STUDENT HANDBOOK

NAME:	
Course / Year	Telephone No.
Address:	

In case of Emergency, please contact:

Name:
Relationship:
Address:

I hereby declare that the above statements are true and correct and pledge to the Philippine College of Technology to abide by its policies and guidelines, rules and regulations as contained in this Student Handbook and all other issuances of the school.

_____
Signature of the Student

_____
DATE

Dear Students,

This Student Handbook contains basic information about Philippine College of Technology – its vision, mission and objectives, policies, guidelines, services and programs. Its purpose is to acquaint you of all measures being undertaken to ensure your total development in line with the school's vision, mission and goals through innovation, excellence and values formation. This handbook is a tool that will guide you as you strive to reach your aspirations in life.

We encourage you to read and fully understand the contents of this handbook. We expect your diligent and faithful compliance of the rules since these are designed to create and maintain school conditions favorable to effective learning. We encourage you to share this with your parents and guardians so they will also realize the important role they play in your pursuit for education. Decide for yourself how you can be a willing contributor in the achievement of your goals and in the development of the school where you are now a part of.

Welcome to the Philippine College of Technology! We are happy to serve you in the service of God and humanity.

MA. ROSSINI L.BALILI, Ed.D
President

We, at PCT, commit to consistently improve the quality of our services and effectiveness of our Quality Management System, shall:

- Seek to know, understand and always meet the requirements of the students;
- Comply with all applicable laws and regulations in the country and the industry to which we subscribe;
- Improve continually the efficiency of our operations in meeting the stated and implied needs of trainees;
- Empower our faculty and staff in resolving problems related to maintaining focus and competence by providing them appropriate training and support;
- Promote quality awareness at all functions and levels with the training center; and
- Review regularly our quality management system to issue its continuing suitability.

Policy Statement

The existence of the Philippine College of Technology (PCT) depends on the relevance of its programs to the community and clientele, the dynamism it pursues in customer satisfaction, the quality of interactions with industry linkages and its ability to meet challenges and effect changes based on factual and scientific long-range planning.

Technical advancement of society is the key to the development and progress of its economy. This is the moving force behind the birth of the Philippine School of Technology, now the Philippine College of Technology, Inc. a dream conceived and turned into reality by its founder and Chairman of the Board, Dr. Gener A. Balili. Through an organized effort with fellow dreamers, PCT was formally incorporated in 1993 with its main campus now located at Garden Park Village, Bajada, Davao City and a branch in Calinan District, Davao City.

The PCT strongly adheres to quality education at affordable cost as a way of empowering the people through sustainable human resource management and development, thus, making them technologically equipped to participate in the socio-economic progress of the nation.

To meet the challenges of a globally competitive enterprise in the ever-changing and fluid market demands, PCT continues to upgrade its resources and expand its programs and services to cater the growing number of clientele region-wide. PCT continues to conduct trainings, seminars and fora in collaboration with Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA), Commission on Higher Education (CHED), and for the professional advancement of its faculty and staff.

New courses and relevant program curricula have been designed to address the technical needs of the community. The improvements are seen in school buildings, facilities, equipment, and highly-competent faculty and staff. Evidences of excellence can be seen in co-curricular competitions, assessment and trade test examinations, and the expanding networks and linkages for on the Job Trainings, Ladderized Education Program Implementation, Consortia, and the like. These improvements and innovations have brought PCT to greater heights resulting to sixty percent (60%) increase in its population this school year.

Due to the expansion of the technical and allied vocational courses and degree programs necessitating a bigger building and more classrooms, the PCT Management through the initiative of the Chairman is constructing another phase of the main building as part of the school expansion.

PCT continues to move onward in fulfilling its vision and mission in providing technically skilled graduates and highly competitive professionals for the manpower needs of an economically, socially, and morally developed Mindanao, as well as Asian countries on a global scale.

There is no doubt that today; the PCT has more than fulfilled the ideals for which it was founded. It will continue as a forerunner in the field of technology with God's grace and through the unswerving loyalty and dedication to duty, perseverance and hard work of the men and women who have conducted and have continuously contributed in making PCT what it is today.

VISION

"PCT is the center of excellence that provides innovative programs and services geared towards global competitiveness through quality training and education to various local and foreign stakeholders."

MISSION

. "PCT is a new generation college that provides secondary, tertiary and vocational education, skills certification and manpower to industry. It features competency- based approach and laddered programs with strong industry linkages serving diverse students, professionals industry partners through modern and innovative programs and services.

Our programs are delivered by highly qualified and competent faculty supported by efficient staff.

We produce competitive and environment caring graduates to answer the needs of the global community."

GOALS AND OBJECTIVES

1. To create competitive advantages in the marketplace that are not only unique and valuable, but also difficult for competitors to copy or substitute;
2. Invigorate curricula and teaching methods to improve learning outcomes and produce graduates that meet global demands;
3. Prepare profession ready learners who can contribute to the socio-economic development of their community;
4. Ensure that PCT is a great place to learn and work; and
5. Ensure a diverse and healthy community that reflects the mission and culture of PCT.

CORE VALUES

R	-	RESPONSIVENESS
I	-	INTEGRITY
C	-	COMMITMENT TO EXCELLENCE
E	-	EXEMPLARY PROFESSIONALISM
5's	-	LIVE OUT 5's (SORT, SYSTEMATIZE, SWEEP, STANDARDIZE, SELF-DISCIPLINE)

INSITUTIONAL GRADUATE OUTCOMES

1. **Critical and Creative Thinker:** Generates ideas, design, systems or information with resourcefulness, imagination, insight, originality, aesthetic judgment, enterprise, and a risk-taking approach to meet current and emerging needs; uses innovative methods and technologies to solve problems and making decisions.
2. **Confident and Disciplined**: Acquires self-confidence and self-discipline to pursue their intellectual curiosities with integrity on both personal and professional lives.

3. **Effective Communicator:** Obtains knowledge and communication skills necessary to access, evaluate and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.

4. **Applied Social Knowledge and Values**: Respects inter-relatedness of the global environment, engage with diverse people, and acknowledge the significance of their daily actions relative to broader issues and events.
5. **Applied Knowledge and Valuation of the Physical world:** Takes responsibility for their own impact on the earth by living a sustainable and ethical lifestyle.
6. **Authentic Engagement:** Demonstrates a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

Meaning of the School Seal

The Gear

Represents continued motion of PCT to transmit knowledge and carryout continuous advancement in technology and innovation. It sets and determines the power and direction of the school.

The Circle

Represents the never-ending passion for service of the teachers that will create a difference in the education spectrum. It also embodies the immeasurable mission of education in transforming, transmitting and molding knowledge and values in the society we are in.

PCT stands for Philippine College of Technology and made well-known since 1993; a center of ladderized competency-based curriculum recognized by DepEd, CHED and authorized by TESDA. PCT is a leader of technology programs.

Green and Golden Yellow Colors

Inside the circle symbolizes the cohesiveness of workforce, and the management of PCT; it also stands as a gentle harmony of effort by people working together, toward a common goal.

The Torch at the Center

Represents the truest essence of service, to become center of excellence in all courses, programs, and services offered. It also symbolizes enlightenment, guidance and hope and emits an extreme burning desire to move forward and keep going.

The Book

Signifies the Bloom's Taxonomy of Education that PCT continues to adhere. The two wings from both sides represent the faculty and administration of the school that have been instrumental in letting the PCT ascend to greater heights of success and triumph. It also represents knowledge to incessantly strive for excellence for it is PCT's bedrock.

The Triangle symbolizes the three greatest diametrical entanglement of PCT;

1st side-to uphold the institutional culture and values being inculcated (Community)

2nd side- to subtly unleash the journey from the unknown to known (Research)

3rd side- to uplift the standard of education in the Philippine setting in general (Instruction)

The Zenith of the triangle represents the source and the matrix of all blessings and graces, which turns the ashes of failures into an empire of success, the Supreme Provider of everything, the Lord Almighty.

Admission Requirements

I. FRESHMEN/ TRANSFEREE
A. HIGH SCHOOL

Have completed the general curriculum prescribed for a government-recognized school

a) Elementary Report Card;
b) Student Permanent Record (SPR) Form 137, Learners Registered Name/Number (LRN);
c) Certificate of Good Moral Character from the previous school attended
d) Birth Certificate on Security Paper from the National Statistics Office (NSO) (original and 2 clear photocopies)
e.) Three (3) copies of recently taken passport size white background with collar

B. **COLLEGE**

High School Graduates who wish to enroll in PCT must:

1. Have completed the general curriculum prescribed for a government-recognized school
2. Submit the following requirements:
    a) Form 138-A (High School Report Card)
    b) Student Permanent Record (SPR) Form 137, Learners Registered Name/Number (LRN) for High School Students
    c) Certificate of Good Moral Character from the previous school attended
    d) Birth Certificate on Security Paper from the National Statistics Office (NSO) (original and 2 clear photocopies)
    e) Three (3)copies of recently taken passport size white background with collar
    f) A photocopy of marriage contract on Security Paper from the NSO (for married students only)

II. TRANSFEREES

A Transferee is a student previously enrolled in other schools who wish to enroll in PCT.

Transferees must submit the following requirements:
    a. Original Transcript of Records valid for Transfer
    b. Certificate of Transfer Credentials/Honorable Dismissal
    c. Certificate of Good Moral Character from the previous school attended
    d. Birth Certificate on Security Paper from the NSO (original and 2 clear photocopies)
    e. Three (3) copies of recently taken passport size white background with collar
    f. A photocopy of marriage contract on security paper from the NSO (for married students only)

III. CERTIFICATE PROGRAM ENROLLEES
    a. Authenticated Transcript of Records
    b. Birth Certificate on Security Paper from the NSO (5 clear photocopies)
    c. Three (3) copies of recently taken passport size white background with collar
    d. A photocopy of marriage contract on security paper from the NSO (for married students only)

IV. SHIFTEES

Shiftees must:
1. Accomplish and present to the accepting Dean / Program Head the following:
    a. Student Permanent Record (SPR)
    b. accomplished Application to Shift Form
2. Pass the interview with the accepting Program Head and Dean of College

V. RETURNEES AND CONTINUING STUDENTS

A returnee is a student previously enrolled in PCT and did not enroll in other schools.

Returnees and continuing students in PCT must submit the following requirements:
   a. Student Clearance
   b. Evaluation of Grades

v. CROSS ENROLLEE
   a. Endorsement from the current registrar
   b. Payment of Miscellaneous and Tuition Fee

V. FOREIGN STUDENTS
1. Pre-Requisite for Enrollment
   A prospective foreign student-applicant for the tertiary or college level should be a graduate of high school/secondary school or its equivalent.

2. General Admission Requirements
   The student applicant must:
   a. Pass the interviews of the Program Head and the Dean of College
   b. Submit a Certificate of Good Health issued by a PCT accredited physician (with laboratory results)
   c. Proof of Documents on Permanent Residence

Documentary Requirements for Special Study Permit (SSP)- (BI Form 2014-02-005 Rev 0)

   a. Letter request addressed to the commissioner from the representative of the petitioning school
   b. Duly Accomplished CGAF (BI Form 2014-00-003 Rev 0) If the applicant is a minor, it shall be signed by the parent or the legal guardian
   c. Photocopy of passport bio-page and latest admission with valid authorized stay
   d. Certificate of Appearance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/ vocational, special and/or primary or secondary level courses for applicants below 18 y.o
   e. Photocopy of BI school accreditation ID of the registrar or school representative;
   f. Photocopy of ACR I-Card (front and Back Portions), in case of renewal /extension of SSP
   g. BI Clearance Certificate
   h. Foreign Student Facilitation Fee

Documentary Requirements for Conversion to Student Visa (BI Form 2014-02-003 Rev 0)

   a. Joint Letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letter head and dry seal
   b. Duly Accomplished CGAF (BI Form 2014-00-003 Rev 0)
   c. Photocopy of passport bio-page and latest admission with valid authorized stay

d.   Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal
e.   Endorsement addressed to the commissioner from the school for the conversion of the applicant's status , signed by the school registrar
f.   Photocopy of Passport page bearing the valid Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit
g.   CHED endorsement for transfer and shifting of course is applicable
h.   Photocopy of BI school accreditation ID of the registrar or school representative
i.   National Intelligence Coordinating Council (NICA) Clearance
j.   BI Clearance Certificate
k.   Foreign Student Facilitation Fee

Documentary Requirements for Extension of Student Visa (BI Form 2014-02-004 Rev 0)

a.   Joint Letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, using the school letter head with dry seal
b.   Duly accomplished CGAF (BI Form 2014-00-003 Rev-0)
c.   Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay
d.   Latest Transcript of Records or Certificate of Grades (2 previous semesters)
e.   Certificate of Re-Admission or Enrollment Form
f.   Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer
g.   CHED endorsement, in case of shifting of course and/or transfer of school
h.   Letter of Explanation for failed grades or dropped subjects if applicable
i.   Photocopy of applicant's ACR I-Card (front and back portions)
j.   Photocopy of BI school accreditation ID of the registrar or school representative
k.   BI Clearance Certificate
l.   Foreign Student Facilitation Fee

PCT shall endorse the above documents to the Department of Foreign Affairs (DFA), Manila for processing. Once approved, DFA shall notify the Foreign Service Post on the issuance of a student visa. The student will now be required to appear in person before the Philippine Foreign Service Post with consular jurisdiction over the place for interview.

If qualified, he/she must submit the following authenticated documents:

- High School Report Card
- Diploma or Certificate from Previous School (with English Translation)
- Birth Certificate
- Three (3) copies of recently taken passport size with collar in white background colored pictures
- One (1) Certificate of Good Moral Character from the Principal or Guidance Counselor of previous school attended
- Duly Filled up Enrollment Form
- Student Visa (9f) for Degree Programs
- Special Study Permit (SSP) for Certificate and Diploma Programs
- Two (2) Photo copies of Alien Certificate of Registration (ACR) from the Bureau of Immigration issued in Davao City (issued upon presentation of Student Visa) back and front page

- Two (2) Photocopies of passport pages where name, photo, birth date and entry stamp-marked from the Bureau of Immigration appear (back and front page)

Schedule of Submission:

These documents should be mailed in time for the following semester scheduled as follows:
  a. First Semester Classes (June) – should be submitted on or before April 15
  b. Second Semester Classes (November) – should be submitted on or before September 30
  c. Summer Classes – should be submitted on or before January 31

FOR OLD and NEW STUDENT

STEP 1

Enrollment Area (E-AREA)

The student will inquire Courses, Fees, Admission Requirements, Class Schedules, Crediting Procedure, Blended Learning classes to the E-STAFF

STEP 2

CASHIER

Student will pay enrollment fee and get Enrollment KIT

STEP 3

(Go Back to) E-AREA

Student will submit filled out forms and admission requirements to E-STAFF for checking.

STEP 4

IBU

Student will order: Uniforms, pins, nameplates, books

Student will process ID Card

STEP 5

OSS
Student will meet the Guidance Officer for orientation.
Student will be given a copy of the following documents:

- Statement of account Schedule of classes
- Semi final copy of crediting form
- Waiver for admission requirements
- List of reminders

FOR TRANSFERREE

STEP 1   **STEP 2**   **STEP 3**

Enrollment Area (E-AREA)	**CASHIER**	**EVALUATOR**
The student will inquire Courses, Fees, Admission Requirements, Class Schedules, Crediting Procedure, Blended Learning classes to the E-STAFF	Student will pay enrollment fee and get Enrollment KIT	Student will present original TOR, PCT Prospectus and Enrollment Fee Receipt to the evaluator Fill up E-FORMS while waiting for the crediting process.

STEP 4 **STEP 5** **STEP 6**

(Go Back to) E-AREA	**IBU**	**OSS**
Student will submit filled out forms and admission requirements to E-STAFF for checking.	Student will order: Uniforms, pins, nameplates, books Student will process ID card	Student will meet the Guidance Officer for orientation. Student will be given a copy of the following documents: • Statement of account Schedule of classes • Semi final copy of crediting form • Waiver for admission requirements • List of reminders

SCHEDULE OF PAYMENT AND RELEASING OF PERMITS

ONLY PAYMENTS MADE THROUGH THE SCHOOL CASHIER WILL BE HONORED BY THE MANAGEMENT

The student is considered officially enrolled when Miscellaneous Fee and the First module Tuition Fee are paid upon enrollment.

Students are expected to pay their tuition before the start of every subject.

Official receipts (OR) of payments shall serve as admission permits.

Students cannot attend their classes without presenting the subject permit to their instructors.

      NO SUBJECT PERMIT, NO ENTRY is strictly enforced. The student is considered DROPPED from the class by his/her instructor when he/she missed at least twenty percent (20%) class hours.

Student shall ask for Official Receipts (O.R.) every time payments are made. The school will not be held liable in   any payments made without official receipts. Hence, all students are advised to keep their O.R. for future references.

Policies on Refund:

In case the student decides to drop:

a. ONLY Fifty percent (50%) of the total amount paid on tuition fee shall be refunded, provided that the semester has not yet started;

b. No payment shall be refunded once the semester has started;

c. Further queries shall be channeled to the student's accounts; and

d. Scholarships discount are non-convertible to cash.

(A) Financial Assistance

Title	Entitlement	Requirements
1 **Skills Enhancement and Educational Development for Students (SEEDS)**	• P12,000 /sem.	• Aged between 18-24 years old • With Good Moral Character • Pass the Screening and Interview
2 **R.A HAO Training Development Center Foundation, Inc.**	• 20% discount on tuition fee	• Endorsement from RA HAO • 2 pcs. 2x2 colored picture • NSO Birth Certificate (Photocopy Only) • Form 138 – Report Card • Form 137 – Student Permanent Record • Good Moral Certificate (GMC)
3 **Basic Steel Industry**	• 50% discount on tuition fee	• Endorsement from Basic Steel Industry • 2 pcs. 2x2 colored picture • NSO Birth Certificate (Photocopy Only) • Form 138 – Report Card • Form 137 – Student Permanent Record • Good Moral Certificate (GMC)
4 **Adopted School Program** • **San Roque Central Elem. School Band Member**	• 100% discount on tuition fee	• Band Member Certificate/ Endorsement from the Principal

(B) SCHOLARSHIP FOR HIGH ACHIEVERS

Title	Entitlement	Requirements
1 **Valedictorian Scholarship**	• 100% discount on tuition fee for one semester	• Certificate of Recognition (Original Copy) • subject to renewal in the succeeding semester if the student maintains a grade of 1.5 and above of any

			subjects
2	**Salutatorian Scholarship**	• 75% discounts on tuition fee for one semester	• Certificate of Recognition (Original Copy) • 1.5 maintaining grade
3	**First Honor Scholarship**	• 50% discounts on tuition fee for one semester	• Certificate of Recognition (Original Copy) • 1.7 maintaining grade
4	**Second Honor Scholarship**	• 25% discounts on tuition fee for one semester	• Certificate of Recognition (Original Copy) • 2.0 maintaining grade
5	**Dean's Lister Scholarship**	• 10% discount on tuition fee for one semester	• Endorsement from Dean • 1.5 maintaining grade

(C) INTERNATIONAL SCHOLARSHIPS   **JUNE INTAKE**

	Title	Entitlement	Requirements
1	**Evolution Hospitality Institute (EHI) Scholarship**	• 100% discount on tuition fee	• Endorsement from Dean of College • Student VISA
2	**NYC Caregivers.com**	• 100 % scholarship for Caregiver course	• 25 years old and above • with related work experience • with pleasing personality

(D) PCT CONTINUING STUDENT   **JUNE INTAKE**

	Title	Entitlement	Requirements
1	**Registration fee waiver**	• 100% discount on registration fee for the second course enrolled	• Have enrolled at least two programs
2	**Continuing Students from Two-Year to Bachelor Degree**	• 20% Tuition fee discounts	• Completion of study at PCT and meeting the entry requirements set by the programme. • Terms and condition apply.

