason, in triplicate copies addressed to the Dean/Department Head.
2. A copy of the withdrawal letter must be submitted to the Finance Department for assessment of any applicable refund.
3. The Cashier's Office shall provide a schedule for claiming any approved refund, if applicable.

If the withdrawal is made after the opening of classes:

1. The student must inform their assigned academic adviser regarding the intention to withdraw.
2. The student must submit a withdrawal letter in triplicate addressed to the Dean/Department Head, indicating the reason and exact date of withdrawal.
3. The student must proceed to the Finance Department for clearance and refund evaluation based on institutional refund policies.
4. The student must secure credentials from the Registrar's Office.
5. The student must complete all required clearances from concerned offices.
6. The completed clearance must be submitted to the Cashier's Office, which will schedule the release of any applicable refund.

III. PAYMENT SYSTEM

A. STUDENT FEES

General de Jesus College follows a schedule of tuition fees, miscellaneous fees and other school fees duly noted and approved by the Commission on Higher Education (CHED).

B. MODE OF PAYMENT

In order to help families who suffer from financial challenges, students are allowed to enroll with a minimum amount of at least **Php 3,000** which will cover partial miscellaneous fees. They are encouraged to pay the remaining miscellaneous and tuition fees before the end of the month to avoid surcharge fees.

Tuition fees are payable in cash and maybe paid in full or in installment basis. Check payment in compliance with the bank requirements is accepted. Checks must be made payable to **GENERAL DE JESUS COLLEGE, INC.** Post-dated checks are not accepted.

If the mode of payment is on installment basis, payment should be made on or before the scheduled due date stated in the memorandum issued by the finance department, a 10 (ten) day grace period will be given.

C. SURCHARGE

A surcharge is collected on an unpaid college fee for the month after the ten-day grace period.

A 2% surcharge will be added to the unpaid college fee. This amount is to be charged monthly until the payment is settled (e.g. college fee – first installment due on or before August 10 was paid only September 30; surcharge will be 2% for the month of August and another 2% for the month of September).

D. UNSETTLED ACCOUNTS

General de Jesus College reserves the right to deny students of their credentials such as Form 138-A and to other certifications for failure to settle their unpaid balance.

IV. DISCOUNTS ON TUITION FEES

A. CASH DISCOUNTS ON CASH PAYMENTS

Three percent (3%) tuition fee discount will be given to those who will pay in full of their annual tuition fees on or before one (1) month after the opening of classes.

B. REFUND OF FEES

School fees already paid may be refundable or non-refundable.

A. Tuition Fees	Percent of Refund
• Before the opening of classes	100%
• After the opening of classes	
• First week	90%
• Second week	70%

• Beyond two weeks	No refund
B. Miscellaneous Fees	
• Before the opening of classes	Total miscellaneous fee except the Registration fee
• After the opening of classes	No refund

Students withdrawing after the second week will be charged the whole college fee for one whole semester.

If the student transfers to another college/university within the semester, he/she will be charged with the full college fees for the whole semester.

Students can directly contact

<https://www.facebook.com/FinanceGJC> for payment concerns.

V. NORMS OF CONDUCT

The student's registration of enrolment at General de Jesus College is an expression of his/her willingness to abide by all its prevailing rules and regulations.

A. GOING TO CLASSES

1. Students should enter the campus as soon as they arrive for their own security and protection. They should not loiter outside the gates.
2. Respect to the security personnel and compliance with pertinent gate guidelines are also expected.
3. When the bell rings, students should go to their respective classes immediately and quietly.

B. FLAG CEREMONY

1. The flag ceremony shall be conducted every Monday at 7:40 A.M.
2. Students must stand at attention as they recite the Pledge to the flag.
3. After the flag ceremony, students must proceed to the classrooms quietly maintaining straight lines.

4. Flag retreat (for those have the last period in the afternoon) is held every Friday afternoon at 4:30.

C. IN THE CLASSROOM

1. Students should take care of belongings. Any loss should be reported immediately to the adviser and/or subject teacher. Lost and found items should be given to the adviser, subject teacher or guidance counselor.
2. Silence and order should be maintained in the classroom whether the teacher is present or not.
3. Bringing personal valuables like jewelry and other latest gadgets are discouraged. The school will not be held responsible for their loss.
4. The school encourages wholesome interaction among boys and girls. However, any public display of affection and undignified conduct is strongly discouraged. Violators will be punished accordingly.
5. During class hours, no student may leave the room except when very necessary and with permission from the teacher.
6. Students should keep the classroom clean and orderly at all times. Before leaving, chairs should be well arranged and the surrounding area clean.
7. The class monitor will be in-charge of turning on the lights and electric fans and turning them off after classes.

D. IN THE CAMPUS

1. Politeness requires students to stand when:
 - a. teachers enter and leave the room
 - b. other school personnel enter and leave the room
 - c. asking or answering questions from teachers
2. Politeness forbids:
 - a. laughing at a classmate's mistakes
 - b. rude and unnecessary comments

3. Keep surroundings clean. Do not litter; instead throw all rubbish into the trash can.
4. All disorderly conducts and acts of vandalism are not allowed.
5. Except in case of emergency, office phones are strictly for office use only. Students may use the phone with permission from the office personnel.
6. Loitering, talking aloud, smoking, eating, sleeping and littering in the campus are strictly prohibited.

E. IN THE LIBRARY

1. Library Rules

A. Borrowing Books

1. All borrowers must log in at the Student Attendance Station before entering the library.
2. Bags and other personal belongings must be deposited at the designated Depository Area before using the library.
3. Borrowers may locate books through the librarian or by using the Online Public Access Catalog (OPAC) or the self-checkout system.
4. Students are allowed to borrow a maximum of two (2) books at any given time.
5. All books and library materials must be properly checked out at the Circulation Desk and stamped with the official due date before leaving the library
6. Reference books, bound and unbound periodicals, journals, newspapers, and other reference materials are for library use only. Requests for photocopying must be approved by the librarian and must comply with applicable copyright regulations.
7. Borrowed library materials are issued only to the registered borrower and must not be transferred, lent, or assigned to another person.

B. Returning Books

1. All borrowed materials must be returned on or before the assigned due date.
2. Books must be returned directly to the Circulation Librarian for proper recording and processing.
3. Library materials must not be returned directly to the bookshelves.
4. Overdue materials shall be subject to a late return fine of Five Pesos (₱5.00) per book per day until the materials are returned or the obligation is settled.

C. Renewing Books

1. Borrowers who need additional time may request the renewal of borrowed materials before the due date.
2. For onsite renewal:
 - The book must be presented to the librarian.
 - Renewal shall be granted only if:
 - a. there is no existing reservation or request for the material; and
 - b. the borrower has no outstanding library obligations.
3. Borrowers who cannot visit the library may request renewal through the official GJC College Library Facebook Page by providing their Name, Year Level, Course/Section, and the details of the book to be renewed.

D. Lost or Damaged Books

1. Borrowers must immediately report any lost or damaged library material to the librarian.
2. Lost materials shall be replaced with the same title and latest available edition, or the borrower shall pay the replacement cost as determined by the library.
3. Damaged materials shall be assessed by the librarian. Depending on the extent of the damage, the borrower may be required to:

- pay the corresponding damage fee; or
 - replace the material if it is no longer suitable for circulation.
4. Failure to report lost materials does not exempt the borrower from overdue fines, which shall continue to accumulate until the matter is resolved.

E. Proper Use of the Library

To maintain a safe, orderly, and conducive learning environment, all library users shall:

1. Observe silence and avoid unnecessary noise.
2. Maintain proper conduct and respect the rights of other library users.
3. Seek assistance from the librarian whenever needed.
4. Use library computers, internet facilities, and other equipment responsibly and only for educational and research purposes.
5. Follow all instructions issued by authorized library personnel.

F. Care and Preservation of Books

All library users are responsible for preserving library resources.

1. Handle books and other library materials with care.
2. Do not write, underline, highlight, tear, fold, or mark library materials.
3. The following penalties shall apply:
 - ₱1.00 for every folded page;
 - ₱5.00 for every marked page; or
 - payment of the replacement cost or replacement of the material if the damage is determined to be extensive.
4. Keep library materials clean, dry, and free from any damage.

G. Use of Digital Library Resources

The GJC Library provides access to electronic information resources to support teaching, learning, and research.

1. Students are encouraged to use the GJC Digital Library databases, including GALE, ENCLEARE, and IGLibrary, for academic and research purposes.
2. Instructions for accessing these databases are available through the official GJC College Library/High School Library Facebook Page and through instructional video tutorials.
3. Students may also seek assistance from library personnel regarding access and use of digital library resources.
4. Access links and announcements may also be found on the library bulletin board within the campus

DIGITAL LIBRARY ACCESS**Scan the QR Codes Below**

GALE DIGITAL LIBRARY RESOURCE 1	GALE DIGITAL LIBRARY RESOURCE 2
	

H. Failure to settle library obligations

Students who fail or refuse, without valid reason and after due notice, to settle outstanding library fines, lost or damaged materials, or other library obligations shall:

1. Have their library borrowing privileges suspended until all obligations have been settled.
2. Be ineligible for the issuance of a Library Clearance, which may affect enrollment, graduation, release of

records, and other school transactions requiring such clearance.

F. RECESS AND LUNCH BREAKS

Student must:

1. Use the comfort rooms properly and attend to personal necessities during these breaks.
2. Maintain an orderly line while waiting for service.
3. Throw all wastes in the appropriate trash cans.
4. Show courtesy, politeness, and respect to all canteen personnel.
5. Refrain from committing any act of vandalism in CR, canteen and rest areas.

G. SCIENCE LABORATORY

GENERAL GUIDELINES FOR SCIENCE LABORATORY

1. Safety First

- a. Wear appropriate safety gear: lab coats, gloves, safety goggles, and closed-toe shoes.
- b. Know the location of safety equipment: fire extinguishers, safety showers, eyewash stations, and first aid kits.
- c. No eating, drinking, or chewing gum in the laboratory.
- d. Tie back long hair and avoid loose clothing that could catch on equipment.

2. Follow Instructions

- a. Read all procedures carefully before starting the experiment.
- b. Ask questions if you're unsure about any steps or instructions.
- c. Follow protocols for handling chemicals and equipment strictly.
- d. Never perform unauthorized experiments or deviate from assigned procedures.

3. Chemical Handling

- a. Label all chemicals clearly and store them appropriately.
- b. Handle chemicals with care: always add acid to water, not the reverse, to avoid splashing.
- c. Use fume hoods when working with volatile substances.
- d. Dispose of chemical waste as instructed, never down the sink unless explicitly allowed

4. Equipment Use

- a. Handle equipment with care and use it as instructed.
- b. Report damaged equipment immediately and avoid using malfunctioning devices.
- c. Clean and return equipment to its proper place after use.

5. Behavior in the Lab

- a. Stay focused and avoid distractions: no horseplay or running in the lab.
- b. Work in teams if required, but keep talking to a minimum and only relevant to the experiment.
- c. Keep your workspace tidy and clean spills immediately.

6. Emergency Procedures

- a. Familiarize yourself with emergency exits and evacuation routes.
- b. Report accidents or injuries immediately to the supervisor.
- c. Know how to respond in case of fire, chemical spill, or injury.

7. Handling Glassware

- a. Check glassware for cracks before use.
- b. Use proper techniques for handling hot glassware—allow time to cool before touching.
- c. Dispose of broken glass in designated containers.

8. Documentation and Reporting

- a. Keep accurate records of procedures, observations, and results in your lab notebook.
- b. Report any discrepancies in data immediately.
- c. Label all samples and test tubes properly to avoid confusion.

H. COMPUTER LABORATORY

Student must:

1. Not bring or consume food, drinks, or snacks inside the Computer Laboratory.
2. Maintain silence or speak softly to help preserve a conducive learning environment.
3. Use only the computer workstation assigned to them and not transfer to another workstation without the permission of the teacher or laboratory personnel.
4. Not modify any computer settings, including the desktop wallpaper, display preferences, or other system configurations.
5. Not place heavy objects on top of computers, monitors, keyboards, or other laboratory equipment.
6. Not unplug or disconnect any cables, wires, or peripheral devices without prior authorization from the teacher or laboratory personnel.
7. Save their work and close all applications before leaving their assigned workstation.
8. Properly log off or shut down the computer as instructed by the teacher or laboratory personnel.
9. Ensure that they have taken all their personal belongings and left their assigned workstation clean and orderly before leaving the Computer Laboratory.

I. KITCHEN LABORATORY

Students must:

1. Always be aware of the surroundings and any potential hazards in the kitchen.

2. Keep floors clean and dry to prevent slips and falls.
3. Wear appropriate safety gear, such as an apron, face mask, hairnet, and kitchen gloves.
4. Wash hands thoroughly before and after handling food.
5. Wear a clean apron and tie back long hair.
6. Avoid wearing jewelry while preparing or handling food to prevent contamination.
7. Always inspect kitchen equipment before use to ensure it is in good working condition.
8. Clean and sanitize work surfaces, tools, and equipment before and after each use.
9. Dispose of waste properly by separating biodegradable waste from recyclable materials.
10. Be familiar with the location and proper use of fire extinguishers.
11. Avoid overloading electrical outlets and refrain from using equipment with damaged or worn-out electrical cords.
12. Keep flammable materials away from stovetops and other heat sources.

VI. GENERAL CLASSROOM POLICY

A. Makeup Policy

College students are permitted to wear makeup; however, it must be applied in a manner that is modest and appropriate for an academic setting. Excessively heavy or distracting makeup is discouraged.

B. Uniform Standards

1. All students must wear the proper school uniform on campus during school days including Saturdays, as specified in the school calendar, in line with their biological sex. Cross-dressing is strictly prohibited.
2. Students must not use dress pins or clips to excessively tighten or reshape uniforms. Proper fit must follow student handbook guidelines. Male students must

wear black leather shoes with plain white or black socks. Ladies must wear black leather shoes with footsocks, at least 1-2 inches heels.

