



# **COLLEGE STUDENT HANDBOOK**

**SY 2020-2021**

# FOREWORD

Dear Students,

Welcome to Davao Doctors College!

This Student Handbook was prepared to acquaint you with the school's policies and procedures, your rights and responsibilities as members of the DDC community, and the services available to you from the various support departments of the College. It hopes to provide you with answers to the many questions you and your parents may have during your stint with us. Thus, we urge you to read the handbook, study its contents closely, and keep it readily available for frequent reference.

While those who prepared this handbook exerted their best efforts to make it as comprehensive in coverage and as understandable in language as possible, still there may be matters here that may yet require additional clarification. Should you have some doubts or need to be clarified on any of the items covered by this handbook, please feel free to consult the school's Student Personnel Services Office.

We look forward to working with you throughout your educational experience with us. We all wish you well in your studies and will endeavor to be always with you in every step of your academic journey.

**MIGUEL D. SOLEDAD**

President & CEO

Davao Doctors College

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# HISTORY OF DAVAO DOCTORS COLLEGE

Davao Doctors College (DDC) was founded in 1975 by a group of medical doctors who had founded, earlier, the Davao Doctors Hospital, its mother company. These were Dr. Augusto Abela, Dr. Juan Belisario, Jr., Dr. Rodrigo Casiño, Dr. Valeriana Castillo, Dr. Honorio dela Cruz, Dr. Jose Gantioqui, Jr., Dr. Luisito Guanlao, Dr. Honorio Hilario, Sr., Dr. Benigno Magpantay, Dr. Gerino Pangan, Dr. Pacita Sanvicente, Dr. Crisostomo Serrano, Sr., Dr. Leo Sicat, Dr. Amador Villanueva, and Dr. Herminio Villano, Sr.

Initially, it was known as the Davao Doctors Hospital School of Nursing (DDHSN). It was originally housed within the hospital premises and offered only the 3-year Basic Course in Nursing leading to graduate nurse. Of the 52 students in the first batch of enrollees, 32 eventually graduated. All of those who graduated passed the Nurse Licensure Examination in 1978.

In 1979, DDHSN expanded its curricular offerings. The Graduate Nurse Program was upgraded to Bachelor of Science in Nursing. In addition, the Bachelor of Science in Biology and Pre-Dentistry opened in the same year.

In 1981, DDHSN officially became Davao Doctors College (DDC). Its track record of 100% passing average in the Nursing Licensure Examination for seven consecutive years inspired the school administrators to open more programs and improve the school's facilities. The following decade saw full-scale academic and structural expansion. In 1990, two more programs opened: Bachelor of Science in Physical Therapy and Bachelor of Science in Radiologic Technology. The 4-storey main building was constructed in its present site; a 5-storey annex soon followed to house additional facilities. Both buildings now stand prominently in downtown Davao, a stone's throw away from its mother company, Davao Doctors Hospital.

In 1994, DDC offered the Doctor of Optometry Program. A 2-storey building was built and utilized exclusively for the program.

The year 1998 ushered the opening of more program offerings like Bachelor of Science in Psychology, Bachelor of Science in Hospitality Management major in Hotel and Restaurant Management, Bachelor of Science in Computer Science and Bachelor of Arts in Communications Arts. In 2001, the College offered Bachelor of Secondary Education and Bachelor of Elementary Education.

In 2009, the College offered the Bachelor of Science in Occupational Therapy Program and short-term, technical-vocational courses accredited by TESDA.

In 2012, DDC was granted permission by CHED to offer its first graduate program, the Master of Arts in Nursing (MAN) Program. Two years hence, in 2014, DDC was permitted to offer four new academic programs: Bachelor of Science in Pharmacy, Bachelor of Science in Medical Laboratory Science (MedTech), Bachelor of Science in Entrepreneurship and Bachelor of Science in Tourism

Management. Its BS Biology Program was also permitted to offer a new major in Medicinal Horticulture.

In school year 2016-17, in answer to the call of the government to participate in the Education Reform Agenda, DDC opened its Senior High School Program.

Consistent with its vision to become a primary player in health care education, DDC sought to expand its graduate program offerings. In February 2019, it was granted permission by the Commission on Higher Education to offer the Master of Science in Radiologic Technology Program.

To ensure the quality of its academic programs, DDC subjects itself to the accreditation process of the Philippine Association of Colleges and Universities–Commission on Accreditation (PACUCOA). At present, the following programs have been granted their respective accreditation levels by PACUCOA:

Bachelor of Science in Nursing	Level 4
Bachelor of Science in Radiologic Technology	Level 3
Bachelor of Science in Biology	Level 3
Bachelor of Science in Hospitality Management	Level 2
Bachelor of Science in Physical Therapy	Level 1
Bachelor of Science in Psychology	Level 1
Doctor of Optometry	Level 1
Bachelor of Science in Occupational Therapy	Candidate
Master of Arts in Nursing	Candidate

From its modest beginnings some 44 years ago, DDC has metamorphosed into a prestigious institution of learning. From a student population of only 52 students when it started operations, it now has over 5,500 students. From a school offering only one program, it now has grown into a college with a Senior High School program, 13 undergraduate programs, and two graduate programs. As in years past, DDC today stands proud and remains steadfast in its quest for academic excellence and leadership in health care education ... determined to succeed, driven to excel and confident in its ability to do so.

# PHILOSOPHY

The philosophy of Davao Doctors College is capsulized by the phrase *“Aestimamus vitam,”* Latin for *“We value life”*. It is an affirmation of the school’s belief that life is valuable, which is why it has devoted itself to health and wellness education.

# VALUES

Davao Doctors College is anchored on the following values as its bedrock:

- **L**iberty to learn. The exercise of academic freedom. The liberty to explore, to innovate, to advance the search for knowledge.
- **I**ntegrity. Adherence to rules on acceptable conduct. Standing upright to uphold what is right.
- **F**ortitude. Strength of character. Courage in the face of adversity.
- **E**xcellence. Performing to attain results of the highest order in everything we do.

# VISION

The school of choice of future health care professionals.

# MISSION

To provide our clients with health care education of the highest order, our employees with a rewarding and fruitful working environment; our partners with mutually beneficial relationships; and our stockholders with a viable and sustainable enterprise.

# ATTRIBUTES OF A DDC GRADUATE

A DDC graduate is a health care professional who is dedicated, driven, and competent.

**D**edicated. Passionate about one’s work. Devoted to one’s duty.

**D**riven. Motivated to excel. Willing to work beyond the call of duty.

**C**ompetent. Capable. Performs as expected.

## SCHOOL LOGO



The phrase “***Aestimamus Vitam***” inscribed in the inner circle is the Latin translation of the school’s philosophy “***We value life,***” articulating the school’s commitment to devote itself to health and wellness education.

The ***green laurel leaves*** represent the high distinction, glory, honor, and prestige as members of an institution that is geared towards the pursuit of excellence.

The ***torch with a red flame*** symbolizes the Academe’s intense desire to free one’s life from the bondage of ignorance and illumine one’s path through education.

The ***open book***, in white, embodies the Academe’s purity of purpose in the pursuit of knowledge.

The ***black caduceus*** is symbolic of the school’s strong will in catering to the well-being of the people in the community.

The ***golden rings***, enclosing the name of the school and the year it was founded, stands for the institution’s unyielding commitment to achieve perfection and live up to its vision, mission, and goals.

The ***color lavender*** embodies the profound ardor of the institution towards its graceful refinement in enriching and educating the minds of the youth entrusted to its care



# I. ADMISSION REQUIREMENTS

## 1. SENIOR HIGH SCHOOL GRADUATES

Graduates of Senior High School who wish to enroll in DDC are required to submit the following:

- 1.1. Form 138 (Report Card);
- 1.2. Hospital Certificate of Good Health issued by DDC School Physician (with laboratory results from Davao Doctors Hospital). Hepatitis Screening is required for all who will enroll in any program.
- 1.3. Certificate of Good Moral Character issued from the previous school attended.
- 1.4. Original and photocopy of the Birth Certificate issued by the National Statistics Office. The original copy of the Birth Certificate should be on security paper;
- 1.5. Accomplished Application for Admission Form;
- 1.6. Three(3) copies of recently taken 2x2 colored pictures;
- 1.7. A photocopy of Parent/Guardian's ID (company ID or any Government-issued IDs).

In addition to the above, married applicants are required to submit a photocopy of the Marriage Contract on Security paper from the National Statistics Office (NSO)

## 2. TRANSFEREES/GRADUATES FROM OTHER DISCIPLINES

Transferees are students who were previously enrolled in other schools for College who wish to continue their studies at DDC. Graduates from other Disciplines are those who have finished a college degree from other schools and wish to enroll at DDC for another degree.

- 2.1. Photocopy of Transcript of Records signed by the Program Chair to indicate that it has been evaluated already;
- 2.2. Honorable Dismissal/Certificate of Transfer Credentials;
- 2.3. Certificate of Good Health issued by DDC School Physician (with laboratory results from Davao Doctors Hospital). Hepatitis Screening is required for all students enrolled in any program;
- 2.4. Certificate of Good Moral Character from the last school attended;
- 2.5. Birth Certificate on Security Paper from the National Statistics Office (original and photocopy);
- 2.6. Application for Admission with Pledge of Agreement;
- 2.7. Three(3) copies of recently taken 2x2 colored pictures;

**2.8.** A photocopy of Marriage Contract on Security Paper from the NSO (for married students); and

**2.9** A photocopy of Parent/Guardian's ID (company ID or any Government-issued IDs).

Transferees will be evaluated based on the latest curriculum used by the program being applied during the time of application. All courses in the said curriculum must be completed as a requirement for graduation.

### **3. RETURNEES**

**3.1. Category A:** This is a student who was previously enrolled in but discontinued enrolment at DDC and who wishes to enroll back at DDC.

Requirements for Re-admission:

**3.1.1.** Letter Request for Re-admission addressed to the Program Chair;

**3.1.2.** Re-admission Form signed by the Program Chair and the Registrar.

**Category B:** This is a student who was previously enrolled at DDC and has transferred to another school but wishes to enroll back at DDC.

**3.1.3.** Letter Request for Re-admission addressed to the Program Chair;

**3.1.4.** Re-admission Form signed by the Program Chair and the Registrar;

**3.1.5.** Honorable Dismissal;

**3.1.6.** Transcript of Records; and

**3.1.7.** Certificate of Good Moral Character from the last school attended.

### **4. FOREIGN STUDENTS**

#### **4.1. Prerequisite for Enrollment**

A foreign student who wishes to apply for admission should have graduated in the country of origin from a secondary education program that has been certified as equivalent to the Philippine Senior High School Program by the Department of Education and/or the Commission on Higher Education.

#### **4.2. General Admission Requirements**

The student applicant must;

**4.2.1.** Pass the interview of the Program Chair;

**4.2.2.** Submit a Certificate of Good Health issued by the School Physician with laboratory results from Davao Doctors Hospital. Hepatitis Screening is required for Hospitality Management and all Health-Related programs.

#### **4.3. Documentary Requirements for Student Visa**

- 4.3.1.** Original copy of the school's Notice of Acceptance (NOA);
- 4.3.2.** Original copy of the student's Personal History Statement(PHS);
- 4.3.3.** Proof of adequate support to cover expenses incidental to his/her studies;
- 4.3.4.** Scholastic record authenticated by the Philippine Foreign Service Post;
- 4.3.5.** Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post;
- 4.3.6.** Medical Health Certificate issued by an authorized medical practitioner in the students country of origin including standard chest X-ray;
- 4.3.7.** Photocopy of passport pages where the name, photo, birth date, and birthplace appear; and
- 4.3.8.** Eight (8) copies of recently taken "2x2" colored pictures.

#### **4.4. If qualified, the student-applicant must submit the following:**

- 4.4.1.** Form 138 (for high school graduates);
- 4.4.2.** Honorable Dismissal/Transcript of Records (for transferees);
- 4.4.3.** Birth Certificate;
- 4.4.4.** Three (3) copies of recently taken 2x2 colored pictures;
- 4.4.5.** Certificate of Good Moral Character from the Principal or Guidance Counselor of the last school attended;
- 4.4.6.** Application for Admission;
- 4.4.7.** Student Visa (9f);
- 4.4.8.** Alien Certificate of Registration (ACR) from the Bureau of Immigration issued in Davao City (issued upon presentation of Student Visa); and
- 4.4.9.** Photocopy of passport pages where the name, photo, birth date, and entry stamp-mark from the Bureau of Immigration appear.

## **II.ENROLLMENT POLICIES**

### **1. LATE REGISTRATION**

Late registration means enrolling on or after the start of classes. A fee of P250.00 shall be charged on the first day of class and an additional P50.00 per day for the following days for late registration.

### **2. ADDING, CHANGING AND DROPPING OF COURSES**

- 2.1.** Students may add/drop or change courses only during the first week of classes of every semester upon approval of the Program Chair. An official form must be duly accomplished and filed at the Registrar's Office.
- 2.2.** A student who does not have a formal approval to drop a course shall be given a failing grade on the said course.
- 2.3.** A fee of P25.00 shall be charged for each transaction resulting from adding or dropping of courses.
- 2.4.** No fee shall be charged for the adding or dropping of courses if the change was due to an error in the printed schedule, change in the time slot of the course, or if the course was dissolved.

### **3. CROSS ENROLLMENT/ STUDY PERMIT**

Cross enrollment refers to students who are officially enrolled in DDC and are also enrolled in other schools; while, study permit refers to the approval of a student to enroll in other schools but not enrolled in DDC.

- 3.1.** The privilege of cross-enrollment/study permit is granted to graduating students and incoming interns whose desired courses are either not offered during the term or whose courses have conflict in schedules.
- 3.2.** Cross-enrollment/study permit request shall be approved by the College Dean as recommended by the Program Chair.

### **4. REQUEST TO OFFER COURSE**

- 4.1.** Requested courses are those not regularly offered during the semester or summer.
- 4.2.** Student/s requesting for the opening of course/s shall fill-out the REQUEST TO OFFER COURSE FORM available at the Registrar's Office. The request shall be duly recommended by the Program Chair and College Dean, and approved by the Vice-President for Higher Education and Academic Support Services.
- 4.3.** Students enrolled in a Requested Course shall pay a fee based on computations approved by the Director for Finance. A minimum amount equivalent to 50% of the assessment should be paid upon enrolment.

- 4.4.** Students who have signified their intention in writing to enroll in a Requested Course are not allowed to drop the requested course once they are officially enrolled and are expected to pay the full amount assessed for the course.

**5. SHIFTEES**

- 5.1.** A shiftee is a student who is currently enrolled at DDC, who wishes to shift to another program also at DDC.

- 5.2.** The following are the requirements for shifting to another program:

- 5.2.1. A complete record of student report cards;
- 5.2.2. Application to Shift Form signed by authorized signatories; and
- 5.2.3. Prospectus of the new program with the evaluation of the Program Chair.

# III.FINANCIAL POLICIES

## 1. MODE OF PAYMENT

### 1.1. For All Students

An initial down payment of 10% of the total assessment is required upon enrollment. Any deviation on the amount requires the approval of the Director for Finance. The amount due for every grading period is payable before the periodical examination. If a student has difficulty paying on time, the student should see the Director of Finance. If a promissory note is executed, the parent or legal guardian has to appear personally to sign the said promissory note.

### 1.2. For Interns and Students Undergoing On-The-Job Training or Practicum

Affiliation, Internship, Related Learning Experience (RLE), and Practicum Fees must be paid in full before the internship or practicum period commences.

## 2. DISCOUNT ON TUITION FEES

2.1. Students who pay in full a whole semester's assessment on enrollment is entitled to a Ten Percent (10%) discount on the tuition fee.

2.2. Siblings (brothers and sisters) who enroll in the same semester are each entitled to a 10% discount on the tuition fee. They get an additional 5% discount on the tuition fee if they pay in full a whole semester's assessment on enrollment. Birth certificates must be presented when paying in order to avail of the discount.

2.3. All legitimate children of a DDC employee who is covered by the Collective Bargaining Agreement may be granted a discount on tuition fees for any first bachelor's degree of choice at DDC, as follows:

First child	- 100% discount on tuition fee
Second	- 75% discount
Third	- 50% discount

If the student is a full scholar, the discount shall apply to miscellaneous fees.

A single employee, who is the head of the family, shall also enjoy the same tuition fee discount for his /her brothers and sisters who are considered his / her immediate dependents. However, the benefit shall cease once the covered employee marries. For this purpose, the employee shall present his / her ITR as proof that he/she is the head of the family and the student availing of the applicable discount is his /her immediate dependent.

### **3. CHARGES UPON WITHDRAWAL OF ENROLMENT**

- 3.1.** Registration fees are to be paid in full.
- 3.2.** Charges are effected whether students have attended classes or not.
- 3.3.** For the first or second semester, all withdrawal fees are charged on the following conditions:
  - 3.3.1.** 10% of the total charges if withdrawal is made within the first week of classes;
  - 3.3.2.** 20% of the total charges if withdrawal is made within the second week of classes; and
  - 3.3.3.** Full payment of the total charges if withdrawal is made after the second week of classes.
- 3.4.** For summer, all withdrawal fees are charged on the following conditions:
  - 3.4.1.** 10% of the total charges if withdrawal is made within the first three days of classes;
  - 3.4.2.** 20% of the total charges if withdrawal is made within the last three (3) remaining days of the first week of classes; and
  - 3.4.3.** Full payment of the total charges if withdrawal is made after the first week of classes.
- 3.5.** If the withdrawal of enrollment is due to death or serious illness/injuries of parents or persons giving financial support, or serious illness/injuries of the student which make further studies impossible, the student shall pay only pertinent fees due on the last month of attendance. The student must submit documents (medical or death certificate) to validate the reason for withdrawal. In case of illness of the student, the medical certificate must be validated by the School Physician.

### **4. DELINQUENT ACCOUNTS**

Accounts that are more than 90 days old are declared delinquent and will be forwarded to a Collection Agency. Agency collection fees, attorney's fees, and all other fees related to the collection will form part of the liability of the student.

### **5. NATIONAL SERVICE TRAINING PROGRAM (NSTP)**

Computation of NSTP tuition fee shall be based on 1.5 units.

## IV.ACADEMIC POLICIES

### 1. GRADING SYSTEM

#### 1.1. Cut-off Mark

Davao Doctors College uses the 60-40 cut-off mark. For a student to pass, he/she has to get a grade of at least 60% in a given quiz or long examination. The raw score shall be converted to its percentage equivalent using the following formula:

$$\% \text{Equivalent} = \left( \frac{\text{Raw score}}{\text{Total No. of Items}} \right) (60) + 40$$

#### 1.2. Computation of Grades

- 1.2.1. The grading system for each course is reflected in the syllabus for that course. At the end of EVERY GRADING PERIOD, the academic performance of the student shall be computed using the absolute grading system;
- 1.2.2. In the computation of a student's grade in the instructor's Class Record, all percentage grades shall be rounded off to the whole number and converted to the grade point system which should be only one decimal place before it will be encoded in the computer system;
- 1.2.3. For the final semestral grade, the computer system will automatically compute the average of the encoded grades of the four grading periods. Grades are rounded off to one decimal place only. Grades of 3.6 and below will automatically be converted to 5.0 or Failed; and
- 1.2.4. The weighted point average (WPA) is rounded off to the tenths place, which is computed as follows:

$$\text{WPA} = \frac{\sum (\text{Grade per course} \times \text{No. of units per course})}{\text{Total No. of Units}}$$

#### 1.3. Percentage Equivalent

The conversion of percentage shall be as follows:

100 – 1.0	89 – 2.1	78 – 3.2	67 – 4.3
99 – 1.1	88 – 2.2	77 – 3.3	66 – 4.4
98 – 1.2	87 – 2.3	76 – 3.4	65 – 4.5
97 – 1.3	86 – 2.4	75 – 3.5	64 – 4.6
96 – 1.4	85 – 2.5	74 – 3.6	63 – 4.7
95 – 1.5	84 – 2.6	73 – 3.7	62 – 4.8
94 – 1.6	83 – 2.7	72 – 3.8	61 – 4.9
93 – 1.7	82 – 2.8	71 – 3.9	60 – 5.0
92 – 1.8	81 – 2.9	70 – 4.0	
91 – 1.9	80 – 3.0	69 – 4.1	
90 – 2.0	79 – 3.1	68 – 4.2	



#### **1.4. Determining the Ranking of Honor Students**

If two or more students will have the same WPA, to determine the ranking, the WPA computed to the hundredths place will be considered.