(E) STUDY GRANT   **JUNE INTAKE**

	For	Entitlement	Requirements
1	**CHED SCHOLARSHIP**		CHED Requirements:
	• **Full Scholarship (FS)** • **Half Scholarship (HS)**	• P30, 000 / Academic Year	• High School Report Card (Photocopy only)

		• P15, 000 / Academic Year	• General weight average at least 85% and above • Good Moral Certificate (GMC) • Certificate of Tax Exemption or Certificate of Low Income • Latest annual (ITR) Income Tax Return not to exceed 300,000 combined annual gross income of parents or guardian
2	**CHED – GRANTS – IN – AID** • **Tulong-Dunong (TD)** • **DND – CHED – PASUC Study Grant** • **Office of the Presidential Adviser on the Peace Process (OPAPP) – CHED – Study Grant Program** • **CHED Special Study Grant Program for Congressional Districts (CSSGPCD)**	• P12, 000 / Academic Year • P5, 000 / Academic Year • P10, 000 / Academic Year • P5, 000 / Academic Year	
3	**CHED Study Now Pay Later Plan**	• P15, 000 / Academic Year	
4	**TESDA / Congressional Scholarship Program**	• 100% discount on tuition and miscellaneous fees	TESDA Requirements: • NSO Birth Certificate (Photocopy Only) • Report Card /Form 137 (Photocopy Only)
5	**Overseas Workers Welfare Administration (OWWA) Scholarship Grant**	• up to P30,000.00 per semester	• Endorsement from OWWA
6	**Scholarship on Tertiary Education Program (STEP)**	• Up to P10,000 per semester	• Endorsement from City Mayor's Office
7	**Department of Education (DepEd) Study Grant** • **Senior High School Program**	• Subsidy P20,000 for public/ Academic Year • Subsidy P16,000 for private/ Academic Year	• Endorsement from DepEd Office

Title	Entitlement	Requirements
8 Armed Forces of the Philippines Educational Benefit System (AFPEBS)	• 100% discount on tuition fee on degree programs • 50% discount on professional development classes (short courses)	• Endorsement from AFP Educational Benefit System Office (AFPEBSO)
9 SOS Children's Villages	• Up to 100% discounts on tuition and miscellaneous fees	• Endorsement from SOS Children's Villages

(F) PCT MERIT SCHOLARSHIP   **JUNE INTAKE**

Title	Entitlement	Requirements
1 Sports Scholarship	• 100% discount on tuition and miscellaneous fees	• Endorsement from Coach for Varsity Player
2 Career Guidance Program (CGP)	• Up to 100% discount on tuition fee	• Pass the Screening and Interview • Render Service in Career Guidance Activities
3 PCT League of Artists (PLA)	• Up to 100% discount on tuition fee	• Pass the Screening and Interview • With Pleasing Personality and Good Moral Character • With Exceptional Talent in Singing and Dancing
4 Junior Executive Trainee (JET)	• 100% discount on tuition and miscellaneous fees	• Pass the Screening and Interview • Application Letter and Resume • Police and Barangay Clearance • Medical Certificate Result • Certificate of Low Income or No Income from the Barangay
5 Club Presidents	• 50% discount on tuition fee	• Duly elected Club President • Club Portfolio • Endorsement from Guidance Office and Club Moderator

(G) DISCOUNTS AND INCENTIVES

Title	Entitlement	Requirements
1 **Early Bird Discount**	• 5% discount on tuition fee for College students • 10% discount on PCT Junior and Senior High School and additional 10% discount on tuition and miscellaneous fees if paid in full.	Must register a month before classes starts.
2 **Full-Payment Discount**	• 5% discount on tuition fee	• Must register a month before classes starts
3 **Sibling Discount**	• 20% discount per student	• Documented proof of sibling required – • Photocopy of Birth Certificates • Academic Transcript or Student ID card from PCT.
4 **Student Get Student Scheme**	• Incentive of P1,000.00 for every student recommended and registered.	• Introducer must be a registered student of PCT. • Both the introducer and recruit must be present together upon enrollment. • Terms and conditions as stated in the Student Get Student Application form apply.
5 **Discount Examination**	• Up to 30% discount on tuition fee	• Pass the discount examination • Endorsement from the Office of the Student Services (OSS)

Students who qualify for scholarship grants shall submit the requirements to Guidance Officer for processing. Those who are qualified for multiple scholarships or discounts are entitled to only one scholarship grant whichever is highest. Terms and conditions apply.

Academic Loads

Students are encouraged to carry the normal semestral load as prescribed in the curriculum following the sequence of subjects, including summer loads.

Students are required to see the Registrar at the end of every semester for the evaluation of their subjects, as it is required before enrollment in the next semester.

Certificate and diploma programs can be offered thru **blended learning mode (combination of face to face and online class)**

	Maximum allowed Units to Enroll
Graduating students	30 units on the last semester
Summer student enrollees	9 units
Cross enrollee	Units are based in the endorsement letter from the current school registrar

Adding / Dropping of Subjects

1. The Registrar schedules for student to add / drop or change any of their enrolled subjects.

2. Request for adding / dropping of subjects is allowed within the **first two weeks of the semester** after the start of classes and **first week during summer**.

3. The student is allowed only to add or drop subjects for the following reasons:
    a. Conflict of Schedule
    b. Change of Course
    c. Contingencies such as cutting down on the number of units and employment conflict

4. The student is required to submit a letter –signed by the student recommending approval by Dean of College /Program Head, and to be approved by the President.

5. The adding / dropping form must be signed by the following:
    a. Accounts In-Charge/Officer;
    b. Dean of College / Program Head;
    c. Registrar; and
    d. President

6. No refund will be given to those who dropped the subject after the start of classes or anytime within the semester.

7. Unofficially DROPPED subjects shall be paid accordingly.

CANCELLATION OF CLASSES

The institution, through the Registrar or the Program Head/ Principal, with the approval of the Vice President for Academic Affairs or the President, reserves the right to reschedule, dissolve or fuse classes due to insufficient number of students for other necessary and justifiable cause.

WITHDRAWAL FROM COLLEGE

1. The student shall submit a letter of withdrawal to the Registrar noted by the College Dean/Principal, signed by the parent or guardian.
2. Student's clearance shall be processed. The College Dean/Principal shall conduct the exit interview to the students.
3. To withdraw enrollment, the student must accomplish the standard withdrawal form which can be obtained from the Records Management Office.
4. A student shall be given a certificate of eligibility to transfer to other school provided all indebtedness is settled.

Academic Requirements

ATTENDANCE AND ABSENCES

1. Present the Subject Permit at the start of every subject.
2. Eighty percent (80%) of attendance is required in all subjects.
3. Excuse letters submitted by the parent or guardian and approved by the OSS Head or respective College Dean/Principal is considered before one is allowed to attend the class.
4. The concerned Program Head/ Principal/ Adviser will notify the Parents of delinquent attendance, accounts and grades for two (2) consecutive subjects. In the event that the intervention made has no effect, the same will be referred to the Office of Student Services (OSS) for further interventions.
5. Upon further verification, the student may be dropped from the class roll.

EXAMINATION

A special examination is granted to students who have missed the regular schedule of examination on the following grounds:

a. Illness in which a medical certificate is required;
b. Death in the immediate family member;
c. Fortuitous events; and
d. Attendance to conferences and seminars as official delegate of the school.

The final examination of graduating students is given ahead of schedule from that of the undergraduate students.

School clearance is compulsory to all students at the end of semester.

Competency Skills Assessment of TESDA is an assessment process that seeks to determine whether a student can perform to the standard expected in the workplace based on the defined competency standards. All students are required to take the competency skills assessment under their enrolled qualification. (www.tesda.gov.ph)

Certification is a formal process of recognizing that an individual is qualified in terms of the Knowledge, Skills and Attitude to the standard of performance required in the workplace. This also ensures the productivity, quality and global competitiveness of the middle-level workers. (www.tesda.gov.ph)

Competency Skills Assessment Application Procedure

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┌─────────────────────────────────┐
│   Secure Application Form at the │
│     Assessment Center Office     │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│   Completely fill-up Application │
│        Form and complete all     │
│      assessment requirements     │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│   Submit Completed Assessment    │
│  Application Documents to his/her│
│            coordinator           │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│   Student will be scheduled for  │
│   pre-assessment before the final│
│            assessment            │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Schedules of Assessment will be │
│  posted at the OSS Bulletin Board│
│  and students are individually   │
│  informed of their final         │
│  schedules by the Processing     │
│  Officer through e-mail or SMS   │
└─────────────────────────────────┘
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The Assessment Center shall release the Competency Assessment Result Summary (CARS) right after the conduct of skills assessment.

PCT will not be responsible for loss and damage of the CARS. There will be a Retrieval Fee if the student will lose his/her CARS. PCT Assessment Center will only retrieve lost CARS if the date of Assessment will not exceed 2 years from the date of retrieval request.

Students must ensure that they are updated with their account payables and have no outstanding balance before applying for the assessment.

COMPETENCY SKILLS ASSESSMENT CHECKLIST OF REQUIREMENTS

The following must be submitted in order to take the competency skills assessment:
- a. Two (2) pcs. passport sized colored picture with white background (wear shirt with collar)
- b. One (1) photocopy of related training certificates (any of the following: Transcript of Records, Diploma, Employment Certificate for walk in clients)
- c. Medical Certificate
- d. Official Receipt of assessment fee
- e. Completely filled-up application form
- f. Updated students accounts

Any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such absence on any particular day provided that the makeup examination or work shall not create an unreasonable burden.

No fees in any kind shall be charged for making available to the student such opportunity. No adverse or prejudicial effects shall result in any student because of these provisions.

Academic Integrity Policy

PCT has an uncompromising commitment to academic honesty.

All members of the Institution have the responsibility to be familiar with, to support, and to abide by the Institution's policy on academic honesty. Any violations of the rule shall be reported immediately to the College Dean/Principal or OSS Manager.

Academic dishonesty includes but is not limited to the following actions:
1. Presenting another's work as if it were one's own;
2. Failing to acknowledge or document a source even if the action is unintended (i.e., plagiarism);
3. Giving or receiving, or attempting to give or receive, unauthorized assistance or information in an assignment or examination;
4. Fabricating data;
5. Submitting the same assignment into two or more courses without prior permission of the respective instructors; or
6. Having another person write a paper or sit for an examination.

PROCEDURES

Examination

When a faculty member discovers evidence of academic dishonesty, he/she meets privately with the student, presents the evidence (without accusation) and asks for an explanation. If an incident occurs at the end of a term, and after exhausting all efforts, but the students failed to comply, a failing grade will be issued.

Consequence

If the faculty member believes that the student's action is not a violation of the academic honesty policy, i.e., that the student acted unintentionally or as a result of lack of understanding, the matter will be treated as a grading issue. He/ she will be required   to rewrite and resubmit the assignment.

If the faculty member believes that the student violated the academic honesty policy, the faculty member must report the incident to the College Dean/Principal and imposes one of the following penalties, depending on the nature and severity of the infraction:

(1) Reduction or loss of credit for the assignment, or
(2) Failure in the subject

For a serious infraction of the policy, the faculty member recommends appropriate sanction against students who were found guilty of the offense charge.

Appeals

Students may appeal to the Academic Council and the Office of the President any penalty imposed for infraction of the Academic Integrity Policy within ten (10) days of the imposition of the penalty. If an appeal is successful, the charge is stricken out of the records.

The institution adopts the numerical grading system.

A. COLLEGE

. A student's grade is computed as follows:

Performance Task	50%
Written Work	25%
Exam	25%
Total	100%

The percentage assigned to each criterion may vary from one instructor to another, upon written approval or advice of the College Dean.

RATING SYSTEM for CHED PROGRAMS
The numerical system of grading students is adopted with:

Grade (symbol)	Percentage Equivalent	Grade (symbol)	Percentage Equivalent
1.0	100	2.5	85
1.1	99	2.6	84
1.2	98	2.7	83
1.3	97	2.8	82
1.4	96	2.9	81
1.5	95	3.0	80
1.6	94	3.1	79
1.7	93	3.2	78
1.8	92	3.3	77
1.9	91	3.4	76
2.0	90	3.5	75
2.1	89		
2.2	88		
2.3	87	5.0	Failed
2.4	86	9.0	Dropped

RATING SYSTEM for TESDA PROGRAMS:

A Non-Numerical System is adopted with:

Grade (Symbol)   Equivalent

1.0-3.5   COMPETENT
3.6 and below   NOT YET COMPETENT

RATING SYSTEM FOR HIGH SCHOOL

Grading system for K-12 prescribed by Department of Education shall apply.

ON-THE JOB TRAINING

Guidelines and Policy for OJT

"Hands-on learning" has become a vital approach in making teaching and learning process more effective. PCT envisions its students to be globally competitive through quality training and education to various local and foreign stakeholders. As such, we have featured competency based approach with strong industry linkages. Students must have undergone an on-the-job training ("OJT") or internship as a prerequisite for graduation.

OJT pre deployment requirements:

- Must be 18 years old
- In good academic standing and completed all pre-requisite subjects
- Physically, mentally and emotionally fit. Medical and Laboratory Results as evidences (including drug test)
- Application letter
- Resume with picture

- Police Clearance/ NBI
- Trainee's profile
- Waiver of Claim
- Agreement of Compliance
- Must have undergone the required orientation conducted by PCT and Industry partner
- Updated Students Accounts

OJT Deployment Procedure

Department head/ coordinator will conduct OJT orientation

Student complies the pre- OJT deployment requirements

Coordinators issue endorsement letter with names of the OJT candidates to be verified by the following Offices: Registrar, Clinic, Finance and OSS

OSS releases OJT Forms to the coordinators

Coordinator gives the students copy of OJT forms and Collects from the students signed waivers of claim and agreement of compliance. Coordinator can officially endorse the student to the industry partner.

Post OJT requirements:

- Daily Log Sheet
- Evaluation sheet
- Portfolio
- Certificate of completion

WORK IMMERSION PROGRAM

IMPLEMENTING GUIDELINES FOR 80-HOUR WORK IMMERSION PROGRAM OF PCT

1: **RATIONALE**

PCT Work Immersion Program is designed in response to the mandate of Republic Act No. 10533 or the Enhanced Basic Education Act of 2014 (K to 12 Program"). Section 2 of the law declares that "every graduate of basic education shall be an empowered individual who has learned, through a program that is rooted on sound educational principles and geared towards excellence, the foundation

for learning throughout life; the competence to engage in work and be productive; the ability to co-exist in fruitful harmony with local and global communities; the capability to engage in autonomous, creative and critical thinking; and the capacity and willingness to transform others and one's self."
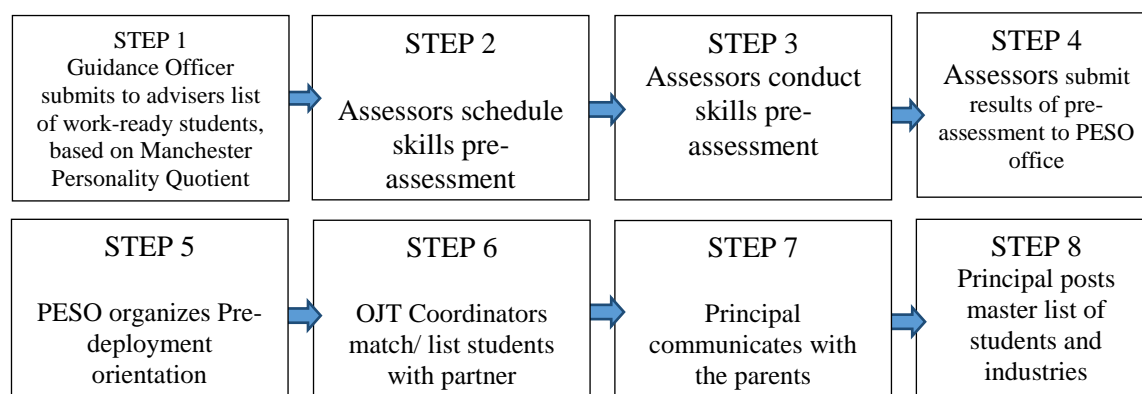
It is an eighty-hour culminating activity each SHS student has to complete as the practical application of the skills he or she has learned from his/her chosen track/strand program; it is a requirement for graduation. It is implemented in collaboration with a business or industry- partner which provides the necessary expertise and venue for practical, on-the-job, enterprise-based training for SHS learners (DEPED Order No.51, s.2015).

PCT ensures the protection of Senior High School students as mandated by Department of Labor and Employment, Labor Advisory No. 88, series of 2016.

Pre-screening:

    1.) orientation and meeting per track with parents

        a. program information, benefits, etc.

        b. career opportunities

        c. schedule

        d. cost /requirements

II: __SCREENING PROCESS__

STEP 1 Guidance Officer submits to advisers list of work-ready students, based on Manchester Personality Quotient	STEP 2 Assessors schedule skills pre-assessment	STEP 3 Assessors conduct skills pre-assessment	STEP 4 Assessors submit results of pre-assessment to PESO office
STEP 5 PESO organizes Pre-deployment orientation	STEP 6 OJT Coordinators match/ list students with partner	STEP 7 Principal communicates with the parents	STEP 8 Principal posts master list of students and industries

III: __DEPLOYMENT PROCESS__

The following shall be observed in deploying students:

1. The qualified students prepare pre-immersion documents and submit to class advisers.
2. The OJT coordinators will make sure that students have complied with all the requirements/documents needed before deployment.
3. Once requirements are complete, the OJT coordinators will prepare endorsement letter to different industry partners. Attached in the endorsement letter are checklists of competencies and the Evaluation Sheet that are expected to be performed by the students in the workplace. After proper orientation, endorsement letters shall be signed by the following offices:
    a. OJT Coordinator
    b. Principal
    c. PESO officer
4. The OJT coordinator will accompany the students to the different industry partners on the first day of deployment as the need arises.
5. The OJT coordinator will conduct random monitoring with the company representative.
6. The students will undergo post-conference with OJT coordinators after the work immersion.
7. The Principal's office will submit post-immersion documents to the Registrar.