3. Wearing of PE uniform is only for PE classes. Wearing it on non-PE days will result in an “Incomplete Uniform” mark. If term test falls on a PE day, students may wear the PE uniform.
4. If a student needs to change after PE class, he should wear a white shirt that is loose-fitting and not bodycon style—clothing that fits very closely to the body.
5. Pants must NOT be altered into “baston” or overly slim styles. Only the standard size/design issued by the school is allowed.

OTHER COLLEGE UNIFORMS

Other uniforms such as Practice Teaching Uniform and Internship Uniform are prescribed by respective departments.

Students may apply for exemption from wearing the prescribed uniform due to medical/ physical condition (i.e. pregnancy). Exemption may be granted upon the recommendation of the respective Dean and the approval of the Office of the Student Affairs. Upon approval, a notice to the Security Office will be given. Moreover, student organization shirts will be allowed to wear every Saturday and school activity days. See **Annex C** for the guide on the cut of the prescribed uniform.

C. Leaving the Classroom

Students must ask permission from the teacher before leaving the classroom and return within 5 to 10 minutes, depending on the reason (e.g., restroom, clinic, or canteen). Any student staying out longer without a valid reason will be dealt accordingly. The teacher has the right to approve or deny leave requests based on classroom activities, assessments, or student behavior.

D. Lost Items Policy

The Guidance Office manages the Lost and Found system, handling items like cell phones, wallets, gadgets, jewelry, ID cards, notebooks, bags, and uniforms. All data will be kept confidential and used only for identification, reporting, and return, in compliance with data privacy laws.

1. Students must immediately report and return lost items to the Guidance Office and log the details.
2. All items will be recorded and safely stored by the Guidance Office. Owners will have 30 calendar days to claim them.
3. Unclaimed items will be turned over or donated to the adopted community, school outreach, or disposed of responsibly.

E. Surveillance Footage Review

1. Only the HR Department is authorized to access and review CCTV footage.
2. Access to footage may be granted through formal written requests submitted to the HR Office.
3. The party requesting to view or copy CCTV footage must complete a form from the HR Office. Footage will only be reviewed in connection with official investigations or reported incidents handled by the Behavior Management Office.

F. Conduct of Examination

A. Before the Examination

1. Term examination dates will be officially announced by the Registrar's office in advance. Students are expected to prepare accordingly and take note of exam coverage and materials needed.
2. Students must bring only authorized materials (pen, pencil, eraser, calculator if permitted, etc.).
3. Students must follow the seating arrangement set by the teacher to maintain integrity during exams. Changing seats while the exam is ongoing is strictly prohibited.

B. During the Examination

1. Students must come prepared during examinations. Test permits must be secured ahead of time to avoid inconvenience during the exam day.
2. Latecomers may be allowed to take the exam only within the allotted time and at the discretion of the teacher.
3. All gadgets, including mobile phones and smartwatches, must be turned off and kept away from the student's reach. All bags must be placed properly in front of the classroom before the start of the exam.
4. Students are discouraged from leaving the room when the exam is on-going.
5. All exam papers must be properly labeled (name, date, section, etc.) and submitted before leaving the room. No papers should be taken out of the room.
6. Examinations shall not be administered ahead of the scheduled date under any circumstances.

C. After the Examination

1. Students are advised not to discuss answers outside the room during the exam, especially if they finish earlier than the rest of the class, to maintain fairness.
2. A missed term exam shall be rescheduled by the subject teacher on the availability of the teacher.
3. After the exam, the subject teacher must account for all test papers, including unused ones.

G. Wearing of Identification Card

The identification card forms part of the student's uniform and serves for identification purposes. It is non-transferable and must be worn every time the learner is on campus. It must be free from tampering, trimmings and decorations. The ID card is issued by the Property Custodian's Office through the adviser. Loss of an ID card must be promptly

reported to the Property Custodian's Office. Replacement of loss ID card is subject to reasonable guidelines set by the office.

H. Use of Gadgets

The use of mobile phones, tablets, laptops, and other electronic devices is permitted only for legitimate academic and instructional purposes, as authorized by the faculty member. During class hours, all gadgets must be kept on silent mode to avoid disrupting classroom instruction. The use of electronic devices for non-academic activities, including gaming, social media, online shopping, streaming, or personal entertainment, is prohibited unless specifically permitted by the faculty member as part of a learning activity. Audio, video, or photographic recording of lectures, classroom activities, faculty members, staff, or fellow students shall not be made without prior authorization and the consent of the individuals concerned. The use of gadgets for cheating, plagiarism, unauthorized access to information, or any form of academic dishonesty is strictly prohibited. Students are responsible for the proper use, safekeeping, and security of their personal electronic devices. The College shall not be held liable for the loss, theft, or damage of gadgets brought onto the campus. Faculty members may require students to keep electronic devices out of sight or suspend their use whenever such devices interfere with classroom instruction, participation, or academic integrity.

VII. BEHAVIOR EXPECTATIONS

A. ATTENDANCE

Regular attendance in all classes is expected of all students. Absences incurred during the school year equivalent to more than 20% of the total number of school days shall be sufficient ground for dropping a student from school. (Education Law and the Private Schools)

The days during which the student is suspended will be counted as absences. Participation in athletic/academic

competitions at the district, division, regional or national levels will be considered as excused absences.

B. CLASS SUSPENSION POLICY

Suspension of Classes during Typhoon, Heavy Rainfall, Flood and Earthquake

General de Jesus College recognizes that emergencies, disasters, severe weather conditions, health emergencies, and other unforeseen circumstances may disrupt regular school operations. In accordance with the **GJC Class Suspension Policy During Emergencies and DepEd Order No. 014, s. 2026**, the College shall adopt a safety-centered and localized approach in determining whether classes should continue, be modified, or be suspended. The safety, well-being, readiness, and actual condition of students, faculty, personnel, and the school community shall always be the primary consideration.

1. Emergency Learning Continuity Levels

To guide the College in determining the appropriate response during emergencies, GJC adopts the following four-level framework:

- **Level 1 – HAYO (CONTINUE)**
Regular classes and school operations shall continue when learners, faculty members, and personnel are safe and conditions remain suitable for learning.
- **Level 2 – HINAY (EASE-IN)**
Classes may continue with appropriate adjustments when there is mild to moderate disruption. Class schedules, activities, attendance, and academic requirements may be adjusted as necessary.
- **Level 3 – HINGA (CHECK-IN)**
When learners or personnel are significantly affected physically, emotionally, or logistically, academic requirements shall be reduced. Priority

shall be given to safety, wellness, attendance flexibility, consultation, and recovery support.

- **Level 4 – HINTO (STOP)**
When safety, health, mobility, communication, or access to basic needs is seriously at risk, classes and academic activities may be suspended until conditions become safe and manageable.

2. Suspension of Classes Due to Typhoons and Tropical Cyclones

The following guidelines shall generally be observed during tropical cyclones:

- a. **Tropical Cyclone Wind Signal (TCWS) No. 1** – Kindergarten classes shall be automatically suspended. Appropriate safety measures and alternative arrangements may be implemented for other levels when necessary.
- b. **TCWS No. 2** – On-site classes from Kindergarten to Junior High School shall be automatically suspended. Flexible learning arrangements may be utilized when appropriate, and academic workload shall be minimized and focused on essential learning competencies.
- c. **TCWS No. 3** – On-site classes and work for all levels shall be automatically suspended. All academic activities shall be suspended, and no synchronous or asynchronous requirements shall be imposed unless authorized after a safety assessment.
- d. **TCWS No. 4 and No. 5** – All academic and applicable school activities shall remain suspended while emergency conditions persist. The College shall focus on safety, emergency response, welfare monitoring, and recovery.

3. Suspension of Classes Due to Heavy Rainfall and Flooding

- a. **Yellow Rainfall Warning** – The College shall monitor localized flooding conditions. Faculty members may prepare asynchronous alternatives, and students shall not be penalized for absences due to legitimate safety concerns.
- b. **Orange Rainfall Warning** – Face-to-face classes shall be suspended in accordance with applicable government directives and prevailing conditions. Flexible learning may be implemented, while academic requirements shall be significantly reduced.
- c. **Red Rainfall Warning** – All classes and school operations may be suspended. Emergency communication procedures shall be activated, with priority given to safety, monitoring, and emergency coordination.
- d. **Flooding** – Classes may be suspended when flooding affects the safety of students and personnel, makes transportation unsafe, or renders school facilities inaccessible or unsafe. In cases of severe flooding, campus closure may be declared.

4. Suspension of Classes Due to Earthquakes

In the event of an earthquake:

- a. Students, faculty, and personnel shall immediately observe **Duck, Cover, and Hold** procedures;
- b. Evacuation procedures shall be followed after the shaking stops;
- c. Safety marshals and DRRM personnel shall account for all occupants;
- d. Classes shall not resume without the necessary structural and safety clearance;
- e. In cases of major structural damage, the campus shall remain closed until declared safe; and

- f. The College shall prioritize the safety and psychosocial recovery of affected students and personnel.

5. Suspension Due to Other Emergencies

Classes may also be suspended or modified due to:

- a. Extreme heat conditions;
- b. Fire incidents;
- c. Disease outbreaks or public health emergencies;
- d. Major power or internet disruptions;
- e. Transportation strikes or transportation disruptions;
- f. Security threats, armed conflicts, or bomb threats; and
- g. Other emergency situations that may endanger students, faculty, and personnel.

6. Authority to Suspend Classes

The College shall comply with official class suspension declarations issued by authorized government authorities. In the absence of a general government-declared suspension, the College President may declare an institutional or department-level suspension based on the actual conditions affecting the campus, students, faculty members, and personnel.

The Vice President for Academic Affairs, in coordination with Academic Heads and concerned offices, may recommend the appropriate action based on the severity and extent of the emergency.

Academic Heads may recommend the suspension or adjustment of classes for a specific department, program, grade level, class, laboratory group, or activity when the emergency is localized. Faculty members shall not independently cancel classes without proper coordination, except when immediate danger exists.

7. Official Announcement of Class Suspension

All official announcements regarding the suspension, modification, or resumption of classes shall be issued only through authorized GJC communication channels.

Students are expected to regularly monitor:

- the official GJC Facebook Page;
- official school communication channels;
- the Learning Management System (LMS);
- institutional email or SMS advisories; and
- authorized department or class communication groups.

Students shall not rely on unverified social media posts, messages, or announcements regarding the suspension of classes.

8. Online and Alternative Learning During Suspension

When in-person classes are suspended, synchronous or asynchronous classes **may be implemented only when learners and teachers are safe and reasonably able to participate.**

Online classes shall not be required when there is widespread power interruption, unstable or unavailable internet connectivity, evacuation, illness, displacement, emotional distress, unsafe conditions, or other circumstances that make academic participation unreasonable.

When online learning is implemented:

- a. Sessions shall be short and purposeful;
- b. Excessive screen time shall be avoided;
- c. Learning materials or recordings shall be provided when possible;
- d. Surprise quizzes and high-stakes assessments shall be avoided;
- e. Reasonable deadlines shall be provided; and

- f. Attendance shall be checked with flexibility and compassion.

9. Attendance, Examinations, and Academic Requirements

When classes are officially suspended or when students are unable to participate because of an emergency:

- a. Students shall not be unreasonably penalized for absences caused by legitimate safety concerns;
- b. Scheduled examinations may be postponed or rescheduled;
- c. Submission deadlines may be extended when necessary;
- d. Faculty members may provide reasonable make-up activities or alternative requirements;
- e. Academic requirements may be reduced during serious emergencies; and
- f. Students affected by the emergency should communicate with their instructors or Academic Head regarding attendance, examinations, or missed requirements.

During **Level 4 – HINTO**, no learner shall be penalized for non-attendance, non-submission, or inability to participate in learning activities due to the emergency.

10. Student Safety and Accountability

Students are reminded that personal safety shall always take priority over attendance and academic requirements during emergencies.

Students are expected to:

- a. Follow official class suspension announcements;
- b. Observe safety and emergency procedures;
- c. Avoid unnecessary travel during hazardous conditions;

- d. Immediately inform their instructors or Academic Head when emergency conditions prevent participation in classes or submission of requirements; and
- e. Follow the instructions of authorized school personnel and government authorities.

Note: For announcements regarding **class suspensions, weather advisories, emergency situations, changes in learning modality, and other official school updates**, students shall refer only to the official communication channels of **General de Jesus College** and authorized government agencies, including **DOST-PAGASA, PHIVOLCS, and the appropriate Local Government Unit (LGU)**.

GENERAL DE JESUS COLLEGE (GJC)	DOST-PAGASA	LOCAL GOVERNMENT UNIT
		

C. TARDINESS

Students must be inside the classroom before classes start. Those arriving 15 minutes after the class without a valid reason are considered absent.

Teachers have the discretion to admit late students and determine whether the reason for being late is valid. However, they must adhere to the school's standard policy and document all tardy cases.

D. ABSENTEEISM

Students who incurred 3 absences in classes in any subject will be reminded by the instructor.

Students who incurred 5 absences, may be forwarded to the Guidance Office for counseling. The student will be invited together with his/her parent/ guardian to the school by the Guidance Counsellor to determine the reasons for absences for possible intervention strategies.

VIII. CLASS STANDING

The determination of the scholastic standing of students under the policy of Selective Retention shall be governed by the following rules:

1. The lowest passing grade that the student may obtain in any subject is "3".
2. Warning - Any student who, at the end of the semester obtains a final grade below "3" in 25% of the total number of academic units in which he/she registered shall be warned by the Dean to improve his work.
3. Probation - Any student who, at the end of the semester obtains final grades below "3" in 33% of the total number of academic units in which he/she has final grades shall be placed under probation for the succeeding semester and his/her load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing, with grades of "3" or better, in all subjects in which he/she has a final grade in the succeeding semester.

4. Dismissal - Any student who, at the end of the semester, obtains final grades below "3" in 50% of the total number of academic units in which he/she received final grades shall be dropped from the roll of the College, provided that this shall not apply to students who receive final grades in less than 9 academic units.
5. Any student on probation who again fails in 50% or more of the total number of units in which he/she receives final grades shall be dropped from the roll of the College, subject to the provisions of the following paragraph:

Any student dropped from one department shall not ordinarily be admitted to another department unless in the opinion of the Dean that the student's natural aptitude and interest may qualify him/her in another field of study in which case, he may be allowed to enroll in the proper department.

