

GEN. SIMEON
DE JESUS BL



STUDENT HANDBOOK

DISCIPLINE • INTEGRITY • EXCELLENCE

For God and country

College Student Handbook

2024 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 members 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, MBA
College President

SCHOOL OFFICIALS

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

Mr. Antonio T. Delgado
Ms. Ma. Rosario B. Mallari
Ms. Evelyn R. Cucio
Ms. Chonna Anna Lynn E. Matias
Ms. Jo Anne M. Manrique
Ms. Rolina R. Labao
Ms. Aizel Marie B. Castro

Ms. Ariane L. Nepomuceno

Ms. Maricon B. Pardilla

Ms. Inah Trinidad D. Victorio

Ms. Ruth Adrienne H. Dela Cruz

Ms. Marilet De Lara
Ms. Melissa V. Franco
Ms. Khizzle T. Franco
Mr. Ricardo P. Mesina
Dr. Josefina P. Magno

Physical Facilities
Data Protection Officer
Institutional Health Officer
Disaster, Safety and Health Officer
Focal Person, Gender and Development
Coordinator, Office of the Student Affairs
Coordinator, Office of the Student Affairs
Assistant Head, Institutional Research
Office
Coordinator, Community Extension
Services
Coordinator, Basic Education Guidance
Office
Coordinator, Basic Education Guidance
Office
Coordinator, College Dept. Guidance
Office
Psychometrician
Coordinator, Publication
Coordinator, Publication
Corporate Secretary
Curriculum Development Consultant

PERSONAL DATA

PHOTO

NAME: _____

COURSE: _____

Home Address _____

Telephone No. _____ Cellphone No. _____

Date of Birth _____

Place of Birth _____

Parents :

Father _____

Mother _____

Guardian _____

Address of Parent / Guardian _____

In case of emergency please inform _____

Relationship _____

Address _____

Cellphone / Telephone No. _____

Table of Contents

FOREWORD	ii
SCHOOL OFFICIALS	iii
PERSONAL DATA	v
TABLE OF CONTENTS	vi
COLLEGE SEAL	viii
BRIEF HISTORY	ix
PHILOSOPHY, VISION AND MISSION & CORE VALUES	xiii
INSTITUTIONAL GOAL AND OBJECTIVE	xiv
I. ADMISSION	
<i>A. Admission Requirements</i>	1
<i>B. Retention Policies</i>	4
<i>C. Othe Requirements for Retention</i>	7
II. ENROLLMENT	
<i>A. Enrollment Procedure</i>	11
<i>B. Registration</i>	13
<i>C. Cross-Enrollment</i>	13
<i>D. Dropping</i>	14
<i>E. Withdrawal Policy</i>	14
III. PAYMENT SYSTEM	
<i>A. Student Fees</i>	15
<i>B. Mode of Payment</i>	16
<i>C. Surcharge</i>	16
<i>D. Unsettled Accounts</i>	17
IV. Discount on Tuition Fees	
<i>A. Cash Discount for Cash Payments</i>	17
<i>B. Refund of Fees</i>	17
V. NORMS OF CONDUCT	
VI. BEHAVIOR EXPECTATIONS	
<i>A. Attendance</i>	27
<i>B. Class Suspension Policy</i>	27
<i>C. Tardiness</i>	29

<i>D. Absenteeism</i>	29
<i>E. Wearing of Uniform</i>	30
<i>F. Wearing of ID</i>	31
VII. CLASS STANDING	31
VIII. AWARDS AND RECOGNITION	
<i>A. Collegiate Academic Honors</i>	33
<i>B. Academic Excellence Award</i>	35
<i>C. Deans Lister Award</i>	36
<i>D. Special Awards</i>	37
IX. SCHOLARSHIP & FINANCIAL ASSISTANCE	40
X. STUDENT SERVICES	45
XI. 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	73
B - Data Privacy	75
C – Image of School Uniform	
GJC HYMN & GJC MARCH	81



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 a 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, and 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.

BRIEF HISTORY

The plight of San Isidro's youth, who had nowhere to go for secondary education after World War II, was the prime factor that led to the founding of General de Jesus Academy. The founders were prominent citizens of the town, namely: Paz Policarpio-Mendez, Soledad Medina, Francisco Narciso, Teofilo P. Abello, and Ricardo Odulio.



The school was named in honor of General Simeon de Jesus, San Isidro's hero. General de Jesus, who was executed by the Japanese in Fort Santiago, was one of the most distinguished graduates of the Philippine Constabulary Academy, now Philippine Military Academy.



General de Jesus Academy opened in June 1946 in a rented building which was the former residence of the Moreno family. It started with seven teachers, including the principal, and 255 students from first year to fourth year.