ACTIVITIES	PERFORMANCE TASKS	PERSONS RESPONSIBLE
Release to class advisers results of Manchester Personality Questionnaire (MPQ)	Identify students who are work- ready.	Guidance Officer
Pre-Skills Assessment	Assess students skills/competencies	Deans and Assessors
Pre-deployment Orientation	Orient students on the following: requirements, expected behavior, competencies, and the rationale of the immersion program, etc.	PESO officer, OJT Coordinator, Guidance Officer
Parents notification	Send letters for parents before and after screening process	Principal
Work immersion matching	Match students skills and competencies for industry assignments	OJT Coordinators
Send out endorsement letters to industry partners	Attach checklist of competencies and rating sheets	OJT Coordinators
Posting of master list and industry assignments	Post the names of the students and their industry partners	Principal
Deployment starts April 17, all immersions end May 25, 2017	Send students to assigned industry, if necessary join the industry 1st day orientation.	OJT Coordinators

WORK IMMERSION ATTACHMENTS/DOCUMENTS

A. Pre-immersion
    1. Memorandum of Agreement (between PCT and industry partner)
    2. Memorandum of Understanding/Waiver (between PCT and Parents)
    3. Trainees Profile with 2X2 ID picture (white background)
    4. Letter of Intent (from trainees)
    5. Endorsement Letter (to company)
    6. Checklist of Competencies
    7. Medical Clearance
    8. NBI/Police Clearance
B. Post-immersion
    9. Performance evaluation form
    10. Coordinator's monitoring form (when needed)

Graduation Requirements

A. College and High School

1. No student of this institution shall be recommended for graduation unless he/she satisfies all academic, curricular and other requirements prescribed by the institution such as the following:

- Application for the graduation must be done at the start of the student's final semester.

- He/she has completed the entire academic and non-academic requirements specified in the curriculum of his/her particular course or degree.
- He/she has passed all required examinations and activities.
- He/she has been cleared of all financial obligations.
- He/she has obtained graduation clearance.
- He/she has undergone the required Competency Skills Assessment.

2. All applicants for graduation should see to it that their application forms are approved by the Registrar and the School President.
3. All candidates for graduation are required to participate in the Commencement Exercises of the school.
4. A student who has an extension of duty/practicum at the end of second semester will not be allowed to participate in the Commencement Exercises of the same curriculum year.
5. The end of school year rites and moving up or closing ceremony should be conducted in an appropriate solemn ceremony befitting the learners and their parents
6. All Grade 12 learners are required to take the **Basic Education Exit Assessment (BEEA)** which is scheduled by the Department of Education.

Upon fulfilling requirements as prescribed in the curriculum, the student may be recommended for graduation by the Program Head / Principal of each program.

RULES GOVERNING DETERMINATION OF ACADEMIC HONORS

Undergraduates / Dean's List

In order to qualify dean's lister, any undergraduate who obtains a general average computed on the basis of the approved formula, corresponding to each honor level indicated below shall be awarded the Certificate of Recognition with Honors.

Honors	General Average
Third Honor	1.75- 1.51
Second Honor	1.50- 1.26
First Honor	1.25- 1.0

The Approved Formula:

Subject Grades x No. of Units= General Average
Total No. of Units

To be a candidate for Certificate of Recognition with Honors, students must have:

1. No grade below 2.5;
2. No record of dropped subjects;
3. No failing grades in P.E. and NSTP, although these are not included in the computation of the general
   average;
4. At least 18 academic units per semester; and
5. No record of any disciplinary action during his/ her stay in this institution.

Students Graduating with Honors

A. Degree Program

Students, who have completed their course with the following general average computed on the basis of an approved formula, shall graduate with honors provided that they meet the other requirements prescribed by the school.

Honors	General Average
Summa Cum Laude	1.25- 1.0 with no grade below 2.0
Magna Cum Laude	1.50- 1.26 with no grade below 2.5
Cum Laude	1.75- 1.51 with no grade below 2.5

B. Non- Degree Program

Honors	
Excellence Award	no grade below 1.5
Outstanding Award	no grade below 2.0

Candidates for graduation with honors must have completed in the school at least seventy-five percent (75%) of the total number of academic units required for graduation and

must have been in residence therein for at least two years prior to graduation, provided however, that:

1. No dropped/ re-enrolled subjects.
2. No failing grades in P.E. and NSTP.
3. Must be of good moral character.
4. Must pass the Skills Assessment required in his/her program enrolled.
5. Must submit evidences of exemplary performance.

Leadership Award

This award is presented annually to a graduating student who has provided outstanding leadership through service, initiative, and dedication.

Criteria:
1. Must be a bonafide student of PCT or at least 75% of academic requirements have been taken in PCT prior to graduation
2. Must present evidence of exemplary leadership, traits and skills in all programs and activities of the school, community/barangay where the candidate is residing (Attach supporting documents for review)
3. Must be in good academic standing, no dropped subjects, and have no failing grades including P.E. and NSTP
4. Must be of good moral character.
5. Must be nominated and endorsed by the instructors and the Program Head.

Special Awards (Proficiency and Departmental)

This is given only if the student does not qualify for an academic award but deserves commendation for proficiency in a certain area of his/her specialization.

Criteria:
1. Demonstrate/perform excellent skills or competencies in his/her field of specialization
2. Completed in PCT at least 75% of academic units required for graduation.
3. Must be of good moral character.
4. Must pass the Skills Assessment required in his/her program enrolled.
5. Must submit evidences of exemplary performance.

High School

Awards and Honors

A. GENERAL GUIDELINES

The basic requirements to receive quarterly honors or year-end honors are the following:
1. Must have no grade lower than 80 in any subject during the grading period for which the award is given and must have no final grade lower than 80 in any subject during the year for which the award is given.

2. Must have conducted himself/herselfin conformity with the school rules and regulations during the grading period or the school year for which the award is given.

B. GRADUATION

There shall be one valedictorian, one salutatorian and a maximum of five (5) other honor students for graduating high school students.
To receive honors, the student should have an academic average of at least 90% in the final grade during the graduating year. Graduating honor students must also meet the following qualifications:

1. Have no grade lower than 80 in any quarter during the current and previous year;
2. Have no final grade lower than 85 in any subject during the final year;
3. Have a final rating of both academic and non-academic performance of at least 90 in the previous year;
4. The general average shall be computed up to three decimal places.

Promotion and Re-admission

A. SENIOR HIGH SCHOOL

A final grade of 75 or higher in all learning areas allows the student to be promoted to the next grade level. To be promoted, a senior high school student must meet the following:
1. Receive a final grade of at least 75 in each subject;
2. Must retake and pass subjects failed before enrolling in the higher-level subject.

The following will be refused re-admission:
1. Any student who fails twice in his/her stay in senior high school;
2. Any transferee/new student whose subject cannot be accommodated by our schedule.

B. JUNIOR HIGH SCHOOL

Promotion in Grades 7-10 is by grade level and not by subject. To be promoted, a student must meet the requirements below; otherwise, he/she will have to repeat the entire course.

1. Receive a final grade of at least 75 in each subject;
2. Must not fail in three (3) subjects or more at the end of the school year;
3. Must pass summer classes in failed subjects (if failed in two subjects or less only)

The following will also be refused re-admission:

1. Any student who fails in two (2) subjects or more at the end of the school year;
2. Any student who fails twice in his/her stay in high school;
3. Any transferee/new student whose subject cannot be accommodated by our schedule.

<u>Recommendation</u>

In all cases of awarding academic honors, the Registrar shall certify to the correctness of the grades, before the Dean of College/ Principal and the duly constituted Academic Council on Honors shall approve the award.

SCHOOL UNIFORM

The school uniform must be worn with utmost respect and dignity. Students are required to come to school in uniform according to the following schedule:

For COLLEGE:

DAY	UNIFORM
• Monday, Tuesday and Thursday	Official School Uniform
• Wednesday	Appropriate Civilian Attire
• Friday	Club Shirt or NSTP Uniform
• Saturday	Official School Uniform
• Sunday	Official School Uniform

For HIGH SCHOOL:

DAY	UNIFORM
• Monday and Thursday	Official High School Uniform
• Tuesday and Friday	Club Shirt or P.E Shirt
• Wednesday	Wash Day

The school prohibits all students from wearing the following during non-uniform school days such as but not limited to:

- Athletic or city shorts
- Micro mini skirts
- Tattered jeans/pants
- "Spaghetti" straps
- Leggings
- Sleeveless blouses/shirts
- Plunging neckline
- "See-through" dress/ shirts
- Slippers/ Rubber Sandals
- Shirt with vulgar, offensive or indecent prints and design

PCT also prohibits the following:

For Male:
Untidy Hair
Colored fingernails
Any kind of ear piercing
Colored Hair (shocking highlights)

For Female:
Skin head
Multiple piercing
Colored Hair (shocking highlights)

Only students wearing prescribed uniform will be allowed to enter the school premises and be admitted inside the classroom. The school uniform must be worn at all times inside the campus and on occasions specified by the administration. It should not be

worn indiscriminately in public places and in attending socials. During official activities students may wear their activity shirt.

The institution extends exemption from wearing the school uniform for pregnant, with leg defects and working students.

Permit for school uniform exemption can be secured from the Office of Student Services. Only working students for daily sessions are exempted and required to submit an employment certificate and a letter indicating his/her duty schedule and reason for requesting school uniform exemption.

SCHOOL IDENTIFICATION CARD (ID)

School Identification Card or School ID is a requirement for all students. It must be worn properly during school days, including non-uniform days.

- It is required at anytime inside the school premises.
- Student ID must be worn with PCT Sling.
- School ID must be validated every semester
- Tampered or borrowed ID cards will be confiscated and the owner will be dealt with the appropriate sanctions/ disciplinary action.
- It is not transferable. Students caught using other ID card of students or lending his card to other students will be dealt with disciplinary actions.
- Lost ID cards must be reported at once to the Independent Business Unit (IBU). Affidavit of loss must be presented as a requirement for the issuance of a new ID card, along with the corresponding penalty payment for its loss.
- A student who fails to present his ID card upon the demand by the proper school authorities will be advised to proceed to the Office of Student Services to secure a Student Pass, for him to be allowed to enter the campus/class.
- ID card must be surrendered upon approval of transfer or withdrawal papers from the institution.

FIELD TRIPS AND OTHER OFF-CAMPUS ACTIVITIES

1. Written approval from concerned school authorities

   a. For academic field trips, the instructor must submit an Action Plan to the College Dean/Principal, with the approval of the President.
   b. For School Club activities and field trips, the President of the Club shall submit an activity proposal noted by the Club Moderator with the recommending approval of the OSS Manager, and approved by the President.

   c. The Action Plan should have the following:

      1) Specific objectives/purposes of the activity
      2) Itinerary including the date, place and time that must be followed
      3) Number of participants and their names, instructor's and/or school personnel expected to join the activity; and
      4) Budget including reasonable contribution and expected expenses

A. FIELD TRIP POLICIES (extracted from CHED CMO No.17-s 2012)

STUDENTS:

1. Participating student must submit a medical clearance before joining the field trip/tour.
2. For Students who cannot join the field trip/tour, they must be given a parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs will be given consideration
3. Educational Tours or Field trips should not be made as substitute to major examinations and should not be compulsory.

DESTINATION:

1. Destination of field trips should be near the school area in order to minimize cost
2. Proper consultation with the students must be done prior to the commencement of the field trip/ tour.
3. Advance and proper coordination with the concerned offices (LGU, NGO) shall be secured before the scheduled dates of activity.

SCHOOL:

1. Field Trips and Educational tours must be in accordance with the specific degree requirements
2. Briefing and Debriefing Program should be undertaken before and/or after the educational tour / field trip.
3. Debriefing program should include reflection of learning experiences duly documented in the learning journal
4. Proper orientation should be conducted with students and parents before the conduct of the Educational Tours/ Field trips.
5. Proto type Observation Guide and assessment of learning outcomes must be accomplished after the field trip / Tour.

B. Parent's Consent Form

Students who will be participating in such activities must secure a Parent's Consent Form (Waiver and Declaration Form) from the Program Head and submit the duly accomplished form to the Instructor/Club Moderator before the start.

C. Exercise of Due Diligence

The organizers, including the Instructor/Club Moderator, shall be responsible for the safety of the whole group. Due diligence of a good father of the family should be observed in the care and supervision of the students to warrant their safety, and to avoid injury and damage.

Failure to submit the above-mentioned requirements would mean disqualification from the succeeding off-campus activities.

D. Limitations

Field trips and other off-campus activities are NOT ALLOWED when:
1. There is no written approval from the concerned school authorities
2. There is failure to provide all the requirements for approval

E. Evaluation

Three (3) days after completion of the activity, the Instructor/Club Moderator should submit to the Program Head/Guidance Office:

1. An evaluation of the activity based on the objectives and other learning benefits. Evaluation forms are available at the Guidance Office.
2. Audited financial statement that justifies the expenses incurred
3. Incidental reports, if any
4. Attendance of the participants
5. Assessment of Learning Outcome based on following the institutional policy on grading system

Field Trip Facilitator/ Instructor are solely responsible and accountable for students joining without passing/ observing thru the proper procedures.

BELL SYSTEM AND TRAFFIC

The Bell System of the PCT is intended to minimize disturbance of classes resulting from movement of students between periods. Dismissal of classes ahead of time will result in the disturbance of neighboring classes. Classes cannot be effectively carried out if surrounding areas are noisy.

Procedure:

A. First Bell – Classes Start

    a. Students should not stay along the corridors. They should all be in their respective classrooms and observe silence so as not to disturb other classes.

    b. Students should refrain unnecessary noise during class hours.

B. Second Bell – Recess

    a. A 15-minute break is allowed for students and faculty.
    b. Students should not be dismissed altogether after the second bell to avoid traffic in the corridor / lobby and the canteen should not be congested.
    c. Abide the schedule for department breaks.

C. Third Bell – Classes Resume

    a. Students must go back to their class.

D. Fourth Bell – Classes End

E. EMERGENCY ALARM BELL– Prolonged Bells are observed during emergency situations.

Movement into and out of the building will be fast and orderly if students observe traffic rules. Everyone should keep right while moving up and down the stairways.

CAMPUS CLEANLINESS AND RESPECT FOR PROPERTY

Students should maintain cleanliness in the campus. All garbage must be disposed in the proper garbage bins.

Littering and vandalism will be subjected to disciplinary action.
Deliberate damage to any school property or non-observance of cleanliness in the campus must be reported immediately to OSS for proper disciplinary action. All school properties entrusted to the students must be used properly according to their purpose. Any damage to these items or properties will be assessed immediately and charged to the concerned party.

Electronic Device Use Policy

Electronic device includes cell phones, computers (laptops, notebooks, net books, and handhelds), mp3 and other digital audio and video players (including DVD players), and analog and digital audio and video recording devices (still and movie cameras).

1. A student may use an electronic device during class time with the permission of the instructor. Use of cell phones during class time is always prohibited.
2. In all cases, when permission has been granted by an instructor for the use of an electronic device in the classroom, the student shall employ such device solely in a manner appropriate to the subject and avoiding distractions or interruptions to fellow students or the instructor.
3. Charging of Electronic Devices inside the school premises is strictly prohibited.
4. The course instructor reserves the right to withdraw previously granted approval for the use of an electronic device.
5. A student violating an instructor's classroom policy or individual instructions on the use of electronic devices in the classroom shall be subject to any or all of the following actions:

   - Confiscation of the device by the instructor for the remainder of the class period

   - Referral of the student to the Office of Students Services

Substance Awareness Policy

Only in an environment free of substance abuse can PCT fulfill its mission of developing the academic, professional, social, cultural and intellectual potential of each member of the community. The use of illegal drugs and an abuse of alcohol impair the safety and health of students and employees and inhibit personal and academic growth. For these reasons, the unlawful use of alcohol and other drugs is prohibited on campus and at Institution-sponsored activities.

PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING
(Extracted from CMO 19, Series of 2003, Comprehensive Dangerous Drug Act of 2002)

NOTIFICATION:

All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

SELECTION:

a) The Drug Testing Coordinator/ School Nurse shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.

b) The Selection Board shall ensure the confidentiality and integrity of the random selection process

c) Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5)days. The Drug Testing Coordinator/ School Nurse shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

d) The one assigned to ensure the integrity of the collection process should be of the same sex as the student

e) The drug testing shall be done in the school and conducted by a duly accredited drug testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing

f) The Drug Testing Coordinator/ School Nurse shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school

TREATMENT OF THE RESULTS:

a) The results of the test shall be strictly confidential. The school shall not publish or post results whether positive or negative.

b) In case the test results are positive, the Drug Testing Coordinator/ School Nurse shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

c) During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

d) First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.

e) The Drug Testing Coordinator/Nurse shall refer to the student and his/her parent to government owned DOH accredited facility or DOH accredited government physician to determine the student's dependency level.

f) In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

Campus Prevention & Awareness Programs

Alcohol and other drug abuse education and prevention programs have been established and are coordinated by the Guidance and Counseling Office, with assistance from the Health Services and the Paramedical Department.

General Provisions

PCT drug policy states that the following types of drug use by students are not acceptable on our school premises or at a school function.

- smoking and/or possession of tobacco products and lighting equipment
- consumption and/or possession of alcoholic beverages
- deliberate inhalation of solvents and gases
- Possession and/or use of drug-related equipment such as syringes, bongs and pipes except in cases of prescription by a registered medical practitioner (eg. the use of needles by diabetics).
- Possession and/or use of illegal drugs

Please note that "on our school premises or at a school function" includes any time a student travels to and from school (within a reasonable distance), any school camp, excursion or any other school-related functions.

PCT students shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, drug paraphernalia or alcohol.

Drug paraphernalia is defined as any equipment, product or material that is modified for making, using or concealing illegal drugs

RESPONDING TO INCIDENTS OF SUBSTANCE ABUSE:

Appropriate disciplinary action will be applied to students who commit this violation. Furthermore, counseling will be made available to the student by the Guidance Officer. Students will also be referred to relevant agencies after discussion between the student services personnel, the Dean of College and the parents or guardian.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; submission to or rejection of such conduct is used as the basis for employment or academic decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or sexually offensive working or academic environment.

All members of the college community – students, staff, administrators, faculty, and visitors – have a right to a professional, academic, and working environment free of sexual harassment. Sexual harassment is unlawful. It undermines the integrity of community relationships and is unacceptable behavior at Philippine College of Technology.

Members of the college community who hold positions of authority have a particular responsibility to be aware of the power inherent in their relationships with students and subordinates and to avoid behavior that may be perceived as sexual harassment.