6. Any student of good class standing who fails to take the Final examination is given an "INC" final grade. However, a student whose class standing is below passing and who fails to take the final examination for any reason should be given a grade of "5.00"
7. Students with "INC" grades are given one whole academic year to complete the requirements as determined by their teachers. The "INC" grades will automatically become 5.00 if not completed within the prescribed period, thus the student must repeat the subject.
8. All students are expected to subscribe to the highest ideals of academic integrity. Any form of academic dishonesty will be dealt with severely as allowed by the College. Academic dishonesty includes, but not limited to, plagiarism, cheating and falsification.
9. Any student who fails to take the Midterm or Final Examination for valid reason will be given two weeks after the examination schedule to take the special exam.
10. For reasons such as sickness or family emergency, instructors will allow students to make up for any learning activity missed during his/her absence. It is the student's responsibility to complete the requirements missed within a reasonable period of time as determined by the instructor.

EXCLUSION FROM GRADUATION CEREMONY

A graduating student who commits a very serious offense before or after the final examinations shall be excluded from the graduation ceremony.

Although the student will still receive a diploma upon completion of academic requirements, only the Certificate of Completion instead of a Certificate of Good Moral Character is released.

These measures underscore the importance of upholding both academic integrity and proper conduct.

IX. AWARDS & RECOGNITIONS

A. COLLEGIATE ACADEMIC HONORS

A. For Graduating Students	
Academic Honors Grade Requirements	
<i>SUMMA CUM LAUDE</i>	Weighted average of 1.10 or higher with no grade lower than 1.25 in any of the subjects, provided that all units were earned at GJC.
<i>MAGNA CUM LAUDE</i>	Weighted average of 1.11-1.25 with no grade lower than 1.50 in any of the subjects, provided that all units were earned at GJC.
<i>CUM LAUDE</i>	Weighted average of 1.26-1.40 with no grade lower than 2.00 in any of the subjects, provided that 75% of all units were earned at GJC.
<i>DEAN'S AWARDEE</i>	Weighted average of 1.41-1.50 with no grade lower than 2.25 in any of the subjects, provided that 75% of all units were earned at GJC.
B. For Non-Graduating Students	
<i>DEAN'S LISTER</i>	Weighted average of 1.00-1.50 with no grade lower

	than 2.25 in any of the subjects, taken up during the semester.
--	---

1. A regular or a transferee is qualified to be in the Dean's List if he/she has enrolled a minimum load which is fifteen (15) units, and provided he/she has no incomplete failing marks.

1.1 A transferee who has grade of 3.00 in his/her previous school but obtained higher grades at GJC is qualified to be in the dean's list for the concerned semester but is no longer qualified to be in the honor roll upon graduation.

1.2 A transferee who obtained a failing grade in any of his/her subjects from his/her previous school is no longer qualified to be in the honor roll.

The grades of transferees from their previous school are also included in the computation of grades.

B. ACADEMIC EXCELLENCE AWARD

The Academic Excellence Award is a prestigious recognition conferred by the Office of the Student Affairs to college students who have demonstrated outstanding academic performance throughout their academic journey. This award honors students who have consistently excelled in their studies, promoting a culture of scholastic excellence within the institution.

To qualify for the **Academic Excellence Award**, students must meet the following criteria:

1. General Weighted Average (GWA):

- Students must attain a GWA between 1.00 to 1.15 for the semester to be eligible for the award.
- The GWA computation is based on all courses completed during the regular semester, including the summer term, if applicable.

2. Academic Integrity:

- a. Students must maintain a clean academic record, free from any instances of academic dishonesty, plagiarism, or cheating.
- b. Any involvement in academic misconduct disqualifies a student from receiving the award.

3. Conduct and Discipline:

- a. Recipients of the award must demonstrate exemplary behavior and must not have any recorded major disciplinary offenses during the academic year.

C. DEANS LISTER AWARD

GUIDELINES IN APPLICATION FOR INCLUSION IN THE DEAN'S LIST

1. The student obtains the Dean's Lister Application Form from the assigned program personnel and fills it out completely and accurately.
2. The student submits the accomplished application form to the assigned program personnel for initial processing.
3. The assigned program personnel review the submitted application form and supporting documents to ensure that all requirements are complete.
4. The assigned program personnel prepare a summary list of qualified applicants and submit it to the Registrar's Office within one week.
5. The Registrar's Staff verifies the students' grades, validates their academic records, and confirms their eligibility for the Dean's List.
6. If the student meets the required General Weighted Average (GWA) and other eligibility requirements, the Registrar's Staff prepares the final list of Dean's List awardees.

If the student does not qualify, the Registrar's Staff informs the student that the application has been disapproved.

7. The Registrar's Staff forwards the final list of qualified Dean's List awardees to the Deans of each program and the Vice President for Academic Affairs for acknowledgment.
8. After acknowledgment, the Registrar's Office releases the official list of Dean's List awardees through its official communication channels, including the official Facebook page, and coordinates with the Office of Student Affairs and Services (OSAS) for further dissemination.

D. SPECIAL AWARDS

CRITERIA:

MOST OUTSTANDING LEADERSHIP AWARDEE

1. He/she must be the elected president of the College Student Council for at least two years, and must be serving the college student body for at least 3 years.
2. He/She has demonstrated excellent leadership as evidenced by well-coordinated, properly planned, and outstanding execution of the activities of the organization where he/she is the president.
3. He/She must serve as a role model who possesses the core values of the institution and his/her organization.
4. He/She must be an active attendee of different webinars, seminars and trainings aiming to develop his/her skills to excellently serve his/her community and organization.
5. He/She must be approved by the Vice President for Academic Affairs and student personnel service head as based on his/her outstanding and valuable service to his/her community and organization.

OUTSTANDING LEADERSHIP AWARDEE

1. He/She must be the elected president of the organization for at least 2 years. He/ She has demonstrated exemplary leadership as evidenced by well-coordinated, properly planned, and outstanding execution of the activities of the organization where he/she is the president.
2. He/She must serve as a role model who possesses the core values of the institution and his/her organization.
3. He/She must be an active attendee of different webinars, seminars and trainings aiming to develop his/her skills to excellently serve his/her community and organization.

LEADERSHIP AWARDEE

1. He/She must be an elected officer in his/her organization.
2. He/She must be a good role model to his/her constituents and has actively been participating in executing well-planned activities for the organization.
3. He/She must attend various webinars, seminars, and trainings to best serve his/her community and organization

OUTSTANDING CAMPUS JOURNALIST AWARD

This award is given to a graduating student who:

1. Has shown dedication in the performance of his/her duties as a Campus journalist in the school paper, other organs or journals.
2. Has exhibited the proper ethics, skills and talents in the various fields of campus journalism.
3. Has brought prestige and honor to the school through CHED-endorsed campus journalism competitions.

ATHLETE OF THE YEAR AWARD

This award is given to a graduating student who:

1. Has shown active participation in school-wide sports activities and is a member/player of his/her department's sports team.
2. Has exhibited the proper ethics, skills and talents in different sports activities.
3. Has brought prestige and honor by representing the school in the PRISAA Provincial Meet

DEPARTMENTAL AWARDS

These awards are given during the recognition program by the Deans of the different departments.

- LOYALTY AWARD
- BEST INTERN / PRACTICE TEACHER AWARD
- BEST IN RESEARCH / THESIS / FINAL DEMONSTRATION / FEASIBILITY STUDY AWARD
- MARKETING EXCELLENCE AWARD
- OUTSTANDING FINANCE STUDENT AWARD
- Other Competition Awards (by the different competition joined by the department) /Certifications earned by students in trainings attended

OTHER SPECIAL AWARD:

- OSAS LEADERSHIP AWARD

OUTSTANDING ATHLETE OF THE YEAR AWARD

This award is given to a graduating student who:

1. Has shown active participation in school-wide sports activities and is a member / player of his/her department's sports team.
2. Has exhibited the proper ethics, skills and talents in different sports activities.
3. Has brought prestige and honor to the school by winning in the Regional or even the National Level.

SELECTION OF BEHAVIOR EXCELLENCE AWARD FOR STUDENT LEADERS BY DEPARTMENT PER SEMESTER

1. Issuance of Memorandum and Nomination Forms
 - a. The BMO Head shall issue an official memorandum together with the prescribed nomination forms to all College organization advisers at the beginning of the selection period.
 - b. The memorandum shall provide the schedule, nomination requirements, and applicable eligibility criteria for the Behavior Excellence Award.
2. Identification and Selection of Nominees
 - a. The organization adviser shall review the active roster of officially recognized student leaders within the organization.
 - b. The adviser shall identify student leaders who have demonstrated exemplary behavior, leadership, integrity, and consistent adherence to the College's core values during the evaluation period.
 - c. Consideration shall be given to the student's performance, attendance, behavior, leadership, ability to serve as a positive role model, and other applicable BMO eligibility criteria.
 - d. The selection shall consider the student's current academic year or level to promote fairness among student leaders facing similar leadership responsibilities.
3. Preparation of Nomination Portfolio
 - a. The organization adviser shall prepare a nomination portfolio for each nominated student leader.
 - b. The nomination portfolio shall contain the accomplished nomination form and a narrative justification addressing the applicable criteria.
 - c. The narrative shall include specific examples or documented instances demonstrating the nominee's:

- Leadership;
 - Integrity;
 - Exemplary behavior;
 - Service and accountability;
 - Conflict resolution and positive interpersonal relationships;
 - Emotional resilience and responsible conduct; and
 - Ability to serve as a positive role model to other students.
4. Submission of Nomination Documents
- a. The organization adviser shall submit the completed nomination forms and supporting portfolios to the BMO Head within the prescribed period.
 - b. The submitted documents shall be properly organized and complete for evaluation and validation.
5. Review and Validation by the BMO
- a. The BMO Head, together with the Guidance Counselor when necessary, shall review the submitted nomination portfolios and the narrative justification for each criterion.
 - b. The BMO shall validate the relevant student records, including attendance and behavior records, and coordinate with the Guidance Office regarding the student's disciplinary record during the evaluation period.
 - c. The review shall ensure that the nomination is supported by the required documentation and that the nominee's demonstrated behavior and leadership are consistent with the standards of the Behavior Excellence Award.
6. Finalization of Awardees
- a. After the review and validation process, the BMO Head shall sign the recommendation and finalize the

list of Behavior Excellence Awardees by department.

- b. The final list shall be properly documented for recognition and record-keeping purposes.
7. Notification of Awardees
 - a. The BMO Head shall inform the concerned organization adviser and the Office of Student Affairs and Services (OSAS) of the finalized list of Behavior Excellence Awardees.
 - b. The concerned organization adviser shall communicate the recognition to the selected student leaders in accordance with the prescribed schedule.
8. Recognition of Awardees
 - a. The selected Behavior Excellence Awardees shall be formally recognized at the designated recognition program conducted at the end of the semester.
 - b. The recognition may be conducted alongside other academic or institutional recognition activities, as determined by the College.
9. Documentation and Records Management
 - a. The BMO shall maintain the approved nomination forms, supporting portfolios, validation records, and final list of awardees in accordance with the College's records management procedures.
 - b. Records shall be handled appropriately and accessed only by authorized personnel.

Note: The selection of Behavior Excellence Awardees shall be conducted every semester and shall cover officially recognized student leaders within the College department. The selection shall emphasize not only organizational accomplishments but also consistent demonstration of leadership, integrity, exemplary behavior, service, accountability, and the ability to serve as a positive role model to the student body.

X. SCHOLARSHIP AND FINANCIAL ASSISTANCE

Our school provides scholarship and financial assistance. Below are the ways through which they can avail this.

1. Scholarships for Entering Freshmen (Academic Merit-Based)

Scholarships shall be granted to honor graduates from recognized public and private high schools in the Philippines.

Eligibility:

- Must be a graduate with academic distinction
- Must submit a certified class ranking signed by the school principal

Benefits:

a. Graduating Class Size: 100–200

- Rank 1 — 25% tuition fee discount
- Rank 2 — 12.5% tuition fee discount

b. Graduating Class Size: 201 and above

- Rank 1 — 50% tuition fee discount
- Rank 2 — 25% tuition fee discount

Conditions:

- In case of a tie, the discount shall be proportionally divided
- Certification of rank and batch size is required upon enrollment

2. Collegiate Scholarships (Retention-Based)

Continuation Policy:

Recipients of freshman scholarships shall retain benefits provided they meet the required academic standards.

Academic-Based Tuition Discounts (Full Load Required):

- 1.00 – 1.11 — 100% tuition exemption
- 1.12 – 1.22 — 50% discount
- 1.23 – 1.35 — 25% discount

Note: Scholarships are not applicable during summer terms.

3. Government and Private Scholarships

The institution encourages students to apply for external scholarship programs, including:

- Government-funded programs
- Private organizations and foundations

4. Educational Assistance Program

The institution supports educational benefits under existing laws and internal provisions, including:

- Philippine Veterans Administration Office (PVAO) benefits
- Presidential Decree No. 451 provisions
- 50% tuition discount for permanent faculty and regular non-teaching employees
- 50% tuition discount for qualified dependents (maximum of four children per academic year)

5. Other Scholarship and Discount Programs

a. Loyalty Discount

- 5% tuition discount per semester for eligible Senior High School graduates of the institution

b. Cash Payment Discounts

- Annual Payment – 3% discount (paid one month before the semester)
- Semi-Annual Payment – 1.50% discount (paid one month before the semester)

Requirement: Supporting documents must be submitted for verification and approval.

c. Sibling Discounts

- Third child — 15% discount
- Fourth child — 25% discount
- Fifth child — 30% discount

Requirement: Supporting documents must be submitted for verification and approval.

d. Government and Private Scholarships

All applicants are encouraged to take qualifying Examinations given by various government agencies, specifically, DOST-SEI and CHED and by private groups or foundations.