#### **1.5. Student Report Card and Certification of Grades**

The Weighted Point Average (WPA) is rounded off to one decimal place only.

### **2. PROMOTION, RETENTION, AND DISMISSAL**

- 2.1.** A student must get a minimum grade of 3.5 to earn credit for a course.
- 2.2.** A student who fails 30% to 49% of the total academic load for the semester shall be placed under probation.
- 2.3.** A freshman who fails and/or drops 50% or more of the total unit load within the school year shall be dismissed from the program.
- 2.4.** An upper-level student who fails and/or drops 50% or more of the total unit load within the semester shall be dismissed from the program.
- 2.5.** A graduating student who fails and/or drops 50% or more of the total unit load within the preceding semester shall be allowed to enroll in the succeeding semester.
- 2.6.** The maximum allowable residency period is two years over the standard duration of a program. A graduating student who has reached the maximum allowable residency period who fails and/or drops 50% or more of his/her last semester load shall be dismissed from the program.
- 2.7.** A student who fails twice in the same professional course shall be dismissed from the program.
- 2.8.** A student dismissed from one program may be considered to shift to another program provided all requirements are met. A student is allowed to shift only twice.
- 2.9.** As a general rule in residency, the degree shall be conferred only to a transfer student who has taken at least the last curriculum year of the program at DDC.

### **3. PUNCTUALITY AND ATTENDANCE**

- 3.1.** A student is required to be regular and punctual in attending classes. Latecomers (students who come in 15 minutes or more after a class has started) are considered absent. Checking of attendance begins on the first regular classroom session.
- 3.2.** A student who incurs unexcused absences of more than 20% of the prescribed number of hours for the course before the midterm examination shall be considered dropped from the course. If the accumulated unexcused absences exceeds 20% of the prescribed number of hours is incurred after the midterm examination, the student gets a grade of 5.0 on that grading period.

- 3.3. A student with three (3) consecutive absences is required to secure an excuse slip from the Program Chair before being allowed admission to the class.

#### **4. SPECIAL EXAMINATIONS**

- 4.1. Students who were not able to take the periodic exams during their regular schedule may request a special exam by submitting a letter of request to their respective Program Chair through their instructor. The reason for the request shall be evaluated by the instructor and endorsed to the Program Chair for approval.
- 4.2. Students who have not taken the periodic exams due to excused absences shall be allowed to take special exams without being charged special exam fees. Students whose absences during the exams are not considered excused shall be required to pay a special exam fee of two hundred fifty pesos (Php250.00) per course.
- 4.3. Copies of official receipts of payments for special exams shall be submitted to the instructor-in-charge.
- 4.4. Special exams may be given only up to one (1) week after the examination week. Students who fail to take the special exams during the stipulated period shall automatically get a grade of 5.0 for that specific examination.

#### **5. PURCHASE OF TEXTBOOKS**

- 5.1. All DDC students shall be required to purchase their textbooks at the DDC bookstore.
- 5.2. The students shall be assessed for textbooks on enrolment. They have the option to pay the textbooks in two installments (upon enrolment and prelims).
- 5.3. The textbooks shall be released to officially enrolled students through the DDC bookstore during the enrolment period. The receipt of payment is to be presented to the bookstore-in-charge for the books to be released.

#### **6. COLLECTION OF UNDERGRADUATE THESIS FEES FOR RESEARCH COURSES**

- 6.1. Thesis fees shall be collected from undergraduate students enrolled in research classes except for Nursing, Optometry, Pharmacy and Medical Laboratory Science who already have RLE/Lab Fees for their research classes;
- 6.2. The thesis fees shall be used to cover expenses related to the undergraduate thesis defense of students, including the adviser's honorarium, panelists' fees, and validators' fees; and
- 6.3. Thesis fees are to be paid directly to the Finance Office before the Pre-Final examination.

#### **7. GRADUATION REQUIREMENTS**

To be eligible for graduation, the student must:

- 7.1. have residency of at least one academic year before the granting of the degree;

- 7.2.** have satisfactorily completed all the academic and non-academic requirements of the curriculum;
- 7.3.** have submitted one hardbound copy and four (4) CDs of the thesis paper duly accepted by the panel and approved by the Dean, as recommended by the Program Chair;
- 7.4.** have satisfactorily complied the documentary requirements for graduation; and
- 7.5.** have been fully cleared from all obligations to the school and affiliation centers.

## **8. GRADUATION CEREMONY**

For a graduating student to join the graduation ceremony, he/she must:

- 8.1.** have completed all the academic and non-academic requirements;
- 8.2.** have been fully cleared from all financial obligations in school;
- 8.3.** have completed the required number of internship/practicum hours;
- 8.4.** have accomplished extension hours and settled disciplinary sanctions; and
- 8.5.** have submitted all practicum certificates.

## **9. HONORS AND AWARDS**

The following criteria for honors and awards are implemented:

### **9.1. Academic Awards**

#### **9.1.1 Non-graduating Students**

- 9.1.1.1.** The minimum grade requirements for non-graduating students to qualify for honors are as follows:

<b>Honors</b>	<b>Minimum Grade Requirement</b>	
	<b>Academic Courses</b>	<b>NSTP</b>
First Honors	1.7 or better	2.5 or better
Second Honors	2.1 or better	2.5 or better
Third Honors	2.5 or better	2.5 or better

- 9.1.1.2.** Students who carry a load of at least 70% of the total required units in the year level where he/she belongs qualifies for honors;
- 9.1.1.3.** To qualify for honors, irregular students should carry a load of at least 70% of the total required units of the equivalent year level, made up of courses of the equivalent year level and/or advanced courses;
- 9.1.1.4.** Have no dropped courses; and
- 9.1.1.5.** Have no record of any disciplinary action involving major offenses.

## 9.1.2. Graduating Students

### 9.1.2.1. Institutional Latin Honors

Graduating students who displayed exceptional academic performance consistently during the course of their studies (from First Year until Graduation) are awarded Institutional Latin Honors.

9.1.2.1.1. The minimum grade requirements for graduating students to qualify for honors are as follows:

General Weighted Average	Honors	Minimum Grade Requirement (First Year to Graduation)	
		Academic Courses	Non-Academic Courses
1.5-1.0	<i>Summa Cum Laude</i>	1.7 or better	2.5 or better
2.0-1.6	<i>Magna Cum Laude</i>	2.1 or better	2.5 or better
2.5-2.1	<i>Cum Laude</i>	2.5 or better	2.5 or better

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To qualify for these awards, the student must:

- 9.1.2.1.2 Have completed a minimum of 75% of the required courses for the program at DDC;
- 9.1.2.1.3 Have grades of 2.5 or better in all courses enrolled at DDC;
- 9.1.2.1.4 Have finished the course in the prescribed number of years for the program;
- 9.1.2.1.5 Have no record of dropped courses; and
- 9.1.2.1.6 Have no record of any disciplinary action involving major offenses.

### 9.1.2.2. Program-Level Academic Awards

This award is given to the student who has the highest WPA of the graduating class of the program . He/She must have:

- 9.1.2.2.1. Completed at least 75% of the required courses for the program at DDC;
- 9.1.2.2.2. A grade of 3.0 or better in all courses;
- 9.1.2.2.3. No record of dropped courses; and
- 9.1.2.2.4. Have no record of any disciplinary action involving major offenses.

## **9.2 Non-Academic Awards**

### **9.2.1 General Guidelines and Criteria:**

- 9.2.1.1. The awards are to be given only to the candidates for graduation for the year.
- 9.2.1.2. The awardee must:
  - Have no record of any disciplinary action involving major offenses;
  - have no failure in any course since their admission to DDC; and
  - have a minimum residency of three(3) consecutive academic years at DDC

### **9.2.2 General Guidelines**

The following awards are given to the candidates for graduation of the school year who satisfy the following criteria:

- Have no record of any disciplinary action involving major offenses;
- No failure in any course since their admission to DDC; and
- Have a minimum residency of three(3) consecutive academic years in DDC.

#### **9.2.2.1 Excellence in Leadership**

This is given to an outstanding leader of a student organization recognized by DDC who has exhibited consistent and exemplary leadership performance in carrying out his/her responsibilities in the organization.

#### **9.2.2.2 Excellence in Journalism**

This is given to an outstanding member of a publication recognized by DDC who has shown exemplary performance in journalism both inside and outside DDC within the last two consecutive school years.

#### **9.2.2.3 Excellence in the Arts**

This is given to a student who has exhibited exemplary performance in performing and visual arts.

#### **9.2.2.4 Excellence in Sports**

This is given to a member of a DDC varsity team who has exhibited exemplary performance in sports.

# V. SCHOLARSHIPS

## 1. GENERAL GUIDELINES

- 1.1. A student can avail of only one (1) institutional scholarship granted by Davao Doctors College at a time. If a student qualifies for two or more institutional scholarships, the student shall be granted the scholarship which gives the highest benefit.
- 1.2. A student may avail of an institutional grant given by DDC and an external grant. If the total benefit of the institutional and external grants is more than sufficient to cover the scholar's school fees for the term, the excess shall be given to the scholar in cash.
- 1.3. The scholarship grant is good for only one semester. It may be renewed the following semester if the student's performance meets the standards for renewal specified in the scholarship agreement.
- 1.4. A scholar must be a regular student without failing grades or dropped courses, no record of any disciplinary action involving major offenses, and/or certified as one with good moral character by a duly-authorized personnel of the school last attended.
- 1.5. The terms and conditions of a scholarship grant shall be contained in a Scholarship Agreement to be signed by the scholar and the scholar's parent or authorized guardian.

## 2. DAVAO DOCTORS COLLEGE INSTITUTIONAL SCHOLARSHIP PROGRAMS

### 2.1. FOUNDERS' SCHOLARSHIP PROGRAM

This grant is in honor of the 15 founders of the school. It is intended for college freshmen that belong to the topmost 15 places based on the raw scores they attained in the DDC Scholarship Examination. There are two categories: **Founders' Memorial Scholars** (those who belong to the top five places of the scholarship examination); and, **Founders Scholars for Merit** (those who copped the 6<sup>th</sup> to 15<sup>th</sup> places). The grant may be availed by the grantee during the first semester only. However, it is renewable in the succeeding semester if the scholar's academic performance during the first semester meets the requirements for renewal covered by the scholarship contract.

#### 2.1.1 Qualifications

- 2.1.1.1. Must be a fresh graduate of any Senior High School Program recognized by the Department of Education; and
- 2.1.1.2. Must have good moral character.

#### 2.1.2 Requirements

- 2.1.3.1. Certificate of Good Moral Character issued by the High School Principal;
- 2.1.3.2. High School Report Card; and
- 2.1.3.3. Entrance Examination result and confirmation of ranking.

#### 2.1.3 Scholarship Benefits and Coverage

- 2.1.3.1. The five DDC Founders' Memorial Scholars are awarded 100% free tuition fee; and
- 2.1.3.2. The ten DDC Founders' Scholars for Merit are awarded a 50% discount on tuition fee.

## **2.2. Academic Excellence Scholarship**

This is awarded to the top ten undergraduate students based on their WPA computed to the tenth decimal place in the most recent semester just ended.

### **2.2.1 Qualifications**

- 2.2.1.1** Must have a WPA of 2.0 or better; and
- 2.2.1.2** Must have grades of 2.0 or better in all courses.

### **2.2.2 Requirements**

- 2.2.2.1** Latest Student's Report Card;
- 2.2.2.2** Certified List from the Registrar's Office on the Top 10 students with the highest WPA in the semester; and
- 2.2.2.3** Certification of no disciplinary record of a major offense from the Group Head for Academic Support Services.

### **2.2.3 Scholarship Benefits**

<b>Rank</b>	<b>Benefits</b>
1 <sup>st</sup> -4 <sup>th</sup>	100% free Tuition and Miscellaneous Fees
5 <sup>th</sup> -7 <sup>th</sup>	75% discount on Tuition and Miscellaneous Fees
8 <sup>th</sup> -10 <sup>th</sup>	50% discount on Tuition and Miscellaneous Fees

## **2.3 Economic Scholarship Program**

This is a program intended to benefit students who belong to financially-challenged families yet have exhibited superior academic performance during the semester that just ended. There will be one economic scholarship grant for every 500 students enrolled in the current semester.

### **2.3.1 Qualifications**

- 2.3.1.1** The combined annual family income, including the annual worth of external scholarship grants, must not exceed P 300,000.00;
- 2.3.1.2** The WPA computed to the tenth decimal place of the most recent semester ended must be 2.5 or better and a grade of 2.5 or better in any course; and
- 2.3.1.3** Must have undergone the Screening and Selection process conducted by the Scholarship Committee.

### **2.3.2 Requirements**

- 2.3.2.1** Latest Student's Report Card;
- 2.3.2.2** Latest Income Tax Returns (ITR) of both parents or certification of no or low income issued by the Barangay;

- 2.3.2.3** Certification of no disciplinary record of a major offense from the Group Head for Academic Support Services; and
- 2.3.2.4** Endorsement of Scholarship Committee approved by the Group Head of ASS.

### **2.3.3 Scholarship Renewal**

The economic scholarship grant may be renewed in the succeeding semester, including summer, when the curriculum of the program the scholar is enrolled in requires attendance in summer classes. The following are the qualifications for renewal:

- 2.3.3.1** Minimum WPA of 2.5 or better and a grade of 2.5 or better in any course;
- 2.3.3.2** No disciplinary record of a major offense; and
- 2.3.3.3** Participation in Marketing Activities issued by the Group Head for Academic Support Services.

For an economic scholarship grant to be renewed, the scholar should submit the following documents:

- 2.3.3.3.1** Latest Student's Report Card;
- 2.3.3.3.2** Certification of no disciplinary record of a major offense from the Group Head for Academic Support Services;
- 2.3.3.3.3** Latest Income Tax Returns (ITR) of both parents or certification of no or low income issued by the Barangay; and
- 2.3.3.3.4** Certificate of Participation in Marketing Activities issued by the Group Head for Academic Support Services.

### **2.3.4 Scholarship Benefits**

- 2.3.4.1** 100% Free Tuition and Miscellaneous Fees; and
- 2.3.4.2** P 1,000.00 monthly Cost of Living Allowance (COLA).

## **2.4 DDC SHS TOP GRADUATE SCHOLARSHIP GRANT**

This scholarship is given to the graduate a DDC Senior High School Program who garnered the highest and the second highest GWA of the graduating class.

### **2.4.1. Qualifications**

- 2.4.1.1.** Must have garnered the highest and the second highest GWA of the DDC SHS graduating class; and
- 2.4.1.2.** Must have no disciplinary record of a major offense.

### **2.4.2. Requirements**

- 2.4.2.1.** Certification from the SHS Principal stating the student's honors received upon graduation; and
- 2.4.2.2.** Certification of no disciplinary record of a major offense from the Principal.



### **2.4.3. Scholarship Benefit and Coverage**

- 2.4.3.1.** The student who garnered the highest GWA is granted 100% free tuition fees in any program of choice.
- 2.4.3.2.** The student who garnered the second highest GWA is granted 50% discount on tuition fees in any program of choice.

### **2.4.4. Scholarship Renewal**

To qualify for the renewal of the scholarship in the succeeding semester, the scholar must comply the following requirements:

- 2.4.4.1.** A minimum WPA of 2.0 or better;
- 2.4.4.2.** Grade of 2.0 or better in all enrolled courses including NSTP; and
- 2.4.4.3.** Must have no disciplinary record of a major offense.

For the grant to be renewed, the scholar should submit the following documents:

- 2.4.4.4.** Latest Student's Report Card; and
- 2.4.4.5.** Certification of no disciplinary record of a major offense from the Group Head for ASS.

## **2.5. Scholarship for Differently-Abled**

This scholarship is granted to students with physical disabilities but have displayed exceptional academic performance. There shall be one scholarship slot at a time.

### **2.5.1. Qualifications**

- 2.5.1.1.** Has physical abnormality as certified by the School Physician;
- 2.5.1.2.** Must have a General Point Average (GPA) of 2.5 or better and grades of 2.0 or better in all enrolled courses; and
- 2.5.1.3.** Must have undergone and qualified in the Screening and Selection process conducted by the Scholarship committee.

### **2.5.2. Requirements**

- 2.5.2.1.** Certification from the School Physician on the physical abnormality of the applicant; and
- 2.5.2.2.** Latest Student's Report Card

### **2.5.3. Scholarship Renewal**

The scholarship grant may be renewed in the succeeding semester. The following are the qualifications for renewal:

- 2.5.3.1.** WPA of 2.5 or better and grades of 2.5 or better in all enrolled courses; and
- 2.5.3.2.** No disciplinary record of a major offense as certified by the Group Head for ASS.

For the scholarship grant to be renewed, the scholar should submit the following documents:

- 2.5.3.3.** Latest Report Card;
- 2.5.3.4.** Certification of no disciplinary record of a major offense from the Group Head for Academic Support Services; and
- 2.5.3.5.** Certification of Participation in Marketing Activities issued by the Group Head for Academic Support Services.

#### **2.5.4. Scholarship Benefits**

- 2.5.4.1.** 100% Free Tuition Fee; and
- 2.5.4.2.** P 1,000.00 monthly Cost of Living Allowance (COLA).

### **2.6. Indigenous People Scholarship Program**

This grant is given to a student who is a member of an indigenous people community in Mindanao. There is only one scholarship slot at a time.

#### **2.6.1. Specific Guidelines**

- 2.6.1.1.** The available slot for the program is one scholar at a time.
- 2.6.1.2.** Screening of applicants for available scholarship slots is done once a school year only at the start of the first semester.

#### **2.6.2. Qualifications**

- 2.6.2.1.** Must be a natural-born member of an indigenous people community endemic to Mindanao;
- 2.6.2.2.** A resident of the ancestral domain of his/her indigenous people community; and
- 2.6.2.3.** Must have the General Point Average of 2.5 or better.

#### **2.6.3. Requirements**

- 2.6.3.1.** Certification from National Commission on Indigenous Peoples (NCIP) on the membership of the applicant to a particular indigenous people community;
- 2.6.3.2.** Certification of residency issued by the Barangay Captain, where the indigenous student resides; and
- 2.6.3.3.** Latest Student's Report Card or School Form 9.

#### **2.6.4. Scholarship Renewal**

To qualify for the renewal of the scholarship in the succeeding semester, the scholar must comply the following requirements:

- 2.6.4.1.** WPA of 2.5 or better and a grade of 2.5 or better in any course; and
- 2.6.4.2.** No disciplinary record of a major offense.

For the scholarship grant to be renewed, the scholar should submit the following documents:

- 2.6.4.3.** Latest Report Card;
- 2.6.4.4.** Certification of no disciplinary record of a major offense from the Group Head for ASS; and
- 2.6.4.5.** Certification of Participation in Marketing Activities issued by the Group Head for Academic Support Services.

#### **2.6.5. Scholarship Benefits**

- 2.6.5.1.** 100% Free Tuition Fee; and
- 2.6.5.2.** P 1,000.00 monthly Cost of Living Allowance (COLA).

### **2.7. Education Development Scholarship Grant**

This scholarship is granted to students who are accepted into the Bachelor of Secondary Education Program. It is good for one semester only but may be renewed in the succeeding semester if the student meets the requirements for renewal of the grant.