All members of the PCT Community, with academic or supervisory responsibility for another, must keep their relationships, especially those with students, on a professional level.

PCT maintains a "Zero Tolerance" Sexual Harassment Policy. This policy not only applies to the workplace during normal business hours, but also to all work-related social and business functions, whether on or off the campus, and also while employees and students are on business, academic, or athletic-related activities.

The Institution will take effective means to end any sexual harassment, up to and including termination or dismissal of the offending individual.

Complaints of Sexual Harassment

If a member of the PCT community believes that he or she has been subjected to sexual harassment or inappropriate sexual conduct, first inform the person engaging in the conduct that it is unwelcome and ask the person to stop. Retaliation to anyone who brings a complaint of sexual harassment or cooperates in an investigation is unlawful and will not be tolerated by the Institution.

Any student who believes he or she has been sexually harassed should contact the College Dean/ Principal, OSS Manager or Guidance Counselor. The complaint will either be handled by the person/office receiving the complaint or referred to the OSS.

The Institution is committed to investigating all complaints promptly and fairly. To the extent practicable, the Institution will protect the confidentiality of the individuals involved and initially consider informal resolution. The Institution is committed to proceeding as necessary to eliminate sexual harassment and will take appropriate corrective action which may include counseling, written warnings, or other discipline up to immediate dismissal.

The following are examples of conduct, which may constitute Sexual Harassment:

1) Sexual advances, whether or not they involve physical touching;
2) Requests for sexual favors in exchange for actual or promised job or academic benefits, such as favorable reviews, promotions, increased benefits or academic advantages;
3) Lewd or sexually suggestive comments, jokes, innuendoes or gestures;
4) Displaying sexually suggestive objects, pictures, magazines, or cartoons;
5) Commenting about or inappropriately touching an individual's body;
6) Inquiries or discussion about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Child Protection and Anti-School Bullying Policy

PCT is committed to providing all students a healthy and safe learning environment. PCT will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within PCT, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. PCT is committed to the elimination of all forms of bullying.
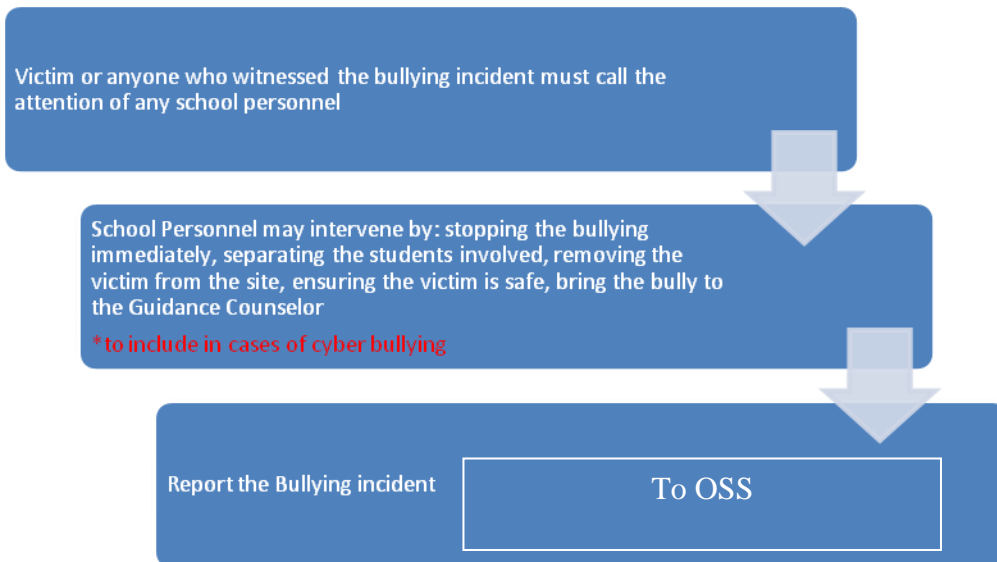
This policy applies to all students of PCT. There will be no retaliations for anyone who in good faith declares bullying.

Definition of Bullying

Bullying refers to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- Any act that causes damage to a victim's inner self and/or emotional well-being;
- Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- Cyber-bullying or any bullying done through the use of technology or any electronic means.

IMMEDIATE RESPONSE

Victim or anyone who witnessed the bullying incident must call the attention of any school personnel

School Personnel may intervene by: stopping the bullying immediately, separating the students involved, removing the victim from the site, ensuring the victim is safe, bring the bully to the Guidance Counselor

*to include in cases of cyber bullying

Report the Bullying incident

To OSS

Intervention Program:

- Anti Bullying Seminar to all students every year.
- Anti Bullying Campaign materials posted and shown within the school premises.
- Counseling
- Referral to appropriate agencies
- Disciplinary measures
- Due process

The Institution supports the Republic Act No. 10627, or the Anti-Bullying Act of 2013 and will take appropriate corrective action which may include counseling, written warnings, or other discipline up to immediate dismissal.

CHILD PROTECTION COMMITTEE

Chairperson	:	Rodolfo V. Soria
Vice Chair Person	:	Cherry Pie M. Jimeno
Teacher's Representative	:	Angelique B. Serrano
Parent's Representative	:	Erlinda Anutan
Student Council Representative	:	Ian Galabin
Barangay Council Representative	:	Loreto G. Nicolas

The Child Protection Committee (CPC) shall perform the following functions:

1. Draft a school protection policy with a code of conduct and a plan to ensure child protection and safety, which shall be reviewed every three (3) years. The template for the school child protection policy is attached as Annex "C";
2. Initiate information dissemination programs and organize activities for the protection of children from abuse, exploitation, violence, discrimination and bullying of peer abuse;
3. Develop and implement a school-based referral system and monitoring. The template is attached as Annex "D";
4. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
5. Identify, refer, and if appropriate, report to the offices cases involving child abuse, exploitation, violence, discrimination and bullying;
6. Give assistance to parents or guardians, whenever necessary in securing expert guidance counseling from the appropriate offices or institutions;
7. Coordinate closely with the Women and Child Protection Desks of the Philippine National Police (PNP), the Local Social Welfare and Development Office (LSWDO), other government agencies, and non-governmental organizations (NGO's), as may be appropriate;
8. Monitor the implementation of positive measures and effective procedures in providing necessary support for the child and for those who care for the child; and
9. Ensure that the children's right to be heard are respected and upheld in all matters and procedures affecting their welfare.

Students must observe the school curfew. Campus curfew is **10:00 PM**. No one is allowed inside the school premises after the curfew hour. Only those who have permission from the College Dean/ Principal/ Program Heads, OSS Manager or the Administrative Officer will be allowed to stay inside school campus after curfew hours. Reprimand will be given to anyone who violates this policy.

Departmental Policies and Regulations

PARAMEDICAL DEPARTMENT

PROGRAM OUTCOMES

The Paramedical Department seeks to train highly motivated and well qualified students who, as health care practitioners, will:

a. Deliver healthcare that is accessible, humanistic, competent and current
b. Work as members of the health team to provide the community with multidimensional services
c. Have an awareness, sensitivity, responsiveness and commitment to the problems of others
d. Be cognizant of legal, socio-economic, and cultural problems related to health maintenance and disease causation
e. Be a person who is caring, responsible, nationalistic, creative, critical thinker and assumes responsibilities for personal and professional growth, thus inculcating ethico-legal, moral and spiritual values
f. Disseminate nursing knowledge to professionals within the health care system to improve health care outcomes for individuals, families and communities.
g. Promote care and service that recognize the uniqueness and diversity among individuals
h. Apply leadership principles to effect change in health care and health policy on local, state, national and international level.

Finally, the institution strives to instill in its graduates the habit of lifelong learning through continuous independent study and self-development.

POLICIES AND GUIDELINES IN ON-THE-JOB TRAINING IN THE CLINICAL AND COMMUNITY SETTING

OJT Deployment Procedure

1. Graduating students are qualified for On-the-Job Training provided they completed at least two (2) semesters of the two-year programs and one (1) semester on the one-year programs.

2. For Paramedical students, they are required to join the Pinning and Candlelight Ceremony before OJT deployment.

3. Graduating students are required to pay the OJT/RLE fee at the Cashier.

4. The OJT Coordinator / Program Head coordinate with the affiliated center for the available schedules for OJT.

5. The OJT Coordinator / Program Head prepare an endorsement letter to the affiliated centers indicating the official list of students who will undergo OJT and the duration of the training period.

6. Students who are not included in the endorsement letter will not be part of the deployed batch.

7. The Finance Department issues payment for affiliation fees.

8. The OJT Coordinator or Program Head must visit the site at least three (3) times within the duration of the student's training.

9. Payment will be forfeited in case student fails to report for OJT without valid reason.

Conduct -OJT

A. Attendance

Purpose:

1. To identify the number of students present in the area
2. To check the proper uniform of the students
3. To check the completeness of the paraphernalia

*Institutional Paraphernalia Bag Contents:

1. Sphygmomanometer
2. Stethoscope
3. Digital Thermometer
4. Surgical mask
5. Medicine glass
6. Medicine tray
7. Surgical gloves
8. Red, blue and black ball pen
9. Small notebook
10. Cotton and alcohol
11. Bandage scissors
12. Penlight
13. Ward notebook
14. Long black umbrella (for community setting)
15. Watch with a second hand

* Failure to bring 1 paraphernalia is equivalent to 1 reading
* Failure to bring 3 paraphernalia is equivalent to 1 absent

B. Guidelines

1. Circle Time
Morning Shift	6:30 AM
Afternoon Shift	2:30 PM
Night Shift	10:30

Note: Students are expected to be in their appropriate uniform with their complete paraphernalia during circle time. Their presence during this time means being in the area designated on the specified time. Clinical instructors are expected to check the attendance of the students during this time.

2. Sanctions on Tardiness

   a. The student must submit a reading about a topic related to his/her experience on the training assigned by the CI if he/she is late for 15 minutes or less
   b. The student must submit a reading about a topic plus a drug study related to his/her experience if he/she is late for more than 15 minutes but not over 30 minutes
   c. Tardiness over 30 minutes is considered absent but the student can still continue his/her duty provided that he/she will make up for the absence.
   d. Three (3) consecutive tardiness is equal to 1 absent.

3. Rules regarding break time

   a. Students are not allowed to take breakfast or coffee break between the circle time and endorsement
   b. Snack breaks should only be for 15 minutes and lunch breaks should only be for one (1) hour. Checking of attendance will also be observed during this time.

4. Reporting to the clinical area

   Students with their clinical instructor should already be ready to receive the endorsement or transfer report before the start of the shift.

5. Sanctions to Absences

   A. Excused Absence

   o Illness - The student must present to the clinical instructor a medical certificate and a letter of explanation signed by the parent or guardian.
   o Death of an immediate family member- Inform the clinical instructor and secure a photocopy of the death certificate.
   o Victims of fortuitous events (e.g. calamities)-The student must present a letter of explanation to the clinical instructor
   o Transport Strike

   B. An excused absence is equivalent to one (1) make-up duty
   C. Unexcused absence is equivalent to two (2) make-up duties

6. Rules on Make-up Duties

a. Only eight (8) hours of make-up duty is allowable in a day
b. Make-up duty should be accomplished in the same area where the number of hours should be completed
c. Tardiness and absences during make-up class will follow the policies on tardiness and absences

PRACTICAL NURSING Ladies' Uniform

1.Type A – for classroom setting and community setting	• White long pants • White long blouse (should cover the buttocks) • White nursing shoes • Plain white socks • Name plate and School ID
2.Type B – for hospital/clinical exposure	• White dress • White apron • White thick pantyhose stockings • Plain white nursing shoes (No rubber shoes) • Name plate and school ID

PRACTICAL NURSING Gentlemen's Uniform

1. TYPE A: for classroom setting, community setting and clinical exposure	• White long pants • White polo with round-necked top • Plain white nursing shoes (No rubber shoes) • Plain white socks • White unprinted V-neck undershirt should be worn under the top uniform • Name plate and school ID

PHARMACY TECHNICIAN Ladies' Uniform

1.Type A – for classroom setting and On the Job Training	White long pants White blouse with lavender piping White Blazer White closed shoes Plain white socks Name plate and School ID

PHARMACY TECHNICIAN Gentlemen's Uniform

1.Type A – for classroom setting and On the Job Training	- White long pants - White polo with round-necked top - White Blazer - Plain white closed shoes (No rubber shoes) - Plain white socks - White unprinted V-neck undershirt should be worn under the top uniform - Name plate and school ID

Uniform for Caregiving (Male and Female)

1.Type A – for classroom setting and On the Job Training	- Mint Green Scrub Suit with yellow piping - Plain white nursing shoes - Plain white socks - School ID

8. Policies and regulation regarding personal grooming

    a. Ladies are encouraged to wear <u>light</u> make up for them to look presentable to their clients.
    b. Fingernails must be short, clean and colored nail polish is not allowed.
    c. No fashion hair dyes (blue, pink, red, gold)
    d. For Paramedical and ICG ladies:
       • Hair must be tucked with black hair net secured with black pins. Wet hair is not an excuse for not wearing a hair net.
       • No ribbons and head bands are allowed.
    e. For Pharmacy Technician ladies, hair must be neatly brushed up in a pony tail.
    f. Clean gentlemen's haircut is encouraged.
    g. No multiple ear piece and body piercing for the men.
    h. No dangling earrings only studded earrings for the ladies.
    i. Ladies should wear white or skin-toned undergarments (no prints)
    j. Shoes should be clean at all times
    k. Body tattoos are not acceptable
    l. Students are not allowed to wear jewelries aside from watch during On-the-Job Training. Married students are allowed to wear their wedding bonds.
    m. Cell phones are not allowed during On-the-Job Training and class hours
    n. Complete proper uniform should be worn

    If the student fails to abide with the policies and regulation regarding personal grooming, the following sanctions will be implemented:
       • The student will render one (1) day extension

9. Health

    a. All students are required to undergo the yearly physical examination. Results should be forwarded to the school nurse. (CBC, stool and urine examination, chest x-ray , drug test, hepatitis screening, and vaccine) before deployment.

b. If ever that the student is diagnosed with a communicable disease anytime during the school year, he/she should undergo a physical re-examination by the physician. before deployment.

c. The Program Dean Coordinator/School Nurse reserve the right to decide whether the student will be allowed to continue with his/her OJT.

d. If the student is pregnant, she should obtain a medical certificate from her physician indicating her fitness to go on with the training.

10. School and Clinical Discipline

The School and Clinical Discipline Committee is composed of clinical instructors and the Program Head.They are responsible for the investigation of the minor and major offenses of the students within the institution or in training areas. This committee has also the right to impose appropriate sanctions.

Procedure in the event of infractions:

a. Any offense should be put into writing within 24 hours of the incident
b. Letter should be submitted to the clinical instructor concerned and shall be forwarded to the committee within 48 hours of the incident

11. Offenses:

A. Relationships:
      A.1 Public display of affection with co-student is not
         acceptable
           *sitting/sleeping on the lap
           * hugging and kissing
           * other lascivious acts
      A.2 Training Area Entering into a relationship with the
         patient, watcher or other hospital personnel is not
         Allowed
      A.3 Relationship with faculty and Clinical Instructors

B. Major Offenses:

      B.1 Dishonesty, any form of cheating
      B.2 Improper behavior and discourtesy towards authority,
         Insubordination
      B.3 Forgery and tampering of official records
      B.4 Stealing
      B.5 Fabrication of information and failure to report any errors during the
         training and laboratory activities
      B.6 Intoxicated with liqour during class hours and training
      B.7 Illegal use of prohibited drugs
      B.8 Bringing of illegal weapons
      B.9 Any immoral acts
      B.10 Vandalism and destroying school and training area's
         Properties
      B.11 Cutting classes and cutting of duty hours during training

Sanctions:

      1. Oral and written apology of the offended party
      2. Invalidation of the number of hours training rendered of
        the concerned student

3. Payment of the actual damaged incurred
4. Redemonstration of the nursing procedure to the Clinical Discipline Committee
5 Writing an Incidental report

C. Minor offenses

C.1 Smoking inside the premises of the school and training area
C.2 Shouting, screaming inside the premises of the school and training area
C.3 Reading pocketbooks, comics and other reading materials not related to academic activity during Class hours and duty hours
C.4 Using cellphones during class hours and duty hours.

Sanctions:

1. Warning
2. Oral Reprimand
3. Writing an Incidental Report

FUNDAMENTAL LABORATORIES
(Care Giving NCII and Health Care Services NCII Assessment Center)

Policies and Procedures

The following policies and procedures have been developed to:

- Provide all users with an optimal simulation learning environment.
- Assist faculty and students with the process of securing and using the simulation laboratory.
- Provide a safe, clean and well-maintained environment.
- Protect and maintain costly equipment.

General Policies

1. In order to preserve costly equipment, there is absolutely no food or beverages allowed in the Laboratories.
2. The main doors to the Laboratories must remain closed at all times.
3. School uniforms or proper attire are required for all activities in the laboratories in order to protect the equipment.
4. All users of the laboratories are expected to display courteous and professional conduct.
5. Electronic Devices such as cell phones should be put to a silent mode while inside the laboratories.
6. Students are not allowed to sit or lie down on the hospital beds.
7. All users should practice extra care in handling the laboratory materials, tools and equipment

Scheduling Requests

1. All Laboratory activities MUST be scheduled ahead of time.
2. Reservation requests MUST be made two weeks in advance of the scheduled session.
3. Scheduling is on a first-come first-serve basis and scheduling conflicts will be reviewed by the Program Head.
4. If supplies are needed, a request must be completed at the time of scheduling the Fundamental Lab by completing the equipment needed portion of the request.

Equipment Requests and Policies

1. No equipment or supplies may be removed from the Laboratories.
2. Any disposable supplies needed must be requested before being taken out of the cabinets.
3. Any damage to the equipment or supplies should be reported immediately.
4. No markers, pens, betadine or any form of liquid are permitted near the mannequins.
5. Mannequins should be covered after use and left in the bed that they occupy.
6. Unused supplies should be returned to the designated shelves

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

Program Outcomes

The minimum standards for the BSCS, BSIS, and BSIT programs are expressed in the following minimum set of graduate outcomes. The graduate outcomes common to all programs, and those common to the discipline are further mapped into the expanded graduate outcomes specific to the sub-disciplines of CS, IS, and IT, as outlined in Section 6.3.