Government scholarship programs such as TES (Tertiary Education Subsidy) gives P 13,500.00 subsidy every semester while the TDP (Tulong Dunong Program) gives P 7,500.00 subsidy every semester. Application requirements are announced through the Registrar's Facebook Page.

e. PD Scholarship

Giving Presidential Scholarships is a mandate under PD 451, Section 7, "As a further condition to any grant of increase in tuition or other school fees, private schools with a total enrolment of at least one thousand, are hereby required to provide free scholarships to poor but deserving students at the ratio of one (1) free scholarship for every five hundred (500) pupils/students enrolled.

f. CPA Review Subsidy

CPA review subsidy is given to a yearly batch of Accountancy graduates as financial assistance during their review for Certified Public Accountants Licensure Examination (CPALE).

6. Employee-Related Discounts

- 50% tuition fee discount per enrolled child of permanent employees
- Applicable only to permanent employees
- Processed through the Human Resource Office

SCHOLARSHIP/DISCOUNT APPLICATION:

Scholarship/Discount Application should be filed on or before a month from the start of classes. Scholarship Discounts shall be forfeited if not applied for during the said time frame.

PROCEDURE FOR THE APPLICATION FOR ACADEMIC EXCELLENCE SCHOLARSHIP

1. The student applicant shall go to his/her respective Dean for the evaluation and computation of his/her general weighted mean (GWA) during the previous/ preceding semester.
2. If the GWA will qualify for such scholarship, the Dean will issue a certification thereto.
 - 1.00 - 1.11 - FULL EXEMPTION on Tuition Fee only
 - 1.12 - 1.22 - 50 % discount on Tuition Fee only
 - 1.23 - 1.35 - 25 % discount on Tuition Fee onlyAlso, such certification should be signed not only by the Dean concerned but the College Registrar as well.
3. The certification will then be forwarded to the Marketing Office for discount application processing and the Accounting department for proper notification and recording.

PROCEDURE FOR THE APPLICATION FOR THE OTHER SCHOLARSHIP PROGRAMS

For the Loyalty Discount

1. Get the proper form (for the discount) from the Marketing Office and fill-out the same and submit it back to them together with the Assessment Form.

For discount application online:

<http://bit.ly/GJCdiscountapplicationform>

XI. STUDENT WELFARE SERVICES AND DEVELOPMENT PROGRAM

A. Orientation Services

Before classes begin, the school holds orientation programs in all departments to orient all the students about school policies/ rules/regulations and services. This is done through:

- In-person Orientation Program
- Video presentations uploaded in Google Classrooms
- Live discussion followed by open forum using Google Meet and Zoom
- Infographics posted in school website, FB page of each office and Google Classrooms
- Distribution of Student Handbook

B. Guidance and Counselling Services

The guidance office offers appraisals, information, counseling, placement and follow-up services to the students.

1. APPRAISAL SERVICE

This includes the testing and collecting of data about the students for the purpose of assisting them in knowing themselves better.

2. INFORMATION SERVICE

This gives the students an update on educational, vocational, personal and social aspects so that they will become better-informed decision-makers.

3. COUNSELLING SERVICE

Individual or group counseling provides the students with assistance on matters that require immediate intervention such as academic, emotional, mental, psychological and adjustment difficulties. Students may seek guidance and counseling services during office hours from 8:00 a.m. to 6:00 p.m., Monday to Saturday.

4. FOLLOW-UP SERVICE

The guidance office also makes provisions for the continuity of linkages between the school and the students even after school hours. Since the problem may recur or new problems are apt to re-appear, the counselor maintains that linkage with the student so he/she can easily cope with life's situations.

5. CAREER GUIDANCE

Provide students with the information and resources they need to make informed decisions about their career paths. This can include assessing interests and skills, exploring job options, understanding educational requirements, and

developing strategies for job searching and professional growth. The goal is to help individuals identify suitable career opportunities and plan their educational and professional journeys accordingly.

6. PLACEMENT

Placement in the context of career guidance refers to the process of helping individuals find suitable job opportunities that match their skills, interests, and qualifications.

7. REFERRAL

Class advisers and the Behavior Management Committee may submit referrals to the General de Jesus College Guidance Office. Referrals are recommended for students requiring assistance from the counselor, such as those experiencing learning difficulties, absenteeism, challenges with interpersonal relationships, or noticeable behavioral changes.

Guidance Referral System

The GJC Guidance Office provides a structured and responsive referral and counselling system for students experiencing **academic, behavioral, emotional, or social concerns**. The system ensures that referred students receive appropriate

assessment, counselling, intervention, documentation, and follow-up.

A. Referral of Students Who Need Counselling

1. A student may be referred to the Guidance Office due to academic, behavioral, emotional, or social concerns. Referrals may be initiated by faculty members, staff, the Behavior Management Office (BMO), or other authorized personnel.
2. When a referral is initiated by the BMO, the BMO report shall be submitted to the Guidance Office and a separate referral form is not required.
3. When a referral is initiated by a faculty member or staff member, the Guidance Coordinator shall provide the appropriate Referral Form for completion and submission to the Guidance Office.
4. Upon receipt of the referral, the Guidance Coordinator shall schedule the counselling session.
5. The Guidance Coordinator shall issue a Counselling Invitation Slip to the referred student indicating the scheduled counselling session.
6. The Guidance Counselor shall conduct an individual counselling session to address the student's concerns, provide appropriate support, and guide the student toward appropriate coping strategies and interventions.
7. The Guidance Counselor shall document relevant observations and the counselling session in the Counselling Case Report.
8. The student shall sign the Acknowledgement Form to confirm attendance and acknowledgment of the counselling session.
9. The Guidance Office shall record the referral and counselling service in the Guidance Office Monitoring Logbook for proper documentation and monitoring.
10. When a student does not attend the scheduled counselling session, the Guidance Coordinator shall

conduct a follow-up through the student's class adviser and arrange the appropriate follow-up counselling.

B. Academic Referral Counselling

1. Students experiencing failing grades, poor academic performance, declining performance, lack of engagement, or concerns regarding their academic standing may be formally referred for academic counselling.
2. The Dean or faculty member shall identify students requiring academic counselling and endorse them to the Guidance Office using the prescribed Referral Form, following appropriate academic standing deliberation.
3. The Guidance Coordinator shall arrange the academic counselling session within three (3) days from receipt of the referral.
4. The Guidance Coordinator shall issue a Counselling Invitation Slip to the student as official notification of the scheduled counselling session.
5. The Guidance Counselor shall conduct the academic counselling session to identify the factors affecting the student's academic performance and provide appropriate advice and support.
6. The Guidance Counselor shall document the counselling observations and relevant information in the Counselling Case Report.
7. The student shall sign the Acknowledgement Form to acknowledge the counselling session.
8. The Guidance Counselor shall record the referral and counselling service in the Guidance Office Monitoring Logbook, including the appropriate risk level.
9. The Guidance Coordinator shall endorse the student back to the Dean of the Program for continued monitoring and evaluation.

C. Referral to Partnered Mental Health Center Institution

1. When the Guidance Counselor determines that a student's psychological or emotional concerns require specialized intervention beyond the capacity of the Guidance Office, the student may be referred to a partnered external mental health professional or institution.
2. The Guidance Counselor shall first conduct the appropriate counselling session and assess the student's needs.
3. The Guidance Counselor shall document relevant observations in the Counselling Case Report.
4. The student shall sign the Acknowledgement Form to acknowledge the counselling session.
5. The Guidance Office shall formally notify the parent or guardian regarding the proposed referral, including its purpose and nature, in accordance with confidentiality and ethical guidelines.
6. When the parent or guardian provides consent, the Guidance Office shall coordinate the referral to the appropriate partnered external mental health agency or professional.
7. The Guidance Counselor shall administer and coordinate the referral process and ensure the proper endorsement of the student for further assessment and support.
8. The Guidance Counselor shall conduct appropriate follow-up counselling and monitoring of the student's progress in coordination with the parent or guardian and concerned teachers.
9. All referral, counselling, and follow-up records shall be properly documented and maintained by the Guidance Office in accordance with applicable confidentiality and ethical standards.

C. Career and Job Placement

The Guidance Office, in coordination with the Office of Student Affairs, holds career fairs and seminars that will help prospective graduates secure jobs after graduation. Topics of these webinars include but are not limited to personality development, business English, communication in the workplace, etc.

The school, in partnership with PESO, DOLE, JOBS180.com and other agencies, aspire to strengthen the employability rate of our graduates by providing them relevant education that matches the demands and needs of our labor sector.

Through these initiatives and partnerships, the school shall seek to enhance the employability and career readiness of its graduates by providing relevant education, career guidance, industry exposure, and opportunities that respond to the current and emerging needs of the labor market.

D. Economic Enterprise Development

The Business Administration Program has been promoting financial literacy and entrepreneurial activities among students. Every year, Financial Management students are continuously doing their advocacy which is to promote financial literacy and investments. Webinars and schools' visitation are part of their activities to help students to gain insights on how to save money and make investments. Human resource management and Marketing management on the other hand, are doing entrepreneurial activities by making an online/face to face activities educating audience on how to start a business and how to promote their products/services effectively to their target market.

E. Student Handbook Development

Our Student Handbook contains information about services available to students and about rules/regulations/policies they need to follow. The contents of this handbook are discussed with the students during the orientation programs held every beginning of the academic year. It is strongly emphasized during these orientation programs that students need to abide by the contents of this handbook. The value of proper discipline and etiquette is instilled among our students so they can develop into mature and responsible individuals who respect rules and regulations.

Its online version or E-handbook is also available on our website and other digital platforms like Google Classroom. Students and other interested parties can browse them anytime as it is made available on all our online platforms.

F. Student Council/Organizations/Activities

Part of our student development program is allowing students to form and join organizations that help develop their leadership, interpersonal, and communication skills.

Through these organizations, students can enhance their abilities, take initiative and express their creativity. Even if face-to-face interactions are not yet allowed, students can still engage in various activities because our school provides the opportunity to do so. Using online platforms or virtual meeting rooms provided by our school, students can actively participate in student organizations of their choice.

Some of these activities include but are not limited to online leadership training and seminars-workshops on various topics that will lead to student development.

Student Organizations

There are various student organizations in the College where students can participate. The recognized college organizations and objective are as follows:

ORGANIZATION	OBJECTIVE ORGANIZATION
College Student Council (CSC)	To develop and improve a sense of responsibility and leadership among students
Junior Council of Business Administrators (JCBA)	To impart the knowledge and awareness in business courses.
Junior Marketing Association – GJC Chapter	To promote and introduce the marketing students to the real world through lifelong learning and true world experience.
Junior Financial Executives (JFINEX)	To expose undergraduate Business Administration major in Financial Management students to a broad array of topics in finance working together in an enriched environment, with the common goals of academic and future career successes, within Finance will enhance members' abilities to perform in the global environment.
Junior People Management Association of the Philippines - JPMAP	To keep updated and posted with the current trends and develop in the field of business.
Junior Philippine Institute of Accountants(JPIA)	To develop unity, leadership, and excellence towards the attainment of common good among members

Junior Philippine Association of Management Accountants (JPAMA)	To empower students to become professionally equipped management accountants who are competent in practice, motivated to lead, and accountable to their profession and society.
Association of Junior Accounting Information System Students (AJAISS)	To enhance leadership, teamwork, and communication skills while connecting students with industry professionals, potential employers, and alumni networks. To help students prepare for career opportunities by bridging the gap between education and industry demands.
Junior Institute of Internal Auditors (JIIA)	To champion ethical leadership and integrity, foster risk awareness and accountability, and build a collaborative community of internal auditing students dedicated to mentorship and continuous professional growth.
League of Young Hospitality Management Executives (LHYME)	To promote and initiate self-reliance and mobilize human resources towards social, cultural and educational attainment.
Philippine Society of Information Technology (PSITE)	To undertake, carry out and implement programs and

	projects geared towards students' development.
Young Educators Society (YES)	To promote unity and brotherhood among Education students and respond to their needs and aspiration that may become well developed individuals who can be assets of the local and global communities.
Kristiyanong Kabataan para sa Bayan(KKB)	To inspire the youth to live to offer the prime years of their service to God and country.

OTHER ACTIVITIES

- Seminars/ Webinars (like Leadership, Drug Prevention, Stress Management etc.
- Recognition of Dean's Listers (1st and 2nd Semester)
- Monitoring different college recognized organizations
- Disaster Preparedness Program (Fire and Earthquake Drill) etc.

GUIDELINES FOR MEMBERSHIP AND OFFICERSHIP IN AN ORGANIZATION

MEMBERSHIP

1. He/ She must be a college student of General de Jesus College.
2. He/ She must have good moral character.
3. He/ She must be willing to accept duties and responsibilities that membership entails.
4. He/ She must pass the interview/test conducted by the adviser/officers of the organization.

OFFICERSHIP

The nominee must be an elected officer of a duly recognized organization within General de Jesus College.

1. He / She must be nominated by any member of his organization.
2. He/ She should be duly elected by the majority of its members.
3. He/she must be of good moral character and has never been subjected to any disciplinary action as certified by the College Deans/Department Heads.

GUIDELINES FOR ORGANIZATIONAL ACTIVITIES

Any activity must be approved by the organization's adviser and must be reported in advance to the Office of the Student Affairs for final approval and proper monitoring.

All the activities must be done **online or virtually using the school-provided platform**. No face-to-face meetings for student activities in the campus or any other place are allowed. Moreover, these activities should not in any way violate any school rules and regulations and must not interfere with class schedules.

POLICIES ON RECOGNITION/ACCREDITATION OF STUDENT ORGANIZATIONS

Organizational Constitutional and By-Laws

Recognition is granted to student organizations whose mission and vision are aligned with the college's mission and vision whose objectives are geared towards the welfare and development of its members.

Requirements for Recognition

Student organizations shall:

1. Provide the required accreditation documents within the prescribed period.

2. Include the Annual Accomplishment Report and Evaluation Report of the Club/Organization.
3. Provide the Financial Report, Narrative Reports of activities, and Proposed Schedule of Activities.
4. Include a Letter of Application for Accreditation.
5. Maintain an updated Constitution and By-Laws, when applicable.
6. Maintain an updated list of officers and members.
7. Ensure that activities and programs are aligned with the goals, objectives, and institutional direction of the College.
8. Comply with the screening, evaluation, and approval process of the Office of Student Affairs and Services (OSAS).
9. Maintain appropriate organizational, financial, and activity records for monitoring and evaluation.
10. Obtain a Certificate of Accreditation before officially operating as an accredited student organization.