#### **2.7.1. Qualifications**

- 2.7.1.1.** Must be a regular student of the Bachelor of Secondary Education Program with a WPA of 2.5 or better and a grade of 2.5 or better in the courses previously enrolled;
- 2.7.1.2.** Must commit to finish the program and may not shift to another program during the duration of study; and
- 2.7.1.3.** Must commit to render service as a professional teacher in the Philippines after graduation for a period of time equivalent to the same length of time the scholarship was enjoyed.

#### **2.7.2. Requirements**

- 2.7.2.1.** Certificate of Acceptance to the Bachelor of Secondary Education endorsed by the Program Chair and approved by the Dean;
- 2.7.2.2.** Latest Student's Report Card;
- 2.7.2.3.** For freshmen applicants, a certificate of good moral character signed by the Senior High School principal from where the student graduated;

For transferees, a certificate of good moral character signed by the appropriate officer of the school where the student was last enrolled;

For shiftees and upperclassmen, a certificate of no disciplinary record signed by the Group Head for ASS.

### **2.7.3. Scholarship Benefits**

Grantees of the Education Development Scholarship enjoy a 50% discount on tuition fees.

### **2.7.4. Renewal**

This grant is renewable in the succeeding semester if the scholar has a WPA of 2.5 or better, a grade of 2.5 or better in all courses, and has not been subjected to a disciplinary action due to a major offense.

## **2.8. Athletic Scholarship**

An athletic scholarship is awarded to athletes who have exhibited outstanding athletic abilities while maintaining good academic standing.

### **2.8.1. Qualifications**

- 2.8.1.1.** Must have won in regional, national or international athletic competitions;
- 2.8.1.2.** WPA of 2.5 or better or its equivalent with grades of 3.0 or better in all courses and has no dropped courses;
- 2.8.1.3.** Must have a minimum residency of one year in DDC;
- 2.8.1.4.** In good physical condition; and
- 2.8.1.5.** Must have no disciplinary record of a major offense.

### **2.8.2. Requirements**

- 2.8.2.1.** Certificates and awards to support accomplishments;
- 2.8.2.2.** Latest Student's Report Card;
- 2.8.2.3.** Certification from the Registrar's Office on the residency of the student in DDC;
- 2.8.2.4.** Medical certificate issued by the School Physician; and
- 2.8.2.5.** Certification of No Disciplinary Record of a major offense from the Group Head for ASS or School Principal.

### **2.8.3. Benefits**

- 2.8.3.1.** A winning athlete in international athletic competitions is awarded as follows:
  - 2.8.3.1.1.** Gold Medalist - 100% free tuition and miscellaneous fees
  - 2.8.3.1.2.** Silver Medalist - 75% discount on tuition and miscellaneous fees
  - 2.8.3.1.3.** Bronze Medalist - 50% discount on tuition and miscellaneous fees

**2.8.3.2.** An athlete with awards in national level competitions is afforded with benefits as follows:

- |                   |                 |   |                              |
|-------------------|-----------------|---|------------------------------|
| <b>2.8.3.2.1.</b> | Gold Medalist   | - | 100% free tuition fee        |
| <b>2.8.3.2.2.</b> | Silver Medalist | - | 75% discount on tuition fee  |
| <b>2.8.3.2.3.</b> | Bronze Medalist | - | 50% discount on tuition fees |

**2.8.3.3.** A regional-level winning athlete is given with benefits as follows:

- |                   |                 |   |                              |
|-------------------|-----------------|---|------------------------------|
| <b>2.8.3.3.1.</b> | Gold Medalist   | - | 50% discount on tuition fees |
| <b>2.8.3.3.2.</b> | Silver Medalist | - | 30% discount on tuition fees |
| <b>2.8.3.3.3.</b> | Bronze Medalist | - | 20% discount on tuition fees |

#### **2.8.4. Scholarship Renewal**

To qualify for the renewal of the scholarship in the succeeding semester, the scholar must comply the following requirements:

- 2.8.4.1.** WPA of 2.5 or better with grades of 3.0 or better in all courses and with no failed or dropped courses;
- 2.8.4.2.** No disciplinary record of a major offense; and
- 2.8.4.3.** Perfect attendance during training sessions and other training-related activities.

For the grant to be renewed, the scholar should submit the following documents:

- 2.8.4.4.** Latest Student's Report Card;
- 2.8.4.5.** Certification of No Disciplinary Record from the Group Head for ASS; and
- 2.8.4.6.** Recommendation from Coach and Sports Coordinator.

#### **2.9. Screening and Selection**

The following processes shall be observed:

- 2.9.1.** The screening process will be handled by the Scholarship Committee.
- 2.9.2.** The SPS Office will set the date of the application period and receive all the required application documents.
- 2.9.3.** From among the qualified applicants, the screening committee will select a shortlist based on their WPA or General Point Average and combined family income. The committee will decide on the number of applicants in the shortlist about the scholarship slots available.

#### **2.10. Scholarship Advisory Program**

The Scholarship Advisory Program is an enhancement mechanism of assisting scholars through counseling, monitoring, and follow-up, especially on their academic activities. This program helps to complement in achieving holistic development of scholars.

Each scholar will have Tracking Forms which will be filled out by the concerned instructors every after periodical examination and submitted to the SPS Office for assessment.

## VI. NON-ACADEMIC POLICIES

Davao Doctors College ensures that students will experience a campus atmosphere appropriate for comprehensive learning through balanced academic and co-curricular programs geared to form them into totally-developed persons. To realize these, the school endeavors to strengthen the ethical and spiritual values of students and develop their moral character and personal discipline (1987 Phil. Constitution, Art. XIV, Sec.3 (2).)

This section deals with co-curricular activities and student discipline. The Manual of Regulations for Private Schools (MRPS) states that *“Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus, and beyond school hours, term or year...”*(MRPS, Sec.102).

### 1. STUDENT CONDUCT AND DISCIPLINE

#### 1.1. On-Campus Behavior

##### 1.1.1 Uniform/Dress Code

- 1.1.1.1. The school uniform must be worn with respect and dignity. Students are required to come to school in a prescribed uniform every day (Monday–Saturday) except on Wednesday, which is the Wash Day. Only students wearing the prescribed uniform will be allowed to enter the school premises and be admitted inside the classroom. Prescribed uniform for male students includes the wearing of white undershirt and ENTIRELY BLACK CASUAL LEATHER SHOES WITH BLACK SOCKS. Female students are required to wear ENTIRELY BLACK CASUAL LEATHER SHOES WITH BLACK SOCKS with hems above the ankle or that which cover the skin between the hems of the pants and the shoes. They are also required to wear plain white or skin tone underwear, and pantyilet.
- 1.1.1.2. 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 or in attending socials (entering movie houses, attending parties, going to bar or night clubs, etc.). Other uniforms prescribed by the school, (RLE, Lab., P.E., Internship, Practicum, etc) are to be worn only during specified schedules.
- 1.1.1.3. Students coming to school during non-class days (e.g., enrolment or holidays) or during regular class days when they have no scheduled classes, should dress decently. Students are prohibited from wearing:
  - a.) Lower Garments:
    - Tattered/messy pants;
    - Sagging pants;
    - Short pants, leggings, jeggings or similar styles; and
    - Miniskirts, slits, and pants with hemlines above the knee.

**b.) Upper Garments**

- Tube tops/sando (Racer back, halter, spaghetti straps, camisole and sleeveless);
- Clothes with plunging necklines;
- “See-through” shirts/body fit blouses and dresses;
- Hanging and backless blouses;
- Bare-off shoulders;
- Backless tops and ripped tops; and
- Upper wear with profane and vulgar prints and statements.

**c.) Footwear**

- Slippers or flat, backless rubber sandals (e.g., Havaianas, Flip flops, and the like).
- 1.1.1.4. Cross-dressing is strictly not allowed on the campus. Any student who is found to violate this provision will be dealt with accordingly by the Student Personnel Services.
- 1.1.1.5. Male students, regardless of their sexual orientation or preference, are prohibited from wearing conspicuous make-up or cosmetics while inside the campus, whether in school uniform or not.
- 1.1.1.6. Hair must be kept neat and clean. Dyeing of hair with loud colors is strictly prohibited. For male students, the prescribed haircut is 2X2 barber’s cut.
- 1.1.1.7. Male students are not allowed to grow a mustache and/or beard.
- 1.1.1.8. All kinds of body piercing are strictly prohibited. Only female students are allowed to wear earrings but shall be limited to one pair only.
- 1.1.1.9. Tattoos on any part of the body that are visible are strictly prohibited; and
- 1.1.1.10. Any violation of the above may serve as a ground for denying a student entry to the campus. However, for a valid reason, a student may be admitted to his/her class provided that he/she presents an Excuse Slip issued by the Prefect of Discipline.

**1.1.2 School I.D. Card**

A permanent school identification card is issued to students upon enrollment in the College, which must be validated every semester by the SPS Office. Students are expected to wear their I.D. cards at all times.

- 1.1.2.1. Only students with their I.D. cards properly pinned or hung using DDC sling will be allowed to enter the campus. The guards are under instruction not to admit students into the campus if they fail to present their I.D. cards.
- 1.1.2.2. The student is required to wear the I.D. card when designated by school authorities to represent the College in any official function outside of the school.
- 1.1.2.3. I.D. card not worn inside the campus will be confiscated by school authorities.
- 1.1.2.4. The school I.D. card is non-transferable. Any form of tampering, defacement, unauthorized use, borrowing, or lending to others is strictly prohibited and may result in confiscation, revocation, and disciplinary action.

- 1.1.2.5.** Lost or worn out I.D. cards should be replaced immediately. A lost I.D. card must be reported immediately to the SPS Office accompanied by a notarized Affidavit of Loss.
- 1.1.2.6.** When a student withdraws from the College or applies for a Leave of Absence (LOA), he/she must surrender his/her I.D. card to the Office of the Registrar as a part of the clearance requirement.
- 1.1.2.7.** Confiscated and recovered identification cards may be claimed at the SPS Office.
- 1.1.2.8.** Confiscated and recovered identification cards that remain unclaimed one week after the end of the semester shall be automatically revoked.
- 1.1.2.9.** A student must surrender his/her I.D. card to any school personnel on official duty upon the latter's request due to violations committed or misdemeanor.

### **1.1.3 Decorum**

- 1.1.3.1.** All students are expected to respect authority and to be courteous in dealing with their fellow students, faculty members, staff, maintenance and security personnel, and visitors.
- 1.1.3.2.** Public display of affection, which is contrary to accepted moral standards, is forbidden.
- 1.1.3.3.** Students are to refrain from using words that are offensive, vulgar, indecent, or blasphemous.

### **1.1.4 Restricted Areas**

- 1.1.4.1.** Loitering along the corridors and stairways is strictly prohibited during class hours. Students are allowed to stay inside the classrooms only during class hours.
- 1.1.4.2.** The library, where strict silence is to be observed, is mainly for study and research; hence, group meetings are discouraged except in the Discussion Room.
- 1.1.4.3.** Unless they are on official business or with the permission of concerned school personnel, students are not allowed to hang around in the following areas:
  - Faculty Room
  - Audio-Visual Room
  - Laboratory Rooms
  - Library
  - Stockroom/Maintenance Areas
  - Administrative Offices
  - Student Center
  - Window ledge
- 1.1.4.4.** At the end of the semester, offices assigned to campus clubs and organizations are off-limits to students unless permitted by the Student Personnel Services Office. Keys to these offices must be returned to the SPS Office by the head/president of the organization at the end of regular classes.
- 1.1.4.5.** All the classrooms and laboratories are off-limits to students during noon breaks and after the last class scheduled in the evening, unless permission for their use is secured from the concerned Program Chair or laboratory in-charge.



- 1.1.4.6.** Students are not allowed to stay in the campus during Sundays and holidays unless prior arrangements have been made with the endorsement of the SPS Office and approved by the VP for BEEA.

#### **1.1.5 Campus Cleanliness and Respect for Property**

Students must observe cleanliness inside the campus at all times and must preserve the school and other properties. Thus, all waste materials must be disposed of in the proper containers. The following acts shall constitute a violation of this policy.

- 1.1.5.1.** Littering;
- 1.1.5.2.** Vandalism;
- 1.1.5.3.** Sticking/pasting chewing gum to any school property;
- 1.1.5.4.** Playing with electrical gadgets such as switches, circuit breakers, fire alarms, remote control of air conditioners/televisions, and the like;
- 1.1.5.5.** Improper use of facilities in restrooms/toilets and laboratories which causes damage or results in wastage/malfunction; and
- 1.1.5.6.** Destruction of property.

#### **1.1.6 Prohibited Acts**

The following acts are strictly prohibited inside or within a radius of 200 meters from the campus:

- 1.1.6.1.** Gambling, possession or use of gambling paraphernalia, alcoholic drinks, prohibited drugs/paraphernalia, and deadly weapons or explosives; and
- 1.1.6.2.** Entering the campus under the influence of liquor or drugs.

#### **1.1.7 Use of Bulletin Boards**

The Bulletin Board is one of the most effective venues in disseminating information and in posting important announcements intended for students and other stakeholders in the campus. This facility is essential in updating students on matters relevant to their studies and other activities, especially those initiated by campus organizations.

It is expected that the information posted on the bulletin boards is accurate and grammatically correct. Likewise, it is expected that it be presented neatly and in an aesthetically appealing manner. To be guided on the proper use of the bulletin boards, especially for campus organizations, the following guidelines are to be observed:

- 1.1.7.1.** All materials to be posted must first be approved and stamped by the SPS Office. Only posters with SPS stamps are allowed to be displayed on designated bulletin boards;
- 1.1.7.2.** Posters must be neatly and attractively done. They must bear correct grammar;
- 1.1.7.3.** The maximum size of the poster should be 10"x12". Posting of posters coming from outside of DDC which exceed the given size shall be subject to the approval of the SPS Office;

- 1.1.7.4.** Posted materials with no SPS stamp, placed on the glass of bulletin boards and those that are posted in places other than the designated bulletin boards will be removed by SPS staff;
- 1.1.7.5.** Expired posters/announcements must be removed immediately by the concerned campus organizations;
- 1.1.7.6.** The SPS Office will conduct regular monitoring on the orderliness and cleanliness of bulletin boards. The attention of campus organizations who have not properly maintained their bulletin boards will be called by the SPS Office; and
- 1.1.7.7.** A campus organization that has been warned twice by the SPS Office for being remiss in maintaining the cleanliness and orderliness of their bulletin boards will lose the opportunity to use the bulletin board for the rest of the school year.

#### **1.1.8 Security**

- 1.1.8.1** Security guards are under instruction to check student's ID cards at all entry points of the school.
- 1.1.8.2** Visitors are required to present an ID card and register their names and the purpose of their visit in the logbook and must checkout after completing their transaction.
- 1.1.8.3** A visitor's pass will be issued to each visitor and should be displayed conspicuously while inside the campus.
- 1.1.8.4** As a security measure, security personnel may require students to submit their bags, packages, and the like for inspection, including body frisking for concealed weapons and/or explosives. Gun-owners with a permit to carry must surrender their firearm with the security personnel at the entrance of the campus.
- 1.1.8.5** The school reserves the right to refuse entry of any person under suspicion of disturbing the peace and order inside the campus. Peddlers are restricted from roaming around the school premises.
- 1.1.8.6** Visitors intending to see a particular student during class hours will be initially required to see the Prefect of Discipline who will facilitate in informing the concerned student about the visitor.
- 1.1.8.7** Visitors, including the immediate relatives of students, are not allowed to go to classrooms, laboratories, and other areas in the school where classes are conducted. Visitors should transact their concerns with students only at the SPS Office.

#### **1.1.9 Campus Curfew**

The campus curfew is from 9:00 PM to 5:00 AM. No students or student organizations, even with their moderators, are allowed to stay inside the campus during the curfew period unless the organization has secured a permit through the Office of Student Personnel Services and approval of the VP for BEEA at least two (2) days before the intended purpose.

For security reasons, students who are waiting for their hospital duty beyond 9:00 PM may do so at the main lobby only.

### **1.1.10 Classroom Behavior**

- 1.1.10.1.** Instructors are given the authority to implement order and discipline inside the classroom.
- 1.1.10.2.** Only students wearing the prescribed uniform, with I.D., and officially enrolled in the course are admitted to class.
- 1.1.10.3.** Students intending to leave the classroom during class hours must first ask permission from the instructor and must not stay away from the class for more than fifteen (15) minutes. Otherwise, the student will be marked absent.
- 1.1.10.4.** A student who is required to report to the SPS Office will be summoned with a Call Slip for his/her to be allowed to leave the classroom.
- 1.1.10.5.** Eating, smoking, or creating unnecessary noise, including but not limited to the use of sound systems, which may affect classes in adjacent rooms, are strictly prohibited.
- 1.1.10.6.** Students are expected to help in protecting classroom furnishings from damages. Students are not permitted to carve or write on chairs, tables, or walls. Any acts of vandalism will be subjected to disciplinary action.
- 1.1.10.7.** At the end of each class, the classroom must be clean and orderly with all the lights, ceiling fans, and air conditioners turned off.
- 1.1.10.8.** Students are not allowed to use their cell phones while classes are going on.

### **1.1.11 Cheating**

- 1.1.11.1.** Before the start of the examination, the student's desk should be cleared of any material, except those that may be required by the examiner.
- 1.1.11.2.** During quizzes and examinations, students must refrain from any form of communication.  
Cheating includes the following:
  - Copying from or allowing classmates to copy from one's test paper;
  - Passing on to and receiving from another student, answers to test questions;
  - Using sign language or cellular/mobile phones to convey or acquire information during examinations;
  - Soliciting answers or "*leakage*" from personnel, fellow students and others who have access to test questions;
  - Reproduction of test materials during examination time without permission from the concerned instructor; and
  - Deliberately supplying false information or tampering of official records.  
Plagiarism (copying of someone's work and claiming it as his/her own.)
- 1.1.11.3.** Any student found guilty of cheating will suffer nullification of his/her examination/quiz result and will be subjected to disciplinary action. Likewise, a student who provides answers to others during exams and quizzes will be subjected to the same action.
- 1.1.11.4.** Any problem that may be encountered about the examination shall be addressed either to the proctor or teacher concerned.

## **1.2 Off-Campus Behavior**

Students personify the school, both inside and outside the campus. It is, therefore, the responsibility of every student to uphold the good name of the College and conduct himself/herself with dignity and decency even when not acting in any official capacity for the school.

Any complaint of scandalous behavior or misconduct outside the school campus, especially those acts that affect the good name and reputation of the school, may serve as a basis for investigating the student concerned and subject him/her to the appropriate disciplinary action, if so warranted. Relative to this:

- 1.2.1.** No student or any school organization is allowed to represent the school without endorsement from the SPS Office, the recommendation of the ASS Group Head and the approval of the School President;
- 1.2.2.** No student, campus club or organization, is allowed to use the name and seal of the school in any activity without endorsement from the SPS Office, recommendation of the ASS Group Head and the approval of the School President;
- 1.2.3.** Students who represent the school officially in any off-campus activity must conform strictly to the instructions of school authorities;
- 1.2.4.** Students are forbidden to go to places or establishments of ill reputation, except when the activity is conducted as part of a course requirement and under the supervision of a teacher or adviser.

## **1.3. Classification of Offenses**

### **1.3.1 Minor Offenses:**

#### **1.3.1.1. Minimum of 4 hours of Compulsory Service**

- 1) The unauthorized placing of posters in or outside the bulletin board without authorization;
- 2) Loitering, shouting, howling during class hours;
- 3) Non-participation in school activities;
- 4) Chewing gums during class hours;
- 5) Having a visible tattoo;
- 6) Having mustache and/or the beard;
- 7) Improper or non-wearing of school ID and Uniform; and
- 8) Habitual tardiness (3 or more).

#### **1.3.1.2. Minimum of 8 hours of Compulsory Service**

- 1) Refusal to secure an excuse slip when required;
- 2) Non-observance of dress code;
- 3) Using a mobile phone during class hours;
- 4) Hiding valuable property of others;
- 5) Going to the restricted areas without permission from the parties' concerned;

- 6) Sporting unprescribed haircut for male students (Prescribed Haircut is 2x2 Barber's cut);
- 7) Wearing of earrings by boys and multiple earrings by girls and similar body-piercing objects; and
- 8) Other offenses similar to the preceding.