6.1 **Common to all programs in all types of schools**

The graduates have the ability to
a) Articulate and discuss the latest developments in the specific field of practice. (Philippine Qualifications Framework (PQF) level 6 descriptor) (Graduate Outcomes: CS10, IS10, IT13)
b) effectively communicate orally and in writing using both English and Filipino (Graduate Outcomes: CS08, IS08, IT10)
c) Work effectively and independently in multi-disciplinary and multi-cultural teams. (PQF level 6 descriptor) (Graduate Outcomes: CS07, IS07, IT08)
d) act in recognition of professional, social, and ethical

Responsibility (Graduate Outcomes:CS09, IS09, IT12)

  e) preserve and promote "*Filipino historical and cultural heritage*" (based on RA 7722)

6.2   **Common to the discipline**

The graduates of BSCS, BSIS, and BSIT must have the ability to
  a) analyze complex problems, and identify and define the computing requirements needed to design an appropriate solution (Graduate Outcomes:CS02, IS02-03, IT03)
  b) apply computing and other knowledge domains to address real-world problems (Graduate Outcomes: CS01, IS01, IT01)
  c) design and develop computing solutions using a system-level perspective (Graduate Outcomes: CS03-05, IS04-05, IT05)
  d) utilize modern computing tools (Graduate Outcomes: CS06, IS06, IT07)

6.3   **Specific to a sub-discipline and a major**

A. Bachelor of Science in Computer Science (BSCS)

Graduate Attribute	Graduate Outcomes Code	Graduate Outcomes
Knowledge for Solving Computing Problems	CS01	Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science, and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and requirements.
Problem Analysis	CS02	Identify, analyze, formulate, research literature, and solve complex computing problems and requirements reaching substantiated conclusions using fundamental principles of mathematics, computing sciences, and relevant domain disciplines
Design/Development of Solutions	CS03	An ability to apply mathematical foundations, algorithmic principles and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices
	CS04	Knowledge and understanding of information security issues in relation to the design, development and use of information systems
	CS05	Design and evaluate solutions for complex computing problems, and design and evaluate systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
Modern Tool Usage	CS06	Create, select, adapt and apply appropriate techniques, resources and modern computing tools to complex computing activities, with an understanding of the limitations to accomplish a common goal
Individual & Team Work	CS07	Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings

Communication	**CS08**	Communicate effectively with the computing community and with society at large about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions
Computing Professionalism and Ethics	**CS09**	The ability to recognize the legal, social, ethical and professional issues involved in the utilization of computer technology and be guided by the adoption of appropriate professional, ethical and legal practices
Life-Long Learning	**CS10**	Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional

B. Bachelor of Science in Information Systems (BSIS)

Graduate Attribute	Graduate Outcomes Code	Graduate Outcomes
Knowledge for Solving Computing Problems	IS01	An ability to apply knowledge of business processes, computing, mathematics and social sciences appropriate to Information Systems
Problem Analysis	IS02	An ability to analyze a problem, identify and define the computing requirements with respect to organizational factors appropriate to its solution and plan strategies for their solution
	IS03	The ability to evaluate information systems in terms of general quality attributes and possible trade-offs presented within the given requirement
Design/Development of Solutions	IS04	An ability to design, implement, and evaluate information systems, processes, components, or programs and to source cost-benefit efficient alternatives to meet desired needs, goals and constraints
	IS05	An ability to use knowledge and understanding of enterprises in modelling and design of information systems
Modern Tool Usage	IS06	An ability to deploy and use effectively skills, tools and techniques necessary for information systems practice
Individual and Team Work	IS07	An ability to function effectively on teams(recognizing the different roles within a team and different ways of organizing teams) to accomplish a common goal
Communication	IS08	An ability to communicate effectively with a range of audiences. Communication skills includes techincal writing, presentation and neogitation, and numeracy.
Computing Professionalism and Ethics in the Society	IS09	An ability to recognize the legal, social, ethical and professional issues involved in the exploitation of computer technology and be guided by the adoption of appropriate professional, ethical and legal practices both in the local and global community
Life-Long Learning	IS10	Recognition of the need for the ability to engage in an independent and life-long learning, planning self-learning and improving performance as the foundation for on-going professional development

C. Bachelor of Science in Information Technology (BSIT)

Graduate Attribute	Graduate Outcomes Code	Graduate Outcomes
Knowledge for Solving Computing Problems	IT01	Apply knowledge of computing, science, and mathematics appropriate to the discipline
	IT02	Understand best practices and standards and their applications
Problem Analysis	IT03	Analyze complex problems, and identify and define the computing requirements appropriate to its solution
	IT04	Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems
Design/Development of Solutions	IT05	Design, implement, and evaluate computer-based systems, processes, components, or programs to meet desired needs and requirements under various constraints
	IT06	Integrate IT-based solutions into the user environment effectively
Modern Tool Usage	IT07	Apply knowledge through the use of current techniques, skills, tools and practices necessary for the IT profession
Individual and Team Work	IT08	Function effectively as a member or leader of a development team recognizing the different roles within a team to accomplish a common goal
	IT09	Assist in the creation of an effective IT project plan
Communication	IT10	Communicate effectively with the computing community and with society at large about complex computing activities through logical writing, presentations, and clear instructions
Computing Professionalism and Social Responsibility	IT11	Analyze the local and global impact of computing information technology on individuals, organizations, and society
	IT12	Understand professional, ethical, legal, security and social issues and responsibilities in the utilization of information technology.
Life-Long Learning	IT13	Recognize the need for and engage in planning self-learning and improving performance as a foundation for continuing professional development

RETENTION POLICY

Each student is expected to maintain a grade of not less than 3.5 grade average and is expected to demonstrate effective interpersonal skills. These skills include the ability to:

1. Function effectively with faculty and fellow students.
2. Be open and adaptable in relationships with faculty and fellow students, supervisors and school personnel at their field placement sites.
3. Demonstrate self-awareness by being open to self-examination and commitment to personal growth.
4. Demonstrate a positive attitude toward the learning process and toward fellow students.
5. Cope with stress presented by the expectations of all academic requirements and additional stress such as family and job situations.

RETENTION REVIEW PROCESS

The Faculty of the ICT Department has established the following policies to serve as a working guide when questions regarding student retention in the program arise:

1. As a first level of action, the individual faculty member meets with the student in question, expresses specific concern(s) to the student, and seeks to establish a mutually agreed upon plan to resolve the situation before more action is required.
2. If a mutually agreeable plan cannot be reached between the faculty member and the student, if the student fails to follow the agreement reached at level one, or if the plan of action agreed on in level one fails to resolve the problem, the faculty member is free, as a second level of action, to discuss the question of a student's progress and/or competence with the student's subject adviser. This can be done in an informal discussion and may include other faculty members of the institution. The goal of this second level of action is to resolve the situation with the input of other faculty and to formulate a reasonable corrective action plan.

POLICIES AND GUIDELINES IN THE USE OF THE COMPUTER LABORATORY

1. All students are given 20 hours free access to the internet every semester.
2. Computer units will be assigned on a first come, first served basis. To ensure equal access for all students, there is a one (1) hour time limit for internet usage.
3. Students must sign in the internet card and present their identification card.
4. No food or drink is allowed inside the laboratories.
5. All students are not allowed to download any programs and install any applications, including your favorite search engine, toolbar, etc. on any computer units in the laboratory.
6. Give extra care for the equipment of the institution and its network.
7. Students are to notify the Personnel In-Charge immediately of any disturbing material they may encounter on the web or in e-mail.
8. Transferring from one computer to another is allowed if the unit being used malfunctions.
9. Shouting, cursing, roaming around the laboratory is not tolerated.
10. Changing the computer's configuration is not allowed.
11. Students who cause damage to the computers will be sanctioned and dealt with accordingly.
12. PORNOGRAPHY IS STRICTLY PROHIBITED. Anyone caught viewing pornographic film or material will be banned from the computer laboratories.

Note: Violations of the Policies and Guidelines stated above will result in the loss of user privileges. Unlawful activities will be dealt with accordingly.

HRM, TRAVEL AND TOURISM DEPARTMENT (unrevised)

VISION

To be one of the nation's providers of quality education and training in Hospitality, Travel and Tourism to meet the growing needs for highly-trained individuals in the industry.

MISSION

The mission of the HRM, Travel and Tourism Department of the Philippine College of Technology is to prepare individuals for Industry Management and Leadership by instilling good character and values and by providing quality education and on-going professional and skills development, thereby be recognized globally as a premier learning environment through trainings and service excellence.

GOALS AND OBJECTIVES

1. To provide outstanding and accessible learning experiences that prepare our diverse student body for:
    a. Successful hospitality, travel and tourism management careers
    b. Responsible citizenship and productive leadership
    c. Life-long learning and personal fulfillment
2. To anticipate and respond to the educational and training needs of the Philippine's hospitality, travel and tourism industry.
3. To increase educational resources for program support and grants.
4. To be recognized as a premier hospitality, travel and tourism management school by our stakeholders.
5. To prepare students for leadership responsibilities in the hospitality, travel and tourism industry by providing meaningful academic programs and practical industry experiences.
6. To be a leading provider of high quality, affordable and convenient "ladderized education programs."

MEANING OF HRM, TRAVEL & TOURISM DEPARTMENT LOGO

THE CHEF'S HAT
- symbolizes the skills in the Hospitality business/industry
- it also symbolizes the following: baker, butler, chef, cook, bakery, cuisine, food, hotel, kitchen, restaurant, etc…

THE SAIL
- symbolizes students' achievement of learning with ease; and sailing through their education smoothly & clearly
- it also symbolizes traveling or journeying to different places

THE RED COLOR OF SAIL
- symbolizes the students' strong sense of desire to achieve their dreams

THE SEA
- symbolizes their voyage through life

THE BLUE COLOR OF THE SEA
- symbolizes wisdom, truth, clarity, and the need for knowledge

LABORATORY UNIFORM as of A.Y 2017

The following are the prescribed laboratory uniform for HRM students:

Year / Competency	Male	Female
1st / 2nd / 3rd / 4th : Food and Beverage Services	• White long Sleeves with bowtie • Black slacks • Polished, black shoes • Clean hair cut	• White long sleeves with scarf • Black skirt (length, at least 1 inch above the knees) • Black stockings • Polished, black, closed shoes with at least 1 ½ in. heels • Light make-up • Fixed hair
1st yr (1st sem): Baking / Cooking Food Processing	• Chef's Jacket/ Apparel • Black Slacks • Apron with three white towels: hand towel, dish	• Chef's jacket/ Apparel • Black slacks • Black hair net • Apron with 3 white towels:

	• towel and face towel • Safety footwear	• hand towel, dish towel, face towel • Safety Footwear
1styr (2ndsem): Commercial cooking/ baking	• Black hairnet • Chef's toque (required for 2ndsem.)	• Black hairnet • Chef's toque (required for 2ndsem.)
2nd Year: Bartending	• White long sleeves • Vest • Black slacks • Polished black shoes	• White long sleeves • Vest • Black skirt (length: at least 1 inch above the knees) • Black stockings • Polish, black, closed shoes with at least 1 ½ in. heels
3rd yr. / 4th yr. : Front Office Services HRM Mgt. subjects	• 3 pc. Business attire: slacks, polo, blazer • Polished, black shoes • Clean cut hair	• 3 pc. Business attire: skirt, inner blouse and blazer • Black, closed shoes with 1 ½ in. heels
Tourism Students	• White long sleeves navy blue vest with necktie. • Navy blue slacks, black leather shoes, black socks	• Cream Long Sleeves with vest and scarf • Green Skirt(1 inch above the knee) • Black Stockings, black closed shoes with 1inch heel • Tourism Cap

POLICIES AND GUIDELINES IN THE USE OF HRM LABORATORY

General Policies as of S.Y 2017

These policies are implemented to ensure the safety of all laboratory users and protection of facilities:

1. The HRM Laboratory is a place for students to work individually or with others. It is expected that an environment of courtesy and consideration will be maintained.

2. Tape, push pins, hooks, screws, staples or thumbtacks are not allowed on ANY wall or piece of furniture.

3. The use of stains, lacquer, dyes, paint or marking pens for decoration are prohibited.

4. Candles must be placed in glass containers and on a fireproof base such as mirror and other non-flammable material.

5. Maintenance of cleanliness is the responsibility of the students using the laboratory.

6. Return of borrowed items or materials is the sole responsibility of the borrower.

7. Following the event, but before leaving the facility, the students must:
    a. Return all tools and equipment borrowed to the Laboratory Custodian
    b. Remove all trash and recyclables from the laboratory to the designated bins
    c. Arrange for inspection of the used area with the Laboratory Custodian before leaving

8. Students are required to wear the prescribed laboratory uniform. Any student not wearing the prescribed laboratory uniform will not be permitted to enter the laboratory nor join in the laboratory activity. Being excessively unprepared for laboratory class may result in failure of the required module or subject.

9. Students are also required to bring the following personal items during their laboratory activity: dish towel, hand towel, face towel, pot holders and hand shields.

10. No jewelry is to be worn in food preparation, cooking and baking classes for safety reasons.

11. Students shall always ask for assistance from the Laboratory-In-Charge when using any laboratory equipment such as Kitchen Aid Beater, Gas Range, Baker's Oven, Microwave Oven, Dishwashing Machine, Espresso Machine, Coffee Grinder,Vacuum Cleaner, Floor Polisher, and other electrical tools and equipment.

12. Use of mobile phones and mp3 players during the laboratory activity is strictly prohibited.

General Reservation Policies

Due to the desire to serve as many students as possible and to give quality and efficient services, the Laboratory Custodian requests that instructors who wish to use the laboratory shall file for a reservation at least 48 hours prior to the start of the activity.

The Laboratory Custodian must be informed at least 24 hours prior to the event of cancellation of laboratory reservations or changes to room set-ups.

Instructors may use the HRM Laboratories for academic classes or lectures on a temporary and emergency basis only.

Borrowing of Tools and Equipment

1. In order to borrow tools and equipment, the student must present a student ID to the Laboratory Custodian.
2. The borrower must secure a "Laboratory Borrower's Form" from the Laboratory Custodian or JET assigned prior to the activity. The Laboratory Borrower's Form is used to let the Laboratory Custodian or his/her staff know exactly what tools or equipment are being requested, and gives them information about who will be using the equipment.
3. The said form must be legibly and completely filled-up by the borrower before it is forwarded to the Laboratory Custodian 24 hours prior to the start of the activity. Remember that whoever signs as the borrower will be responsible for the tools or equipment from the time it is released to them.

Returning of Borrowed Tools and Equipment

1. The borrower shall arrange for an inspection of his/her borrowed items with the Laboratory Custodian or Laboratory-in-Charge.
2. Borrowed items will each be checked by the Laboratory Custodian or Laboratory-in-Charge for any equipment damage or missing parts.
3. Upon checking all the borrowed items, both the Laboratory Custodian and the borrower will affix their signatures on the return slip as evidence that proper procedure was observed and completed.
4. If the borrower causes any damage to any of the borrowed items due to negligence, a fine will be charged according to severity of damage.

Security, Damages and Loss of Personal Property

All bags and other things shall be placed in the baggage area upon entering the laboratory.

If damages or loss occurs to the HRM Laboratory facility or its furnishings and equipment, the group of students responsible for the use of the laboratory will be liable for any charges. On the other hand, neglect or failure on the part of the Instructor or Laboratory-in-Charge to orient or assist the students as to the proper handling of tools and equipment shall render him/her liable for damages.

The Laboratory Custodian and all staff does not assume responsibility or liability for damage to, or loss of, any student's property left in the laboratory prior to, during or following an activity. It is the responsibility of the students to safeguard their valuable things such as mobile phones, wallets, and jewelries among others.

After every laboratory activity, the Laboratory Custodian or the JET assigned shall securely turn off gas tanks, lights, air conditioners, air pots and other electrical equipment.

ON-THE-JOB TRAINING FOR HRM STUDENTS as of S.Y 2018

All students enrolled in the HRM Ladderized Programs are required to undergo On-the-Job Training for four (4) consecutive semesters, under the 1st and 2nd year level, covering the four vital areas in Hotel Management.

YEAR	SEMESTER	AREA	REQUIRED HOURS OF TRAINING
1st year	1st semester	Food & Beverage Service	240 hours
	2nd semester	Commercial Cooking	290 hours
2nd year	1st semester	Bartending / Barista	265 hours
	2nd semester	Housekeeping	290 hours

ON-THE-JOB TRAINING FOR TOURISM STUDENTS as of S.Y 2018

All students enrolled in the TOURISM Ladderized Programs are required to undergo On-the-Job Training for two (2) consecutive semesters, under the 1st and 2nd year level, covering the two vital areas in Tourism Management.

YEAR	SEMESTER	AREA	REQUIRED HOURS OF TRAINING
1st year	2nd semester	Local Guiding	180 hours
2nd year	1st semester	Front Office	180 hours

APPRENTICESHIP-BY-EXPERIENCE PROGRAM (APEX) ABOARD SUPER FERRY

In partnership with Super Ferry, PCT has also established the Apex Program which gives the HRM students an avenue for acquiring further knowledge and skills practically needed for their future employment.

The Apex Program is a hands-on skills training and exposure specially designed for HRM students. This program features an expanded range of demonstrations, immersions and exercises that covers Hotel Operation & Services, Vessel Familiarization, and Basic Safety Onboard the Ship.

This Apex program is entirely performed while aboard a SuperFerry vessel with the close supervision of competent Apex-SuperFerry& PCT Instructors.

Upon completing the program, students will be awarded the Apex Certification which specifies the number of hours of their actual on-the-job training.

Apex Policies and Guidelines

To supplement the students / group travel policies, the following policies and guidelines are established to govern the conduct of on-board training and educational trip of the students in the Hotel and Restaurant Management Program:

A. Qualification of Participants

Qualified to join the shipboard training and educational trip are the students in the Hotel and Restaurant Management (HRM) Program who have completed at least 50% of the academic requirements and have complied with the following conditions:
1. Full payment of the amount intended for travels;
2. Physical fitness to travel as supported by a Medical Certificate;
3. Parental Consent and other documentary requirements as provided in this guideline.

B. Documentary Requirements

1. Students Authorization to Travel Form to be issued by the Program Head and duly approved by the President.
2. Medical Certificate to be submitted to the OJT Coordinator and verified by the School Nurse.
3. Waiver and Declaration Form duly signed by the student with the conformity of parents and/or guardian.

C. Pre-departure Orientation

1. A briefing or orientation shall be conducted in school by the Program Head and OJT Coordinator in collaboration with the travel agency representative, if any, and concerned school personnel
2. Students who fail to attend the orientation are not allowed to join. Attendance in the pre-departure briefing is one basis for the issuance of the Students Authorization to Travel Certificate.

D. Attendance

1. Attendance in every activity shall be checked from time to time by the team leaders and the accompanying instructors
2. Students shall be divided into groups of 5 members and a team leader shall be assigned per group
3. Students who are late or who refuse to join any activities without valid reason shall earn demerits without prejudice to being subject to disciplinary action upon returning to school.