Non-Renewal or Withdrawal of Accreditation

Accreditation may not be renewed or may be withdrawn under the following conditions:

1. Failure to comply with the College's policies, requirements, and accreditation standards.
2. Activities and programs are not aligned with the goals, objectives, and institutional direction of the College.
3. Failure to implement approved or proposed activities and programs.
4. Failure to maintain proper organizational, financial, and activity records.
5. Unsatisfactory results of monitoring and evaluation by the Office of Student Affairs and Services (OSAS).
6. Failure to complete the requirements for annual renewal of accreditation.

G. Library Services

The College library is housed on the third floor of the Francisco Narciso Building which is located adjacent to the Teofilo Abello Building.

It has a collection of more than 11, 000 volumes of books and periodicals, local and foreign.

The library provides the following services:

- Library orientation
- Circulation Services
- Reference Services
- Internet Services
- Indexing Services
- Information Literacy
- Reading Literacy

Library hours:

Monday – Friday 8:00 am – 5:00 pm No Noon Break

H. Canteen Services

The school canteen is located at the GS Building ground floor. It operates on a self-service basis and is open from 8:00 a.m. to 5:00 p.m. Empty cups and wrappers should be placed in the trash can.

I. Student Insurance

College GJCians should avail of student accident insurance which covers medical assistance.

Claimants of Insurance should submit the following at the Office of Student Affairs.

- Narrative Report
- Medical Certificate
- All original receipts of the expenses incurred in relation to treatment by the medical practitioner and/ or hospital.

The processing period of the submitted documents by the insurance company is more or less 45 days. The amount stated is subject to change depending on the approval of the insurance company.

Financial Grant to Student Assistants

Upon recommendation of the Office of the Student Affairs and Services and approval by the Human Resource Office accepts deserving students who are in need of financial assistants as student aids. Their services may be in the form of office assistants.

In return, they are entitled to a remuneration of P150 per 4 hours not to exceed the number of hours prescribed by the college and office and depending upon the academic load of the grantee.

Requirements:

1. Resume
2. Schedule of Classes
3. Application Letter

Criteria in Choosing Student Assistant (S.A.)

A student who wishes to apply for a Student Assistant position must:

1. Submit the required application documents to the Office of Student Affairs and Services (OSAS), including the Application Letter, Resume, and Class Schedule, within the prescribed application period.
2. Meet the qualifications and requirements specified in the official Student Assistant vacancy announcement.
3. Undergo the required interview conducted by the Head of the concerned Office or Department.
4. Successfully complete the selection and confirmation process of the concerned Office or Department.
5. Attend the required orientation conducted by OSAS before commencing the assigned Student Assistant duties.

6. Perform the assigned duties and responsibilities in the designated office or department in accordance with the instructions of the concerned Head and applicable College policies.

J. The School Paper

The official school organ is “The Generals” published on a quarterly basis.

The staffers are chosen through competitive examinations given by the school paper adviser. Interviews are conducted after the competitive examinations to screen and assess the personality, academic standing, character and integrity of the candidates. The dates and the venues of competitive examinations and the interviews are posted on the strategic places in the school for the information and guidance of the interested parties.

The staffers undergo training in campus journalism for the effective discharge of their duties and functions as campus journalists. Selected campus journalists are sent to compete in journalism contests such as Congressional District, Division, Regional and National Press Conferences. To give recognition to those who are declared winners in the said competitions, special awards are given to them.

The non-staffers can send contributions (e.g. letter to the editor, poems, essays, short stories and the like) to the school paper through their language teachers and through the staffers. The Editorial Board and the school paper adviser screen the contributions as to their originality and worth.

Student Publication/Yearbook

The Publication Office publishes newsletter and school paper, and prepares year books. It caters to students who have talent in writing and are interested in journalism. It is governed by the “Campus Journalism Act of 1991.”

To keep students informed about the important events in the campus, newsletter and school paper are published at least once every semester printed and digital.

The office recruits students who are interested in journalism writing and accepts articles, literary works and illustrations.

The office also conducts activities related to journalism such as seminars, training and workshops.

K. Culture and Arts

This office offers the following services designed to meet the students' needs for the development/ enhancement of their sense of nationalism and patriotism, socialization, caring and sharing as well as their aesthetic sense of whatever is good and beautiful through:

- Creation of platforms for the training and showcase of the cultural and artistic talents of students
- Holding of school programs showcasing Filipino culture and other cultures.
- Conducting seminar-workshops that develop home-grown talents.
- Spearheading other related cultural and artistic activities, e.g. virtual poster-making contests, scriptwriting contests, talent shows, etc.

L. Sports

The Sports Office is responsible for the physical, moral, intellectual development of the students and implementation of the college sports program through the recruitment and training of athletes to represent General De Jesus College in the Private School Athletic Association (PRISAA) and Nueva Ecija Collegiate Sports League (NECSL).

- Sports Services
- Provision of sports equipment for students and employee
- Sports training program for athletes

- Preparing intramurals for students and employee

M. Social and Community Involvement

Our school has a Community Extension Services (CES) Office that takes charge of the activities that aim to develop the students' civic-mindedness.

During orientation, the office of the CES discusses how students can be an integral part of our social and community involvement services. Moreover, the different programs under our CES Office are delivered online in the form of webinars and live broadcasts.

One of the thrusts of our Community Extension Services Office is the enhancement of the quality of life of the people in the community. GJC CES shall facilitate empowerment for the partner community for sustainable development. It shall provide avenues for the underserved and underprivileged members of the community to enhance their standard of living through skills and productivity training and transfer of technology. It shall widen its linkages to strengthen its relations with the community.

CES Programs

- **LITERACY PROGRAM** facilitates teaching-learning among the volunteers and the partner participants.
- **HEALTH and VALUES PROMOTION PROGRAM** aims to uplift and enhance the total dimensions of the members of the partner community and the GJCians as well.
- **LIVELIHOOD PROGRAM** opens the avenue for the students to share their talents and skills with the partner community and helps them alleviate the social condition and way of living of the members of the partner community.
- **ENVIRONMENTAL DEVELOPMENT PROGRAM** supports the enhancement through the clean-up activity, tree-planting, seeds/seedlings distribution, proper waste management, thus making the community a better

place to live in and the promotion of concern and care for the environment among our students.

- **GIFT-GIVING and RELIEF OPERATION** promote the spirit of nationalism, giving and sharing and sensitivity to the needs of fellow Filipinos.
- **PROMOTIONAL of CULTURAL and HERITAGE PROGRAM** unlocks the opportunity for the GJCians to showcase their talents and skills in service of the organizations in the community toward the reinforcement of the relations of the school and the community it serves.

N. Health and First Aid Services

The school safeguards the health of the students by providing health services in terms of annual health examination. First aid treatment is administered at the School Clinic. In case of serious injury or illness while in school, the student is brought to the nearest medical clinic or hospital and the parent/guardian is notified.

The School Clinic is staffed by:

- Two part-time visiting doctors
- One part-time visiting dentist
- Three full-time nurses

Services Offered:

- Annual medical and dental examination
- On-site and online consultation
- First aid services
- Health measure activities such as lectures/webinars on medical concerns
- Administration of medications
- Referral to a hospital with a (MOA) for cases beyond the clinic's capability

O. Multi-Faith Services

General de Jesus College is committed to supporting the diverse spiritual needs of the students. The school offers the following multi-faith services:

- Provision of Prayer Room
- Recollection
- Mass
- Devotional Activities
- Workshops and Seminars
- Assemblies
- Other activities designed to strengthen faith in the divine

P. Disaster, Safety and Health Services

The Office aims to further ensure the safety and protection of all the students and personnel in coordination with the Office of Student Affairs, General Services Physical Facilitates Coordinator, Security and Maintenance team, as well as the Health and Medical Staff, Canteen Management, and the Gender and Development Office under the able leadership of the HR Department and Admin Manager.

The Office makes sure that proper protocols in each area are followed and implemented in consonance with the government or school guidelines. This helps mitigate and prevent the significant impacts of hazards and disasters through regular and timely monitoring and inspection procedures.

The DSHO is committed to:

- Providing safe, efficient, and reliable disaster, safety, and health services
- Complying with legal and regulatory requirements
- Continually improving service quality
- Promoting a culture of safety within the institution

It aims for:

- Zero major violations

- Timely emergency response
- 100% compliance with drills and trainings
- Continuous improvement through NCR and audits

Q. Gender and Development

General De Jesus College imbued with its core values of discipline, integrity and excellence commits to the mandate of promoting gender equality and the integration of gender perspective in development processes in our institution; hence the existence of the Gender and Development Office which primarily seeks:

1. to address and support various aspects of gender equality and empowerment;
2. to create a more just and equitable academic community by promoting the empowerment of all genders; and
3. spearhead the implementation of gender-sensitive policies and activities focus on addressing gender issues within the academic community, including gender-based violence, sexual harassment, and discrimination.

GJC Gender and Development Office is committed to upholding the legal mandates that require HEIs to mainstream gender equality in their policies, programs, and activities. This includes curriculum development, research, community extension services, faculty and staff training, and creating a gender-responsive environment.

The GJC Gender and Development Office in adherence to its legal mandate shall provide the following services to its students and employees who experience sexual harassment, other forms of sexual misconduct, or inappropriate behavior or gender discrimination:

- a. Safe Spaces – facilitate physical, social, and online safe spaces.
- b. Care Services – provide counseling services to help offended parties process their experience, and advise them on what remedies they may take.

- c. Protection Services – provide the appropriate assistance to ensure the health, safety, and well-being of the offended parties.

Suspected, possible, or impending sexual harassment, other forms of sexual misconduct, inappropriate behavior or gender discrimination may be reported formally or informally to the GAD Office by the victim himself/herself or anyone who has custody over him/her i.e: class adviser, immediate superior or a concerned individual.

FORMAL REPORT must be in writing and signed by the complainant. If the complainant is a minor, the parents, legal guardian, or person exercising substitute parental authority shall co-sign the Report together with the minor, or shall sign the Report on behalf of the minor. The Report must contain the following:

1. Full name, age, grade/year level, or designation/title and office of the complainant;
2. Full name, age, grade/year level/course, or position/title and office of the employee-respondent;
3. A statement of the relevant facts, i.e., what was the act committed, and how, where, and when it took place;

INFORMAL REPORT is one that does not comply with the requirements of formal report as it may be done verbally or in writing. The informal report, however shall be documented and registered in GAD blotter.

If the Report involves infractions that fall under the purview of GAD Office an investigation shall immediately follows. However, if infractions fall under the purview of a separate disciplinary body, it shall be forwarded to the appropriate body.

*For GAD-related concerns and reporting,
scan the QR Code provided.*



XII. LEARNER PROTECTION POLICY

Anchored on the 1987 Philippine Constitution, the United Nations Convention on the Rights of the Child (CRC), Republic Act No. 7610, DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy), Republic Act No. 10627 (Anti-Bullying Act of 2013), ISO 21001:2018 Educational Organizations Management System (EOMS), and the GJC HEART Framework, the College hereby adopts this comprehensive Learner Protection Policy.

RULES AND PROCEDURES IN HANDLING CHILD/LEARNER ABUSE, EXPLOITATION, VIOLENCE, AND DISCRIMINATION CASES

A. Filing of Complaints

A complaint for child/learner abuse, violence, exploitation, or discrimination shall be filed in writing with the Academic Head or the LPC, and shall be acted upon expeditiously, without prejudice to the right of the complainant to seek assistance directly from the DSWD, LSWDO, or the PNP Women and Child Protection Desk.

B. Investigation

Upon receipt of the complaint, the Academic Head shall, within forty-eight (48) hours, refer the matter to the appropriate Disciplining Authority for the conduct of a fact-finding investigation, in accordance with the College's existing rules on administrative proceedings and, where the respondent is a school employee, applicable labor law due process. Pending investigation, the LSWDO or the Guidance Office shall assess the learner-victim and provide psychosocial intervention. The offending party shall likewise undergo psychosocial intervention, if warranted.

Where the injury or abuse committed against a learner is so grave as to render the learner unable to attend classes, or to preclude the possibility of influencing or intimidating witnesses, the respondent may be placed under preventive suspension or reassignment pending investigation,

consistent with due process and applicable College and labor regulations.

C. For Basic Education

Cases involving Basic Education learners shall, in addition to the College's internal rules, be handled consistent with DepEd Order No. 40, s. 2012 and other applicable DepEd issuances, including coordination with the Schools Division Office where required for reportorial purposes.

D. For Higher Education (College and Graduate School)

Cases involving Higher Education learners shall be handled consistent with the College's Student Handbook, the corrective measures in Section XI-H of this Policy, and applicable CHED policies on student discipline and due process, in coordination with OSAS and the LPC (Learner Protection Committee).

E. Jurisdiction

Complaints of child/learner abuse, violence, discrimination, exploitation, bullying, and other acts of abuse under this Policy shall be within the jurisdiction of the College's disciplinary authorities and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules, and regulations. Complaints against persons not under the disciplinary jurisdiction of the College shall be referred to the appropriate authorities.

F. Confidentiality

In cases of child/learner abuse, violence, discrimination, exploitation, bullying, or peer abuse, the identity of the learner — whether victim or offender — and other information that may reasonably identify the learner shall be withheld from the public to protect their privacy, consistent with Republic Act No. 10173. Disciplinary proceedings against school personnel shall likewise be treated with appropriate confidentiality during the pendency of the case.

G. Criminal and Civil Liability

Criminal and civil liability arising from child/learner abuse, discrimination, exploitation, and other acts of abuse are

separate and distinct from, and shall not be a bar to, the filing of an administrative case under this Policy.

H. Corrective Measures

Sanctions for Child/Learner Abuse, Learner Exploitation, Violence Against Learners, and Corporal Punishment are administered exclusively by the Learner Protection Committee (LPC) and the College's Disciplining Authority under this Policy, and not under the Safe GJC Act. Sanctions shall be determined according to the gravity of the offense, consistent with the best-interest-of-the-learner principle and the positive, non-violent, and restorative approach to discipline set out in Section VIII-B (Learner Protection Policies and Guidelines). Aggravating or mitigating circumstances, and the presence of a first offense warranting referral to counseling under Section X, shall be considered in fixing the appropriate sanction within each tier.