### **1.3.2 Major Offenses:**

#### **1.3.2.1. Minimum of 16 hours of Compulsory Service**

- 1) Repetition of minor offenses (5X or more);
- 2) Littering and/or spitting anywhere within the school campus;
- 3) Public display of affection inside the campus;
- 4) Defiance to the lawful orders of school authorities;
- 5) Recruiting for or joining illegal organizations (an organization not recognized by the school); and
- 6) Uttering nasty words and making dirty signs inside the campus.

#### **1.3.2.2. Minimum of 24 hours of Compulsory Service**

- 1) Modifying computer settings, security hacking, cyber-bullying and engaging in cybersex or viewing the same at the internet section;
- 2) Violation of rules and regulations of other servicing departments in the school (Library, Laboratory, Gen.Services, etc.) which are stipulated in the existing school policy; and
- 3) Possession of pornographic materials.

#### **1.3.2.3. Minimum of 32 hours of Compulsory Service**

- 1) Possession of cigarettes (including vape), liquor and gambling materials/playing cards within the campus;
- 2) Circulating false information about the institution, its officials, faculty members, staff and other students;
- 3) Instigating, leading, participating in activities or any actions that bring about the disruption of classes, teaching, administrative work, disciplinary proceedings or any other school activity; and
- 4) Acts of disrespect towards school authorities.

### **1.3.3 Grave Offenses**

#### **1.3.3.1. Minimum of 40 hours of compulsory service**

- 1) Smoking, drinking liquor, gambling in any form/playing cards within the campus and 200 meters away from the school;
- 2) Dishonesty;
- 3) Fighting within a 200 meters radius of the campus, whether wearing a uniform or not; and
- 4) Immorality, such as engaging in lewd, indecent, obscene, and scandalous conduct, whether inside or outside the school.

### **1.3.3.2. Minimum of 48 hours of Compulsory Service**

- 1) Use, possession, or trafficking of illegal drugs inside and outside the campus;
- 2) Tampering, borrowing/lending, unauthorized use or use of counterfeit student's identification cards;
- 3) Stealing, shop-lifting and asking or receiving money or materials from others with threat or intimidation(extortion);
- 4) Coming to school drunk or under the influence of drugs or liquor;
- 5) Vandalism, defacement or intentional damage to school properties;
- 6) Possession/concealment or use of any deadly weapons such as knives or bladed instruments, firearms, explosives, sharp objects or any device considered harmful or hazardous to life;
- 7) All forms of cheating;
- 8) Plagiarism;
- 9) Forging or falsification of academic or official school records and documents of any kind;
- 10) Violation of any order of penal statutes, ordinance, rules, and regulations validly promulgated by competent authorities;
- 11) All forms of bullying (physical, verbal, relational, reactive or cyber-bullying);
- 12) Any form of remarks, utterances, actions or discrimination which is prejudicial to one's gender and physical or mental condition or disability;
- 13) Any other conduct committed outside the school premises involving student status and affecting the good name and reputation of the school, such as:
  - a. Prostitution and other related activities;
  - b. Abortion;
  - c. Association with or joining notorious gangs involved in questionable stints;
  - d. Hanging around in public places wearing the school uniform and going to questionable places like drug and sex dens, gambling places and the like;
  - e. Modeling stints entailing ample body exposures;
  - f. Drug pushing and drug addiction;
  - g. Hazing and initiation rites and related activities;
  - h. Going to movie houses, parties, bars and night clubs wearing school uniform;
  - i. Drinking liquor, getting drunk or making scandalous behavior in public while in school uniform; and
  - j. Physical and verbal assault on any person or fighting while in school uniform.
- 14) Any other offenses similar to the preceding.

In the course of determining the gravity of the violation committed, the following shall be considered:

- a. Degree of violation (minor or major)
- b. Frequency (first, second, third, etc.)
- c. Age

**Note:** Misconduct of students done in the classroom during class time or any violation pertinent to academic matters is to be channeled by the concerned instructor through their respective Program Chair of the student for appropriate action. Such violations are as follows:

- a. Absences or Habitual Absenteeism;
- b. Tardiness;
- c. Cutting Classes;
- d. Failure to comply with a class or course requirements; and
- e. Other classroom misdemeanors not mentioned in the preceding provisions on Discipline and Conduct.

#### **1.4. Categorization of Sanctions/Interventions**

##### **1.4.1 Minor Offenses**

- 1.4.1.1.** Reprimand or admonition;
- 1.4.1.2.** Oral and written public apology to the parties concerned;
- 1.4.1.3.** Payment of actual damages inflicted;
- 1.4.1.4.** Exclusion from co-curricular activities;
- 1.4.1.5.** Rendering compulsory services;
- 1.4.1.6.** Such other sanctions as may be determined by the Prefect of Discipline; and
- 1.4.1.7.** Referral to the Guidance Center.

##### **1.4.2 Major Offenses**

- 1.4.2.1. Rendering compulsory services;
- 1.4.2.2. Nullification of exam result or failure in a course;
- 1.4.2.3. Payment to factual damages inflicted; and
- 1.4.2.4. Disqualification from holding or seeking any position either by election or appointment;
- 1.4.2.5. Denial of graduation privileges;
- 1.4.2.6. Suspension with compulsory services;
- 1.4.2.7. Disciplinary probation;
- 1.4.2.8. Cancellation of scholarships;
- 1.4.2.9. Stripping of honors and awards;
- 1.4.2.10. Non-readmission;
- 1.4.2.11. Exclusion;
- 1.4.2.12. Expulsion; and
- 1.4.2.13. Other such sanctions as may be determined by the Prefect of Discipline or as approved by the Disciplinary Action Committee (DAC) of every program or the School Disciplinary Board (SDB) consistent with the existing laws.

#### **1.5. Airing of Grievances**

##### **1.5.1 Minor offenses:**

Violation/Complaint → Concerned Instructor → Prefect of Discipline

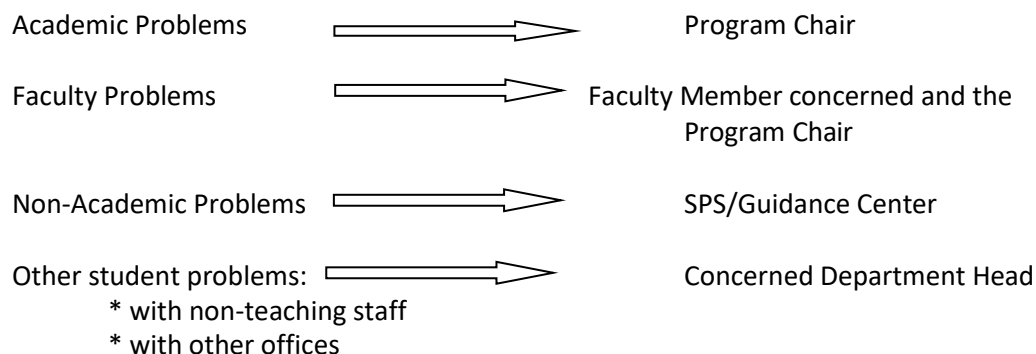
### 1.5.2 Major Offenses

Violation/Complaint/Aggrieved Party → Program Chair → Disciplinary Action Committee(DAC) → Prefect of Discipline → SDB(*if necessary*)

Common major offenses committed by students (ex.ID violations, smoking, etc.) may be endorsed directly to the Prefect of Discipline for proper disciplinary action.

### 1.6. Proper Channeling

Problems of students shall be resolved through proper channeling:



### 1.7. Disciplinary Action Committee

Every program must have a Disciplinary Action Committee (DAC) which will hear and initially investigate cases of a misdemeanor committed by students belonging to the program. The committee shall be composed of the Program Chair and Instructor/s in the program.

The findings of the DAC investigation will be endorsed to the SPS Office for review and implementation. However, the implementation of sanctions on offenses related to academic matters (i.e., absenteeism, tardiness, cheating, Internship/Practicum/RLE Duties, etc.) will be done within the concerned department only. For record purposes, the concerned department will furnish the SPS Office with a copy of Disciplinary Actions on these offenses..

## 2. SCHOOL DISCIPLINARY BOARD

### 2.1. Guiding Principles

The existence of the School Disciplinary Board (SDB) is an affirmation of the school's mission of producing graduates who are morally upright, spiritually endowed, and God-loving. It is anchored on the development of good moral character and personal discipline among the students imbued with an abiding faith in God.

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



## **2.2 Functions/Tasks**

- 2.2.1.** To investigate cases involving students as presented by the Student Personnel Services / Prefect of Discipline;
- 2.2.2.** To recommend disciplinary sanctions including but not limited to expulsion of the students;
- 2.2.3.** To propose additions and/or amendments to existing policies relative to student discipline;
- 2.2.4.** To refer students with disciplinary problems whenever necessary to the Guidance Center or Prefect of Discipline;
- 2.2.5.** 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 SPS Office duly approved by the School Authorities.

## **2.3. Composition, Term of Office and Selection Process**

The Disciplinary Board is a standing committee of the school. It works closely with the Student Personnel Services Office in the dispensation of its functions.

### **2.3.1 Composition:**

- 2.3.1.1.** Group Head for Academic Support Services - Chair and Presiding Officer
- 2.3.1.2.** Head of Student Personnel Services Office – Vice-Chair
- 2.3.1.3.** Prefect of Discipline
- 2.3.1.4.** President or representative of the Supreme Student Council
- 2.3.1.5.** Concerned Program Chair
- 2.3.1.6.** Faculty Representative of the concerned program

### **2.3.2 Procedure**

- 2.3.2.1.** Receipt of Complaint / Incident Report at the Student Personnel Services ( SPS) Office.
- 2.3.2.2.** If the case involves student/s belonging to the same program:
  - 1)** The Program Chair will convene the Disciplinary Action Committee to conduct a preliminary investigation on the case.
  - 2)** Concerned students must be properly informed of the case and will be required to be present during the investigation
  - 3)** The results of the investigation shall be endorsed to the SPS Office for review and formal investigation
- 2.3.2.3.** If the case involves students from different programs:
  - 1)** The Prefect of Discipline upon receipt of the complaint / Incident Report calls the parties involved and conduct an investigation.
- 2.3.2.4.** If the Prefect of Discipline finds out facts substantial enough to charge the student/s of the complaint, the SPS Office, upon the completion of the preliminary investigation, calls to convene the School Disciplinary Board.

**2.3.2.5.** The SPS Office informs in writing the concerned student of the nature and cause of the accusation against him/her, which includes the documents that support the allegation against him/her. If the student is a minor, the parents/guardian will also be furnished with the same copy of the letter.

**2.3.2.6.** The student will be required to answer the accusation in writing within a maximum of five (five) school days and attend the SDB Hearing as stipulated in the letter. During the proceedings, the student shall have the right to the assistance of a counsel of his/her own choice. (*No. 3, Sec. 105, MORPHE*).

**2.3.2.7.** The SDB will set its rules in going through with the formal investigation. In the course of determining the gravity of the violation committed, the following shall be considered:

- 1.) Classification/nature of violation
- 2.) Frequency of committing the violation
- 3.) Age of the student
- 4.) Mitigating and aggravating circumstances as found in applicable laws

**2.3.2.8.** Formulation of Decision:

- 1.) The SDB must strive for a consensus, or if not, a majority decision will be considered (50% + 1 vote).
- 2.) Decisions involving major sanctions shall be referred to the school's legal counsel for further consultation when necessary.
- 3.) Findings and recommendations shall be forwarded to the School President not later than three (3) days immediately following its finalization.
- 4.) The decision of the School Disciplinary Board becomes final upon the approval of the School President. The decision of the SDB when approved by the School President is final and executory.

## **2.4. Limitations on the Power of the School Disciplinary Board Members to act on the case**

The members of the School Disciplinary Board are empowered to take cognizance of the case under the following conditions:

- 2.4.1** The case is referred to or presented by the Prefect of Discipline, Head of the Student Personnel Services or the Vice-President for Higher Education and Academic Support Services;
- 2.4.2** The case involves DDC students only;
- 2.4.3** The offense committed is serious which greatly affects the good name and reputation of the school and warrants disciplinary sanction;
- 2.4.4** Any member who may have a personal intent in the outcome of the case shall not be allowed to take part in the deliberation or adjudication of the case.

### **3. STUDENT ORGANIZATIONS AND ACTIVITIES**

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

Students are encouraged to get involved and participate in the various activities of the College. 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 in activities if he/she needs to devote more time to his/her studies.

**3.1.** Students are required to attend and participate in the following school activities:

- 3.1.1** Spiritual activities
- 3.1.2** Cultural activities
- 3.1.3** Intramurals
- 3.1.4** Foundation Anniversary
- 3.1.5** Other special activities and assemblies called for by the College

**3.2.** A student may join a maximum of two (2) campus organizations that are not program-specific. However, he/she is allowed to hold only one key position in any organization. Membership in an organization must not in any way affect his/her studies.

**3.3.** The following are the qualifications of a student leader. He/She must:

- 3.3.1** have passed all courses before his/her election to office and must maintain a passing mark in all courses during his/her term.
- 3.3.2** have not been subjected to any disciplinary action involving a major offense

**3.4.** General Guidelines for Membership and Recognition of School Clubs and Organizations

- 3.4.1** Only bonafide students currently enrolled in the College may become members of student organization.
- 3.4.2** The filing of applications for recognition of campus organizations by the SPS Office shall not be later than the schedule determined by the SPS at the start of the school year.
- 3.4.3** All campus organizations must comply with the following requirements:
  - a. Constitution and By-Laws
  - b. List of officers and list of members and their corresponding programs and year levels

c. Plan of activities throughout the academic year in consonance with the organization's vision, mission, and goals, including one (1) outreach activity. The plan of activities should contain the following:

- 1) Specific name/type of activities and their objectives
- 2) Date and venue of the activities
- 3) Corresponding budget

d. A club moderator who is a full-time instructor or non-teaching staff (as the case may be) approved by the Group Head of the Academic Support Services.

**3.4.4** For organizations who are renewing their permits, the following must be complied with:

- a. Submission of Annual Accomplishment Report for the preceding academic year
- b. Projects accomplished both in school and/or in the community
- c. List of a new 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 Group Head of the Academic Support Services.

**3.4.5** A duly recognized organization is allowed to operate for one (1) academic year and may be allowed to renew operation subject to the policies and regulations set by the school.

**3.4.6** Members of student organizations who are found to show poor performance in their academics will be advised to exert more effort in their studies. Failures in courses may result in being dropped from the rolls of the organization.

### **3.5 Policies for Student Organizations and Activities**

**3.5.1.** The officers of organizations and their moderators shall be held responsible for the actions, individually or collectively, of their members about their organization's activities.

**3.5.2.** Collection of fees, including fees collected by student organizations that are not included in the school fees approved by the CHED, is not allowed. Exceptions to this may be approved by the Executive Council only.

**3.5.3.** In cases where contributions are necessary, the organization must first secure an endorsement from the SPS Office specifying the kind, amount, and the intended purposes of such contribution. If deemed proper, the SPS will endorse the request to the Group Head of the Academic Support Services who, in turn, may recommend its approval by the Executive Council.

**3.5.4.** Activities of whatever nature require the written endorsement of the moderator and the approval of the SPS and the Group Head of the Academic Support Services.

- 3.5.5.** Students are not allowed to conduct activities outside the campus a week before and during examination week. However, the special arrangement will be accorded to students who will be representing the school in off-campus activities during the said period.
- 3.5.6.** At the end of the semester, every organization has to submit to the SPS Office its Semestral Accomplishment Report. It includes the President's accomplishment and projects conducted by their organization, the Treasurer's financial report, and the Secretary's report. The president, secretary, and treasurer of the organization shall be held responsible for these requirements. Final clearances of all the club officers shall not be signed if the requirements are not fully complied with.

### **3.6 Fund Raising and Solicitation**

- 3.6.1** No student or any organization is allowed to use the name of the school to solicit or embark on any form of fund raising without the explicit approval of the School President upon the recommendation of the SPS Office and the Group Head of the Academic Support Services.
- 3.6.3** Before the approval of an organization's fund raising project, the group must present the Project Proposal containing the following: Objectives, Expected Income and Expenses, Details, and Expected Outcome of the project.

### **3.7 Filing of Action Plan**

The filing and approval of Action Plans must be done at least two weeks before any scheduled activity. Concerned campus organizations should furnish the SPS Office with a photocopy of the approved Action Plan for student activities done inside and outside the campus.

### **3.8 Field Trips and Other Off-Campus Activities**

- 3.8.1** Written approval from concerned school authorities
- 3.8.1.1.** For academic field trips, the instructor must submit an Activity Proposal to the Program Chair, for endorsement to the Dean who will recommend it to the School President for approval.
- 3.8.1.2.** For campus organization activities and field trips, the moderator shall file an Activity Proposal and Action Plan. It should be submitted to the Head of Student Personnel Services for endorsement to the Group Head for Academic Support Services who will recommend its approval by the School President.
- 3.8.1.3.** The Activity Proposal and Action Plan should contain 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, instructors and/or either school personnel expected to join the activity
  - 4) Budget, including reasonable contributions and expected expenses
  - 5) List of classes affected if any.
  - 6) Notarized Parental consent
  - 7) Medical clearance issued by the School Physician

**3.8.1.4.** All off-campus activities to be held outside the city proper or involving an overnight stay should be approved by the School President.

**3.8.2** Parental Consent Form and Medical Clearance

Students who will be participating in such activities must submit a notarized Parental Consent to the club moderator/instructor before departure for the activity. Students who fail to provide their duly notarized Parental Consent shall not be allowed to join such activities.

Students participating in field trips and other off-campus activities are likewise required to submit a medical clearance duly signed or validated by the school physician.

**3.8.3** Briefing

Before the date of departure, all participants must attend a general briefing by the moderator/ instructor on:

**3.8.3.1.** The Objectives of the Activity

**3.8.3.2.** Observance of Proper Behavior and Discipline

**3.8.3.3.** Safety Precautionary Measures

**3.8.3.4.** Expectations from the Places or Firms to be visited

**3.8.4** Record of Attendance

The moderator/instructor records the attendance of participants before and after the activity.

**3.8.5** Exercise of Due Diligence

The organizers, including the club moderator/ class instructor, shall be responsible for the safety and security 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 throughout the activity.

**3.8.6** Limitations

Field trips and other off-campus activities are NOT ALLOWED when:

**3.8.6.1.** scheduled one (1) week before the examination period

**3.8.6.2.** scheduled during examination week

**3.8.6.3.** no written approval from the concerned school authorities (SPS Office, Program Chair, ASS Group Head and the School President) has been secured

**3.8.6.4.** served as a substitute for examinations

**3.8.6.5.** there is a failure to provide all the requirements for approval

**3.8.7** Evaluation

After the activity, the moderator/ instructor should submit:

**3.8.7.1.** an evaluation of the activity based on the objectives and other learning benefits. Evaluation Forms are available at the SPS Office

- 3.8.7.2.** a financial report on the expenses incurred during the activity prepared by the Treasurer and audited by the organization's Auditor
- 3.8.7.3.** incident reports, if any
- 3.8.7.4.** list of attendance of the participants

Failure to submit the documents mentioned above would mean disapproval of the liquidation report and disqualification from succeeding off-campus activities

### **3.9 Students' participation in off-campus competitions**

Now and then, Davao Doctors College receives invitations from other schools or organizations for DDC students to participate in academic, literary, musical, athletic, and skills competitions. As part of student activities, the SPS Office takes charge of keeping all the records of students' co-curricular and extracurricular achievements.

In our quest for excellence, the school administration encourages our students to participate in various talent and skills competitions outside DDC. To be acknowledged as the school's official representative/s to any competition and for centralized monitoring and proper channeling of these activities, students must first secure approval from the school administration through the SPS, ASS Group Head, and the School President. This is done through the filing of an Action Plan supported by the invitation letter for the contest.