From 1946 to 1977, the school operated only the academic secondary course. In 1978, the school board, heeding the appeal of parents who could not send their children to Manila or Cabanatuan City for college education, opened a collegiate department. The first course offered during the school year 1978-79 was Liberal Arts. It was followed by the opening of Bachelor of Science in Commerce (BSC) now Bachelor of Science in Business

Administration (BSBA) and Bachelor of Secondary Education (BSE) in 1979, two year Junior Secretarial Course (JSC) in 1985 and Small Business Management Course (SMBC) and Bachelor of Elementary Education (BEEEd). In 1992, the Pre-school and Elementary departments started serving the community.

With the advent of computer education, the school opened another course, the Associate in Computer Science (ACS) in 1994 which later was changed to Associate in Computer Technology (ACT) as advised by the Commission on Higher Education (CHED).

After 50 years of serving to the youth of San Isidro and nearby towns, General de Jesus Academy came to be known as General de Jesus College. The Securities and Exchange Commission (SEC) approved the change in status on August 28, 1997.

Responding to the needs and demands of the time, GJC started offering new courses a decade later. The newest additions to the collegiate courses are the following: Bachelor of Science in Accountancy (BSA), Bachelor of Science in Accounting Technology (BSAcT) and Bachelor of Science in Information Technology (BSIT) all of which opened in 2008, and Bachelor of Science in Hotel and Restaurant Management (BSHRM) which saw its opening in 2009.

With excellence as one of its core values, General de Jesus College strives to maintain the quality education and service it offers to its clientele. From the pre-elementary level up to the collegiate level, its students continually bring honor to the school by excelling in the various competitions and activities they regularly participate in such as academic quiz bees, sport competitions, journalism contests and others. Students of the newly-opened course, the BSA, have been performing very well in the CPA Board Examination.

The Education graduates have been posting satisfactory

passing rates which are consistently way above the national passing rate in the Licensure Examination for Teachers (LET).

The school submitted itself to voluntary accreditation in 2002. Its application was approved by the Association of Christian Schools, Colleges and universities-Accrediting Agency, Inc.(ACSCU-AAI). The first two programs that underwent accreditation were the High School and the Education Programs which had their Preliminary Visit on August 21-25, 2002.

On February 16-20, 2004 both programs had the Formal Survey and were granted Level I Three-Year Accreditation Status. A Resurvey visit of the High School and Education Programs was conducted on February 5-9, 2007. During the same period, the Business Administration (formerly Commerce) Program had its Preliminary Survey. The Education Program was granted a Level II Five-Year Reaccreditation Status and was invited to apply for Level III. After submitting all the necessary documents required by the ACSCU-AAI, it was granted a Level III Accreditation Status. The High School Program was granted a Level II Five-Year Reaccreditation Status with Interim Visit. The Business Administration Program received the Candidate Status and underwent the Formal Survey on February 2-6, 2009. On the same year, the program was granted a Three-Year Level I Accreditation Status.

On May 10, 2012, the Association of Christian Schools, Colleges and Universities-Accrediting Agency, Inc. (ACSSU-AAI) granted the Education Program a Level III Five-Year re-accredited status, and both the High School and Business Administration Programs a Level II Five-Year accredited status. In May 2014, the High School Program was granted a Level III status. In March 2017, the school applied for the resurvey of its High School, Education and Business Administration Programs and the preliminary survey of its Accountancy and Accounting Technology Programs.

The results which came out in May, 2017 affirmed the school's quest for continued excellence as the High School Program retained its Level III status, the Education Program its Level III status with an invitation to apply for Level IV status, and the Business Administration its Level II status also with an invitation to apply for Level III. The Accountancy and Accounting Technology Programs were granted Candidate Status and became eligible to apply for Level I status. In April 2018, the Business Administration Program was granted the Level III status while the Accountancy and Accounting Technology Programs received the Level I status after undergoing the Formal Survey on February 12-15, 2018.

Envisioned by the founders in the beginning as an institution that would provide the educational needs of the town's youth, it has grown from its modest beginnings into a progressive institution that is one of the best in the province. At present, the Chairman of the Board is Mr. Angelo Mendez, while the President/School Head is Dr. Jeffrey P. Franco.

PHILOSOPHY

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

VISION

GJC as a leading quality 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

GJC 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

Integrity

Excellence

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, effective teaching and non-teaching personnel, and a program of continuous growth for faculty, staff and students.

INSTITUTIONAL OBJECTIVES

General de Jesus College shall endeavor to:

1. Provide relevant and responsive learning modality that combines technology, time-tested, and research-based teaching methods;
2. Conduct learning tasks that promote the development of the learners' skills in collaboration, critical thinking, communication, technology and research
3. Implement varied student activities that cater to the learners' interests and needs and that promote their holistic development;
4. Conduct meaningful immersion activities that provide authentic learning experiences to help them cope and succeed in life outside the school and after graduation; and
5. Promote spiritually, social responsibility, environmental awareness, and civic-mindedness that they may contribute in nation-building.