Offense	Light	Less Grave	Grave
Child/Learner Abuse	Verbal warning; written reprimand; mandatory counseling for the offending party	Suspension of one (1) to two (2) weeks; parental notification; mandatory counseling and positive-discipline seminar	Exclusion or expulsion, consistent with due process; mandatory referral to LSWDO/DSWD; referral to legal authorities if applicable
Learner Exploitation (Sexual or Economic)	Written reprimand; mandatory counseling	Suspension of one (1) to three (3) weeks; parental notification; mandatory	Exclusion or expulsion, consistent with due process; referral to legal authorities

		referral to LSWDO/DSWD	
Violence Against Learners (non-sexual-harassment in nature)	Verbal warning; written reprimand; mandatory counseling	Suspension of one (1) to two (2) weeks; parental notification; mandatory positive-discipline seminar	Exclusion or expulsion, consistent with due process; referral to legal authorities if applicable
Corporal Punishment (committed by a learner against another learner)	Written reprimand; mandatory counseling	Suspension of one (1) to two (2) weeks; parental notification	Exclusion or expulsion, consistent with due process, for repeated or severe acts

XIII. BEHAVIOR MANAGEMENT SERVICE

The Behavior Management office is a department that promotes positive behavior among students, aligned with the school's core values of discipline, integrity and excellence. It aims to create a safe, inclusive learning environment where students feel valued and connected. The office uses evidence-based strategies to encourage behaviors like respect, responsibility, empathy, and cooperation. It works closely with teachers, parents, and counselors to provide proactive measures, targeted interventions, and ongoing support for holistic behavior management.

Disciplinary Actions:

A student, by voluntarily joining the GJC community, assumes responsibility for abiding by the standards that have been instituted by the institution. Students and student

organizations are advised to read this part carefully so all are aware of the policies, which guide the college in its dealing with them.

SUMMARY OF OFFENSES AND CORRESPONDING SANCTIONS

A. LIGHT OFFENSES

These are small violations of school rules that cause minimal disruption to the learning environment. These behaviors are usually unintentional or first-time violations and can be corrected through reminders, warnings, or simple corrective actions.

1. Improper haircut/hairstyle/hair color
2. Causing minor disturbances in the campus like shouting, making noise or horseplay or running in hallways, etc.
3. Using gadgets (cellphones and other digital devices) during class hours except when needed for learning activities
4. Wearing of earrings (boys), hats, caps, or other headgears anywhere inside the campus
5. Failure to properly wear the prescribed school and P.E. uniform. The P.E. uniform must only be worn on scheduled P.E. class. During examinations, the P.E. uniform may be worn only if the exam falls on scheduled P.E. day
6. Wearing inappropriate attire such as ripped jeans, spaghetti strap, crop top, tube, shorts, and mini skirt
7. Wearing of makeup, dark nail polish/ long nails and false eyelashes or eyelashes extension
8. Body piercing, visible tattoos and multiple earrings for girls
9. Failure to wear Identification card
10. Cross-dressing during school events or parties when it does not conform to the designated theme or established guidelines

11. Other causes analogous to the foregoing (additional offenses that are similar in nature to those previously mentioned)

SANCTIONS FOR THE COMMISSION OF LIGHT OFFENSES

First/Second Offenses	Conference with the adviser
Third offense	Conference with the student and parent /guardian by the adviser
Fourth offense	Conference with the student, parent /guardian, adviser and consultation/counseling with the guidance counselor
Fifth offense	Conference with the Behavior Management Head, 1 day Suspension and recommendation for behavioral counseling after suspension

B. LESS SERIOUS OFFENSES

These are more serious violations than the light offenses of school rules that disrupt the learning environment or show repeated disregard for school policies. These offenses require formal disciplinary action and monitoring by school authorities.

1. Cheating during examination

- Looking at other student's paper
- Using cheat sheets or notes/lecture and other means of cheating
- Copying answers from other student/s
- Giving answer or other information to other student/s
- Gadgets (cellphones, smart watch and other digital devices) cheating by text/ chat messaging answer to other students, taking a picture of the test and sending it to other student/s.

- Giving/ receiving test questions, answers or test paper from other student/s
- Using programmable calculator during tests except when allowed by teacher
- Bringing home the test papers or not submitting the test papers to the proctor
- Deliberately giving check marks on wrong answer or altering the real score

SANCTIONS FOR CHEATING DURING EXAMINATIONS

First offense	Grade of zero in the exam where one cheated and consultation/counseling with the guidance counselor.
Second offense	Failing grade in the subject where one cheated during the affected grading period and consultation/counseling with the guidance counselor.
Third offense	Failing final grade in the subject where one cheated and consultation/counseling with the guidance counselor.
Fourth offense	Advised to transfer and exit counselling

2. Intentional spitting at another person or in school premises
3. Deliberately throwing, scattering, or leaving large amounts of trash or waste materials in school premises
4. Misuse of ID cards:
 - Using somebody else's ID
 - Lending one's ID to someone
 - Stealing somebody else's ID
 - Forging one's or someone else's ID
 - Unauthorized use of an old ID or using an alternative ID
5. Getting out of the school without permission from the school authorities (high school)

6. Acts of bullying as stipulated (REPUBLIC ACT NO. 10627)
 - Malicious name-calling
 - Slander or utterance of offensive words that tend to cause dishonor or discredit the name of a person
 - Use of foul or malicious language
 - Circulating poison/malicious information against someone through verbal and non-verbal means like texts, social media posts and email
 - Posting of pictures, videos, comments and messages that would harm the reputation of the school, and its personnel, and the students on social networking sites and other venues
7. Acts of photo and video voyeurism (REPUBLIC ACT NO. 9995)
 - Taking photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of a person without consent
 - Copying or reproducing, or causing to be copied or reproduced, such photo or video or recording of sexual act or any similar activity with or without consent
 - Selling or distributing, or causing to be sold or distributed, such photo or video or recording of sexual act, whether it be the original copy or reproduction
8. Indecent proposal- is any look, touch or feel in any way obscene or lascivious on the body or request for sex.
9. Inciting fights- encouraging, provoking, or stirring up others to start a fight or physical conflict.
10. Improper conduct (shouting, booing) during programs, intramurals and other school activities
11. Entering or going outside the campus by climbing over the fence

12. Evading the flag ceremony, disrespecting the flag and the national anthem stipulated in Republic Act No. 8491- "Flag and Heraldic Code of the Philippines."
13. Possessing indecent or morally offensive periodicals, magazines, clippings, pictures, cell phones, or sex-related items, as well as playing songs with obscene or malicious lyrics on cell phones.
14. Vandalism
 - Drawing/writing malicious words/acts on the walls, CR and chairs
 - Improper use of toilet facilities, tampering or playing with faucets, urinals and accessories
 - Malicious defacement and destruction of school properties
15. Conducting any unauthorized activities in the name of the school/misrepresenting the school or any of its departments.
16. Removing or erasing or tampering official notices, announcements and posters on bulletin boards.
17. Any indication of having drunk and/or in possession of alcoholic beverages.
18. Fighting or resorting to physical force or violence to settle disputes provided that the party who acted in self-defense shall be exempted from the punishment
19. Gambling of any form
20. Smoking/vaping within school premises and outside the campus and carrying cigarettes/vape and vape juice.

SANCTIONS FOR THE VAPING AND SMOKING OFFENSES

First offense	Calling the attention of the student's parent/guardian, suspension for 3 days, counselling after suspension
Second offense	Calling the attention of the student's parent/guardian, suspension for 4 days, counselling after suspension

Third offense	Calling the attention of the student's parent/guardian, suspension for 5 days or 1 week, counselling after suspension
Fourth offense	Final Written Warning and Referral to the Disciplinary Board for enrollment status.

21. Indecent acts or public display of affection like kissing, necking, petting inside the campus and its immediate environment
22. Gross acts of disrespect to school authorities
23. Engaging in any form of extortion from fellow students.
24. Misrepresentation or giving false statements to school authorities
25. Stealing- taking someone else's property without permission one time or a single instance of theft.
26. Plagiarism- copying or taking credit for another person's work without permission or acknowledgment.
27. Improper Use of Artificial Intelligence (AI) in Academic Work
 - Submitting AI-generated work as one's own when the use of AI is prohibited
28. Staying in the computer shops, billiards and other recreational/amusement places during class hours (high school)
29. Unauthorized use of the logo, letterhead and other official symbols/presentations of the institution
30. Failure to give the teacher's letter to the parents.
31. Setting-off the fire alarm and fire extinguisher without justifiable cause.
32. Teasing, annoying or disturbing another student.
33. Capturing photos or videos of individuals without their permission and distributing or posting the content on social media or any public platform.
34. Unauthorized use of another person's identity.
35. Playing harmful, practical jokes that cause harm, injury or anxiety to student/s.

36. Lying, withholding or giving wrong information during an investigation.
37. Falsification of the teacher's signature to be allowed to leave the campus.
38. Providing incorrect parent contact details and being accompanied by someone other than a legal guardian without prior authorization.
39. Possession of a deadly weapon within school premises without intent to harm or use.
40. Disobeying security and safety personnel and other school personnel
41. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties (from very serious)
42. Recording or photographing individuals without their consent and posting such content on social media (e.g. "reels, stories / My Day")
43. Making threats through words, messages, or gestures that intimidate or frighten others without causing physical harm or posing an immediate and credible threat.
44. Other causes analogous to the foregoing additional offenses that are similar in nature to those previously mentioned)

SANCTIONS FOR THE COMMISSION OF LESS SERIOUS OFFENSES

First offense	Calling the attention of the student's parent/guardian, 2 days suspension and consultation/ counseling with the guidance counselor after suspension
Second offense	Calling the attention of the student's parent/guardian, 2 days suspension and consultation/ counseling with the guidance counselor after suspension

Third offense	Calling the attention of the student's parent/guardian, 1week suspension and consultation/ counseling with the guidance counselor after suspension
Fourth offense	Advised to transfer and exit counseling

Note:

- If school property is damaged, financial penalties will be applied according to the assessment of the incurred damages.
- If a fight occurs, the school will promptly administer first aid to all individuals involved. Subsequently, any medical expenses arising from the incident will be the responsibility of the students involved.
- In case of stealing, the student shall be required to return the stolen money or item (e.g., gadget) to its rightful owner.

C. SERIOUS OFFENSES

These are violations of school rules that harm others, threaten safety, or significantly damage the school environment.

1. Membership to fraternities, sororities or any non-accredited association
2. Embezzlement of school/student funds
3. Engaging in any form of extortion from fellow students
4. Making, publishing (in all forms of media) or circulating false statements and unfounded information that would defame the students, the school and its personnel.
5. Immorality- refers to behaviors or actions that are considered ethically or morally wrong according to the standards and values of the educational institution.
6. Multiple stealing- committing theft repeatedly or on several occasions. This means stealing more than once, often showing a pattern of behavior.
7. Unauthorized access to computer systems, networks, or personal accounts of others (Hacking).

8. Executing pranks or jokes that cause physical, emotional, or psychological harm, or that risk the safety and well-being of others
9. Identity theft- unauthorized use of another person's identity to mislead, impersonate, or cause harm to others, including acts such as spreading false information or committing fraud.
10. Grave Threat- serious and deliberate threat made against a person's life, safety or property.
11. Possession of a deadly weapon, within the school premises accompanied by threatening behavior, intimidation, or refusal to surrender the weapon.
12. Brandishing a replica (realistic looking props like toy guns and others that can cause panic)
13. Other causes analogous to the foregoing (additional offenses that are similar in nature to those previously mentioned)

SANCTIONS FOR THE COMMISSION OF SERIOUS OFFENSES

First offense	Calling the attention of the student's parent/guardian and suspension for fifteen (15) regular school days and consultation/ counseling with the guidance counselor after suspension
Second offense	Advised to transfer and exit counseling.

The following offenses—sexual harassment, violence, bullying and the like are subject to specific sanctions as outlined below. For detailed guidance on procedures, classifications, and related provisions, please refer to the GJC SAFE Act Manual.

D. GRAVE OFFENSES

These are extreme violations of school rules that endanger life, safety, or the integrity of the school community. These acts require the highest level of disciplinary action and

may involve suspension, exclusion or advised to transfer in another school.

1. Organization of/officership in fraternities, sororities or any non-accredited association/recruitment of fellow students to join fraternities, sororities or any non-accredited association
2. Hazing in any form
3. Using school logo and school name in carrying out fraternity/sorority related activities.
4. Any indication of having taken prohibited drugs
5. Possession of guns and other deadly weapons (knuckles, mango knife etc.) within the school premises.
6. Insubordination - refers to students' refusal to follow instructions or authority from teachers, staff, or school officials. This includes ignoring directives, defying rules, disrespectful behavior and disruptive actions.
7. Selling and/or possession of prohibited drugs (RA 9165 Comprehensive Dangerous Drugs Act of 2002)
8. Drug dependency
9. Drunkenness- under the influence of alcohol on school grounds or during school-related activities.
10. Hooliganism- disruptive, rowdy, or vandalistic behavior, such as causing physical damage to school property, engaging in aggressive or violent acts, or creating a general atmosphere of disorder.
11. Assaulting a pupil or student or school personnel
12. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
13. Forging or tampering with school records or school forms
14. Securing or using forged school records, forms and documents
15. Arson- the deliberate setting of fire to school property.
16. Making, publishing (in all forms of media) or circulating false statements and unfounded information that would cause harm to the school, its personnel, and students

resulting in their long term or permanent loss of physical, mental or emotional function.