### **3.10. List of Campus Organizations**

- 3.10.1 Student Government**
  - a. Supreme Student Council
- 3.10.2 Program Organizations**
  - a. Association of Hospitality Management Students (AHMS)
  - b. Biology Department Students Organization (BDSO)
  - c. Davao Doctors College Medical Laboratory Science Society (DDC-MLSS)
  - d. Eye.Org (Optometry Department)
  - e. Occupational Therapy Students Organization (OTSO)
  - f. Philippine Nursing Students Association (PNSA)
  - g. Physical Therapy Students Organization (PTSO)
  - h. Psychology Student Organization (All Psych)
  - i. Radiologic Technology Students Organization (RTSO)
  - j. Pharmacy Students Organization (Hygeian Society)
  - k. Young Entrepreneurs Society (YES)
  - l. Association of Tourism Management Students (ATMS)
- 3.10.3 Non-Program Campus Organizations**
  - m. Davao Doctors Muslim Students Organization
  - n. Davao Doctors College Dance Troupe
  - o. Davao Doctors College Martial Arts Club
  - p. Peer Facilitators Society
  - q. Red Cross Youth
  - r. DDC Comms
- 3.10.4 Student Publication**
  - s. The Clarion
  - t. The Clinical Eye

## **VII. SERVICES AND FACILITIES**

### **1. ATHLETICS AND SPORTS FACILITIES**

A sound mind is made possible by a healthy body. To help students develop leadership qualities, sportsmanship and to foster camaraderie in and outside the campus, the College holds regular inter-departmental sports fests and participates in inter-collegiate athletic competitions.

The College is an active member of the athletic association under the Private Schools Athletic Association (PRISAA).

School's sports facilities include a multi-purpose gymnasium for basketball, volleyball, and other games. The same venue is also used for staging other co-curricular activities like literary, musical, and cultural presentations, among others. Requests for the use of the Gymnasium and its facilities should be coursed through proper channels. Requests for use during class hours (7:30AM–8:30PM) should be made by filing an Action Plan with a clearance from the Physical Education Coordinator and Sports Coordinator in coordination with the General Services Unit before being approved by the VP for Basic Education, Extension and Administration. Sports and student-related activities must be coordinated with the Student Personnel Services Office.

Students are provided with the necessary and latest sports equipment for the various activities designed to achieve the objectives of the sports program of the school.

### **2. AUDIOVISUAL ROOM(AVR)**

This facility provides equipment, resources, and services for the instructional and research needs of the College. It is conducive for seminars, review classes, mini-shows, etc. The AV Room is furnished with an LCD, Overhead Projector, Slide Projector, Record Player, Television, CD/VHS player, and a wide selection of more than 800 instructional materials recorded in films, slides, audio/videotapes, CDs and other non-print materials. It is located at the Ground Floor of the Annex Building and can accommodate 170 persons.

#### **2.1. Policies and Implementing Guidelines on the use of the AVR**

**2.1.1** The AV Room is available from Monday– Saturday 8:00 AM –5:00 PM

**2.1.2** Members of the DDC Community (Students, Faculty, NTS, and Administrators) shall be given priority in the use of the AV facilities. External users shall seek approval for use from the VP for Basic Education, Extension and Administration.

**2.1.3** The use of the AV Room shall include but not limited to the following:

- a. Meetings (College/Program/Institutional)
- b. Orientation (HRD/College/Program)
- c. Seminars (Administration/College/Program)
- d. Faculty Development (College/Program)
- e. Group Viewing
- f. Group Lectures
- g. Symposia
- h. Drama Presentations
- i. Student Assemblies



- 2.1.4** Reservation shall be made at least three days before the scheduled activity. All requests shall be attended to on a *"First Come, First Served Basis."*
- 2.1.5** Backdrop/decorations brought in by users should be posted only at designated places and should be properly and promptly removed after the activity.
- 2.1.6** Cleanliness and orderliness should be maintained at all times.
- 2.1.7** Any damage and/or loss of equipment (e.g., TV/VHS, OHP, Slide Projector, LCD, etc.); fixtures (e.g., chairs, podium, etc.) and non-print materials (e.g., CD-ROM, Videotapes, etc.) shall be charged against the requesting client.
- 2.1.8** Lights, air-conditioning units, and equipment should be turned off every after use.
- 2.1.9** Vandalism and destruction of facilities and equipment shall be dealt with accordingly based on the provisions of this handbook.
- 2.1.10** Only ready-to-eat foods are allowed inside the AV Room.
- 2.1.11** Management shall not be liable for any loss of valuables or personal belongings inside the AVR.

### **3. FOODSTALLS**

The school administration provides food stalls to serve the DDC Community. It is conveniently situated at the center of the campus.

### **4. THE GUIDANCE CENTER**

The guidance center supports the academic activities of the school by providing services and facilitating programs geared toward the attainment of the total student development. It coordinates with the different programs in the implementation of its plans and targets.

#### **Services:**

#### **4.1. Counseling**

This is the heart of Guidance Services. School guidance counselors assist students in working out solutions to personal problems or concerns that leads to better self-understanding, and adjustment to life in general. Counseling may be done individually or in groups.

#### **4.2. Testing**

This service is provided through the giving of various tests to students concerning ability, aptitude, interests, achievement, and personality to help students gain more insights about themselves. Test results are also used by faculty and administration to make decisions in over all educational planning.

#### **4.3. Individual Inventory**

This service involves the collection of data and information that describe individual students. It includes individual identification data, school performance records, test performance records, self-evaluation reports, and significant other reports.

#### **4.4. Orientation**

The Guidance Center provides orientation on the different guidance services to the students to give them information on the various services and how they can avail of such services.

#### **4.5. Information**

Educational, occupational, and personal-social information are being disseminated to students, faculty, and staff to guide them in making intelligent vocational or educational choices or to help them in personal and social adjustment. This is done through posting information in bulletin boards, seminars, talks, group discussions, and group guidance activities.

#### **4.6. Job Placement and Orientation**

Job orientation seminars are conducted among graduating students to assist them in their future employment. Job placement and follow-up activities are carried out in coordination with the Alumni Affairs Office. Job vacancies are likewise posted in the guidance center bulletin board.

#### **4.7. Research and Evaluation**

The Guidance Center conducts a yearly evaluation of the effectiveness of the services rendered by the Guidance Center and other departments under the Academic Support Services to aid in planning and improvement of the services.

#### **4.8. Follow-up Service**

Counselors call on students for academic follow-up, particularly those who need help in managing their academics. Personal follow-up is also done to monitor students' progress after counseling, routine interview, or referral from other persons. Exit interviews are conducted to graduating students to follow-up on their career plans and assess readiness for their future work.

### **5. LIBRARY AND INTERNET FACILITIES**

The DDC Library provides support for the instructional and research activities of the college. It housed a balanced collection of more than 40,000 volumes of printed materials and equipped with modern internet facilities.

<b>5.1. Service Hours:</b>	Mondays-Fridays	=	8:00 AM–7:00 PM
	Saturdays	=	8:00AM –5:00PM (NONOONBREAK)

#### **5.2. Facilities and Services**

##### **5.2.1 AV Services**

Reservations for the use of AV room are made at the Control Area (2<sup>nd</sup>Floor, CAHS Building) where materials and equipment for instructional use are also available.

### **5.2.2 Circulation Services**

Borrowing of books or renewal of borrowed books is processed at the centralized Circulation Counter on a first-come and first-served basis. Inquiries on books not in their proper location on the shelves may be coursed through the Circulation Librarian.

### **5.2.3 Resource Sharing**

The Library is a member of the Philippine Librarians Association Inc. (PLAI) Davao Region and Davao Colleges and Universities Network (DACUN). This membership allows DDC students, faculty, and staff to research from the member libraries.

### **5.2.4 Reserve Materials**

Reserved materials are supplementary books recommended by the instructors or heavily used titles of books by students which are available in the *Circulation Section, 3<sup>rd</sup> floor, CAHS Building*.

### **5.2.5 Theses**

These materials are placed at the Senior High School (SHS) Section/Multimedia/Reference Section(2<sup>nd</sup>Floor, CAHS Building).The collection is for internal use only.

### **5.2.6 Internet Section**

Internet service is available for students at Room 207,2<sup>nd</sup> Floor, and Annex Building.

### **5.2.7 Filipiniana Collection**

Books about the Philippines and its people are kept in Filipiniana Collection Circulation Stacks(3<sup>rd</sup>Floor, CAHS Building). Filipiniana materials are for inside reading only; however, duplicate copies found at the general circulating shelves are available for circulation.

### **5.2.8 Library Orientation and Instruction**

With some advanced notice, library tours or library instruction can be made. Orientation for freshmen and transferees and new faculty are usually held at the beginning of the school year.

### **5.2.9 Discussion Rooms**

Discussion rooms, located at the 2<sup>nd</sup> Floor, CAHS Building, are provided via reservation for discussion purposes.

### **5.2.10 Journals, Magazines and Newspapers**

New and back issues of local and foreign periodicals can be found at the Periodical Section, 2<sup>nd</sup> Floor, CAHS Building.

#### **5.2.11 Photocopy Facilities**

A photocopy machine is available on the 3<sup>rd</sup> floor of the Library.

#### **5.2.12 Reference and Information Service**

Librarians assist in identifying and locating materials needed for information or research.

#### **5.2.13 Learning Commons**

A Learning Commons is a dynamic, collaborative environment in the DDC Library that caters student's information and research needs. It combines individual and group study space, in-depth reference service, and instruction from a variety of sources. Some of its key concerns are learning, writing, technology use, and research. Its main purpose is to make students learning easier and more successful. It is located on the 2<sup>nd</sup> Floor of the CAHS Building.

#### **5.2.14 iHub**

This Library iHub area provides periodical services such as journals and newspapers, both in print and electronic copy.

### **5.3. Policies and Guidelines on the Use of the Internet Library and Multimedia Room**

- 5.3.1** Only bona fide students of Davao Doctors College are allowed to use the school's Internet facility.
- 5.3.2** Students' access to the Internet is unlimited.
- 5.3.3** The Internet facility is intended mainly for research. However, provisions for e-mail, encoding, and social networking are also available.
- 5.3.4** Saving of documents/files downloaded from the Internet is allowed provided that the user saves it to his/her virus-free removable disk as checked by the Internet In-Charge.
- 5.3.5** Internet users shall be held responsible for the units assigned to them. Any damage to the unit or any loss of accessories shall be charged accordingly.
- 5.3.6** The following are categories of offenses and corresponding sanctions:

#### **a. Minor Offenses:**

- Littering
- Playing computer games
- Loitering

#### **Sanctions:**

- 1) For the first offense, the student shall be reprimanded and make a written promise not to commit the same violation again.
- 2) For the second offense, the student shall be referred to the Prefect of Discipline for appropriate disciplinary action.

**b. Major Offenses:**

- Modifying computer settings
- Viewing pornographic web pages
- Engaging in cyber sex
- Security hacking
- Vandalism
- Public Display of Affection

**Sanction:**

The student shall be referred immediately to the Prefect of Discipline for appropriate disciplinary action.

**6. MEDICAL AND DENTAL CLINIC**

The school clinic, which attends to the medical and dental needs of students and personnel are located on the ground floor of the Annex building. It is manned by a school physician, school dentist, and two school nurses.

**6.1. Medical Services**

- 6.1.1** Assessment of students, faculty, and staff's health status.
- 6.1.2** Provision of over the counter drugs for the relief of chief complaints of the students, faculty, and staff.
- 6.1.3** Promotion and implementation of health activities related to the Department of Health programs conducted every year.
- 6.1.4** Attend to the medical needs of the students, faculty, and staff.
- 6.1.5** Refer patients with acute illness to the School Physician for a free consultation.
- 6.1.6** Issuance and validation of medical certificate by the School Physician.
- 6.1.7** Render first aid treatment in case of an emergency.

**6.2 Dental Services**

Free consultation for oral diagnosis and recommended dental treatment.

**6.3. Clinic Hours:** Monday to Saturday(from 8:00 AM until the last class in the evening)

**7. STUDENT LOAN ASSISTANCE PROGRAM**

The Student Personnel Services Office offers various student financial assistance for poor but deserving students.

**7.1. Student Emergency Loan**

This type of loan primarily aims to provide financial assistance to students in their emergency needs. The loan assistance, amounting to P500.00, is payable on or before the next major examination without interest.

## **7.1. Student Assistants**

### **7.1.1. Specific Guidelines**

- 7.1.1.1.** The scholarship is financial assistance to students who wish to enroll in college despite being financially challenged;
- 7.1.1.2.** The available slots depend on the number of requests for Student Assistants (SA) from the different offices;
- 7.1.1.3.** The program is under the supervision of the Coordinator of Student Assistant under the SPS Office; and
- 7.1.1.4.** Minimum subject load for the current semester is 12 units, and the maximum is 23 units. Students who have RLE duty, internship, and on-the-job training are disqualified from applying due to the demands of their duty requirements.

### **7.1.2. Qualifications**

- 7.1.2.1.** Coming from a low-income family with a combined annual income of parents not exceeding P 300,000.00;
- 7.1.2.2.** Minimum WPA is 3.0 with a grade of at least 3.2 or better in any subject (for old students/upperclassmen) or the minimum General Average is 3.0 with a grade of at least 3.2 or better in any subject (for freshmen);
- 7.1.2.3.** With good moral character;
- 7.1.2.4.** With parental consent for his/her application to the program; and
- 7.1.2.5.** In good physical condition and willing to work as an office assistant in the different offices of the school.

### **7.1.3. Requirements**

- 7.1.3.1.** Application Letter and Parental Consent;
- 7.1.3.2.** Duly filled-out Application Form;
- 7.1.3.3.** Latest Income Tax Returns of parents (or a certification of low income from the Barangay Captain where the applicant resides in case the latter is not available);
- 7.1.3.4.** Latest Student's Report Card (for old students/ transferees) or Form 138 (for freshmen);
- 7.1.3.5.** Photocopy of the Physical Examination results;
- 7.1.3.6.** Certification from his/her Program and SPS Office of no disciplinary record on file; and
- 7.1.3.7.** Certificate of Registration for the current semester.

### **7.1.4. Duty Requirements, Supervision and Evaluation**

- 7.1.4.1.** The Coordinator of Student Assistants prepares the assignments of the SA based on the requests made by the Program Heads of the requesting units.
- 7.1.4.2.** Student Assistants will be under the direct supervision and monitoring of the head of the office or designated staff where the former is assigned to.
- 7.1.4.3.** Student Assistants are required to render 15 hours of duty to the assigned office every week. For monitoring purposes, a Daily Time Record (DTR) issued by the SPS Office every month will be used to record the duty of the SA.

- 7.1.4.4.** Accumulating a total of 20 hours of unreasonable absences or absences without prior arrangement with the head of the assigned office during the semester is a ground for non-renewal of the SA in the following semester.
- 7.1.4.5.** To assess the performance of the SA, the head of the office will evaluate the latter using the evaluation tool given by the Coordinator of Student Assistants.

#### **7.1.5. Renewal of the Program**

Should the Student Assistant desire to re-apply for the program in the next semester, the following requirements must be complied with:

- 7.1.5.1.** Latest Student's Report Card ;
- 7.1.5.2.** Recommended by the head of the unit of last assignment to reapply to the program;
- 7.1.5.3.** No disciplinary record of a major offense; and
- 7.1.5.4.** No non-complied number of hours of duty in the previous semester.

#### **7.1.6. Scholarship Benefits**

- 7.1.6.1.** Fifteen (15) units discount on tuition fee;
- 7.1.6.2.** If the SA cannot fully comply with the required total number of hours of duty in the semester and the scholarship benefits have already been credited against his/her assessment, the following options may apply at the end of the semester:
  - 7.1.6.2.1.** Complete the remaining number of hours of duty;
  - 7.1.6.2.2.** Reimburse the remaining balance of the scholarship benefits (with consideration of the number of hours of duty rendered).

### **7.2. Higher Education Loan Program(HELP)**

Davao Doctors College is one of the few schools which are granted by the Commission on Higher Education with the Higher Education Loan Program (HELP). This is part of the government's effort to broaden the access of poor but deserving students to quality higher education through grants and loans.

#### **7.2.1. Loan Availment**

<b>Type of Loan</b>	<b>Qualified Borrowers</b>	<b>Maximum Loanable Amount</b>	<b>Terms of Payment</b>
Short Term Loan	1 <sup>st</sup> Year to 6 <sup>th</sup> Year students	P 4,000.00	Payable on or before the final examination of the current semester
Long Term Loan	3 <sup>rd</sup> Year to 6 <sup>th</sup> Year students	P 10,000.00	Payable on or before the final examination in the 2 <sup>nd</sup> semester

#### **7.2.2. Qualifications**

- 7.2.2.1.** Combined annual family income not exceeding P 300,000.00.
- 7.2.2.2.** No failing nor dropped grades based on the latest grading period
- 7.2.2.3.** No record of disciplinary cases

#### **7.2.3. Loan Requirements**

- 7.2.3.1.** Fully accomplished Loan Application Form signed by parents and guarantor who is an SSS/GSIS member but not a DDC employee;
- 7.2.3.2.** Latest Income Tax Return (ITR) or Certification of No or Low Income issued by the Barangay;
- 7.2.3.3.** Latest Student's Report Card; and
- 7.2.3.4.** Certification of no disciplinary record from the Group Head for ASS

### **7.4. Student Assistance Fund for Education (SAFE)**

This is another loan program of the Commission on Higher Education in pursuing its goal to broaden the access of deserving and qualified students to higher education. The program, however, is intended only for qualified students belonging to non-health related programs like Bachelor of Secondary Education, BS Biology, BS in Hospitality Management, BS in Entrepreneurship, BS in Tourism Management, and Psychology.

#### **7.4.1. Loan Availment**

The maximum loanable amount is eight thousand pesos (P,8,000.00) payable on or before the final examination in the 2<sup>nd</sup> semester.

#### **7.4.2. Qualifications**

- 7.4.2.1.** must be enrolled in a non-health related program at DDC
- 7.4.2.2.** Combined annual family income not exceeding P 300,000.00.
- 7.4.2.3.** No failing nor dropped grades based on the latest grading period
- 7.4.2.4.** No record of disciplinary cases

#### **7.4.3. Loan Requirements**

- 7.4.3.1.** Fully accomplished Loan Application Form signed by parents
- 7.4.3.2.** Photocopy of parent's valid ID or legal guardian
- 7.4.3.3.** Latest Income Tax Return (ITR) or Certification of No or Low Income issued by the Barangay.
- 7.4.3.4.** Latest Student's Report Card
- 7.4.3.5.** Certification of no disciplinary record from the Group Head for ASS

## **8. INFORMATION TECHNOLOGY (IT) LABORATORY**

### **8.1. Computer Laboratory 209**

The laboratory room is equipped with fifty (50) sets of computers. Computer technicians are readily available to provide technical assistance to facilitate the teaching-learning process.



### **8.1.1 Policies for Instructors**

- 8.1.1.1.** The computer laboratory shall be opened only during scheduled classes.

Teachers-in-charge of every class should observe the First-in, Last-out Policy, meaning, the teacher should be the first one to enter, and the last one to exit the room.

- 8.1.1.2.** Instructors should strictly maintain discipline inside the laboratory.

- 8.1.1.3.** Teachers-in-charge should prepare seat plans for classes scheduled at the laboratory rooms.

- 8.1.1.4.** The Teacher-in-charge must immediately report any defect, damage, and change in the computer configurations as well as any losses in the laboratory to the MIS Personnel.

- 8.1.1.5.** The following are strictly not allowed:

- Swapping of Terminals
- Changing any of the desktop settings especially the wallpaper, screen saver and passwords
- Deleting any program or document file
- Swapping or exchanging devices such as mouse, keyboard and monitor with other work areas
- Playing computer games inside the computer laboratory
- Uploading and viewing of pornographic files
- Launching viruses or worm programs
- Eating and chewing gum inside the laboratory
- Inserting any foreign object inside the disk drive (e.g., bubblegum, sticker, and paper)
- Vandalism inside the computer laboratory
- Violation of any of the enumerated policies will be subjected to disciplinary action.