OUR POLICIES

Admission

ADMISSION REQUIREMENTS:

General de Jesus College is open to students who meet the admission requirements.

1. For Freshmen:

- 1.1. Original copy of SF-9 (Report Card)
- 1.2. General weighted average of at least 85% for applicants in Accountancy Program and 85% for Education Program
- 1.3. Certificate of good moral character
- 1.4. Three (3) copies of the latest 2x2 photo
- 1.5. Photocopy of birth certificate
- 1.6 Interview with the Guidance Counsellor
- 1.7. Interview with the Dean

The dean or his representative has a right not to accept applicants not meeting the minimum requirements set.

2. For Transferees:

- 2.1 Honorable Dismissal
- 2.2 Transcript of Records or Certificate of Grades from the previous school attended
- 2.3 Certificate of good moral (The college reserves the right to refuse admission to any student who has been dismissed with cases from other college or university)

- 2.4 Three (3) copies of the latest 2x2 photo
- 2.5 Photocopy of birth certificate
- 2.6 Interview with the Guidance Counselor
- 2.7 Interview with the Dean

The dean or his representative has a right not to accept applicants not meeting the minimum requirements set

- 2.8. For transferees in the Accountancy Program, the following are the conditions for admission:
 - 2.8.1. must pass the examination
 - 2.8.2. accreditation status of the previous school where they took up accounting subjects
 - 2.8.3. must re-enroll major subjects in accounting and business with grades of 3.00
 - 2.8.4. must demonstrate ability to attain high probability of success in accounting

3. For Old Students

- 3.1 Grades during the previous semester
- 3.2 No previous record of a second violation of school rules and regulations

For incoming BSA freshmen students:

1. The program is open to all academic track in Senior High School provided that all non-ABM (Accountancy, Business and Management) track must have at least 85% general weighted average.
2. The applicant must take the examination for sectioning and the said examination will cover the Fundamentals of ABM I and II. Section of the applicant will be determined in terms of:

● Grades in Senior High School	30%
● Results in Examination for Sectioning	<u>70%</u>
Total	100%

For graduates of BSAIS, BSMA, BSIA who wish to apply in the Accountancy Program, the following are the requirements:

GJC Graduates:

1. The applicant must not have a grade lower than 2.50 in any accounting and accounting related subjects and the average grade must be 2.25.
2. The applicant needs recommendation letters from at least two faculty members.

Graduates from other colleges and universities

1. The applicant must not have a grade lower than 2.50 in any accounting and accounting related subjects and the average grade must be 2.25.
2. A set of admission tests must be taken and the applicant must pass the tests with an average grade of at least 80%.

For applicants in Hospitality Management, the following are the additional requirements as per mandate of industry partners for the OJT program:

Physical

Free from physical abnormality; single ear, single eye, lost of fingers
Sound of good physical living
No tattoos

Height / Weight

For women: should not be lower than 5' and not to exceed 145 lbs.

For men: should not lower than 5'2 and not to exceed 200 lbs.

Medical Certificate (result to be submitted upon enrollment) from the resident School Doctor which includes:

- a. Hepatitis Screening
- b. Chest X-Ray
- c. CBC

Academic

Can both speak and write English

Pass the entrance examination administered by the department

Can attend educational tour. Seminars and

Enrolled and finished subjects as prescribed in a semester

Committee or Social Involvement

No involvement to fraternities, gambling's or no pending cases recorded in the College BMO.

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 relationship.
 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:
 - Bachelor of Science in Accounting Information System (BSAIS)
 - Bachelor of Science in Internal Auditing (BSIA)
 - 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:
 - i. Promise Letter/ Letter of Commitment
 - ii. 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.

Other requirements:

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:

- *Certified Management Accountant (CMA)
- *Certified Information System Analyst (CISA)
- *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*

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

ENROLLMENT PROCEDURE

For First Year Enrollees:

1. Proceed to the Enrollment Hub (AVR) and get an enrollment form from the Guidance Office Staff
2. Fill out the Enrollment Form completely and accurately.
3. Submit the duly accomplished enrollment form to the Encoder
4. Pay fees at the Cashier

For Old Students:

1. Get an adviser's slip from the Guidance Office Staff.
2. Submit the duly accomplished adviser's slip to the Encoder.
3. Pay your fees at the Cashier.

For Irregular Old Students:

1. For irregular old students, proceed to the Dean's Office for the verification of the subjects.
2. Go to the Enrollment Hub at the AVR and get the Enrollment Form.
3. Fill out the enrollment form completely and accurately.
4. Submit the duly accomplished adviser's slip to the Encoder.
5. Pay your fees at the Cashier.

For Transferee Students:

1. Go to the Guidance Office for an interview.
2. Proceed to the Dean's Office for an interview and verification of the subjects.
3. Go to the Enrollment Hub at the AVR and get the Enrollment Form.
4. Fill out the enrollment form completely and accurately.
5. Submit the duly accomplished adviser's slip to the Encoder.
6. Pay your fees at the Cashier .