E. Observation of Proper Uniform / Attire

1. Students shall be in their proper uniform with ID at all times during the training
2. Students without proper uniform shall not be allowed to join any activity
3. Wearing of decent and comfortable attire should be observed at all times

F. Prohibited Acts While on Duty or Travel

1. Using mobile phones while on duty and giving of cell numbers to strangers
2. Non-observance of the rules and regulations in the different areas of assignment inside the vessel
3. Non-compliance of the lawful order or directive of the accompanying instructors
4. Boisterous laughter in front of passengers and during sleeping or working time
5. Loitering at night while on duty
6. Leaving the vessel or the working area without the knowledge of the master, chief officer or the accompanying instructor
7. Theft, loss or damage to the property of others
8. Immorality
9. Entertaining family members or visitors while on duty or training
10. Non-observance of the Code of Conduct of Rules on Etiquette
11. Commission of punishable acts as provided in the Students Handbook and under existing laws

G. Observance of Proper Decorum or Rules of Etiquette

1. Treat vessel officers and crew with utmost courtesy
2. Give the customers/passengers appropriate service
3. Maintain professionalism at all times
4. Observe honesty, integrity and excellence in one's profession

H. Safety Measures

1. Students on travel must start and end on campus when possible
2. While under the custody of the accompanying instructors, the students are not encouraged to quit the training, leave the group, visit or stay with family members and friends

3. Safety measures and extraordinary diligence should be observed at all times
4. The school shall not be liable for any loss or damage to property. Students are responsible for the safekeeping of their personal valuables

I. Disciplinary Action

All activities are related to classroom instruction. Any student who violates this rule shall not be allowed to graduate and the on-the-job training shall be invalidated without prejudice to the right of the school to subject the offender to disciplinary action, including dismissal from the school depending on the gravity of the offense committed. In all cases, the rules and policies should be applied.

J. Cancellation and Refund Policy

Students can only appeal to the APEX Program's Cancellation and Refund Policy for extenuating circumstances. Extenuating circumstances are defined as:

- Personal situation (can be physical, mental, emotional) which requires documentation from a doctor or recognized authority
- Family medical emergency (surgery, diagnosed long-term) which requires documentation from a doctor or recognized authority
- Financial emergency (does not include "did not understand what financially accountable for when paying the initial deposit" as reason as program budget was already discussed during the orientation)
- Family situation (e.g., death of immediate family member – parents, siblings, children, spouse)

Procedure:

- Students must complete and submit the Refund Appeal Form and any additional documentation to the Program Head.
- The APEX Program Cancellation & Refund Appeal Committee which consist of the Program Head, Dean of College, Finance Officer, and President will review the case and make every effort to be fair and equitable in determining the amount of program fees (non-recoverable costs) the student will be responsible for.
- The concerned student will be notified a day after the committee meeting.

EDUCATION DEPARTMENT

PROGRAM OUTCOMES

The minimum standards for the BEEd and BSEd programs are expressed in the following minimum set of learning outcomes:

A. Common to all programs in all types of schools

The graduates have the ability to:

1. Articulate and discuss the latest developments in the specific field of practice. (PQF level 6 descriptor)
2. Effectively communicate orally and in writing using both English and Filipino
3. Work effectively and independently in multi-disciplinary and multi-cultural teams. (PQF level 6 descriptor)
4. Act in recognition of professional, social, and ethical responsibility
5. Preserve and promote "*Filipino historical and cultural heritage*" (based on RA 7722)

B. Common to the discipline (Teacher Education)
1. Articulate the relationship of education to larger historical, social, cultural and political processes.
2. Facilitate learning using a wide range of teaching methodologies in various types of environment.
3. Develop alternative teaching approaches for diverse learners.
4. Apply skills in curriculum development, lesson planning, materials development, instructional delivery and educational assessment.
5. Demonstrate basic and higher levels of thinking skills in planning, assessing and reporting.
6. Practice professional and ethical teaching standards to respond to the demands of the community.
7. Pursue lifelong learning for personal and professional growth.

C. Specific to a sub-discipline and major

Program Outcomes for BEEd

1. Demonstrate in-depth understanding of the development of elementary learners.
2. Exhibit comprehensive knowledge of various learning areas in the elementary curriculum.
3. Create and utilize materials appropriate to the elementary level to enhance teaching and learning.
4. Design and implement assessment tools and procedures to measure elementary learning outcomes.

Program Outcomes for BSEd

1. Demonstrate in-depth understanding of the development of adolescent learners.
2. Exhibit comprehensive knowledge of various learning areas in the secondary curriculum.
3. Create and utilize materials appropriate to the secondary level to enhance teaching and learning.
4. Design and implement assessment tools and procedures to measure secondary

RESIDENCE and UNIT REQUIREMENTS:

   a. As a general rule, the degree shall be conferred only on a student who has taken at least the last curriculum year of the course in the school which is to confer degree.
   b. Minimum residence requirements is seventy-five percent (75%) of the total number of academic units
   c. No student shall be permitted to take any subject without passing pre-requisite subjects
   d. PCT shall set the maximum allowable load per semester.

RETENTION POLICY:

1. The student is expected to complete the course without prejudice to the right to transfer except in disciplinary cases and/or academic delinquency.
2. No student shall be enrolled in any approved course unless proper credentials as prescribed are submitted to the institution before the end of the enrolment period.
3. A system of selective admission and retention of student will apply to ensure that those who enter the profession posses a reasonably high level of scholastic achievement and the appropriate aptitudes, interest and personality traits.

CRITERIA:

- Candidates shall have obtained in High School an average of at least 85% or its equivalent, evidence of which such as report card shall be kept on file of the Registrar's Office. Applicants with lower average should pass the Aptitude Exam.

- The Candidate should be physically and psychologically fit

- There shall be no discrimination in the section for admission on the basis of sex, religion, race or socio- economic status.
- Enrolment size shall take into accounts the faculty resources and facilities of the school

Institutional Learning Outcomes for the Graduates of Educational Courses

Attributes of Graduates	Graduate's Outcomes
Critical, Creative, Innovative Thinker and Problem Solver	Acquire basic and higher level of literacy, communication, numeracy, critical thinking, learning skills needed for higher learning. Demonstrate the use of analytical skills and reflective processing of information. Understand, synthesize, and critically evaluate issues and information contextually so as to make informed decisions and judgments in the conduct of personal, professional, and civic life. Show evidence of linkage between affective and cognitive ("head, hand, and heart") learning in their management education. Connect skills and knowledge from multiple sources, academic disciplines, and experiences
Technology Literate and Fluent	Demonstrate an understanding of information technology broad enough to apply technology productively to academic studies, work, and everyday life. Adapt to current and new trends in technologies. Exhibit technical and managerial competencies in employing, integrating, and managing technologies within organizations to achieve competitive edge. Understand the economic, legal, and social issues surrounding the use and access of information. Access needed information effectively and efficiently. Evaluate information and sources critically
Scientific Literacy	Demonstrate the ability to understand key concepts and principle of the

PROCESS OF IMPLEMENTING RETENTION POLICY
EDUCATIONAL DEPARTMENT

Development Plan/Quality Control ADOPTED TO Ensure Second Year College Students Promotion to the Next Year Level Retention Policy

- Must have taken and passed the English Diagnostic Test given by the office of Students Affairs
- In case he/she fails on the said test must have passed the enhancement/remediation program given by the office of the Students Affairs
- Must be fit for teaching/education as shown by the results of his/her Teacher Aptitude test
- Must have a general average of 80% and above based on the computations of rating of the students of all his/her subjects in the first and second year level
- To fail twice in the same subject (general education or professional subjects) taken at PCT shall be a ground to advise him/her to shift to another course
- Have no record of any disciplinary actions during his/her stay in this institution
- He/she must pass the qualifying or comprehensive examination after finishing/competition of the Second Year level. This exam consists of a 100 item test based on the following general education subjects:

English	-35
Mathematics	-35
Science	-10
Social Science	-10
Filipino	-10
Total	100

The cut of score/passing is at least 50 item plus.

- If he/she hurdles the said exam he/she must pass the interview with the College Dean which is anchored on the rationale of enrolling in the education courses, his/her philosophy of education, takes as a future mentor, his/her concept of teaching whether it is a vocation, mission or profession. This will be the occasion to find out whether he/she can speak English fluently, could express his own ideas. Please find attached rubrics card for oral participation

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Features of the Pre-LET Review Program

I. Objectives

1. General:
    To help the students in their struggle to successfully pass he Board Licensure Examination for Professional Teachers (BLEPT)

2. Specific:
   2.1   To assist every student attains a high level of physical, mental, emotional, psychological, and spiritual preparation for the Board Licensure Examination for Professional Teachers
   2.2   To help the reviewers move on a higher level of learning through the academic preparation to be provided
   2.3   To aid the students in insuring a brighter and promising future through the academic preparation to be provided
   2.4   To inspire reviewers to become good and committed teacher. A teacher with a caring heart, compassionate, caring and competent in teaching
   2.5   To provide moral support to be the students as they prepare and undergo the Philippine Licensure Examination for Teachers

II.   Activities

1. Motivation Activities: To encourage students to undergo the Philippine Licensure Examination for Teachers
        1.1 Inspirational Talks
        1.2 Mastery and control of inner mind

2. Lectures: Comprehensive and intensive lecture-discussion by professors on all subject areas of the Education curriculum
        2.1 Pre-test
        2.2 Core-content review
        2.3 Post-test with rationalization
        2.4 Predictor examination with rationalization
        2.5 Pre-board examination with rationalization

3. Group Study: Group discussions of assigned topics among the students who will be divided into groups such activity will foster a more meaningful learning activity and experience among the student through effective group instructions

4. Dissemination of test-taking strategies:
      4.1 Psychology of taking examinations
      4.2 Blooms Taxonomy of learning
      4.3 Personality of Test-takers
      4.4 Sample test: following directions
        4.4 Test-taking strategies

- Look for the root and key words
- Multiple choice

    a. How to avoid reading into question
- Strategy I: Identify four (4) critical elements
- Strategy II: Eliminate options

    b. How do I choose between the two options
- Strategy I: Looking for Similar Words
- Strategy II: Looking for Similar Distracters

I. Briefing /Instruction Covered During the Orientation of OJT Trainees
- Rationale and Procedure
- Legal Basis
  - ✓ New Curriculum
  - ✓ NCBTS
  - ✓ Table of Specifications
- Role of the Dean
- Role of the College Supervisor
- MOA with Cooperating School
- Selection of Cooperating Schools
- Role or the Cooperating School Principle
  - ✓ Field Study
  - ✓ Practice Teaching
- Role of Cooperating Teachers/Mentors
  - ✓ Field Study
  - ✓ Practice Teaching
- Duties and Responsibilities of Pre-Service Teachers
  - ✓ Field Study
  - ✓ Practice Teaching
- Field Study Courses
- Introductions
- Legal Basis

- NCBTS
- Competency standards of CMO 30 s. 2004
- Meaning of Field Study Courses
  - ✓ Practical Learning Experiences Aligned to the Professional Education Course
- Aims/Objectives
- Scope/Coverage of the Six Field Study Courses
- Suggested Activities to be Implemented/Modified
  - ✓ A Prototype syllabus
  - ✓ Activity Worksheets
  - ✓ Portfolio Entries
  - ✓ Rubric to assess the Portfolio
  - ✓ A self-rating competency checklist
  - ✓ A portfolio format
  - ✓ Portfolio Rubrics
- Professional Education Courses are offered first to which Field Study Courses are anchored
- Guidelines for Field Study Students
- Course Syllabus
  - ✓ Credit- 1 unit
  - ✓ Time Duration -17 hours
  - ✓ Course Description
  - ✓ Objectives
  - ✓ Suggested Activities
    - Focus
    - Specific Task
    - Learning Evidence
    - Domain
    - Competence/Performance Indicators
    - Observation Report

- Sample Portfolio Format in Field Study Course

Noted: The Field Study Teacher may decide.

- Practice Teaching Guide

  - Introduction
  - Goals
  - Matching the NCBTS Domains and the Competency Standards
  - Syllabus in practice Teaching
    - ✓ Course Description
    - ✓ Goals
  - Scope/Content
    - ✓ Content
    - ✓ Mentoring Process
    - ✓ Modes of Assessment
    - ✓ Suggested Time Allotment
    - ✓ Person-In-Charge

  - Pre-Service Teacher Performance and Development's Framework
  - Pre and post Diagnosis for Formative and Summative Assessment
  - Teacher Education and Development Plan
    - ✓ Set of Competencies Incorporated in the TPDF

  - Framework Divided Into Save Domains
    1. Social Regards for Learning
    2. The learning Environment
    3. Diversity of Learners
    4. Curriculum
    5. Planning, Assessing and Reporting
    6. Community Linkages

DEAN'S LIST REQUIREMENTS / CRITERIA

INTENT

The intent of this policy is to specify criteria for awarding the academic honor of placing a student's name on the Dean's List.

POLICY

Undergraduate degree students who achieve high academic standards will be identified by placement on the Dean's List.

1. Undergraduate degree students who earn at least 78 subject units of credit (exclusive of courses taken for a satisfactory or unsatisfactory grade or courses being repeated) an academic semester or summer session and who earn a general point average of 1.5 or better for the semester or session are identified for that semester/session as Dean's List students provided they have no grade lower than 2.5.

2. Undergraduate students who earn less than 78 subject unit of credit during a given academic semester or summer session may be eligible for the part-time Dean's List under the following conditions:

   a. Successful completion of one academic semester equivalent to 63 units credit in a part-time students status since last being recognized on either the Dean's List or part-time Dean's List with a general grade point average of 1.5 or better, with no tailing grades and dropped subjects

Courses taken for a satisfactory/unsatisfactory grade or courses being repeated are not included in Dean's List calculations, nor do they count toward the 78 credits needed for meeting the requirements of 2.5.

BUSINESS and ACCOUNTANCY DEPARTMENT

PROGRAM OUTCOMES – BUSINESS ADMINISTRATION AND ACCOUNTANCY

The minimum standards for the Bachelor of Science is Business Administration and Accountancy program are expressed in the following minimum set of learning outcomes:

Common to all programs in all types of schools

The graduates have the ability to:

a. Articulate and discuss the latest developments in the specific field of practice. (PQF level 6 descriptor)
b. Effectively communicate orally and in writing using both English and Filipino
c. Work effectively and independently in multi-disciplinary and multi-cultural teams. (PQF level 6 descriptor)
d. Act in recognition of professional, social, and ethical responsibility
e. Preserve and promote "*Filipino historical and cultural heritage*" (based on RA 7722)

Common to the Business and Management discipline

A graduate of a business or management degree should be able to:

a. Perform the basic functions of management such as planning, organizing, staffing, directing and controlling.
b. Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resource management, production and operations management, information technology, and strategic management) and employ these concepts in various business operations.
c. Select the proper decision making tools to critically, analytically and creatively solve problems and drive results.
d. Express oneself clearly and communicate effectively with stakeholders both in oral and written forms.
e. Apply information and communication effectively with stakeholders both in oral and written forms.
f. Work effectively with other stakeholders and manage conflict in the workplace.
g. Plan and implement business related activities.
h. Demonstrate corporate citizenship and social responsibility.
i. Exercise high personal moral and ethical standards.

Specific to the Business Administration program

A graduate of a Business administration degree should be able to:

a. Analyze the business environment for strategic direction
b. Prepare operational plans
c. Innovate business ideas based on emerging industry
d. Manage a strategic business unit for economic sustainability
e. Conduct business research

Specific to the Business Administration program

A graduate of a BS in Accountancy should be able to:

a. Resolve business issues and problems, with a global and strategic perspective using knowledge and technical proficiency in the areas of financial accounting and reporting, cost accounting and management, accounting and control, taxation, and accounting information systems;

b. Conduct accountancy research through independent studies of relevant literature and appropriate use of accounting theory and methodologies;

c. Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions.

d. Apply knowledge and skills to successfully respond to various types of assessments; and (including professional licensure and certifications); and

e. Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.

OJT MANUAL GENERAL OBJECTIVES

- Provide students with actual workplace experience, exposure to various management styles, industrial and procedures of various occupations in relation to their respective fields of learning.
- Provide standards and guidelines for conducting OJTs such as amount workload, number of hours, learning objectives, monitoring scheme and sanctions;
- Clearly establish the roles and responsibilities of involved parties and provide for protocols regarding different situations that may arise during the OJT;
- Promote the OJT program through standardized procedures that are uniform, manageable, and practical so that more institutions will participate through;
- Promote and establish strategic agreements between the academe and the government as well as the academe and private companies focusing on the creation of clear objectives, clear expectations, establish methods of learning verification and effective monitoring and implementation specific to the on-the-job training programs.

ADMISSION REQUIREMENTS

- There should be a Memorandum of Agreement and Guidelines specifically outlining the role and responsibilities of all concerned parties, training plan, learning objectives and method of evaluation between the school and the partner institution/company/office.
- The student/trainee should submit a letter of indorsement the schools authorized personal confirming that s/he is indeed qualified to complete the on-the-training program.
- The student/trainee should submit to the partner institution/company/office a copy of the waiver of consent duly signed by his/her parents/guardian/spouse, pledge of good conduct, bio-data and course syllabus.

STUDENT/TRAINEE

- An admitted student/trainee shall abide by the rules and regulations set forth by the institution/company/office where s/he is undergoing on-the-job training.
- The student/trainee should always observe discipline and right conduct.
- The student/trainee should wear the appropriate dress code.
- S/he should not engage in gambling, illicit activities, drinking intoxicating beverages and related activities while at work or within the institution/company/office premises.
- The student/trainee is expected to submit reports and requirements on time.

- The student/trainee should observe punctuality and attendance in reporting to his/her assigned training area. S/he should accomplish the attendance recording sheet noted by the training supervisor.

PARENTS/GUARDIAN/SPOUSE

- The parent/guardian/spouse shall co-sign the training contract to manifest approval consent to the on-the-job training of their child/spouse.
- The parents/guardian/spouse shall also issue a waiver of consent.

OJT UNIFORM

OJT or Practicum students shall wear appropriate uniform as issued by PCT and in the prescribed manner. This will be worn during duty hours and days or as per required by the industry partners.

RESIDENCE and UNIT REQUIREMENTS:

e. As a general rule, the degree shall be conferred only on a student who has taken at least the last curriculum year of the course in the school which is to confer degree.
f. Minimum residence requirements is seventy-five percent (75%) of the total number of academic units
g. No student shall be permitted to take any subject without passing pre-requisite subjects
h. PCT shall set the maximum allowable load per semester.

RETENTION POLICY for Bachelor of Science in Accountancy

1. The student is expected to complete the course without prejudice to the right to transfer except in disciplinary cases and/or academic delinquency.
2. No student shall be enrolled in any approved course unless proper credentials as prescribed are submitted to the institution before the end of the enrolment period.
3. A system of selective admission and retention of student will apply to ensure that those who enter the profession posses a reasonably high level of scholastic achievement and the appropriate aptitudes, interest and personality traits.