### **8.2. Server Room – Room 206**

- 8.2.1.** The Server Room houses all the servers running in Davao Doctors College. This room is operational 24 hours a day and seven days a week and is considered the heart of DDC's network.

## **9. SCIENCE LABORATORIES**

The science laboratory acts as the reservoir of apparatus and equipment being used by students in all their laboratory activities. It is supervised by the Head of the Laboratories, who is responsible for the formulation of policies, rules, and regulations and oversees its needs and maintenance. Under the Head are the laboratory staff who act as the designated custodians of all laboratory equipment who make sure that the properties are safe, secure, and functioning well. They also assist students and faculty members in their technical needs during the performance of experiments and other laboratory activities.

## **9.1. Laboratory Policies**

- 9.1.1. Students should know the location and the use of the laboratory safety equipment.
- 9.1.2. Students are expected to wear Personal Protective Equipment (PPE) during the whole duration of the laboratory activity for any health and safety hazards.
- 9.1.3. Students should observe proper decorum in the laboratory while performing the activity: no horseplay, practical jokes, or pranks.
- 9.1.4. Borrowing another student's laboratory borrower's card is strictly prohibited.
- 9.1.5. No representative of the authorized borrower will be entertained. The lending of the said card may subject both the owner and the borrower to deprivation of their laboratory privileges.
- 9.1.6. No student shall be allowed to borrow apparatus/equipment again unless he/she has returned all previously borrowed laboratory items.
- 9.1.7. Apparatus, either lost or broken during a semester or summer, must be replaced by one of the same kind.
- 9.1.8. Prepared slides, the assorted quantity of weights, and other items that are damaged or lost and not available from local suppliers for replacement will be charged with an additional 25% of the actual cost.
- 9.1.9. All payments shall be made at the DDC Cashier's Office.
- 9.1.10. No apparatus will be released unless Laboratory Borrower's Card is presented.
- 9.1.11. For any change of schedule in class laboratory experiments, the Head of the Laboratories must be informed to give time for the staff to prepare the needed materials.
- 9.1.12. The school identification card should be deposited at the counter when borrowing books, manuals, and equipment.
- 9.1.13. Chemicals should be disposed of as per the instructor's direction. Solid wastes should never be disposed of in the sinks.
- 9.1.14. Cleanliness and orderliness of the laboratory area should be observed after every use.

## **9.2. Releasing of reagents**

Chemicals/Reagents must be requested by the students at least two (2) days before the experiment.

### **9.3. Lending of apparatus/ equipment**

The following guidelines apply:

- 9.3.1. Students fill out the requisition form.
- 9.3.2. The student laboratory borrower's card with a 1x1I.D. picture is attached to the requisition form and submits to the laboratory staff one day before the laboratory experiment.
- 9.3.3. The group leader takes charge of the apparatus given to the group, but all group members are liable for any breakages/damage/loss of such.
- 9.3.4. The received apparatus must be checked carefully before taken out of the counter. Damaged or defective equipment must be reported immediately to avoid charges for the group.
- 9.3.5. All borrowed laboratory apparatus should be returned clean and dry to the laboratory stockroom fifteen(15) minutes before the laboratory period ends.

### **9.4. Technical Assistance**

The laboratory personnel render technical assistance services such as:

- 9.4.1. Setting-up of distillation, gas generator, Video Micro-graphic System to Television Set, computer to a television set, etc.
- 9.4.2. Troubleshooting

### **9.5. Use of vacant laboratory rooms for special study**

Faculty may request for the use of vacant laboratory rooms for special study. The following guidelines will apply:

- 9.5.1. Fill-out the request form for the use of room and submit this to the laboratory in charge
- 9.5.2. If the request is deemed satisfactory, the Head of the Laboratories endorses the request for approval to the GHASS.

### **9.6. Mini Library**

It is located inside the laboratory stockroom. Selected science books and used laboratory manuals are made available for ready reference.

- 9.6.1. Write down in the record book the specific title of the book or manual to be borrowed.
- 9.6.2. Deposit the school identification card in the counter.

# **VIII. PROGRAM POLICIES & GUIDELINES**

## **BACHELOR IN MEDICAL LABORATORY SCIENCE (MEDICAL TECHNOLOGY)**

### **1. PROGRAM OBJECTIVES**

The Medical Technology/ Medical Laboratory Science graduates can:

- 1.1.** Demonstrate technical competence in the performance of clinical laboratory tests in aid of diagnosis, treatment, and management of diseases vis-a-vis bio safety and waste management;
- 1.2.** Demonstrate critical thinking skills in the workplace;
- 1.3.** Contribute to the collection, analysis, and projection of health information for improving the health care management system;
- 1.4.** Demonstrate entrepreneurship skills in areas related to Medical Technology/ Medical Laboratory Science practice;
- 1.5.** Demonstrate inter-personal skills, leadership qualities and ethical practice of the profession;
- 1.6.** Demonstrate research skills in relevant areas of Medical Laboratory Science practice;
- 1.7.** Engage in community-oriented activities;
- 1.8.** Engage in lifelong learning activities;
- 1.9.** Demonstrate effective communication skills.

### **2. RETENTION POLICY**

- 2.1.** A student shall be considered PROBATIONARY if the academic record shows any of the following:

- 2.1.1.** Failure in one major General Education course or Professional course.
- 2.1.2.** Average of below 3.0 in an enrolled Professional course.

PROBATIONARY student/s may be allowed to take advanced course/s for the next level. Under certain circumstances, student/s may be asked to write a letter of request addressed to the COLLEGE DEAN thru the PROGRAM CHAIR.

- 2.2.** A student shall be considered OUT of the PROGRAM if the academic record shows any of the following:

- 2.2.1.** Failure in 50% or more of the total unit load for the semester.
- 2.2.2.** Failure in two major General Education course/s or Professional course/s.
- 2.2.3.** Failure in major General Education course or Professional course/s twice.

- 2.3.** A student is allowed a maximum residency of six (6) years in the MLS program.
- 2.4.** A student shall undergo counseling after the first failure in any course.
- 2.5.** A student is required to maintain a WPA grade of 3.0 or better for Professional course/s per semester for retention in the program.

Student/s with WPA grade below 3.0 in Professional course/s will be put on probation. This is temporary and can be lifted if the student performs well academically and will have a WPA grade of 3.0 or better and above in Professional course/s in the succeeding semester.

- 2.6. A student who has been dismissed from the program will not be considered for re-admission to the same program.

## **BACHELOR OF SCIENCE IN BIOLOGY**

### **1. Specific Objectives**

The Biology Department aims to produce graduates who have:

- 1.1. manifested love and respect to God and all life forms;
- 1.2. acquired the basic foundation applicable to teaching, medicine and biotechnology;
- 1.3. acquired upgraded laboratory skills and ability to conduct scientific researches;
- 1.4. developed a high level of social awareness and community involvement;
- 1.5. internalized accountability in all issues which concerns ecology; and
- 1.6. developed a culture sensitive attitude.

### **2. Punctuality and Attendance**

- 2.1. A student is required to be regular and punctual in attending classes. Students who came in late for 15 minutes or more after the class has started will be given a sanction of 1-hour laboratory duty to be rendered during his/her vacant time.
- 2.2 A student who incurs an unexcused absence shall be given a sanction of half- day laboratory duty to be rendered during his/her vacant time.

### **3. Uniform**

- 3.1. Biology students shall strictly adhere to the policies and guidelines of the school's uniform and dress code. All Biology students are required to have the BS Biology logo patch sewn on the left collar of their school uniforms.
- 3.2. A scrub suit will be worn by senior Biology students during their Voluntary work, On-the-Job training, and during selected laboratory and fieldwork activities as approved by the Higher Education and Academic Support Services (HEASS) Office.

### **4. Training**

- 4.1. On-the-Job Training is given to qualified 4<sup>th</sup> year students to affiliated agencies and complies with the required number of hours for their curriculum. This enables the student to apply his/her acquired learning in school to actual settings on the field or in the laboratory.
- 4.2. The applicant must satisfactorily comply with the requirements set by the affiliated agency.
- 4.3. This will be guided by CHED Memorandum Order No. 104, Series of 2017.

## **5. Field Trips**

Educational field trips offer outdoor learning in a variety of content areas, such as Botany, Horticulture, Zoology, Ecology, Biodiversity and Conservation, and the like. These give students educational experiences away from their regular school environment. Students visiting different educational sites learn in a more hands-on and interactive manner than they do in school. With guidance from the faculty-in-charge, students interact with one another and the natural world, exploring and/or interacting with its surroundings.

These activities, which are organized by the Biology Department, adhere to the CHED Memorandum Order No. 63, Series of 2017.

## **6. Retention Policy**

A student who fails or dropped 50% or more of his/her academic load of the previous semester shall be placed under probation for one semester. This applies to shiftees, transferees, and old students upon evaluation. Failure to comply with the requirements set during his/her probation period shall be ground for dismissal from the program.

## **7. Services and Facilities**

The Biology Department has a fully air-conditioned lecture and laboratory rooms that provide a conducive environment for studying and learning. It is equipped with multimedia facilities and an extensive collection of instructional materials.

The Biology Laboratory is specifically designed to provide maximum opportunity for the study of an extensive collection of preserved specimens, for dissection activity, for the study of biological models, and for the actual conduct of scientific researches and laboratory experiments.

It is equipped with laboratory facilities such as:

- 7.1. Information Communication Technology Resources
- 7.2. Video microscope
- 7.3. Stereo/dissecting microscope
- 7.4. Fiber glass anatomical models
- 7.5. Microtome
- 7.6. Kymograph and other biological equipment

## **8. Program-Level Awards**

### **8.1. Best Intern in the Laboratory Setting**

This is given to a student who has shown exemplary performance in the Laboratory setting. He/she must have:

- 8.1.1.** obtained the highest grade in the laboratory exposure area with a grade of 2.5 or better.
- 8.1.2.** no record of any disciplinary action involving major offenses that could be a ground for disqualification.

## **8.2. Best Intern in the Field Setting**

This is given to a student who has shown exemplary performance in field setting. He/she must have:

- 8.2.1.** Obtained the highest grade in the field study with a grade of 2.5 or better.
- 8.2.2.** No record of any disciplinary action involving major offenses.

## **8.3. Award of Merit for Exemplary Performance as an Intern**

This award is given to an intern in the Biology Affiliation Centers who got the highest over-all grade throughout the internship period and have shown dedication, exemplary skills and no record of any disciplinary actions based on the assessment of the internship coordinator/faculty in-charge and his/her supervisor from the Affiliation Center.

## **9. Eligibility for Graduation**

- 9.1.** Must have satisfactorily completed all the academic and non-academic requirements from first year to the fourth year.
- 9.2.** Must have been fully cleared from all obligations to the school and affiliation centers.
- 9.3.** Must have successfully defended his/her research work in front of 3 selected panel of experts, which may be composed of the Research Head or member from the research council, Program Chair, and Biology faculty. The student researcher/s must submit one hardbound copy of the thesis and four soft copies on CD.

The research work may be in the following Biology specialty areas:

- 9.3.1.** Biochemistry
- 9.3.2.** Botany and Horticulture
- 9.3.3.** Microbiology
- 9.3.4.** Parasitology
- 9.3.5.** Biodiversity Conservation and Ecosystem Management

# **BACHELOR OF SCIENCE IN ENTREPRENEURSHIP**

## **1. PROGRAM OBJECTIVES**

The Entrepreneurship Program aims to develop our students into leaders, innovators, and future entrepreneurs. To do this, the Program:

- 1.1.** shall provide for our faculty members and students with a mutually-beneficial learning environment conducive to the development of a dynamic and innovative entrepreneurial spirit;
- 1.2.** shall involve our students' parents, business leaders and community partners in the promotion of entrepreneurship for socio-economic development;

**1.3. shall:**

- 1.3.1.** create a learning environment that nurtures love for independent learning;
- 1.3.2.** nurture the esteemed desire to exemplify global personal entrepreneurial competencies;
- 1.3.3.** instill fortitude to persist despite failed attempts; and
- 1.3.4.** promote the pursuit of excellence in all their work and accomplishments.

**2. PROGRAM OUTCOMES**

- 2.1.** Perform the basic functions of management, such as planning, organizing, staffing, directing, and controlling.
- 2.2.** Apply the basic concepts that underline 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 situations.
- 2.3.** Select the proper decision-making tools to critically, analytically, and creatively solve problems and drive results.
- 2.4.** Express oneself clearly and communicate effectively with stakeholders both in oral and written forms.
- 2.5.** Apply information and communication technology (ICT) skills as required by the business environment.
- 2.6.** Work effectively with other stakeholders and manage conflict in the workplace.
- 2.7.** Plan and implement business-related activities.
- 2.8.** Demonstrate corporate citizenship and social responsibility.
- 2.9.** Exercise high personal, moral, and ethical standards.
- 2.10.** Conduct a self-assessment to determine the level of entrepreneurial competencies.
- 2.11.** Analyze/scan the environment to determine business opportunities and develop their profitability profiles from which entrepreneurial ventures can be selected from.
- 2.12.** Prepare a business plan.
- 2.13.** Mobilize the necessary human, financial, logistical, and technical resources to implement the business plan.
- 2.14.** Prepare and comply with the requirements for business operation.
- 2.15.** Operate and manage the enterprise observing good governance and social responsibility.

**3. BUSINESS PLAN and IMPLEMENTATION**

- 3.1.** All Entrepreneurship students are to present their business plan for approval to a panel of advisers before business implementation. Each business plan must adhere to the following criteria:
  - 3.1.1.** Promote nationalism and socio-economic development for the country;
  - 3.1.2.** Operational practices are supportive of ecology and good production and service practices;
  - 3.1.3.** Profitable and sustainable; and
  - 3.1.4.** Use supplies and ingredients in support of health and wellness.
- 3.2.** The student-business owners must have accomplished the complete set of business requirements from related government accreditation agencies and must have operated the business for a minimum of five (5) months. The student must submit the corresponding Implementation Report as part of the requirements for graduation.



#### **4. BUSINESS INCUBATION ROOM**

The Incubation Center is specifically designed to provide a learning environment for young entrepreneurs. This center will serve as a venue to offer professional business services where coaching and mentoring come about. It is an air-conditioned room equipped with multimedia equipment and materials that would help develop an entrepreneurial mindset and stimulate creativity, independence, and self-confidence.

#### **5. FIELD TRIPS and APPRENTICESHIP**

The Program supports experiential learning through exposure to the different business sectors, particularly those in relation to their business plans. This learning may be in the form of apprenticeship, field trips, and hands-on exposure conducted with the help and assistance of our accredited industry partners. All of these, however, are all subject to the policies and guidelines set by the institution to address safety and security concerns. For educational field trips, this will be guided by CHED Memorandum Order No. 63, Series of 2017.

#### **6. RETENTION POLICY**

The Program supports the general guidelines and policies of the institution about student retention. It helps to maintain a balance between academic performance and business interests and will conduct a consultative dialogue with parents and students on issues and concerns about academic performance.

#### **7. PROGRAM-LEVEL AWARDS**

Outstanding performance of Entrepreneurship students will be honored and recognized by the following awards:

##### **7.1. Merit Awards**

- 7.1.1.** Best Business Plan Presentation
- 7.1.2.** Best Business Plan Defense
- 7.1.3.** Best Business Implementation
- 7.1.4.** Best Speaker
- 7.1.5.** Best in Marketing Strategies

##### **7.2. Special Award**

**Young Entrepreneur of the Year** will be given to the Outstanding Entrepreneurship student who has:

- 7.2.1.** Completed at least 75% of the required courses for the program at DDC;
- 7.2.2.** No failing grades in all professional courses and no record of dropped courses;
- 7.2.3.** Garnered at least a WPA of 3.0 or better in all courses;
- 7.2.4.** Submitted an approved business plan;
- 7.2.5.** Successfully implemented the business;
- 7.2.6.** Participated in DDCE activities; and
- 7.2.7.** No disciplinary record.

# **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT**

## **MAJOR IN HOTEL AND RESTAURANT MANAGEMENT**

### **1. PROGRAM OUTCOMES**

- 1.1.** Plan and provide alternative approaches in a broad range of technical and procedural industry requirements through experiential learning in events management, food, and beverage preparation and general administration.
- 1.2.** Develop, present, and defend a business plan for a restaurant, a hotel, or any allied business venture by incorporating marketing, management, organizational, and financial theories and principles.
- 1.3.** Generate required reports and documents from a property management system used by the hospitality industry.
- 1.4.** Conduct events using management, marketing, and financial theories learned in the classroom.
- 1.5.** Stage a function using the full range of food and beverage preparation and service techniques.
- 1.6.** Converse in a foreign language aside other than English by effectively communicating with tourists and guests.
- 1.7.** Display a deep sense of respect and appreciation for culture and traditions.

### **2. PROGRAM RETENTION POLICY**

- 2.1.** In consonance with CHED Policies, the program adheres to the “ZERO DEFICIENCY” policy for graduation. This means that NO STUDENT shall be allowed to graduate if he/she has deficiencies of whatever kind, such as completion of academic requirements and/or lack of implementation or internship hours.
- 2.2.** Any student who incurs failure in any of his/her courses during any grading period within the semester will be asked to have consultation hours with the faculty member/members concerned. Consultation hours should be covered by the necessary consultation document specifying the date, topics discussed, and agreement mutually reached upon by faculty members and students.

Failure in any two (2) courses per semester will be subjected to the following intervention programs depending on the number of occurrence of failure:

- 2.3.1.** 1<sup>st</sup> offense – The student shall have a consultation session with the Program Chair.
- 2.3.2.** 2<sup>nd</sup> offense - The student shall have a consultation session with the Program Chair and the College Dean
- 2.3.3.** 3<sup>rd</sup> offense - The student has to accomplish a letter of explanation addressed to the College Dean through the Program Chair.
- 2.3.4.** 4<sup>th</sup> offense - The student will be placed under probation.

Failure in any three (3) courses per semester will be subjected to the following policies, depending on its number of occurrences within the student's residency within the program:

**2.3.5.** 1<sup>st</sup> offense -The student shall be placed under probation.

**2.3.6.** 2<sup>nd</sup> offense - The student shall be asked to write a letter of explanation and duly noted and signed by the parents or guardian. The student will have to agree to participate in an intervention program, as recommended by the Program Chair. Documentation of the entire intervention program must be fully documented to attest to the compliance of both parties to the recommendation.

**2.3.7.** 3<sup>rd</sup> offense -The student, duly accompanied by his/her parents or guardian and in the company of the Program Chair, will have a conference with the College Dean. The recommendation and minutes of the conference will be documented.

**2.3.8.** 4<sup>th</sup> offense - The student will be dismissed from the program.

### **3. SERVICES AND FACILITIES**

**3.1.** Hospitality Management Laboratories is housed in the DDC Caduceus Hall which is fully equipped with modern facilities as follows:

**3.1.1.** Food and Beverage Services Laboratory

**3.1.2.** Bar Laboratory

**3.1.3.** Commercial Cooking/Kitchen Laboratory

**3.1.4.** Baking/ Pastry Laboratory

**3.1.5.** Front Office Laboratory

**3.1.6.** Tour Guiding Laboratory

**3.1.7.** Hotel /Housekeeping Laboratory

### **3.2. HM Stockroom**

All HM equipment, tools, and materials are kept in a stockroom, which is manned by a laboratory custodian from 7:30 AM -8:30 PM, Mondays to Saturdays.

### **4. Affiliation**

The school is affiliated with local, national, and international hotels, restaurants, and other hospitality-related establishments for the students' practicum training.

### **5. Practicum Training Program**

**5.1.** The Practicum Training Program provides opportunities for students to apply their classroom learning to actual on-the-job training in out-based commercial, hospitality-related government, and non-government agencies.