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.

REGISTRATION PERIOD

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.

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.

DROPPING

1. A student may officially drop any subject without paying additional fees during the period for adding/dropping subject/s which is within the first (2) weeks after the opening of classes during the regular semester or within one (1) week after the opening of classes during the summer term. He/ She shall fill out the dropping and shall seek approval of the subject teacher, dean, and the registrar.
2. A student who drops any of his/her subjects without accomplishing the official form is still enrolled for the full term in the subject/s and is still subject to pay all the corresponding fees. He/ She then, will be given a final grade of "5.00" (FAILED) in the subject/s concerned.
3. Dropping period is only up to one week before the midterm examinations.

WITHDRAWAL POLICY

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

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

1. A letter containing one's intention to withdraw and his/her reason for such must be prepared in triplicate and must be addressed to the principal/dean/department head.

2. A copy of the withdrawal letter must be presented to the Finance Department in order to determine the amount of refund to be refunded if there is any.
3. A date will be given by the student's cashier in which one can claim their refund if there's any.

If the withdrawal is made after the opening of classes:

The student should:

1. Inform his/her respective adviser of his/her intention to withdraw.
2. A letter containing one's intention to withdraw and his/her reason for such must be prepared in triplicate and must be addressed to the principal. The actual date of withdrawal must be indicated in the letter.
3. Proceed to the Finance Department for the clearance and request for refund based on the rule on refund of fees.
4. Proceed to the Registrar 's Office for credentials and clearance.
5. Return the clearance to the respective cashier. A date will be given by the cashier in which one can claim their refund if there's any.

Payment System

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).

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 Php3,000 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 before or at the end of each respective month to be paid, a 10 (ten) day grace period will be given.

SURCHARGE

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

A 2% surcharge will be added to the monthly tuition fee. This amount is to be charged monthly until the payment is settled (e.g. July tuition fee due on or before August 10 was paid only September 16; surcharge will be 2% for the month of August and another 2% for the month of September).

UNSETTLED ACCOUNTS

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

DISCOUNTS ON TUITION FEES

A. Cash Discounts on Cash Payments

1. Three percent (3%) tuition fee discount will be given to those who will pay in full of their annual tuition fees on or before 1 month from the start of classes.
2. One-point five percent (1.5%) tuition fee discount will be given to those who will pay in semestral term:
 - a. First semi-annual tuition fees (August to December) on or before the 1 month from the start of classes;
 - b. Second semi-annual tuition fees (January to April) on or before the 1 month from the start 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	
<ul style="list-style-type: none"> • Before the opening of classes 	Total miscellaneous fee except the Registration fee
<ul style="list-style-type: none"> • After the opening of classes 	No refund

Students withdrawing after the second week will be charged the whole tuition fee for one school term.

If the student transfers to another school within the school year, he/she will be charged with the full tuition fee for the school year.

Students can directly contact <https://www.facebook.com/FinanceGJC> for payment concerns.

Classroom Policies

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 is done every Monday at 7:30. While singing the National Anthem, students should place their right hand over their left chest and join in the singing with pride and passion.
2. Students must stand at attention as they recite the Pledge to the flag.
3. After the flag ceremony, students must proceed to their respective classrooms.
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. During class hours, no student may leave the room except when very necessary and with permission from the teacher.

4. Students should keep the classroom clean and orderly at all times. Before leaving, chairs should be well arranged and the surrounding area clean.
5. The class monitor will be in-charge of turning on the lights and electric fans and turning them off after classes.
6. 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
7. Politeness forbids:
 - a. laughing at a classmate's mistakes
 - b. rude and unnecessary comments

D. IN THE CAMPUS

1. Keep surroundings clean. Do not litter; instead throw all rubbish into the trash can.
2. All disorderly conducts and acts of vandalism are not allowed.
3. Except in case of emergency, office phones are strictly for office use only. Students may use the phone with permission from the office personnel.
4. Bringing personal valuables like jewelry and other latest gadgets are discouraged. The school will not be held responsible for their loss.
5. 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.