17. Possession and/or attempted use of a firearm or other deadly weapon within school premises with intent to harm or cause fear.
18. Aggravated Grave Threat – Making a serious and credible threat against the life, safety, or property of any person, accompanied by acts demonstrating the intent, preparation, or capability to carry out the threat, thereby placing others in imminent danger.
19. Other causes analogous to the foregoing (additional offenses that are similar in nature to those previously mentioned)

SANCTION FOR THE COMMISSION OF GRAVE OFFENSES

Exclusion from the school

XIV. PROCEDURE FOR HANDLING STUDENTS' DISCIPLINARY CASES

A. PROCEDURES FOR HANDLING LIGHT OFFENSES

1. The Adviser shall call the student's attention regarding the violation and discuss the behavior with the student.
2. The incident shall be documented in the Adviser's record book, and the student shall remain under appropriate monitoring.
3. For repeated offenses, the Adviser shall inform and invite the parent or guardian through appropriate means for a discussion of the student's behavior.
4. The Adviser shall refer the student to the Guidance Office for appropriate intervention, counseling, and behavioral monitoring.
5. Habitual or repeated misbehavior shall be reported to the Behavior Management Office (BMO) for appropriate action and further intervention.

6. The BMO Head shall receive and evaluate the case and determine the appropriate intervention in accordance with school policies and disciplinary guidelines.
7. The BMO Head shall instruct the Adviser or subject teacher to submit an official incident report for proper documentation and appropriate action.
8. Appropriate corrective interventions shall be implemented, and the student shall be monitored until the required intervention has been completed.

B. PROCEDURE FOR HANDLING LESS SERIOUS OFFENSES AND HABITUAL COMMISSION OF LIGHT OFFENSES

1. The complainant shall accomplish and submit an Incident Report Form (IRF) to the Principal/Dean.
2. The Dean shall endorse the case to the Behavior Management Office (BMO) for appropriate evaluation and disciplinary action.
3. The BMO Head and Adviser shall conduct a thorough preliminary investigation of the case.
4. The BMO Head shall conduct a conference with the Guidance Counselor, Adviser, student/s concerned, and parents/guardians of the offender and offended party, as applicable.
5. The concerned parties shall be given sufficient opportunity to present evidence and testimonies. The student involved shall be given the opportunity to answer the charges or allegations.
6. The BMO Head shall prepare the investigation results and present them to the Behavior Management Committee (BMC).
7. The BMC shall review the investigation results, deliberate on the case, and formulate appropriate corrective measures or disciplinary actions.
8. The BMO Head shall submit the BMC recommendations to the Dean for review and approval.

9. The approved disciplinary action or corrective measure shall be communicated to the parent or guardian by the BMO Head.
10. The BMO Head shall implement the approved corrective action in accordance with established school policies.
11. The BMO Head shall refer the student to the Guidance Office for counseling and behavioral support or to the School Clinic for medical evaluation and assistance, when necessary.
12. The implementation of the corrective action and necessary interventions shall be documented, monitored, and completed before the case is formally closed

C. PROCEDURE FOR HANDLING SERIOUS AND GRAVE OFFENSES

1. The complainant shall accomplish and submit an Incident Report Form (IRF) to the Principal/Dean.
2. The Dean shall endorse the case to the Behavior Management Office (BMO) for appropriate evaluation and disciplinary action.
3. The BMO Head and Adviser shall conduct a thorough investigation of the case and gather relevant information and evidence.
4. The BMO Head shall conduct a conference involving the Guidance Counselor, Adviser, student/s concerned, and parents/guardians of the offender and offended party, as applicable.
5. All concerned parties shall be given sufficient opportunity to present evidence and testimonies. The student involved shall be given an opportunity to answer the charges against him/her.
6. The BMO Head shall prepare the results of the investigation and present them to the Behavior Management Committee (BMC).

7. The BMC shall review the investigation results, deliberate on the case, and formulate the appropriate corrective measures and disciplinary actions.
8. The BMO Head shall submit the BMC recommendations to the Dean for review and approval.
9. The BMO Head shall inform the parent or guardian in writing of the disciplinary action or corrective measure approved by the appropriate authority.
10. A parent or guardian may submit a request for reconsideration addressed to the Dean. The request shall be forwarded to the BMO for review and appropriate action.
11. The BMO Head shall review the request for reconsideration and evaluate the supporting evidence. A case may be reopened within one week from the issuance of the decision, in accordance with the approved procedure.
12. The BMC shall conduct a re-evaluation and re-deliberation of the case based on the request and supporting evidence.
13. The BMO Head shall prepare and submit the result of the re-deliberation to the appropriate school authorities for review and approval.
14. The Dean, Vice President for Academic Affairs, and President, as applicable, shall review and approve the recommendations in accordance with established school procedures.
15. The BMO Head shall inform the parent or guardian of the final decision and the disciplinary action or corrective measure imposed.
16. The BMO Head shall implement the approved corrective action in accordance with established school policies and procedures.
17. The BMO Head shall refer the student to the Guidance Office for counseling and behavioral support or to the

School Clinic for medical evaluation and assistance, as needed.

18. The completion of the corrective action and necessary interventions shall be documented, monitored, and formally recorded before the disciplinary case is closed.

D. PROCEDURE FOR HANDLING STUDENT GRIEVANCES

1. Filing a Grievance

- a. The student may file a Student Grievance Form or a signed written complaint addressed to the Behavior Management Office (BMO), providing sufficient details of the concern or issue, including the date, time, persons involved, nature of the concern, and other relevant information. Supporting documents or evidence may be attached when available.
- b. The grievance may be submitted personally to the BMO or through an authorized digital platform, when available.
- c. The BMO shall acknowledge receipt of the grievance within one (1) day, assign a case reference number, and record the grievance in the Student Grievance Log Sheet.

2. Initial Review

- a. The BMO Head conducts a preliminary review to:
 - Determine the completeness and validity of the grievance;
 - Determine whether the concern falls within the jurisdiction of the BMO; and
 - Refer the grievance to the appropriate College office or authority when it falls outside the jurisdiction of the BMO.
- b. The student is informed of the next steps, including timelines, within 48 hours.

3. Investigation

- a. The BMO shall conduct a fair, objective, and confidential fact-finding process which may include:
 - Interviewing the student who filed the grievance
 - Interviewing the respondent
 - Interviewing witnesses
 - Gathering written statements
 - Reviewing relevant documents
 - Reviewing electronic evidence such as messages, screenshots, photographs, or other records; and
 - Gathering other relevant information necessary to clarify the concern.
- b. Gathering other relevant information necessary to clarify the concern.
- c. Confidentiality shall be maintained throughout the grievance process, and information shall only be shared with authorized personnel who are involved in handling the case.

4. Resolution Meeting

- a. When appropriate, the BMO Head may conduct a Resolution Conference involving the concerned parties and other appropriate personnel, such as the:
 - Student/complaint
 - Respondent, when applicable
 - College Dean or concerned College personnel, when necessary
 - Guidance Counselor or other appropriate support personnel; and
 - Other persons directly concerned with the grievance.
- b. The Resolution Conference may be conducted to:
 - Clarify the issues and concerns

- Provide the concerned parties an opportunity to explain their respective sides
- Facilitate communication or mediation
- Determine appropriate corrective actions or interventions; and
- Arrive at an appropriate resolution.

5. Decision and Action

- a. After the investigation and, when necessary, the Resolution Conference, the **BMO Head shall issue a written resolution** based on the findings of the investigation.
- b. The written resolution shall indicate the appropriate action, intervention, referral, or corrective measure, when applicable.
- c. Cases requiring higher administrative action shall be endorsed to the **concerned College Dean and, when necessary, to the appropriate College authority** for review and appropriate action.
- d. The concerned student and other appropriate parties shall be informed of the resolution, subject to confidentiality and applicable data privacy requirements.

6. Documentation and Follow-Up

- a. All grievances shall be properly documented and maintained by the BMO in accordance with the College's **Records Management System and Data Privacy Policy**.
- b. Grievance records shall be treated as confidential and shall only be accessed by authorized personnel involved in the grievance-handling process.
- c. Follow-up activities shall be conducted **within two (2) days** to monitor the implementation and effectiveness of the agreed resolution.

- d. Additional intervention or appropriate action may be undertaken when the resolution has not adequately addressed the concern.
- 7. Continuous Improvement
 - a. Grievance cases shall be periodically reviewed to identify recurring concerns, trends, and opportunities for improving College policies, procedures, and student services.
 - b. Information and appropriate feedback from grievance cases shall be used to support **continual improvement** of the College's student services and grievance-handling process.

Note: All grievances shall be handled in a fair, impartial, timely, confidential, and objective manner. All parties shall be treated with dignity and respect, and retaliation against any student who files a grievance in good faith shall not be tolerated.

XV. GJC SAFE ACT MANUAL

Note: For Acts of Sexual Harassment, Discrimination, Bullying, Child Abuse, Violence and Exploitation please refer to GJC Safe Space Act Manual.

The following offenses—**sexual harassment, violence, bullying and the like** are subject to specific sanctions as outlined below. For detailed guidance on procedures, classifications, and related provisions, please refer to the **GJC SAFE Act Manual**.

ACTS OF SEXUAL HARASSMENT, DISCRIMINATION, BULLYING, CHILD ABUSE, VIOLENCE, EXPLOITATION

Acts are classified as light, less grave, and grave offenses, as follows:

A. SEXUAL HARASSMENT

Light Offenses

- Unwanted remarks with sexual overtones
- Unwelcome sexual innuendos, including statements, questions, or jokes
- Repeated unwanted comments on a person's appearance that may degrade, humiliate, insult, or offend the receiver(s)
- Covert glances at a person's private parts or underclothing
- Other analogous cases

Less Grave Offenses

- Repeated sexual jokes or comments that may degrade, humiliate, insult, or offend people who may hear them
- Repeated verbal abuse with sexual undertones
- Making offensive hand or body gestures that may resemble sexual activities
- Creating rumors about a person's gender orientation, identity, and/or sex life
- Not considering a person for a role based on their sex, orientation, gender identity, and expression
- Making derogatory or degrading remarks directed towards a person's sex, sexual orientation, gender identity, or sexual activities
- Repeated offensive hand or body gestures that may resemble sexual activities
- Invasion of a person's privacy through cyberstalking and incessant messaging
- Other analogous cases

Grave Offenses

- Unwanted touching or brushing of the offender's genitals to any part of another's body or any part of the offender's body with another's genitals

- Groping and touching of private parts, including, but not limited to, breasts, genitals, and buttocks.
- Forcing someone to kiss or engage in sexual activities
- Attempted or consummated unwanted and forced sexual intercourse or torture in a sexual manner
- Sexual activities that deprive the survivor of their liberty
- Requesting sexual favors in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarships, or the grant of benefits or payment of a stipend or allowance
- Physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online, whether publicly or through direct and private messages
- Unwanted recording or taking of photos or videos, or any other recording that is directed towards a person's private parts or underclothing
- Uploading, sharing, and spreading photos, videos, or any information online—whether real or edited—without the knowledge and consent of the survivor that may cause damage to their reputation
- Impersonating the identities of victims online or posting lies about victims to harm their reputation
- Filing false abuse reports to online platforms to silence victims
- Physical assault of a sexual nature, such as, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults
- Other analogous cases

Light Offenses	- Verbal warning - Written reprimand - Mandatory gender sensitivity training- Suspension of 4-6 days
-----------------------	--

Less Grave Offenses	- Suspension 7-21 days - Parental notification - Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

B. CHILD ABUSE

Light Offenses

- Acts that cause minor or temporary harm without significant long-term impact.
- Psychological or emotional maltreatment that does not result in severe trauma.
- Minor instances of neglect that do not result in serious harm or risk.

Less Grave Offenses

- Acts that result in moderate harm or endanger a child's well-being but do not cause permanent damage or life-threatening situations.
- Unreasonable deprivation of basic needs (e.g., sporadic failure to provide food or shelter without immediate danger).
- Acts by deeds or words that degrade or demean a child's dignity, leading to distress but not severe psychological damage.

Grave Offenses

- Acts that cause severe harm, permanent damage, or pose a significant threat to a child's life.
- Sexual abuse or severe physical abuse.
- Cruelty that results in physical or emotional trauma.
- Failure to immediately provide medical treatment leading to serious impairment of growth, development, permanent incapacity, or death.
- Severe deprivation of basic needs that directly endangers the child's life.

Light Offenses	- Verbal warning - Written reprimand - Mandatory gender sensitivity training- Suspension of 4-6 days
Less Grave Offenses	- Suspension 7-21 days - Parental notification - Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

C. CHILD EXPLOITATION

Light Offenses

- Minor forms of economic exploitation that do not pose an immediate danger to the child's health or safety. Examples: Light or temporary work that does not interfere significantly with the child's education or well-being but is exploitative.

Less Grave Offenses

- Acts of economic or sexual exploitation that pose moderate risk or harm to the child but do not result in severe trauma or long-term consequences.
- Economic exploitation that involves illegal child labor, without exposure to hazardous conditions.
- Coercion into participation in activities that are exploitative but do not involve direct physical or severe emotional harm.

Grave Offenses

- Severe acts of exploitation that involve high risk, trauma, or permanent damage to the child's physical, emotional, or psychological well-being.
- Sexual exploitation, including forcing a child into prostitution or involvement in the production of pornographic materials.

- Economic exploitation involving hazardous or dangerous work conditions that threaten the child's health, safety, or life.
- Any exploitation involving threats, deception, coercion, abduction, force, or severe abuse of authority.

Light Offenses	- Verbal warning - Written reprimand - Mandatory gender sensitivity training- Suspension of 4-6 days
Less Grave Offenses	- Suspension 7-21 days - Parental notification - Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

D. VIOLENCE

Light Offenses

- Minor actions that cause discomfort or distress without causing severe or lasting harm.
- Psychological violence involving non-threatening verbal corrections or isolated incidents of ridicule that do not result in serious trauma.
- Physical tasks that are inappropriate for a child's age but not hazardous to their safety or well-being.

Less Grave Offenses

- Actions that lead to moderate physical, emotional, or psychological harm, but do not result in severe trauma or pose a direct threat to life.
- Acts of lasciviousness or mild sexual harassment that do not involve physical assault.
- Using coercion to involve a child in viewing indecent materials without direct physical involvement.
- Psychological violence that includes harassment, public humiliation, or sustained verbal abuse that causes

distress but not severe or long-lasting psychological damage.