5.2. Completion of 600 hours of training with (5) five competencies before the 2<sup>nd</sup> semester of the fourth year level:

Food and Beverage Services  
Bartending  
Commercial Cooking  
Front office  
Housekeeping

a.) Students are allowed to have their OJT local within Davao Region in all DOT accredited Hotels and Restaurant.

b.) For national and international OJT Program student trainees must attain a WPA of 3.0 and must pass all the competency-based courses with good moral character and recommendation from the HM Program Chair.

## 6. Grading System

Criteria	Percentage
Performance evaluation from the practicum center's representative	60%
Performance evaluation from the school's practicum coordinator <ul style="list-style-type: none"><li>• Prompt submission of requirements</li><li>• Attendance to meetings and seminars</li><li>• Student's daily performance documentation (journal)</li><li>• Daily Time Record</li></ul>	40%
<b>Total</b>	<b>100%</b>

Please refer to HM Practicum Guidelines

## 7. Exposure

Hospitality Management students will be exposed to local, national, and international tourism and hospitality-related destinations to gain knowledge about the management and operations of these establishments.

## 8. Program-Level Awards

### 8.1. Best in Practicum

This is given to a student who has:

- 8.1.1. Earned the highest practicum grade with a grade of 3.0 or better in any of the Practicum Centers;
- 8.1.2. Not incurred unexcused absences of more than 5% of the total required duty hours;
- 8.1.3. No record of any disciplinary action involving major offenses that could be a ground for disqualification; and
- 8.1.4. Actively participated / joined in departmental activities, seminars, and inter-school competitions.

### **1.1.Awards of Merit for Exemplary Performance in the following Competencies:**

- 1.1.1. Food and Beverage Services
- 1.1.2. Bartending
- 1.1.3. Commercial Cooking
- 1.1.4. Front Office
- 1.1.5. Housekeeping

These are given to students who have:

- a. Earned the highest grade in the competency course with a grade of 3.0 or better in any of the Practicum Centers;
- b. Not incurred unexcused absences of more than 5% of the total required duty Hours;
- c. No record of any disciplinary action involving major offenses that could be a ground for disqualification; and
- d. Actively participated / joined in departmental activities, seminars, and inter-school competitions.

## **9. Exposure**

BS Hospitality Management will be exposed to local, national and international tours and exposures, and other related activities like conventions and seminars

## **10. Uniform Policy**

Aside from the institutional uniform, the program has four sets of uniform for the following courses as required:

- 10.1. Front Office Uniform- Corporate type uniform to be used during special gatherings, conventions, and seminars;
- 10.2. Food and Beverage Uniform- to be used during Food and Beverage laboratory and other related activities;

Bar Uniform- to be used during Bar laboratory and other related activities;

- 10.3. Commercial/Culinary Uniform- to be used during culinary class and other related activities; and
- 10.4. Housekeeping Uniform- to be used during in house housekeeping laboratory and other related activities.

## **11. Eligibility for Graduation**

- 11.1. Must have satisfactorily completed all the academic and non-academic requirements from first year to the fourth year.
- 11.2. Must have been fully cleared from all obligations, both financial and program-related concerns, and to the HM affiliation centers.
- 11.3. Must have successfully defended his/her research work in front of 3 selected panel of experts, which may be composed of the Research Head or member from the research council, Program Chair, and HM faculty. The student researcher/s must submit one hardbound copy of the thesis and four soft copies in CD.

# BACHELOR OF SCIENCE IN NURSING

## 1. Objectives

To develop in the student a deep sense of commitment in the local and global community, the Nursing Program aims to produce a nurse who:

- 1.1. Had developed skills, knowledge, and a positive attitude in the practice of Nursing.
- 1.2. Possessed sound judgment and independent critical thinking skills in the care of clients through the utilization of the nursing process and research.
- 1.3. Had demonstrated a deep sense of responsibility in assuming leadership welfare activities both in the school and in the community.
- 1.4. Imbued upon himself/herself, abiding faith in God through the practice of moral principles and ethical standards in both his/ her personal and professional life.
- 1.5. Recognized the need for personal and professional growth through participation in continuing education programs, post-graduate studies, training, and skills enhancement.
- 1.6. Acquired the necessary foundation needed in assuming the role of nurse educator for the individuals, families, and communities.
- 1.7. Developed a deep sense of nationalism through the utilization of, but not limited to indigenous materials and resources in pursuing health for all Filipinos.

## 2. Academic Requirements

### 2.1. Shifting Policy

- 2.1.1. Accomplish and present to the accepting Program the following:
  - 2.1.1.1. Complete records of Student Grade Ledgers
  - 2.1.1.2. Filled-out Application to Shift Form
- 2.1.2. Pass the interview with the accepting Program Chair
- 2.1.3. Entrance examination result must be 50% or better taken within the last six (6) months
- 2.1.4. Maintain a Weighted Point Average (WPA) of 3.0 or better.

### 2.2. Retention Policy

- 2.2.1. A student who fails in any major nursing course shall not be allowed to enroll the major course in the next level or semester.
- 2.2.2. A student shall be considered DISMISSED from the program if the academic record shows any of the following:
  - 2.2.2.1. He/she fails 50% or more of the total unit load for the semester or summer.
  - 2.2.2.2. He/she fails a major nursing course plus another course; failing a major nursing course ONLY, which constitutes 50% or more of the total semester unit load SHALL NOT be a reason for being dropped from the program.
  - 2.2.2.3. He/she fails the same nursing course twice. A transferee who failed a major nursing course from a previous school shall be given only ONE chance to pass. Should the student fail the same course, he/she will be dropped from the program.  
\*\* The student's Related Learning Experience (RLE) grade shall be integrated every examination period.

- 2.2.3.** A student is allowed a maximum residency of six (6) years in the BSN Program. The Registrar shall inform the Program Chair of any student whose residency is to expire within one year.
- 2.2.4.** In consonance with CHED Policies, the program adheres to the “ZERO DEFICIENCY” policy for graduation. This means that NO student shall be allowed to graduate if he/she has deficiencies of whatever kind such as completion of OR/DR requirements, academic requirements, and/or makeup duties.
- 2.2.5.** A student must get a minimum grade of 3.5 to earn credits for a course. However, a WPA of at least 3.0 or better shall be required for retention.
- 2.2.6.** A student shall undergo counseling with his/her adviser and the course teacher after the first failure in any course.
- 2.2.7.** A student is required to maintain a WPA of 3.0 or better per semester or summer for retention in the program.
- 2.2.8.** Any student who obtains a final grade of 3.5 to 3.1 in any NCM courses shall be required to undergo tutorial lessons through a Remediation Program before he/she is allowed to be enrolled in the subsequent NCM course.
- 2.2.9.** Grades obtained in the major nursing courses (NCM and all 5 unit courses) will be monitored. If such continuously falls below 3.0 or a downward trend is noted, the student shall be given a warning and shall be reverted to probationary status. If no improvement is seen after interventions and warnings are made, the student shall be advised to shift to another program.
- 2.2.10.** To fail twice in the same general education or professional course taken at Davao Doctors College is a ground for dismissal from the program.
- 2.2.11.** A student who has been dismissed from the program will not be considered for readmission to the same program.
- 2.2.12.** A Nursing Aptitude Test shall be administered every summer after the first year for diagnostic purposes.
- 2.2.13.** A Simulated Philippine Nurses Licensure Examination (SPNLE) shall be administered to the graduating class before the end of the second semester.

### **3. Program Level Awards**

#### **3.1. Best in Related Learning Experience (RLE)**

The awardee must have:

- 3.1.1.** a minimum of three and a half (3½) years of continuous residency in the College taken and passed ALL professional Nursing courses at Davao Doctors College obtained the HIGHEST general weighted average in RLE
- 3.1.2.** no grade lower than 3.0 in RLE at all levels no record of misdemeanor
- 3.1.3.** never been subjected to any disciplinary action either by the Disciplinary Action Committee (DAC), SPS/Prefect of Discipline, or the Program Chair.

#### **3.2. Best in Clinical Experience Awards**

These awards are given to graduating BSN students who have shown exemplary performance and have obtained the highest RLE grades in specific exposure areas.

Best in Community Health Nursing  
 Best in Maternal and Child Nursing  
 Best in Psychiatric Nursing  
 Best in Medical-Surgical Nursing  
 Best in Gerontologic Nursing

Best in Nursing Research  
Best in Emergency and Disaster Nursing

The awardee must have never been subjected to any disciplinary action by the program.

CMO No. 15, series of 2017 (Effective batch 2022)

Course No.	Title	Units	Theory	RLE	Lab
First Year					
NRG 101	Theoretical Foundations of Nursing	3	100%	-	-
NRG 103	Anatomy & Physiology	3/2	60%	-	40%
NRG 104	Biochemistry	3/2	60%	-	40%
NRG 105	Health Assessment	3/2	60%	40%	-
NRG 106	Fundamentals of Nursing Practice	3/2	60%	40%	-
NRG 107	Microbiology and Parasitology	3/2	60%	-	40%
NRG 108	Health Education	3	100%	-	-
NRG 109	Health Care Ethics (Bioethics)	3	100%	-	-
Second Year					
NRG 201	Nurition and Diet Therapy	2/1	70%	-	30%
NRG 202	Pharmacology	3	100%	-	-
NRG 203	Care of Mother, Child, Adolescent (Well Clients)	4/5	45%	55%	-
NRG 204	Care of Mother, Child at Risk or with Problems (Acute and Chronic)	6/6	50%	50%	-
NRG 205	Community Health Nursing 1	2/2	50%	50%	-
NRG 206	Nursing Informatics	2/1	70%	-	30%
Third Year					
RES NRG 301	Nursing Research 1	2/1	70%	30%	-
NRG 301	Care of Clients with Problems in Oxygenation, Fluid, and Electrolytes, Infectious, Inflammatory and Immunologic, Cellular Aberrations, Acute, and Chronic	8/6	60%	40%	-
NRG 302	Community Health Nursing 2 (Population Groups and Community as Clients)	2/1	70%	30%	-
NRG 303	Care of the Older Person	2/1	70%	30%	-
RES NRG 302	Nursing Research 2	2	-	100%	-
NRG 304	Care of Clients with Problems in Nutrition, and Gastro-intestinal, Metabolism and Endocrine, Perception and Coordination (Acute and Chronic)	5/4	55%	45%	-
NRG 305	Care of Clients with Maladaptive Patterns of Behavior, Acute, and Chronic	4/4	50%	50%	-
Fourth Year					
NRG 401	Nursing Care of Clients with Life-Threatening Conditions, Acutely Ill/ Multiorgan Problems, High Acuity and Emergency Situation, Acute and Chronic	4/5	45%	55%	-
NRG 402	Nursing Leadership and Management	4/3	60%	40%	-
NRG 403	Disaster Nursing	2/1	70%	30%	-
NRG 404	Intensive Nursing Practicum (Hospital and Community Settings)	8	-	100%	-
CA NRG 401	Competency Appraisal	6	100%	-	-

**Note:** The Final Grade for the Major Nursing Course is taken from the Tentative Final Grade (80%) + Comprehensive Exam (20%). Tentative Final Grade (TFG) refers to the average of the grades obtained from Prelim, Mid-term, Pre-Finals, and Final Period.



#### **4. Foreign Students**

Non-Filipino citizens taking up the BSN Program cannot take the Philippine Nurses Licensure Examination (PNLE) as provided for in Art. IV, Sec. 13, of the Philippine Nursing Act of 2002 or RA 9173.

## **BACHELOR OF SCIENCE IN PHARMACY**

### **1. GOALS AND OBJECTIVES**

#### **1.1. General Goal**

To redefine the standards of care by producing Pharmacists that give focus on valuing life.

#### **1.2. Specific Goals & Objectives**

The goal of the Pharmacy Program is:

- 1.2.1.** To produce pharmacists and scientists who are scientifically competent to deliver the full spectrum of pharmaceutical services required in health care delivery;
- 1.2.2.** To prepare students for successful careers in pharmacy through quality medium of instruction, research, and community engagement;
- 1.2.3.** To continuously upgrade facilities and equipment, strengthen research culture and create partnerships and linkages;
- 1.2.4.** To create a productive, satisfying work and learning environment that is built upon cross-disciplinary and cross-campus collaboration; and
- 1.2.5.** To provide education that fosters developing the whole person.

### **2. PROGRAM ACTIVITIES**

All students are required to attend program and institutional activities. Students who fail to do so will be required to perform community service activities unless the absence is excused. Excused absences are due to: severe illness, death within the immediate family, events such as earthquakes, storms, floods, and or transportation strikes.

### **3. PROBATION POLICY**

- 3.1.** A student shall be on Probationary 1 (P1) status if he/she gets a grade below 3.0 in one or more major courses.
- 3.2.** The Program Chair will call for a conference with parents/guardians of the student and encourage monitoring to avoid de-loading total units enrolled.
- 3.3.** If the student is a transferee/shiftee and has a major course with a grade below 3.0, the course will have to be re-enrolled, and the aforementioned provision will apply.
- 3.4.** The Probationary 1 (P1) status can be lifted if the student gets no grade below 3.0 during the semester.

All transferees/shiftees will automatically be placed under Probationary 1 (P1) status upon entry to the Pharmacy program.

- 3.5.** A student shall be on Probationary 2 (P2) status if he/she gets a grade below 3.0 in one or more major courses during his/her Probationary 1 (P1) status.

**3.5.1.** The Program Chair will call for a conference with parents/guardians of the student and will discuss the de-loading of units to 75% of the total units for the semester.

**3.5.2.** The probationary status can be lifted to Probationary 1 (P1) if the student gets no grade below 3.0 during his/her Probationary 2 (P2) status.

**3.6.** A student shall be on Probationary 3 (P3) status if he/she gets a grade below 3.0 in one or more major course during his/her Probationary 2 (P2).

**3.6.1.** The Program Chair will call for a conference with parents/guardians of the student and will discuss the de-loading of units to 50% of the total units for the semester.

**3.6.2.** The probationary status can be lifted to Probationary 2 (P2) if the student gets no grade below 3.0 during his/her Probationary 3 (P3) status.

**3.7.** A student shall be **Advised to Shift (AS)** if he/she, during his/her Probationary 3 (P3), gets a grade below 3.0 in one or more major courses and/or if he/she fails in one or more major courses.

**3.7.1.** The Program Chair will call for a conference with parents /guardians of the student and will discuss to facilitate the shift of the student to another program.

**3.7.2.** Transferees or shiftees who fail to comply with the provisions from Probationary 1 (P1) will be advised to shift.

#### **4. ADMISSION AND RETENTION**

The applicant for admission to a degree course in Pharmacy must have graduated from a general secondary course authorized by the government; have satisfactorily complied with the admission requirements of the college; have never been convicted guilty or found guilty of any misconduct involving moral character; and have complied with the selection and retention policies of the college. Applicants with hearing and speech deficiencies may not be admitted to the program as it requires both skills to perform professional duties.

#### **5. INTERNSHIP PROGRAM**

##### **5.1. ELIGIBILITY**

A student will be eligible for internship given that he/she has completed all the courses and academic requirements of the program, including thesis, for him/her to begin his/her practicum training which is a requirement for taking the Pharmacy Licensure Examination as mandated by the Professional Regulations Commission (PRC).

The practicum consists of a total of 1200hours of practice divided into five fields of Pharmacy practice, namely:

<b>7.1.1.</b> Community Practice Experience	300 hours
<b>7.1.2.</b> Hospital Practice Experience	300 hours
<b>7.1.3.</b> Industry Practice Experience	300 hours
<b>7.1.4.</b> Institutional Practice Experience	120 hours
<b>7.1.5.</b> Public Health and Regulatory Practice Experience	180 hours

## **5.2. POST-INTERNSHIP RECOGNITION AWARDS**

### **5.2.1. Institutional Award**

#### **5.2.1.1. Outstanding Pharmacy Intern Award**

- 5.2.1.1.1.** Has garnered the highest grade in all internships (Community, Hospital, Manufacturing & Specialization)
- 5.2.1.1.2.** Has no record of misconduct
- 5.2.1.1.3.** Has no record of extension of duties

### **5.2.2. Departmental Awards**

#### **5.2.2.1. Highest Achiever Award in Community Practice**

- 5.2.2.1.1.** Has garnered the highest grade in Community Practice
- 5.2.2.1.2.** Has no record of misconduct
- 5.2.2.1.3.** Has no record of extension of duties

#### **5.2.2.2. Highest Achiever Award in Hospital Practice**

- 5.2.2.2.1.** Has garnered the highest grade in Hospital Practice
- 5.2.2.2.2.** Has no record of misconduct
- 5.2.2.2.3.** Has no record of extension of duties

#### **5.2.2.3. Highest Achiever Award in Industry Practice**

- 5.2.2.3.1.** Has garnered the highest grade in Industry Practice
- 5.2.2.3.2.** Has no record of misconduct
- 5.2.2.3.3.** Has no record of extension of duties

#### **5.2.2.4. Highest Achiever Award in Institutional Practice**

- 5.2.2.4.1.** Has garnered the highest grade in Institutional Practice
- 5.2.2.4.2.** Has no record of misconduct
- 5.2.2.4.3.** Has no record of extension of duties

#### **5.2.2.5. Highest Achiever Award in Public Health and Regulatory Practice**

- 5.2.2.5.1.** Has garnered the highest grade in Public Health and Regulatory Practice
- 5.2.2.5.2.** Has no record of misconduct
- 5.2.2.5.3.** Has no record of extension of duties

#### **5.2.2.6. Best Performance at Internship Affiliate Center**

- 5.2.2.6.1.** Nominated by the affiliation center

**5.2.2.7. Best Performance in Clinical Examination**

**5.2.2.7.1.** Has garnered the highest evaluation in the Objective Structured Clinical Examination.

**5.2.2.8. Internship Achiever Award in Attendance**

**5.2.2.8.1.** Has no record of late, absence, and/or extension.

**6. GRADUATION CEREMONY**

To qualify for graduation, a Pharmacy student must have:

- 6.1.** Satisfactorily completed ALL the academic and non-academic requirements from first year to the fourth year.
- 6.2.** Satisfactorily completed ALL the requirements of the Practicum Internship and passed the OSCE, including the intern journal, case presentations, DTR, Certificate of Completion issued by the Affiliate Center.
- 6.3.** Fully-cleared from ALL obligations (e.g. financial, pharmacy enhancement) to the school and affiliation centers. An intern with unsettled financial obligation with the school will NOT be allowed to march during the Commencement Exercises.
- 6.4.** Accomplished and finished ALL extension duties one (1) WEEK before the Commencement Exercises

## **BACHELOR OF SCIENCE IN PHYSICAL THERAPY**

**1. Program Goals**

It is the aim of the DDC Physical Therapy Program to be a leader in Physical Therapy education, resulting in quality service to society. The Program intends to achieve this via the following goals:

- 1.1.** Develop generalist practitioners who are prepared to assume future roles of the physical therapist as practitioner, community-based therapist, teacher, researcher, consultant, administrator, and leader;
- 1.2.** Promote academic excellence and support teaching, learning, and professional growth of students and faculty in a caring environment;
- 1.3.** Contribute to evidence-based practice through faculty and student scholarly activity;
- 1.4.** Foster the development of environmental concerns, humanistic and ethical values that embrace diversity to produce graduates that will better serve the community;
- 1.5.** Employ faculty who exemplify excellence in teaching and who serve as professional role models;
- 1.6.** Continually assess, develop and improve the program;
- 1.7.** Achieve program stability.

## **2. Program Outcomes**

DDC Physical Therapy Graduates will be able to:

- 2.1.** Practice as generalist physical therapy practitioners who use critical thinking, while demonstrating excellence in the performance of general clinical skills;
- 2.2.** Serve as primary health care providers;
- 2.3.** Be proactive educators of the patient/client, patient's family, students, and others;
- 2.4.** Participate and utilize researches and incorporate findings from professional literature into clinical practice;
- 2.5.** Participate in consultative activities;
- 2.6.** Value and practice Professionalism;
- 2.7.** Demonstrate cultural sensitivity through their words and actions; and
- 2.8.** Demonstrate leadership with a commitment to personal and professional growth.