6. Loitering, talking aloud, smoking, eating, sleeping and littering in the campus are strictly prohibited.

E. IN THE LIBRARY

1. Library Rules

- a. Silence is the basic rule of every library. Conversation and other unnecessary noise should be avoided.
- b. Books, bags, knapsacks, cases, folders, envelopes, etc. are not allowed in the library. Those items are left at the Circulation Desk. Claim your bags **ONLY** when you are going to leave the library.
- c. Keep the library clean and orderly. Handle the books and other library materials with care, so that they will be of lasting use to all.
- d. Do not mark or write on the pages of the book. Do not fold the pages.
- e. Food and beverages are not permitted in the library.
- f. All books and other library materials must be signed at the Circulation Desk and stamped with a definite return date.
- g. Every borrower should print clearly his/her family and his first name on the borrower's

- card.
- h. General Circulation Books are due on Monday; therefore the borrowing period varies from seven (7) to two (2) days. Check date stamped in books. Books may be renewed if there's no request from other library users.
 - i. Students are allowed to borrow two (2) books at the library at a time.
 - j. Course reserved books are kept behind the Circulation Desk. They may be borrowed overnight (5:00 p.m. – 8:00a.m.) otherwise they are restricted to be used in the library. The reserved borrower's card must be signed even when the books are used in the library.
 - k. Reference books and the periodicals, bound and unbound, are consulted only in the library. (For photocopying, consult the librarian.)
 - l. If a book is not found on the shelf, a call-slip can be filled up and presented to the Circulation Librarian. The librarian will locate the book for you.
 - m. All returned books are to be handled by the Circulation Librarian.
 - n. No borrower is allowed to pass on a book to another person.
 - o. Lost books are to be reported

immediately to the librarian.

2. Sanctions of Violations

Violation of the rules, mutilations, defacement or stealing of books or library properties subjects the offender to the penalties to be imposed by the Librarian. These include fines and partial or total loss of library privileges.

SCIENCE LABORATORY

GENERAL GUIDELINES FOR SCIENCE LABORATORIES

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.

COMPUTER LABORATORY

- 1. Food, drinks, or snacks are NOT allowed in the computer lab.
- 2. Always keep noise to a minimum to maintain a conducive learning environment.
- 3. Only use the assigned computer and do not switch without

permission.

4. Avoid changing any system settings, such as desktop wallpaper or display preferences.
5. Avoid placing heavy objects on top of computers, monitors, or keyboards
6. Do not unplug any cables or connectors without permission.
7. Save and close all files before leaving.
8. Log off or shut down the computer properly, as instructed.
9. Ensure that all personal belongings are taken with you when leaving the lab.

KITCHEN LABORATORY

1. Always be aware of your surroundings and any potential hazards in the kitchen.
2. Keep floors clean and dry to prevent slips and falls.
3. Use proper safety gear, such as aprons, facemasks, hairnet, and kitchen gloves.
4. Wash your hands thoroughly before and after handling food.
5. Wear a clean apron and tie back long hair.
6. Avoid wearing jewelry while working with food to prevent contamination.
7. Always inspect kitchen equipment before use to ensure it is in good working condition.
8. Clean and sanitize surfaces, tools, and equipment before and after each use.
9. Dispose of waste properly. Separate organic waste from recyclable materials.
10. Familiarize yourself with the location and use of fire extinguishers.
11. Avoid overloading electrical outlets, and do not use equipment

with worn-out cords.

12. Keep flammable items away from stovetops

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.

Parents/guardians are expected to take it as their responsibility to notify the adviser if their child cannot report for classes. The adviser will then presume that the student is indisposed and is at home if he/she does not report to his/her class.

POLICIES AND GUIDELINES ON CLASS SUSPENSIONS DUE TO WEATHER DISTURBANCES SUCH AS TYPHOON, FLOODS, HEAVY RAINS AND OTHER CALAMITIES

1. When there is a storm signal, orange rainfall warning issued by the PAGASA, Classes in all levels (Pre elem to College), both on site (face-

to-face) and online (synchronous and asynchronous) classes are **AUTOMATICALLY CANCELLED**.

2. When there is no storm signal, orange or red rainfall warning, or flood warning issued by the PAGASA, but there is a **CLASS SUSPENSION** declared by the provincial or local government due to inclement weather or any other reason, **ONLY THE ON-SITE (FACE-TO-FACE) CLASSES** will be suspended unless announcements specifically includes suspension of online classes as well.

The school will shift to **ONLINE MODALITY** which can be delivered either synchronously or asynchronously depending on the prevailing situation such as the status of internet connectivity and power supply.

In case of **SYNCHRONOUS CLASSES**, the following shall be the guidelines:

- a. There is a flexible and lenient checking of attendance during these times.
- b. Recorded discussion will be posted in the Google Classrooms.
- c. Learning materials (PowerPoint presentations, Google Slides, Canva Slides, Notes, articles, etc) will also be posted in the Google Classroom so the students can view and study them anytime.
- d. Students are advised to download these materials so they can still view them offline.

In case of ASYNCHRONOUS CLASSES/INDEPENDENT LEARNING MODE, the following guidelines shall be applied:

- a. The task or learning activity should cover only the essential competencies.
 - b. The task may be accomplished within a reasonable timeframe.
3. In-person and online classes in all levels are automatically cancelled in schools situated in LGUs where the Philippine Institute of Volcanology and Seismology (PHILVOCS) declare an earthquake with PHILVOCS Earthquake Intensity Scale (PEIS) V or above.
4. The ultimate responsibility for determining whether or not their child should go to school is given to the PARENTS.