   ### CRITERIA:

- Candidates shall have obtained in High School an average of at least 85% or its equivalent, evidence of which such as report card shall be kept on file of the Registrar's Office. Applicants with lower average should pass the Aptitude Exam.

- The Candidate should be physically and psychologically fit

- There shall be no discrimination in the section for admission on the basis of sex, religion, race or socio- economic status.
- Enrolment size shall take into accounts the faculty resources and facilities of the school

STATEMENT OF PROFESSIONALISM

The school of Business and Accountancy strives to ensure our students are employment-ready, this includes encouraging professionalism in class that can be transferred to the workplace. Students must be committed to modelling behavior consistent with industry's of competent, well-rounded and professional employees your program may use a statement of professionalism to guide appropriate behavior during your studies, similar to the text below;

In the school of Business and Accountancy, our students must:
- Engage in their own learning
- Be prompt and prepared for every class
- Attend class regularly and consistently
- Dress and present themselves in a manner consistent with their chosen career.
- Use technology appropriately as required
- Treat all others with respect, fairness and dignity
- Act and communicate in a professional and polite manner.
- Discover ways to be innovative and enterprising
- Navigate complex interpersonal situations and work cooperatively in team setting.

CREDITING POLICIES FOR BUSINESS ADMINISTRATION AND ACCOUNTANCY DEPARTMENT

- Students are to fill-out the official PCT crediting forms, enumerating the subjects taken in their previous academic institutions and the related subjects in PCT that they wish to be credited. Students requesting for crediting are required to bring a copy of their transcript of Records upon processing.
- The crediting form will be subject to the review of the respective crediting officers of each Department/Program—either the Dean of the Business Administration Program (for BA students) or the Dean of the Accountancy Program (for BSA students).
- In his/her/their absence/s, the BA Coordinator (for BA Students) or BSA Coordinator (for BSA Students) shall be the crediting officer.
- Guidelines are to be strictly followed in the crediting process
- All crediting forms made on or after effectively of this policy that are not in conformance to the aforementioned is void and ineffectual.
- Students are primarily accountable to their crediting forms. They should be diligent and disciplined enough to know the crediting policies and strictly abide by it. Otherwise, commensurate penalties may be imposed, the extent of which is determined by the Dean of the respective departments.
- Crediting officers are equally required to exercise due diligence in the crediting process.

PCT students are expected to observe proper behavior in their manner of communication and physical projection, and interactions with instructors, school officials, staff, guests, visitors and with their fellow students.

Student Conduct

Specific behavior and situations are hereby articulated to guide students in proper classroom and campus behavior.

1. Students should present their Admission Permit upon attending the first day of classes.

2. Students are not allowed to leave the classroom during class hours except for valid reasons.

3. High School students are not allowed to leave the campus during lunch break unless with written parents' consent and approved by the Principal.

4. Students must refrain from offensive, indecent, vulgar and blasphemous language and behavior such as shouting, screaming in the lobby and staircases, display of too much affection, ogling, quarreling and passing of unsavory remarks directed at students, boisterous conversation, unrestrained laughter and such other behavior deemed by the administration as violating public decency and morality.

5. Involvement in immoral acts such as adultery, concubinage or having an "affair" outside of wedlock is strictly prohibited.

6. Pornographic materials should not be brought inside the school campus or the classroom.

7. Students are not allowed to attend to classes where they are not officially enrolled.

8. Instructors have the right to refuse admission to students who are not in proper uniform and those who have not presented an excuse letter due to absence. However, students may secure a Student Pass from the Office of Student Services to be able to go to class.

9. Students must extend courtesy to school officials, guests and visitors, including parents and other members of the immediate community.

10. Students must observe the NO SMOKING policy within the school premises.

11. Bringing deadly weapons such as guns, bladed weapons, etc., inside the campus is strictly prohibited. Toy guns are prohibited as well.

12. Students must submit themselves to random Drug test by the School Nurse.

13. Students must respect school properties. Vandalism and other forms of destructiveness should be avoided. Notices and other written information or announcement posted in the bulletin board should not be tampered or removed without any permission from school authorities. Theft, pilferage and gangsterism are also prohibited.

14. Students are not allowed inside the school premises after 10:00 in the evening.

15. Students are encouraged to save water and energy by turning off the light and air-conditioning after class hours.

The Philippine College of Technology enforces disciplinary rules and regulations for the purpose of building the fundamental attitude of self-control and personal responsibility of the students. This is of primary importance in the attainment of efficient and successful undertakings and help the students grow and develop as a person.

A. Minor Offenses

1. Improper or non-wearing of school ID
2. Improper or non-wearing of school uniform
3. Non-observance of dress code.
4. Unexcused tardiness (more than 15 minutes)
5. Unexcused absences from class or school activities
6. Refusal to secure a Student Pass when required
7. Non-participation in the classroom or in school activities
8. Going to the restricted areas without permission from the parties concerned
9. Loitering during class hours
10. Chewing gums or eating during class hours
11. Shouting and/or howling while classes are going on
12. Littering and/or spitting anywhere within the school campus
13. Sporting un-prescribed haircut for male students. The prescribed haircut for male students.
14. Uttering nasty words and making dirty signs inside the campus
15. Using mobile phones during class hours
16. Wearing earrings for boys and multiple earrings for girls and similar body-piercing objects
17. Posting of posters in or outside the bulletin board without authorization
18. Other offenses similar to the foregoing.
19. And all other offenses not included in the list of major offenses shall be considered as minor offenses.

Combination of three (3) minor offenses shall be considered an equivalent of a major offense.

Major Offenses

1. Disrespect and / or insubordination to any authority of the academic community.
2. Use of obscene language.
3. Excessive tardiness (5 or more)
4. Fighting on campus, or off-campus, if the incident originated on campus.
5. Bullying
6. Indulging in immoral acts.
7. Assaulting a fellow student or employee on campus, or off-campus.
8. Theft or stealing.
9. Cutting Classes
10. Vandalism
11. Gambling
12. Cheating
13. Damage to school property, such as defacement of book, furniture equipment, chairs, etc.
14. Tampering of school security installations such as CCTV cameras, fire alarms, etc..
15. Possession of deadly weapons
16. Disruption of school activities and disturbance of classes or persons such as excessive noise, abusive language, etc.
17. Intoxication, bringing in and consumption within the campus of intoxicating liquor
18. Possession and/or use of prohibited drug
19. Tampering with and/or lending of ID cards to other students or outsiders
20. Possession and/or leaving of explosive materials or fire crackers in campus
21. Acts leading to public scandal
22. Any Violent Actions that may endanger the school community
23. Habitual disregard of established college policies and regulations
24. Offending Posts on social media

A. Sanctions

1. Sanctions for Minor Offenses

a. Reprimand or admonition
b. Oral and written public apology to the parties concerned
c. Payment of actual damages inflicted
d. Exclusion from extra-curricular activities
e. Rendering compulsory services
f. Invalidation of exams, quizzes and other class works
g. Denial of graduation privileges
h. Disqualification from holding or seeking any position either by appointment or election
i. Such other sanctions as may be determined by the Office of Student Services, consistent with existing laws, and approved by the Dean of College and President

2. Sanctions for Major Offenses

a. Rendering compulsory services
b. Failure in a subject or nullification of exam result
c. Disqualification from holding or seeking any position either by appointment or election

d.   Suspension
e.   Disciplinary probation
f.   Cancellation of scholarships
g.   Stripping of honors and awards
h.   Dropping / Dismissal
i.   Expulsion
j.   Such other sanctions as may be determined by the Office of Student Services, consistent with existing laws, and approved by the Dean of College and President

DISCIPLINARY ACTIONS

The Manual of Regulations for Private Schools specified three (3) categories of disciplinary administrative sanctions which maybe imposed on erring students and which should commensurate to the nature and gravity of the violation of the school rules and regulations.

Suspension

A student is suspended from the college for a definite period for serious infraction of school rules and the days of suspension shall be included in the number of maximum cuts allowed.

Dropping

The institution reserves the right to drop or dismiss a student anytime, who is found after due investigation to have violated the rules and regulations of the institution. He/She can never be re-admitted to Philippine College of Technology.

Expulsion

This is an extreme form of administrative sanction which debars the student from all public and private schools. It requires approval of the CHED/ TESDA /DepEd.

For major offenses, first offense will have a written reprimand copy furnished to the parents. Second offense is suspension and the third offense is dropping / expulsion from the institution.

PCT has a Student Grievance Committee composed of the College Dean, Program Head, Guidance Officer, OSS Manager. The Grievance Committee is under the supervision of the Academic Council.

The existence of the Grievance Committee is an affirmation of the institution's mission of producing graduates who are efficient and disciplined professionals. It is anchored on the development of good moral character.

The committee believes in the institution's responsibility to ensure a peaceful, orderly, safe and secure learning environment for all the students. This conduct carries the authority to evaluate students on the basis of prescribed rules and regulations and to decree a sanction as it may deem proper for the formation and welfare of the student.

Its functions and tasks are as detailed below:

a. To investigate serious cases involving students from different departments as presented by the Guidance Officer;
b. To recommend disciplinary sanctions including, but not limited, to dismissal of students;
c. To propose additions and/or amendments to existing policies relative to student discipline;
d. To refer to the Guidance Office students with disciplinary problems whenever necessary;
e. To perform other related functions as may be required by the nature of the office or as may be recommended by the Head of the Office of Student Services duly approved by the School Authorities.

All cases for evaluation and investigation involving students and the disciplinary measures / actions to be imposed shall be subject to the jurisdiction of the committee.

Filing of Charges

Disciplinary proceedings shall be by the appropriate authority upon the filing of a written charge specifying the acts or communication constituting the misconduct and subscribed to by the complainant including his parents or guardian or upon submission of an official report of any violation of existing rules and regulations.

Upon filing the said charge or report with the Office of the Student Services, an entry shall be made in an official entry book kept for the purpose, specifying this person charged, the complainant(s), his witnesses, if any, the date of filing and the substances of the charge.

Preliminary Inquiry

Upon receipt of the complaint or report, the Guidance Officer, as the case maybe, shall determine whether such complaint or report is sufficient to warrant formal investigations. A copy of the complaint or report shall be served to each respondent and his parent / guardian by the OSS Manager who shall require the answer in writing, Notice to the respondent(s) during the preliminary investigation maybe waived. In cases where the complaint or report is found sufficient, formal charges shall be filed with the appropriate body.

Answer

Each respondent shall be required to answer in writing Twenty Four (24) hours from receipt of the charge(s). Formal investigation shall be held on notice as provided.

Notice of Hearing

All parties concerned shall be notified of the time / date set for hearing immediately after the receipt of the notice before such hearing.

Hearing

Hearing shall begin not later than two (2) days after the receipt of the respondent's answer or after the expiration of the period within which the respondent shall answer.

Postponements

Application for postponements maybe granted for good cause for the period as the ends of justice and the rights of parties to a speedy hearing require provided that not more than three postponements per party shall be allowed.

Decision by the Student Grievance Committee

The chairman shall judge each case within a week after the final submission of the decision in writing and signed statement of the findings of the fact, conclusions and recommendations of the regulations from which the decision is based.

Finality of Decision

The decision is implemented if not appealed within a week after the receipt of the notice from the Dean of College.

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Off-Campus Behavior

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The institution will not be held responsible for the behavior and activities of students outside the campus. However, any complaints of scandalous behavior or misconduct outside the campus especially those acts affecting the good name of the institution shall cause for the investigation of the student concerned.

1. Students have the responsibility to safeguard the name of the institution and to conduct themselves with dignity and decency even when not acting in any official capacity for the institution.
2. Students are enjoined to keep away from indecent places, gambling joints, drinking bars and other places of ill-repute.
3. For activities that students plan to undertake outside the institution, like excursions, field trips, socials and the like, a written permission must be obtained from the College Dean and School President.

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Student Services and Facilities

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HOTEL AND RESTAURANT MANAGEMENT LABORATORIES

These laboratories are located at the third floor of the main building and comprised of the following rooms:

The **Multi-purpose Hall**, located at Room 301, is an air-conditioned room where most of the laboratory activity is done because of its excellent ambiance and overlooking view of the city.

It has a **Bartending Area** with complete bar facilities and equipment from cocktail to mock tail drinks that are displayed in the bar rack. It also has a bar counter wherein the students could enhance and develop their skill in mixing drinks and flair tending. This area is also used as assessment center for **Bartending NCII.**

The **Dining Area** which serves as a simulation area for **Food and Beverage NCII**. It has tables with table appointments and chairs with seat covers, where students can practice their skills in table setting. This area is also used as an assessment center for **Food and Beverage NCII.**

The **Bread and Pastry Production Laboratory and Assessment Center** is located at Room 302, and is the room where cakes, pastries, bread and others are produced. It has stainless steel tables and various baking equipment like pressure oven and mixers, which students can use to enhance their baking skills. It also has wash stands for cleaning utensils and other equipment.

The **Storage Room** located at Room 303 is where the equipment in baking, cooking and housekeeping is stored for safekeeping. With its efficient and friendly Laboratory Custodian, students are assured that they are given excellent and efficient service during their laboratory activities. The borrowing and returning of equipment take place in the storage room whenever there are laboratory activities.

The **Cookery NCII Laboratory**, located at Room 304, is where the students learn and train how to cook. This area, which was designed by an international chef, has modern facilities and cooking equipment which aid the students in creating culinary masterpieces. It is also the area where Commercial Cooking NC II assessments are conducted.

The **Housekeeping NCII Laboratory and Assessment Center (Room 305)** is an area where students can practice their skills in bed making, cleaning and conducting room services. With its fully-furnished bed, comfort room, cleaning materials and a complete set of living room furniture, students will be able to hone their skill in housekeeping.

FUNDAMENTAL LABORATORIES (Room 401-402)

These are the learning laboratories where students perform their Health Care skills or do their return demonstration (RD) activities using all the tools, equipment and materials needed during their RD, which prepare the students for their actual care of clients in various clinical settings.

The laboratory is located on the fourth floor, and is mainly used by Practical Nursing and Intensive Caregiving students. The laboratories are also the Assessment Centers for Caregiving NCII and Health Care Services NCII.

INFORMATION AND COMMUNICATION TECHNOLOGY LABORATORIES

These consist of computer laboratory rooms (room 207 and 208) and computer hardware servicing laboratory rooms (room 203). It is located at the second floor of the main building. Please refer to the ICT Department's policy and guidelines in the use of the computer laboratory.

INTERNET LABORATORY

The Internet Laboratory is located at the Library. It has 15 computer units which may be used by the students for researching and e-mailing of projects to their instructors. Please refer to the ICT Department's policy and guidelines in the use of the computer laboratory.

SPEECH LABORATORY

The Speech Laboratory is located on the 6th floor. Reservations of the said facility must be made three (3) days prior to the scheduled speech clinic / activity at the Speech Laboratory. Students may coordinate with the Librarian and/or Library Assistants for technical assistance.

Policy in the Use of Speech Laboratory

1. Cellular phones are not allowed during the activity. These must be turned off or put into silent mode.
2. Food and drinks must not be brought inside the speech laboratory.
3. Instructor / Requester must fill-up the form and provide information on the following:
   a. Date requested
   b. Department
   c. Expected number of participants

   d. Expected number of hours the laboratory will be used
   e. Event / Activity
4. Instructor / Requester are liable for any losses or damages to the units. To prevent such occurrence, double check the entire facility with the Laboratory-In-Charge after the activity; and
5. Users must take charge of the restoration of equipment before going out from the laboratory. Lights, sound component, air-conditioning unit and other electrical items must be put off.

LIBRARY

The Learning Resource Center located on room 501 is equipped with books, encyclopedia, magazines, newspapers, periodicals, clippings, e-library and general references that support the research needs of its various clients. It also has slides, transparencies, graphics and other audio-video materials.

Library Policies

Service Hours

The library is open for service from:

Mondays to Fridays - 8 :00AM to 7:00PM
[No Noon Break]
Sat. & Sunday- 9 : 00 AM to 6: 00 PM

Who can use the library?

Members of the PCT community

a. Administrators
b. Faculty and Staff
c. Students
d. Alumni

Lending Policies

Books from the library should be returned before the due date. Only faculty members and bonafide students of Philippine College of Technology can borrow with the following requirements:

For overnight loan (for faculty members):
- Borrower's Slip

For photocopy (for students within three hours duration.*):*
- School ID
  Borrower's Slip

Penalty:

1. Books for overnight fines of Php 5.00 if not returned on time.
2. Computation of fines includes Sundays.

RULES ON CIRCULATION
1. The following materials are to be read inside the library only:
    a. Newspapers and magazines (bound and loose issues).
    b. General references such as dictionaries, handbooks/
    manuals, encyclopedias, atlases, yearbook, almanac, thesis, etc.
    c. Vertical file and non-book materials.
    d. Journals

Three days before the semestral break for inventory purposes, books and other library materials are not allowed to be loaned out.

I. Borrowing of Books & Other Reading Materials:

a. Inquire from the Library In – charge
b. Fill-out the borrowers form and Borrowers card
c. Leave ID to the Library Custodian
d. Receive the Item

II. Returning of Borrowed Books:

a. Inform the Library In-charge
b. Library In-charge receives the books and records date of return
c. Borrower retrieves ID from custodian

III. Penalty Fines:

a. Books not returned on time will be charged fines of Php 5.00 per day.
b. The librarian specifies the fine
c. Borrower pays the fines to the cashier
d. Borrower presents the official receipt to librarian for recording.
e. Borrower keeps the original receipt for clearance purposes.

IV. Borrowing of Audio – Visual Equipment:

a. Schedule items a day before use with In-charge
b. Fill-out the borrowers record book
c. Leave ID to the library Custodian
d. Receive the item with care

V. Returning of Property:

a. Inform the Library In-charge
b. Return the item in good condition
c. Library In-charge receives item and records date of return
d. Custodian returns ID to borrower

VI. Accidentally Damaged Items:

a. Inquire from library In-charge for the assessed value of the item
b. Borrower pays to the cashier the value of the damaged item
c. Borrower present the original receipt to the librarian for recording
d. Borrower keeps official receipt for clearance purposes.

DISCHARGING/RETURNING OF CIRCULATION BOOKS:

1. Charging staff gets the school ID together with the book card, examines the book against the information contained on the library card and book card; and inspects the book for any damages.
2. Charging staff blots out the due date written in the library card and the book card and indicates "returned."
3. Library Assistant returns the books on the shelves.