Grave Offenses

- Severe forms of violence that pose a serious threat to the child's life, health, or long-term well-being.
- Physical violence that inflicts bodily harm or forces children into hazardous task.
- Sexual violence, including rape, serious sexual harassment, or forcing a child to engage in indecent acts, participate in sexual activities, or create and distribute sexual materials.
- Forcing a child to engage in sexual acts through threats, physical harm, coercion, or inducements.
- Psychological violence causing severe mental or emotional suffering, including stalking, intimidation, or prolonged, severe verbal abuse.
- Any other acts of violence that are severely prejudicial to the child's best interests, leading to long-term or irreversible harm.

Light Offenses	- Verbal warning - Written reprimand - Mandatory gender sensitivity training- Suspension of 4-6 days
Less Grave Offenses	- Suspension 7-21 days - Parental notification - Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

E. BULLYING

Light Offenses

- Actions that cause discomfort or embarrassment but do not result in significant harm or long-lasting consequences.

- Public humiliation or insults that are not severe and are isolated incidents.
- Mild property damage that does not significantly affect the student's well-being or safety.
- Pinching or spanking that does not result in physical injury.
- Minor threats that are not followed by action and do not involve severe fear or intimidation.

Less Grave Offenses

- Actions that involve moderate harm, consistent harassment, or repeated bullying behavior but do not cause severe trauma or long-term damage.
- Stalking that causes distress but does not lead to physical harm.
- Deliberate destruction or damage of the child's property that has a moderate impact.
- Public and malicious imputation of a crime or defect that causes distress but does not result in severe social or psychological harm.
- Physical violence that causes moderate harm or injury but does not involve weapons or extreme force.
- Cyber-bullying involving repeated harassment, intimidation, or humiliation through social media or other online platforms that is persistent but not life-threatening.

Grave Offenses

- Severe acts that cause serious harm, have a high risk of danger, or involve threats to the student's life, safety, or well-being.
- Threats of violence or harm to a person, their honor, property, or family that cause significant fear or distress.
- Severe stalking that poses a physical threat or extreme psychological trauma to the victim.

- Taking property in a way that severely affects the victim's well-being or is accompanied by threats.
- Physical violence involving the use of weapons or causing severe injury, including mauling, punching, or similar acts with the intent to cause harm.
- Demanding sexual or monetary favors, which is coercive and exploitative.
- Restraint of liberty that results in the victim feeling threatened or physically confined.
- Cyber-bullying involving severe harassment, intimidation, or humiliation that leads to significant psychological or emotional distress, including threats of harm.

Light Offenses	- Verbal warning - Written reprimand - Mandatory gender sensitivity training- Suspension of 4-6 days
Less Grave Offenses	- Suspension 7-21 days - Parental notification - Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

F. CORPORAL PUNISHMENT

Light Offenses

- Actions that involve minor harm or discomfort but do not pose a significant risk to the child's health or well-being.
- Verbal abuse, such as mild ridicule or minor threats that are isolated and do not result in severe emotional distress.
- Permanent confiscation of personal property that is not of significant value or importance to the child's well-being, provided it is not done in a malicious or humiliating manner.

Less Grave Offenses

- Actions that involve moderate harm, cause noticeable distress, or are forms of recurring inappropriate discipline.
- Pulling hair, shaking, or pushing, which cause discomfort but do not result in severe physical injuries.
- Forcing a child to perform physically painful acts that are uncomfortable but not life-threatening (e.g., kneeling on a mildly uncomfortable surface for a short period).
- Verbal abuse involving swearing, cursing, or repeated humiliation that causes moderate emotional distress.
- Deprivation of physical needs for short periods that cause discomfort but do not endanger health.
- Confinement for a brief period without causing severe distress or trauma.

Grave Offenses

- Actions that pose a serious threat to the child's physical, emotional, or psychological well-being and involve high risk, severe harm, or lasting consequences.
- Blows to the body, such as beating, kicking, or hitting, particularly when using an instrument like a cane or belt.
- Striking a child's face or head, considered especially dangerous and harmful.
- Dragging, throwing, or twisting joints, which can cause severe injury or trauma.
- Deliberate exposure to dangerous substances (e.g., chemicals, alcohol, or extreme elements like fire) that pose a health risk.
- Tying up a child or engaging in actions that confine their movement or freedom, especially if it leads to trauma or harm.
- Forcing a child to disrobe or wear humiliating attire, leading to severe emotional distress or humiliation.
- Deprivation of essential physical needs to the point of endangering the child's health or safety.

- Confinement or imprisonment that causes significant fear or psychological harm.
- Analogous acts that involve severe physical or emotional abuse, creating lasting damage or trauma.

Light Offenses	- Verbal warning – Written reprimand – Mandatory gender sensitivity training- Suspension of 4-6 days
Less Grave Offenses	- Suspension 7-21 days – Parental notification – Mandatory community service related to gender awareness
Grave Offenses	- Exclusion from school- Referral to legal authorities if applicable

CORRECTIVE MEASURES

In addition to the established sanctions, the College may implement further corrective measures within the timeframe of the initial disciplinary action. These measures may include, but are not limited to:

- A written or verbal apology, as deemed necessary.
- Participation in well-being programs or treatments.
- No Contact Order/ Protection Order
- The imposition of appropriate financial penalties, if deemed necessary.

The determination of appropriate corrective measures will consider the following factors:

- The nature and circumstances of the misconduct.
- The frequency and severity of the actions.
- The individual circumstances of the respondent, including factors such as age, maturity, position, or rank.
- The safety of all parties involved and the broader community.
- Any other relevant factors.

These corrective measures may also be applied in cases resolved through the informal complaint procedure.

XVI. EXCLUSION FROM THE SCHOOL

The school reserves the right to drop, advise to transfer, dismiss, or deny the readmission of any student at any time during the school year whose conduct, behavior, or influence is deemed undesirable, unsatisfactory, or harmful to the welfare of the school community.

Following the prescribed disciplinary procedures, a student may be warned, suspended, advised to transfer, dismissed, and/or denied readmission depending on the gravity, frequency, and circumstances of the offense committed.

Warning is the notice given to the student which stipulates that the continuation or repetition of specified conduct or commission of an offense might be cause for another disciplinary problem.

Suspension is the exclusion of a student from classes and/or from other activities of the school including tests for a definite period of time as set forth in the notice of suspension. Suspension falls on regular school days. In case classes are suspended due to typhoon and other unforeseen circumstances, the sanction is carried over to the following regular school days.

Exclusion is a disciplinary measure where a student is officially separated from the institution due to a serious or grave offense after due process has been observed. This may take effect immediately or within the current school term. It terminates the student's relationship with the school and advises transfer to another institution, with possible admission to other schools.

Non-readmission is a disciplinary measure wherein a student may be allowed to complete the current term or school year, but is no longer permitted to enroll or continue in the school for the succeeding term or school year due to behavioral, disciplinary, or policy-related concerns.

Warnings, suspensions, non-readmission, and exclusion of students shall be rendered in writing, and copies thereof shall be furnished to all concerned parties.

XVII. DENIAL OF ADMISSION AND RE-ADMISSION

The College reserves the right to deny admission or re-admission to applicants or students who fail to meet the College's established admission, retention, academic, financial, or disciplinary requirements, subject to applicable laws, regulations, and the College's policies and due process procedures.

A. Denial of Admission

Admission may be denied to:

1. Incoming first-year students and transferees who fail to meet the College's admission requirements, including applicable entrance examination requirements;
2. Transferees who do not meet the College's prescribed academic or admission requirements; and
3. Applicants who fail to submit the required admission documents or comply with other applicable admission requirements.

B. Denial of Re-Admission

Re-admission may be denied to students who:

1. Have committed serious or grave disciplinary offenses, particularly when such offenses occurred despite previous disciplinary intervention, probation, or corrective measures;
2. Have failed to demonstrate sufficient improvement after appropriate interventions, guidance, counseling, or other corrective measures;
3. Have unresolved financial or other legitimate obligations to the College, subject to applicable institutional policies;
4. Have failed to meet the College's prescribed academic retention requirements; or
5. Otherwise fail to satisfy the College's established requirements for continued enrollment.

XVIII. APPENDICES

APPENDIX - A

CHED Memorandum Order No. 01, Series of 2015, Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs) mandated CHED.

Article II, Section 14 of the Philippine Constitution recognizes the role of women in nation-building and requires all government departments and agencies to review and revise all regulations to remove gender bias; **The Women in Development and Nation Building Act (R.I. Act No. 7192)** reiterates the principle of gender equality and directs all government departments and agencies to review and revise all regulations to remove gender bias; The Magna Carta of Women (MCW), or Republic of Women's Constitution

CHED Memorandum Order No. 01, Series of 2015, Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs) mandated CHED to introduce and insulate policies and guidelines on gender and development from the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW); **CHED Memorandum Order No. 01, Series of 2015, Establishing the Policies and Guidelines on Gender and Development in the Commission.**

The Philippine Commission on Women's Memorandum Circular 2011-01 explains how all government agencies should consider taking a systematic approach to gender mainstreaming by designing and implementing programs, activities, and projects every year, and by allocating of their total budget allocation to gender issues and concerns in their respective organizations, sectors, and constituencies; GJC is required to follow this policy.

Gender and Development (GAD) mainstreaming activities are promoted by General de Jesus College through the implementation of a variety of relevant, responsive, and long-term programs, projects, and activities. All stakeholders, including school administrators, instructors, non-teaching staff, students, parents, alumni, and other partners, must play a crucial role in creating an empowered, bias-free, and inclusive learning environment. GJC will eventually become a GAD-led college that promotes and protects women's and men's rights via education.

APPENDIX – B

Data Privacy

General De Jesus College, in pursuit of providing quality education, needs to process your personal and sensitive information. Various GJC offices collect your personal information through paper-based and online processing systems. Some applications require you to provide a photograph. In some instances, your image is captured by the school's CCTV cameras. In synchronous classes, your image and voice are recorded by instructors.

In line with this, GJC is committed to comply with the **Philippine Data Privacy Act of 2012 (DPA)** in order to protect your right to data privacy.

Under the DPA, your personal information (i.e., any information from which the identity of an individual is apparent or can be reasonably and directly ascertained) may be processed when it is necessary in order for the school to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority pursuant to the legitimate interests of the school or a third party, except where such interests are overridden by your fundamental rights.

Your sensitive personal information (e.g., confidential educational records, age/birthdate, civil status, health, religious affiliation) on the other hand may be processed, e.g. disclosed, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information and the consent of the data subject is not required for such law or regulation. This can also happen when such processing is needed to protect the life and health of the data subject or

another person and the data subject is unable to legally or physically express consent, in the case of medical treatment, or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings, and for the establishment, exercise or defense of legal claims or where provided to government or public authority such as the Commission on Higher Education.

The school processes your personal and sensitive information in accordance with the principles of transparency, legitimate purpose and proportionality. GJC exerts efforts to inform you of the nature, purpose, and extent of the processing of your personal data, as well as the risks and safeguards involved. Your personal data is only processed whenever compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy. The processing of your information is done adequately, suitably, and not excessively in relation to a declared and specified purpose.

As an individual whose personal and sensitive personal information is being processed by the school, you are entitled to the following rights:

- a. The right to be informed whether personal data pertaining to you shall be, are being, or have been processed, including the existence of automated decision-making and profiling;
- b. the right to object to the processing of your personal data, including processing for direct marketing, automated processing or profiling;
- c. the right to reasonable access to, upon demand, the contents of your personal data that were processed;
- d. the right to dispute the inaccuracy or error in your personal data and have the school correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable
- e. the right to suspend, withdraw or order the blocking,

- removal or destruction from the school's filing system of your personal data if it is incomplete, outdated, false, no longer necessary or unlawfully obtained;
- f. the right to damages; and
- g. the right to data portability.

After you graduate, the school will retain and provide for the secure archival of your educational record and other relevant personal information needed to verify your identity so that we will be able to provide you with the proper transcripts, certifications, and other documents that you may request.

As a general rule, GJC will only disclose your personal and sensitive personal information to third parties with your consent.

Even prior to the effectivity of the DPA, GJC has put in place physical, organizational and technical measures to protect your right to privacy and is committed to continuously improving the same. You can thus rest assured that school personnel are allowed to process your personal and sensitive information only when such processing is part of their official duties.

APPENDIX – C

PRESCRIBED UNIFORM FOR COLLEGE STUDENT (ALL COURSES)



General de Jesus College
VALLARTA ST., POBLACION, SAN ISIDRO, NUEVA ECIIJA

5 tucks

2 buttons front and back

Cover buttons

5 tucks

2 Box pleats front and back

Conservative cut (not too loose nor too tight) BLACK LINEN PANTS

Just below the knee

Black leather shoes with white or black socks

Black leather shoes (at least 1 inch heel height) Black foot socks

COLLEGE
SINCE 1946
DISCIPLINE • INTEGRITY • EXCELLENCE
for God and country



GJC HYMN

Sumilang na isang dukkha
Sa kandungan ng dalita
Ngunit ginto ang kamukha
Nagningning ng mahimala
Noong siya ay nag-aaral
Natangi sa kabaitan
Napuri sa kasipagan
Nabantog sa karunungan
Luha, dugo, pagbabata
Sampu ng buhay na maganda
Inihandog na lahat-lahat na
Sa ngalan ng bayang sinta
Sa silanga'y napatampok
Ang bayaning napalugmok
Ang heneral na napabantog
Na si Simeon de Jesus
Ang heneral na nabantog
Na si Simeon de Jesus

GJC MARCH

We are builders of the land
All ready to make a stand
For right we fight with all our might
A gen'ral's name to give us life and light
Freedom's bells shall ever ring
If in our hearts we bring and sing
This song for those who stood and died
For a land that was dearly tried.

Chorus:

We fight, fight, fight with cheers
Now that joy has taken the place of tears
Lead us on, lead us on General de Jesus
With you as guide we cannot lose
Liberty you sought for which you fought
To us you brought that which was dearly bought
'To you we sing to a hope we cling
That freedom's bells shall ever ring.
(Repeat Chorus)



SINCE 1946

DISCIPLINE * INTEGRITY * EXCELLENCE

for God and country

✉ gendejesus@gmail.com

☎ (044) 940-6181 (044) 940-3744

🌐 <https://web.facebook.com/generaldejesus71>