B. TARDINESS

All students are obligated to come to school on time. All latecomers (those who report to class 10 minutes after the start of their first subject) are required to present to his/her adviser an excuse slip indicating his/her reason for coming to school late and will not be allowed to attend the affected class. The parent/guardian will be notified about the student's failure to come to class on time.

C. ABSENTEEISM

1. Students who incurred 3 absences in classes in any subject will be reminded by the subject teacher.
2. Students who incurred 5 absences, 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.

GUIDELINES ON SCHOOL UNIFORM

PURPOSE

It is important that all students wear the prescribed uniform with pride. These guidelines will encourage the students to experience a sense of university identity, and be in their best behavior at all times. The following guidelines will ensure that the students wear the correct and proper uniform, complete with school ID on the prescribed days. See **Annex C** for the guide on the cut of the prescribed uniform.

P.E. UNIFORM

The PE Uniform is worn only in P.E. classes.

OTHER COLLEGE UNIFORMS

Other uniforms such as Practice Teaching Uniform and On-The-Job Training 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 shirt will be allowed to wear every Saturdays and school activity days.

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 in the 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.

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.

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.

5. 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"
6. 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.

7. 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.
8. 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.
9. 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.

COLLEGIATE ACADEMIC HONORS

A. For Graduating Students	
Academic Honors Grade Requirements	
<i>SUMMA CUM LAUDE</i>	Weighted average of 1.20 or higher with no grade lower than 1.50 in any of the subjects, provided that all units were earned at GJC.

<i>MAGNA CUM LAUDE</i>	Weighted average of 1.21-1.35 with no grade lower than 2.00 in any of the subjects, provided that all units were earned at GJC
<i>CUM LAUDE</i>	Weighted average of 1.36 - 1.50 with no grade lower than 2.50 in any of the subjects, provided that 75% of all units were earned at GJC.
<i>DEAN'S AWARDEE</i>	Weighted average of 1.51 - 1.70 with no grade lower than 2.75 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 1.0 - 1.70 with no grade lower than 2.50 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.

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):**
 - a. Students must attain a GWA between **1.00 to 1.15** for the semester to be eligible for the award.
 - b. 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.

The Academic Excellence Award will be presented during the **Dean's Listers Award**. Awardees will receive a **Certificate of Academic Excellence** of recognition awarded by the Office of the Students Affairs.

GUIDELINES IN APPLICATION FOR INCLUSION IN THE DEAN'S LIST

1. The Office of the Registrar will announce the deadline for the application in the Dean's List.
2. Applicants will submit their computed grades to their respective Deans or Department Heads for verification and assessment.
3. The Deans will submit the official list to the Office of the Registrar for final verification and approval.
4. The official lists of Deans' Listers from all departments shall be released by the Office of the Registrar and shall be posted on its official Facebook page and on the SPS page.

5. Students who fail to submit their grades on the given deadline will result to exclusion from the official lists of Dean's Listers for the preceding semester.
6. All Dean's Listers are required to attend the Recognition Program unless they are on their on-the-job trainings /practicum.

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.

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.

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)

Other Special Award:

- ❖ OSA 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.

Scholarship and Financial Assistance

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

1. FOR ENTERING FRESHMEN STUDENTS

Scholarships based on high school ratings

Honor graduates of any public or private high schools in the Philippines may enjoy any of the following:

IF APPLICANT BELONGS TO A GRADUATING CLASS OF BETWEEN 100 AND

200 STUDENTS:

RANK 1 25% discount

RANK 2 12.5 % discount

IF APPLICANT BELONGS TO A GRADUATING CLASS OF BETWEEN 201 AND

ABOVE:

RANK 1 50% discount

RANK 2 25% discount

Upon Enrollment, the applicant should present a certification attesting to the rank he/she obtained upon graduation and the number of graduates. This certificate should be signed by the Principal of the school where the applicant graduated.

In case of a tie, the discount will be divided among students.

2. COLLEGIATE SCHOLARSHIPS

1. Awardees of the scholarships based on high school rating shall continue to enjoy such scholarship on tuition fees provided that they maintain the required scholarship ratings of the college.
2. Students carrying a full load may enjoy full or partial scholarship on tuition fees if his/her weighted average is:

1.00	-	1.11	-	FULL EXEMPTION
1.12	-	1.22	-	50 % discount
1.23	-	1.35	-	25 % discount

Note: Scholarships are not extended during midyear term.

3. 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 program such as TES (Tertiary Education Subsidy) gives P 20,000.00 subsidy every semester while the TDP (Tulong Dunong Program) gives P 7,500.00 subsidy every semester. Application requirements are announced thru the Registrar's Facebook Page.