General Rules in the Use of the Library

To benefit from the library facilities and services, faculty members and the students are required the following:

1. Students & Faculty should present a valid I.D. upon entering the premises.
2. All bags and bulky items must be deposited at the baggage area.
3. Eating, smoking and sleeping are strictly prohibited.
4. No charging of cellular phones or any similar gadgets.
5. Silence must be observed at all times.
6. Idle conversation and other unnecessary noise like cell phones and musical calculators must be avoided at all times.
7. Books and other library materials must be handled with care. Marking, tearing, defacing, mutilating, or stealing books are strictly prohibited, otherwise penalty will be imposed.
8. For lost or damaged books, an exact replacement copy is preferred. The charge for lost or damaged books shall be computed at the current effective exchange rate of the book trade.
9. A Student should not pass to other students any borrowed books, periodicals, etc. He must personally return the same to the library immediately after using.
10. Before leaving the library everybody should keep things in order, push the chairs back quietly against the table and return the books and periodicals to their proper places.
11. Any student caught violating the above provisions for the third time shall be banned from using the library for one week.
12. Students are enjoined to strictly follow the other rules and regulations, which the librarian may formulate as the need arises.
13. The Librarian is authorized to conduct inspection of student's belongings as the need arises.

Bookkeeping NCIII Assessment Center is located on the 5th floor, Room 503. This is a simulation area as well as an Assessment Center for Bookkeeping NCIII.

Science Laboratory and Pharmacy Services NCII Assessment Center is located on the 6th floor, Room 605. It is an air-conditioned laboratory for Physics and Chemistry. This area is also used as an Assessment Center for Pharmacy Services NCII.

Maritime Training Room is located on the 6th floor; it is a training and Assessment Center for the Maritime Program

Activity Area is located at the 7th Floor, Room 701. It is the area wherein PE and NSTP activities are held.

Automotive Servicing Laboratory is located at the ground floor. This are serves as the simulation area for the Automotive Servicing and Driving students.

The **Student's Lounge Area** is located at the ground floor and is the centre of campus life and the ideal place for student's to take a well-deserved break. This common room is WIFI ready and has a sociable atmosphere, comfortable seats, and wide screen television as well an area wherein students can do their group studies.

The Canteen and Dining Area: Provides food services to the PCT Community. Aside from providing the gastronomic needs of the students and personnel of the institution, it also has a supply store for the educational needs of everyone. It is open from 8:00 AM to 7:00 PM and located at the ground floor.

GENERAL SERVICES OFFICE

The Network Office is the service unit under the General Services Office that maintains and circulates audio-visual equipment for instructional purposes. In addition, it also engages in video recording and production, video coverage and documentary and audio recording, in coordination with the Network Administration Officer. Among various equipment, the Network Office provides overhead projectors, LCD Video projectors, video player, TV monitor, sound system and other multi- media devices.

GUIDANCE SERVICES

The Guidance Office challenges students to think about their education in the broadest possible terms, and to take initiative in shaping that education as they prepare to engage with a diverse world.

Objectives:

1. Assist students in making more satisfying decisions related to academic planning and in regard to personal issues that arise from life situations and events.
2. Assist students with clarifying interests, changing programs, planning a career, developing self-confidence, sorting out conflicts, increasing self-understanding and improving personal relationships.
3. Available for individual appointments, workshops and new student group advising seminars.

Guidance Services:

Orientation
Counseling
Follow-up sessions
Evaluation
Recollection
Testing Service
Career Guidance Program / Promotion

Specialized Services
- Academic Scholarships
- Counseling Special Groups
- Satisfaction Surveys

Briefing of International Students

GUIDANCE SERVICES FOR STUDENTS WITH LEARNING DISABILITIES

PCT is committed to giving equal opportunities for all of its students and actively encourages potential students with learning disabilities.

ADMISSION REQUIREMENTS:
1. Pass the admission requirements given appropriate reasonable accommodation.
2. Medical and developmental assessment and clearance from a medical professional (i.e. developmental pediatrician, child and adolescent psychiatrist, neurologist)
3. Endorsement documents from previous school.
4. Assessment by the school's guidance counselor.
5. Letter from parent to the school indicating child's condition which includes the neurodevelopment assessment from developmental pediatrician and/or psychological assessment from certified psychologist.
6. Signed contract by the parents and students to abide with the regulations of the school.

Individuals with said conditions which manifest some learning, sensorial, emotional and behavioral characteristics that need attention which include not only adaptations in their learning context but also educational and social accommodations in the classroom setting.

Students who are observed/assessed with learning disabilities are required to undergo a regular (per semester) psychological assessment from a clinical psychologist and an academic evaluation at the beginning and end of term from the Dean of College and the Guidance Counselor to check on how the student is coping with and adjusting to college life.

Assessment result may include measures such as:
- Providing a shadow teacher to assist and reinforce the activity of the student to make adjustment in the school.
- Limiting one student admission to be mainstreamed in the class.
- Advising the parents to enroll in Individualized Education Program as the need arises

  Note: Parents/guardians are advised to limit their visibility to their child during class hours.

Student Support Services:
- Students with Learning disability will be provided with separate Identification Card that includes certain privilege such as:
  o Assistance to locate reference books and to access the computer database.
  o May take home reference materials on a longer time scheduled.

- May avail the following services of the following personnel whenever and wherever necessary:
  o School Nurse
  o Psychologist
  o Occupational Therapist
  o SPED Consultants

- o   Medical Professional
- o   Guidance counselor
- ➢   Job Placement referral services to assist the vocational exploration and career placement of students with learning disabilities.
- ➢   Team conference in tandem with concerned academic departments at the beginning and end of semester to provide key assistance points and evaluate such assistance to students with learning disabilities.
- ➢   Tutorial, support group and peer counseling;
- ➢   Assistance on the On-the-job training
- ➢   May be given an assigned "coach" as the need arises to remind student of important dates and deadlines and activities.

Academic Accommodations:
- 🞣 Curricular modifications
  - a. Mode of instruction- Individualized Education Plan based on the competency of the learner that the instructor was able to identify.
  - b. Course requirement- Learner should pass at least 50% of the expected competencies.
  - c. Mode of evaluation – Learner is expected to be evaluated according to the individualized education plan basing on the course requirement.

- 🞣 Instructors may consider time extensions for completion of work or assignments

   Reasonable accommodation:
1.   Flexibility in terms of time (additional time to comply)
2.   May be allowed to stand up in a while or get out of the room to address the problem of inattention and hyperactivity

PCT offers parallel subjects/courses for those determined inappropriate for students with learning disabilities to comply with the minimum curriculum requirement. Faculties are encouraged to explicitly write in the syllabus reasonable modifications to accommodate students with disabilities.

> *PCT shall conduct periodic or annual sensitivity training for all concerned school personnel and students on how to deal with or assist a student with learning disability.*

PESO SERVICES

PCT-PESO ensures that all graduates are job ready. This office ensures the prompt, timely and efficient delivery of employment. Provide a venue where students can explore simultaneously various employment options and actually seek assistance they prefer.   It also serves as referral and information center for the various services and programs of DOLE by providing students with adequate information on employment and labor market situation.

Services Offered:

1. JOB POSTING

PCT PESO accepts job vacancy ads from different companies and it will be posted on the PESO Bulletin Board

2. EMPLOYMENT REFERRAL/JOB REFERRAL

Graduates secure a job referral letter by submitting the following requirements:

- Curriculum Vitae
- Application Letter
- Photocopy of Transcript of Records
- Photocopy of Certificate of Good Moral Character
- PESLA Certificate
- Portfolio

3. PRE-EMPLOYMENT SEMINAR FOR LOCAL APPLICANTS

- This is intended to all college graduating students and alumni in order to equip them with the necessary skills required in job application after graduation. It is also in preparation for the conduct of job fair.

4. PHIL-JOBNET

- It is an automated job and applicant matching system which aims to fast-track job seekers search for jobs and employer's search for manpower.

5. JOB FAIR

- Provides opportunity for PCT graduates to meet with a variety of employers at one convenient location. The company representatives will provide information about general career opportunities as well as specific details on current openings.

6. WALK-IN JOB SEEKERS/APPLICANT

8. SPECIAL RECRUITMENT ACTIVITY (SRA)

- Special Recruitment Activity (SRA) is open to all companies local and overseas. This will be conducted by only one (1) company inside the campus.

CLINIC SERVICES

The School Clinic is open everyday from 8:00 AM – 12:00 NN and 1:00 – 9:00 PM. A full-time registered nurse attends to the daily health needs of the students, faculty and staff.

I. HEALTH SERVICES

A. Appraisal – Annual medical examination to all students, faculty and staff which includes laboratory like urinalysis, fecalysis, CBC and chest X-ray, and referral of Physical Examination findings to appropriate medical specialist with follow-up.

B. Medical and Dental Consultation – Management of illness which occurred in school among students and employees are referred to appropriate medical practitioner that need further evaluation or follow-up.

C. Immunization – Hepatitis B Vaccination is a requirement for all students before undergoing On the Job Training. Other vaccines may be given to students and employees as needed and requested.

D. Nutrition and Lifestyle Counseling – The school nurse conducts regular counseling and initiate activities to modify, maintain or change the diet and lifestyle of students and members of PCT community.

E. First Aid & Emergency Care – Provides immediate treatment or medication to illness. Prompt transport of cases needing further treatment to the nearest health facility and monitor cases referred or brought to other health facilities/ hospitals.

II. HEALTHY AND SAFE ENVIRONMENT

A. Regular Food Inspection
B. Regular canteen sanitation
C. Proper sanitation and waste disposal
D. Inspection of food vendors outside the campus
E. Obtain report on the regular analysis on drinking water
F. Identify health and occupational hazards in the environment
G. Assist the food committee by submitting recommendation regarding the food and food service at the canteen or cafeteria.

   Survey/ inspect food in the canteen and in other places in the campus including during student activities, food sales, sports, etc.

H. Sanitation & Garbage Disposal – Coordinate with the waste management or the General Services Office.

   Inspect the campus areas with garbage bins, toilets, kitchen, lounge, etc. to determine the practice of 5'S.

   Obtain report on the regular analysis on drinking water.

I. Mental Health – Make proper referrals and recommendations for students or employees with psychosomatic problems.

   Be aware of unhealthy relationship between and among faculty, staff and students.

K. HEALTH AND SAFETY AWARENESS CAMPAIGN

1. Posting of health slogans / notices, messages on bulletin boards.Organize seminars, symposium or lectures on health issues.

2. Conduct and/or participate in annual fire drills and earthquake drills. Train first-aiders, conduct lessons on CPR, transport of victims, other first-aid lessons to the employees and students.

IV. SCHOOL, HOME AND COMMUNITY COORDINATION

Organize a Health Committee to involve the administration, parents, the local officials and the clinic.

Adopt an area in the surrounding community for health and sanitation programs.

National Services Training Program
"National Service Training Program (NSTP) Act of 2001

Legal Mandate

NSTP was established by virtue of R.A No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001.

It refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth's active contribution to the general welfare.

Who Are Covered By The NSTP Law?

Students, male and female, of any baccalaureate degree course or at least two (2)-year technical vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

Duration and Equivalent Course Unit

Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

NSTP Offering in Higher and Technical-Vocational Educational Institution

- All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components

- State Universities and Colleges (SUCs), shall offer the ROTC component and at least one (1) other NSTP component.

NSTP Program Component Offered in PCT

Civic Welfare Training Service (CWTS)

It refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare service.

CWTS on the second semester will have a community based activities such as community integration and project implementation. A different computation of grades is followed with the highest weights for Punctuality and Attendance and Project Implementation/Participation.

A student who fails to take a long examination gets (40% equivalent to zero (0) score for that exam, and a zero (0) score for failure to take a quiz.

Student Organization and Activities

Philippine College of Technology believes that the attainment of an enriching college life is attained not only through formal education but also through a balanced academic and co-curricular involvement. A variety of activities is offered to develop a student's potentials in leadership, social and political awareness, a deep dedication for service, loyalty to the school and a sense of responsibility to one's self and others. The various non-academic activities also foster intellectual, cultural, and spiritual growth and development.

Students are encouraged to get involved and participate in the various activities of the institution. At the same time, students who participate in these activities are expected to maintain good grades. Therefore, the College reserves the right to limit, exclude, or suspend a student's participation on activities if he/she needs to devote more time to his/her studies.

1. Students are required to attend and participate on the following school activities:

   a. Spiritual activities
   b. Departmental activities
   c. School Foundation Anniversary
   d. Baccalaureate and Graduation Ceremonies
   e. Other special activities and assemblies called for by the institution

2. A student may join a maximum of two (2) campus organizations. However, he/she may hold only one key position in one organization. Membership in an organization must not in any way affect his/her studies.

3. The following are qualifications of a student leader. He/She must:

   a. have passed all subjects prior to his/her election to Office and must maintain a passing mark during his/her term
   b. be of good moral character as supported by not having been subjected to any disciplinary action
   c. have at least one year residency at PCT

4. General Guidelines for Membership and Recognition of School Clubs and Organizations

   a. Only bona fide students currently enrolled in the institution may become members of student organizations
   b. Filing application and recognition of campus organizations to the Guidance Office shall not be later than the first Monday of August of each school year
   c. All organizations must comply with the following requirements:

      i. Constitution and By Laws
      ii. List of officers and members and their corresponding courses and year levels
      iii. Plan of activities throughout the academic year in consonance with the organization's vision, mission and goals. It also includes one outreach activity to be conducted before the end of the second semester
      iv. A club moderator who is a full time instructor or non-teaching staff (as the case may be) approved by the President

5. For the performance evaluation of the school organizations, the following must be complied with:

   a. Submission of Semestral and Annual Accomplishment Report
   b. Projects accomplished both in school and/or in the community
   c. List of set of officers and members
   d. Plan of activities throughout the academic year in consonance with the organization's vision, mission and goals. It also includes one outreach activity to be conducted before the end of the second semester.
   e. A club moderator who is a full-time instructor or non-teaching staff (as the case may be) approved by the President.

6. Members of non-departmental organizations who are found to show poor performance in their academics will be advised to exert more efforts and if they fail, they may be dropped from the organization.

The officers of the organizations and their moderators shall be held responsible for the actions, individually or collectively, of their members in relation to their organization's activity.

Organizations may collect membership fees provided that the amount should be reasonable, approved by PCT Management and a receipt should be issued as an acknowledgement of payment.

In cases where contributions are necessary, the organization must secure a permit from the Guidance Office and approved by the President specifying the kind and amount of contribution and the intended purpose of such.

Activities of whatever nature require the written endorsement of the moderator and the approval of the Guidance Office and the President.

At the end of the semester, every organization has to submit to the Guidance Office its Semestral Accomplishment Report. It includes the Club President's accomplishments, projects conducted by their organization, the Treasurer's financial report, and the Secretary's report. The Club President, Secretary, and Treasurer of the organization shall be held responsible for these requirements. Final clearance of all the club officers shall not be signed if all the requirements are not fully complied with.

At the end of the academic year, all campus organizations are required to submit their Annual Accomplishment Report inclusive of the two semesters. The moderator for campus clubs and organizations will set the specific guidelines on such report to be disseminated prior to the date of submission.

The students are encouraged to get involved and participate in the different activities of the institution. At the same time, students who participate in these activities are expected to maintain good academic standing.

Academic and co-curricular activities of the students must follow certain guidelines to wit:

1. It does not involve extreme cost on the part of the students
2. It reinforces classroom learning
3. It is a part of or a course requirement found in the syllabus of the instructor
4. Students and their parents must sign a waiver that the institution should not be held responsible for any untoward incident that may happen during the conduct of the activity
5. A written report must be submitted by the instructor after the activity
6. The moderator of the student organization must accompany the students in their activity
7. Safety of the students must always be the priority

Solicitation

No student or person representing any company is permitted to offer any product or service for purchase on the PCT Campus without prior approval from the Administrative Officer and/or the President.

Students are also prohibited from using the name of the institution for solicitation activities that are not approved by the appropriate officials.

Fundraising

Any recognized student organization or student fundraising activity must obtain prior approval from the Dean of College and/or the President.

Student organizations planning to raise funds from alumni or off-campus groups or businesses must, in addition to the above permission, gain approval from their Program Head and the Guidance Officer.

Raffles

Recognized student organizations may sponsor raffles when authorized by the Moderator, Dean of College and the President.

Gambling

PCT students must abide by the Institution's policies prohibiting illegal gambling. Prohibited activity includes, but is not limited to:

1. Betting on, wagering on, or selling pools on any athletic event;

2. Possessing one's property (e.g. room, car, etc.) any card, book
3. Knowingly permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling;
4. Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling;
5. Offering, soliciting, or accepting a bribe to influence the outcome of an athletic event;
6. Playing cards for money

Communication

Students are expected to be respectful of faculty and staff. This includes, but is not limited to, members of the staff, JETs, security guards, maintenance / grounds staff, faculty, secretaries/support staff and administrators.

Any form of violence such as pushing, intimidation or threats is prohibited and will result in disciplinary action. Moreover, verbal or written exchanges that aredisrespectful including swearing will be disciplined accordingly.

English speaking policy

Philippine College of Technology responds to the challenge of globalization and intends to make its campus an effective training ground for language skill enhancement.
All students are required to speak English in the campus. To gauge students English communication skills, they must take the English Proficiency Exam that is administered every Semester. Those who got low remarks are placed on an enhancement intervention program.

SOCIAL MEDIA POSTING POLICY

PCT appreciates constructive comments and suggestions that will make improve our services. Comments and suggestions can be addressed and channeled through the following modes:

- PCT Website
- PCT Face book Page
- PCT Email Address

PCT does not discriminate against any views, but reserves the right to remove posted comments that do not adhere to these standards:

- comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups.
- Comments that are clearly off-topic, that promote services or products, or that promotes or opposes any political party, person campaigning for elected office, or any ballot proposition.
- Unreasonable links to sites are viewed as spam and may result in the comment being removed.

The content of all comments is immediately released into the public domain, so do not submit anything you do not wish to be broadcast to the general public.

Compliance to Requests and Directives

Students are required to comply with reasonable requests, directives, or orders by authorized College personnel.

This requirement includes, but is not limited to, reasonable requests for students to meet for appointments in administrative or faculty offices, to be cooperative at disciplinary investigations and hearings, and to properly identify oneself upon request. Students who fail to honor requests or orders by authorized College personnel will be subject to disciplinary action.

ALMA MATER SONG

"My Dear PCT"

This song is for you dear PCT
From you I have learned so many things
The knowledge I've gained I owe it all to you
Because you are my special gift from God

All those moment I spent with you
All those hardships I've undergone
All those sorrows and tears and all the happiness
Have become our sweetest memory

** And now I'm ready to make a new beginning
Of the work that God has given me
The success I'm going to achieve is now waiting for me
Because of you my dear PCT (Repeat 3x)

"Thank you" are the words I can say to you
For all the things that you have labored for me
All those efforts are not wasted for today
You have seen the success (Repeat **, the Refrain)

SCHOLASTIC RECORD

1st Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

2nd Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

SCHOLASTIC RECORD

1st Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

2nd Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

SCHOLASTIC RECORD

1st Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

2nd Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

SCHOLASTIC RECORD

1st Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR

2nd Semester
Academic Year: _____

SUBJECT CODE	SUBJECT TITLE	FINAL GRADE	SIGNATURE OF INSTRUCTOR