4. EDUCATIONAL ASSISTANCE PROGRAM

- a. Educational benefits awarded by the Philippine Veterans Administration Office (PVAO).

- b. Presidential Decree No.451 provisions for scholarship grant.
- c. Permanent Faculty and Regular Non-Teaching Employees are given 60% discount on tuition fees only.
- d. Children (of minor age) of Permanent Faculty and Regular Non-Teaching employees are given 50% discount on tuition only provided that the number of children does not exceed for (4) in any one (1) school year.

5. OTHER SCHOLARSHIP/DISCOUNT PROGRAMS

Loyalty Discount	5% discount from the tuition fee for per semester (For First Year SHS graduates of GJC only)
Cash payment discount:	
Annual Payment	3% of the net tuition Fee (Payment should be made 1 month before the start of the Academic year)
Semi Annual Payment	1.50% of the net tuition Fee (Payment should be made 1 month before the semester)
*Third child discount	15% of the total tuition fee
*Fourth child discount	25% of the total tuition fee

*Fifth child discount	30% of the total tuition fee
------------------------------	------------------------------

(*For every application, attachments to support the application should be submitted for verification and approval)

6. OTHER DISCOUNTS/SCHOLARSHIPS:

***Employees' Child Discount** Employee benefits in terms of discounts in tuition fees shall be applied at the HR Office. 60% discount on tuition fee (for every child enrolled)

***Applicable to permanent employees**

7. 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.

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).

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 only

Also, 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.
2. Present your Enrolment Credentials (F138 SHSI) to the Marketing Office who will attach them to the discount form.

For discount application online:
<http://bit.ly/GJCdiscountapplicationform>

STUDENT WELFARE SERVICES

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

Guidance and Counselling Services

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

➤ **APPRAISAL SERVICE**

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

➤ **INFORMATION SERVICE**

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

➤ **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. A student is free to seek guidance and counseling anytime from 8:00 – 11:30 a.m. and 1:30 – 5:00 p.m.

➤ **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.

➤ **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.

➤ **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.

➤ **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:

1. The GJC Guidance Office provides counseling referral forms to class advisers.
2. Should a/an teacher, instructor or professor observe the need for counseling, a formal referral is submitted to the Guidance Office.
3. The Guidance Counselor issues a call slip to the referred student, either directly or through the class adviser.
4. Individual or group counseling sessions are conducted according to a scheduled time set by the Guidance Office.
5. After the counselling session, the Guidance Counselor provides a copy of the counselling slip, including the Counselor's remarks, to the referring faculty member.
6. Students are required to log their attendance in the Guidance Office logbook and complete a Counselor's Evaluation Form for proper documentation and evaluation.

Referral for Further Assistance from External Agencies/Organizations

1. When the Guidance Counselor assesses that a case is beyond their capacity, a referral for further assistance from Argao or external agencies or organizations is initiated.
2. In cases requiring professional intervention, the Guidance Counselor coordinates with relevant external agencies to secure further support for the student.
3. The Guidance Office may convene a case conference to determine the most appropriate course of action for the

case at hand.

4. Parents or guardians are formally notified in writing regarding the referral to external agencies.
5. Faculty members, concerned individuals, or members of the administration may initiate the referral process. They must notify the Guidance Counselor and may assume responsibility for referring the case to external agencies for further assistance.
6. The Guidance Counselor must complete the appropriate referral form provided by the external agency or organization.
7. All documentation and procedures relating to the referral are recorded in the Guidance Office logbook for official record-keeping purposes.

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.

Economic Enterprise Development

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.

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.

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 Associates of the Philippines (JMAP)	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.
Society of human Resource Student (SOHRS)	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
Association of Students in Hotel and Restaurant Services(CHARMS)	To promote and initiate self-reliance and mobilize human resources towards social, cultural and educational attainment.

Junior Philippine Computer Society(JPCS)	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

1. Constitution and By-laws
2. Proposed Activities
3. Adviser nominated by the Dean of the department
4. Recommendation for recognition by the OSA Officer, Dean/s and VP for Academic Affairs.

Cancellation of Organization's Recognition

Recognition may be canceled under the following conditions:

2. Violation of the Constitution and By-laws by the officers and members.
3. Organization's activities are non-supportive or not aligned with the college's mission and vision.
4. Failure to perform as an organization as evidenced by its non-implementation of proposed activities.

A. 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
- User education
- Circulation
- Reference
- Internet
- Indexing

Library hours:

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

C. CANTEEN SERVICES

The school canteen is located at the quadrangle. It operates on a self-service basis and is open from 8:00 a.m. to 5:00 p.m. Customers are expected to return their empty bottles of soft drinks and used eating utensils to a designated area. Empty cups and wrappers should be placed in the trash can.

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.

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 Guidance Office and approval by the Head, SPS, the college 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 P110 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

Criteria in Choosing Student Assistant (S.A.)

student assistant must:

1. Submit application form and resume to the Office of Student Affairs.
2. Have an initial interview with the Head of the Student Affairs Office.
3. render at least four continuous hours (4) a day of service
4. strictly follow the school's rules and regulations
5. possess good attitude
6. finish the signed request

D. 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 recruit 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.

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.

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.

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

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. MINOR OFFENSES

1. Improper haircut/hairstyle/hair color
2. Creating unnecessary noise like shouting
3. Cutting classes and tardiness
4. Causing minor disturbances in the campus
5. Using cellphones during class hours except when needed for learning activities.
6. Wearing of earrings (boys), hats, caps, or other headgears anywhere inside the campus.
7. Destroying plants, trees, and picking of flowers and fruits without permission
8. Negligence in proper wearing of school uniform
9. Wearing of P.E. uniform during examination except when the examination schedule coincides with their P.E. day.
10. Wearing inappropriate attire (ripped jeans, spaghetti strap, crop top, tube, shorts, and mini skirt)
11. Wearing of makeup (junior high school) /heavy makeup (senior high school), dark nail polish/ long nails
12. Body piercing, visible tattoos and multiple earrings
13. Failure to wear Identification card.
14. Cross-dressing.

SANCTIONS FOR THE COMMISSION OF MINOR 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. MAJOR OFFENSES

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
- Cell phone 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 smart watch/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. Spitting
- 3. Littering
- 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

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
 - Publishing or broadcasting, or causing to be published or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device
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
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
13. Carrying indecent and morally offensive periodicals, magazines, clippings or pictures, CD's, cell phones and sex paraphernalia, playing songs with obscene/malicious lyrics through cell phones, radios and cassettes.

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
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.
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
26. Plagiarism
27. Staying in the computer shops, billiards and other recreational/amusement places during class hours (high school)
28. Unauthorized use of the logo of the institution
29. Disobeying security and safety personnel and other school personnel
30. 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)
31. Other causes analogous to the foregoing

SANCTIONS FOR THE COMMISSION OF MAJOR 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, 1 week 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.
- If a student doesn't complete the service-learning activities during In-School Suspension, they may face additional consequences or a longer suspension. If medical reasons prevent them from participating, they must provide a medical certificate. The school will use this certificate to make alternative arrangements.

C. SERIOUS OFFENSES

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
6. Multiple stealing- refers to the repeated act of theft occurring across multiple incidents or occasions. It describes a pattern where individuals engage in stealing on more than one occasion, involving various items/money, locations, or instances.

SANCTIONS:

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.
----------------	--

D. VERY SERIOUS OFFENSES

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
6. Insubordination
7. Selling and/or possession of prohibited drugs
8. Drug dependency
9. Drunkenness
10. Hooliganism
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
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.

SANCTION FOR THE COMMISSION OF VERY SERIOUS OFFENSES
Dismissal from the school.

PROCEDURE FOR HANDLING OFFENSES

The College has put into effect certain procedures to support and protect its purpose as an educational institution, ensure that its operations function in an orderly manner, and protect the rights of the College community.

The College acknowledges these disciplinary actions as essential element of its educational programs. Procedure on College Disciplinary Action:

1. The complainant or witness will complete the newly revised report form, have signed it, and then submit it to the BMO office.

2. The BMO Head, will call the attention of the student/s involved and start the investigation.
3. If there are other students involved in the incident, the BMO Head will also call for them for an investigation. There will be a cross-investigation in which the witness or witnesses are to submit a written statement or other form of testimony in lieu of appearing in the confrontation.
4. The BMO Head, will determine the student/s offenses based on the sanctions stipulated on the student handbook for both Minor and Major Offenses.

5. Then, the BMO Head will call the student/s parent/s or guardian to inform them of the appropriate sanctions for their child.
6. In certain situations-even when major offense necessitates the committee's decision- an emergency meeting may convene to ensure a competent ruling on the appropriate punishment.
7. In serious and very serious offenses the BMO will request the presence of the Committee and shall discuss the discuss the issues and reach a decision.

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.

GJC 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.

Health

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
- Dentist
- Two full-time nurses

Services Offered:

- Annual medical and dental examination
- On-site and online consultation
- Initial treatment (emergency cases)
- Health measure activities such as lectures/webinars on medical concerns
- Laboratory examination (urinalysis and blood typing through affiliation with AC MEDLINKS and Wellserv Diagnostic Laboratory Clinic)
- Administration of medications
- Referral to a hospital with a (MOA) for cases beyond the clinic's capability

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

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, School Plant Facilities 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.

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 HEI's 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;

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 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 ECUIJA



PE UNIFORM COLLEGE

SINCE 1946
DISCIPLINE • INTEGRITY • EXCELLENCE
for God and country

GJC HYMN

Sumilang na isang dukha
Sa kandungan ng dalita
Ngunit ginto ang kamukha
Nagingning 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>