## **3. Program Activities**

All Physical Therapy students are required to attend program and institutional activities. Students who fail to do so will be required to perform community service activities unless the absence is excused. Excused absences are due to: severe illness, death within the immediate family, catastrophic events such as earthquakes, storms, floods, transportation strikes, among others. Absences incurred due to reasons other than those mentioned above shall be considered unexcused. The Program Chair through the officers of the Physical Therapy Student Organization (PTSO), will determine the number of hours that the student needs to serve.

## **4. Program Consultation Hours**

Students will have the opportunity to meet with the Program Chair periodically to discuss professional, school, and program issues or any other topic of concern or interest to the students and administration. The Program Chair will set a "Program Consultation Hour" scheduled twice a month for the first year and second-year students. The Program Consultation Hour for the 3<sup>rd</sup> and 4<sup>th</sup> year students shall be scheduled as needed. However, all students HAVE the option to request a meeting with the Program Chair in addition to those scheduled.

## **5. Transferees**

- 5.1.** Students whose records show at least one failed grade or dropped the course shall be admitted to the program under probationary status for one semester. Probationary status shall be granted only once.
- 5.2.** Students whose grade is below 3.0 in any courses relating to the PT board examination should retake the course/s.
- 5.3.** Students who stopped studying physical therapy program for the last two years should retake all professional courses relating to the board examination.

## **6. Returnees**

Students who stopped studying physical therapy program for the last two years will be subject to a thorough evaluation. If the grades are 3.5 or better, there will be no need to retake courses, but if grades are lesser than 3.5, then they will retake the said courses.

## **7. Retention Policy**

### **7.1. Under Probation**

- 7.1.1.** First-year students with 50% or more failed/dropped courses.
- 7.1.2.** Second-year to fourth-year students with less than 50% failed/dropped courses.
- 7.1.3.** Transferee with at least one failed/dropped course.

### **7.2. Out of the Program**

Second-year to fourth-year students with 50% or more failed/dropped courses.

## **8. General Rules on Graduation**

- 8.1.** Must have passed the two (2) Revalida examinations.
- 8.2.** Must have completed all the requirements for the Clinical Internship Training Program.
- 8.3.** Must have finished other requirements for graduation (graduation practices, and registrar documents).
- 8.4.** Must submit one hardbound copy of the approved research thesis and four soft copies in CD

## **9. Program-Level Awards**

### **9.1. Outstanding PT Intern Award**

This award is given to a student who:

- 9.1.1.** Has the highest average affiliation grade for the 10-month clinical internship program.
- 9.1.2.** Has affiliation grade of 3.0 or better in any of the affiliation centers.
- 9.1.3.** Has not incurred any unexcused absence and any tardiness.
- 9.1.4.** Has no record of any misdemeanor or misconduct with regards to the school and center policies.

### **9.2. Culminating Activity Awards**

#### **9.2.1. Best in Clinical Performance**

- 9.2.1.1.** It is given to a student who garnered the highest average center grade in a ten-month rotation.
- 9.2.1.2.** Has no unexcused absence, no tardiness, no misconduct, or violation in that affiliation center.

#### **9.2.2. Complete Attendance Award**

This is given to a student who has not incurred any tardiness or absence during the ten-month rotation.

#### **9.2.3. Highest Grade in Revalida Award**

This is given to the student who garnered the highest grade in the two revalida examinations.

#### **9.2.4. Merit Performance Award**

This award is given to the student who earned the highest number of merits at the

end of the rotation.

# **BACHELOR OF SCIENCE IN PSYCHOLOGY**

## **1. STUDENT EDUCATIONAL OBJECTIVES**

Upon the completion of the BS in Psychology program, graduates are expected to:

- 1.1.** Pass the licensure examination for Psychometricians;
- 1.2.** Apply research methods in Psychology including research design, data analysis, and interpretation;
- 1.3.** Break down the application of Psychology into personal, social, and organizational issues;
- 1.4.** Simplify and respect skeptical inquiry, critical thinking, and the scientific approach to understanding behavior;
- 1.5.** Associate skills that will help generate ideas and put into writing thoughts and reflections through essays, correspondence, technical papers, and documentation;
- 1.6.** Classify effective oral communication and facilitation skills through the use of various methods such as group discussion, debate, and lecture;
- 1.7.** Associate the dynamics behind behavior in the context of cultural diversity, and develop interpersonal skills for diverse settings.

Further, the faculty and students of the Psychology Program shall be guided by the following four responsible standards goal:

### **1. Standard of Rigor**

Encourage students to embrace the value of reading and comprehending challenging concepts and processes that will harness their skills in the study of human behavior.

### **2. Standard of Thought**

Instill in the minds of the students the value of learning as manifested by their ability to collect and organize information, speak and write effectively, master the art of inquiry and problem-solving, and to engage in self-reflection.

### **3. Standard of Diversity**

Encourage students to take time to know their strengths and weaknesses, and individuality and utilize this knowledge to understand and work with the people from diverse culture.

### **4. Standard of Authenticity**

Ensure that students are provided with knowledge and skills that they can apply in the workplace.

## **2. PROGRAM EDUCATIONAL OUTCOMES**

The Psychology Program aims to produce graduates who will:

- 2.1.** Engage in lifelong learning and ensure the application of updated developments in the chosen field of psychological practice.
- 2.2.** Apply psychological theories and methods in both personal and professional settings.
- 2.3.** Recognize professional, social, and ethical responsibilities, including the appreciation of Filipino history and culture through the evaluation of connections of past and present events.

## **3. PROGRAM PROMOTION, RETENTION AND DISMISSAL**

- 3.1.** A student must get a minimum grade of 3.0 to earn credits for a professional course..
- 3.2.** A student who fails 30% to 49% of the total academic load shall be placed under probation.
- 3.3.** A freshman who fails and/or drops 50% or more of the total unit load within the school year shall be dismissed from the program.
- 3.4.** An upperclassman that fails and/or drops 50% or more of the total unit load within the semester shall be dismissed from the program.
- 3.5.** A graduating student who fails and/or drops 50% or more of the total unit load within the semester shall be allowed to enroll in the succeeding school year.
- 3.6.** A graduating student who has reached the maximum allowable residency at DDC and who fails and/or drops 50% or more of his/her last semester load shall be given one (1) year to complete his/her academic requirements.
- 3.7.** To fail twice in the same course (general education or professional course) taken at DDC is a ground for dismissal from the program.
- 3.8.** A student dismissed from one program may be considered to shift to another program, provided all requirements are met. A student is allowed to shift only twice.
- 3.9.** As a general rule in residency, the degree shall be conferred only to a transfer student who has taken at least the last curriculum year of the program in DDC.

## **4. Undergraduate Practicum Training Program Guidelines**

### **4.1. General Policy**

In selecting the practicum site, the career opportunities of the students in each of the four settings in the Practicum Training Program are considered: Industrial, Clinical, Educational, and Special Education.

### **4.2. Goals**

The goals of the practicum training program are to:

- 4.2.1.** Apply psychological principles to real-world human problems;
- 4.2.2.** Acquire knowledge and develop professional skills essential for the field of work;
- 4.2.3.** Gain a n understanding of ethical and social dimensions that arise in social service organizations; and
- 4.2.4.** Gain exposure to potential career paths.



### 4.3. Pre-requisites

Students at the junior level must have completed and passed all the professional/major courses offered in their lower years, particularly prerequisite courses for Practicum (PSY 125 A,B,C, and D).

### 4.4. Selecting a Site

The practicum site should be capable of providing learning for the students. Thus, giving feedback on the performances of the students play a vital role in ensuring that the students can know their mistakes in the course of the practicum. It would also be a venue for students to improve their knowledge and skills. Weekly meetings give students the opportunity to raise and address their issues and concerns.

Before the start of the practicum training, orientation by the representatives from the selected sites shall be conducted.

## 5. Practicum Training Program

The Psychology Practicum Program is a 200-hour training program during the second semester of the senior year. This provides a comprehensive learning environment for the practicum student to apply and develop his/her theoretical and practical knowledge and skills. This is divided into four practicum settings, namely: Educational, Clinical, Industrial, and Special Education settings.

### 5.1. Practicum Requirements

5.1.1. Must have completed all major courses in Psychology;

5.1.2 Must have complied 200 hours of training divided into four settings: (new curriculum)

Educational	-	50 hours
Special Education	-	50 hours
Industrial	-	50 hours
Clinical	-	<u>50 hours</u>
		200 hours

## 6. Basis for the Computation of the Final Grade

Criteria	Percentage
Performance Evaluation (Practicum Site)	70%
Practicum Coordinator's Evaluation	30%
<b>Total</b>	<b>100%</b>

## 7. Research

7.1. To produce innovative learners with a scientific contribution to the practice of Psychology in the professional field serving the local, national, and global communities, he/she is required to submit proposed research work with an approved title related to professional psychology courses.

**7.2.** The research made by students shall be a requirement for graduation.

**7.3.** The student/s researcher/s shall defend their study to the panelists composed of the Program Chair, Head of the Research Department, and any other committee under research.

**7.4.** A research forum shall be conducted to allow the students/researchers to present their output. A chosen panelist will select the best study for the whole class research made. The selected research topic will represent the Program in any call for research opportunities outside the campus.

## **8. Program-Level Awards**

### **8.1. Best in Practicum**

This is awarded to a student who has:

**8.1.1.** Obtained the highest Practicum Grade with of 3.0 or better in any of the following:

**8.1.1.1.** Industrial Setting

**8.1.1.2.** Clinical Setting

**8.1.1.3.** Educational Setting

**8.1.1.4.** Special Education Setting

**8.1.2.** Not incurred unexcused absences of more than 5% of the total required duty hours.

**8.1.3.** No record of any disciplinary action involving major offenses that could be a ground for disqualification.

# **BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY**

## **1. Objectives**

The Radiologic Technology Department aims to produce graduates who have:

- 1.1.** Acquired and developed knowledge of the various principles and applications of diagnostic and therapeutic imaging essential to the practice of Radiologic Technology;
- 1.2.** Developed the basic skills in proper radiographic positioning and exposure necessary to achieve optimum imaging results;
- 1.3.** Accepted the responsibilities of practicing the principles of radiation protection according to the recognized standards of safety for patients, health workers, and the public;
- 1.4.** Imbued the proper attitude and values necessary to uphold moral principles and ethical conduct in all aspects of their life founded on deep faith and love of God and fellowmen.
- 1.5.** Developed a sense of responsibility to continually pursue personal and professional growth through continuing education, training, and research;
- 1.6.** Committed to using their acquired knowledge, skills, and attitudes for the benefit and welfare of people in the community; and
- 1.7.** Accepted the responsibilities of uplifting the profession in the Philippines through leadership and active participation in the professional organizations, the academe, and in clinical,

administrative, and industrial practice.

## **2. Shifting Policy**

**2.1.** Accomplish and present to the accepting Program the following:

**2.1.1.** Complete records of Student Grade Ledgers

**2.1.2.** Filled-out Application to Shift Form

**2.2.** Pass the interview with the accepting Program Chair or Coordinator for Instruction.

**2.3.** Maintain a Weighted Point Average (WPA) of 3.0 or better.

## **3. Retention Policy**

**3.1.** A student who fails in any major RT course or has an average below 3.0 of enrolled RT professional courses will be considered as a probationary student.

**3.2.** A student shall be considered DISMISSED from the program if the academic record shows any of the following:

**3.2.1.** He/she fails 50% or more of the total unit load for the semester.

**3.2.2.** He/she fails the same RT professional course twice.

**3.3.** A student is allowed a maximum residency of six (6) years in the RT Program.

**3.4.** A student shall undergo counseling with his/her adviser and the course teacher after the first failure in any course.

**3.5.** A student is required to maintain a grade of 3.0 or better for the RT professional courses per semester for retention in the program.

If such continuously falls below 3.0 or a downward trend is noted, the student shall be given a warning and shall be reverted to probationary status. If no improvement is seen after interventions and warnings are made, the student shall be advised to shift to another program.

**3.6.** A student who has been dismissed from the program will not be considered for re-admission to the same program.

## **4. Grading System for 1<sup>st</sup> to 3<sup>rd</sup> year Level**

**4.1.** For the RT professional courses that are in a lecture, the basis will be using a 60-40 grading system.

Breakdown of percentage for the 60-40 system:

a. 60% - Class Standing

- 80% - Quiz, Long Test, Assignments, Reporting, Research & Projects
- 10% - Attendance
- 5% - Values
- 5% - Class Participation

b. 40% - Major Exams (Prelim-Finals)

**4.2.** For the RT professional courses with a laboratory, the class will be using a 50-50 grading system.

Breakdown of percentage for the 50-50 system:

- a. 50% - Class Standing
  - 90% - Laboratory Activities (Return Demonstration & Manual Activity)
  - 10% - Attendance
- b. 50% - Major Laboratory Exams (Prelim-Finals)

**4.3** The final grade of the course is 70% Lecture grade and 30% Laboratory Grade.

## **5. Eligibility for Graduation**

To be eligible for graduation, students must have:

- 5.1.** Satisfactorily completed all the academic requirements from 1st year to 4th year;
- 5.2.** Passed all monthly and revalida examinations given during the Clinical Education Training Program;
- 5.3.** Satisfactorily completed all the requirements of the Clinical Education Training Program; and
- 5.4.** Been fully cleared from all obligations to the school and affiliation centers.

## **6. Eligibility for the BSRT Licensure Examination**

A graduating student who wishes to take the June Licensure Examination after graduation should have passed all the Monthly Examinations during the first take given during the Clinical Internship period. Otherwise, he or she shall be recommended to take the November Licensure Examination instead.

## **7. Program Level Honors and Awards**

Criteria:

Basis for Ranking of Nominees for Awards

Monthly Exams and Revalida	<b>25%</b>
Clinical Performance	<b>60%</b>
<u>Attendance</u>	<u><b>15%</b></u>
<b>Total</b>	<b>100%</b>

### **7.1 Most Outstanding Radiologic Technology Intern**

This is given to the students who have shown exemplary performance in clinical duties and theoretical examinations during the 11-month internship period. He/She must have:

- 7.1.1.** Obtained an average internship grade of at least 3.0 with a grade of at least 3.0 or better in any affiliation center;
- 7.1.2.** Garnered a general weighted average of at least 3.0 or better in the first take of written exams, including revalida;

- 7.1.3. Incurred unexcused absences of not more than 5% of the total required duty hours; and
- 7.1.4. No record of any misconduct nor misdemeanor during the entire internship period.

## **7.2. Special Awards**

- 7.2.1. Award of Merit for Exemplary Performance in General Radiography, and Award of Merit for Exemplary Performance in the Special Fields of Radiography

These awards are given to the students who have shown mastery in the application of the general principles of radiography during the internship period. They must have:

- 7.2.1.1. Garnered the highest average internship grades in General Radiography and the Special Fields of Radiology, respectively.
- 7.2.1.2. Obtained internship grades of at least 3.0 or better in all of the affiliation centers.
- 7.2.1.3. Obtained averages of at least 3.0 or better in the first take of all written examinations.
- 7.2.1.4. Incurred unexcused absences of not more than 5% of the total required duty hours.
- 7.2.1.5. No record of any misconduct nor misdemeanor during the entire internship period.

## **7.3. Culminating Activity Awards**

These awards are given by the College to interns at the end of their internship program.

- 7.3.1. Certificate of Recognition for garnering the highest grade in the different affiliation centers
- 7.3.2. Certificate of Recognition for obtaining the highest Over-All Grade for Internship
- 7.3.3. Certificate of Recognition for obtaining the highest grade in Clinical Performance
- 7.3.4. Certificate of Recognition for obtaining the highest grade in Revalida Exams
- 7.3.5. Certificate of Recognition for having Complete Attendance during the 11-month Clinical Internship period

CRITERIA: If two or more interns garner an equal grade percentage, the recognition will be given to the intern with:

- No record of tardiness
- No record of absences
- No record of any form of misdemeanor or misconduct during clinical education training.

# **BACHELOR OF SCIENCE OCCUPATIONAL THERAPY**

## **1. Program Goals**

- 1.1.** To provide quality instruction which is at par with local and global counterparts.
- 1.2.** To extend community health services through rehabilitation of individuals with disabilities.
- 1.3.** To engage in research activities that will bring about innovations geared towards uplifting academic standards.
- 1.4.** To strengthen linkages with local and foreign institutions.
- 1.5.** To attain sustainability through effective financial management.

## **2. Services and Facilities**

### **2.1. Occupational Therapy Anatomy Laboratory**

The Occupational Therapy Anatomy Laboratory, equipped with human cadavers, skeletons, and plastic life-sized human models, is specifically designed to provide maximum opportunity for learning through the handling of actual anatomical structures of man. It has adequate space, good lighting, and ventilation, making human dissection for the students easy and enjoyable where students get a real feel for normal human anatomy – the size, shape, and location of the structures and body organs and their relationship to one another.

### **2.2. Occupational Therapy Skills Laboratory**

The Occupational Therapy Skills Laboratory is located on the third floor of the Annex Building. It is specifically designed to provide maximum opportunity for students to hone their skills on occupation-based assessment and intervention, and to stimulate clinical experiences that entail the application of clinical reasoning and therapeutic skills. Equipment and materials which are essential in improving a client's ability to perform tasks in living and working environments are provided and enhance a higher level of physical, interpersonal, and cognitive performance from students.

## **3. Retention Policy**

**3.1.** A student shall be considered PROBATIONARY student if the academic record shows any of the following:

- 3.1.1.** Fail one major OT Professional courses;
- 3.1.2.** Fail 30% of the total academic load per semester; and
- 3.1.3.** Have an average of below 3.0 of enrolled OT Professional courses.

PROBATIONARY student/s will not be allowed to take advanced professional course on the next level. Under certain circumstances, student/s is asked to write a letter of request addressed to the COLLEGE DEAN thru the PROGRAM CHAIR. The said request needs the approval of both PROGRAM CHAIR and COLLEGE DEAN.

**3.2.**A student shall be considered OUT of the PROGRAM (OP) if the academic record shows any of the following:

**3.2.1.** Fail 50% or more of the total unit load for the semester.

**3.2.2.** Fail two major OT Professional courses

**3.2.3.** Failing the OT Professional courses twice.

**3.3.**A student is allowed a maximum residency of six(6)years in the OT program.

**3.4.**A student shall undergo counseling with his/her adviser and the course teacher after the first failure in any course.

**3.5.**A student is required to maintain a grade of 3.0 or better for the OT professional courses per semester for retention in the program.

Probationary status due to a grade below 3.0 in OT professional course will be temporary and can be lifted if the student performs well academically in the succeeding semester.

**3.6.**A student who has been dismissed from the program will not be considered for re-admission to the same program.

**3.7.**Dropping of course/s needs to be official. A student/s need/s to write a letter addressed to the COLLEGE DEAN thru the PROGRAM CHAIR for their approval not later than MIDTERMPERIOD.

#### **4. Program-Level Awards**

##### **Most Outstanding Occupational Therapy Intern**

This is given to the student who has shown exemplary performance in clinical duties and theoretical examinations during the 10-month internship period. He/she must have:

**4.1.**Obtained an average internship grade of 3.0 or better in any affiliation center;

**4.2.** Garnered a general weighted average of 3.0 or better in the written exams including revalida and monthly book review exams;

**4.3.** Not Incurred unexcused absences of not more than 5% of the total required duty hours; and

**4.4.** No record of any misconduct or misdemeanor during the entire internship period.

# **BACHELOR OF SCIENCE IN TOURISM MANAGEMENT**

## **1. Objectives**

- 1.1.** To produce graduates who are globally competitive in the tourism industry;
- 1.2.** To actively participate in the local, national and international organizations that intensify linkages and partners; and
- 1.3.** To get involved in any environmental and research activities.

## **2. Tourism Management Program Outcomes**

To develop students' deep sense of commitment and professionalism in the local and global community, the Tourism Management Program aims to produce graduates who can:

- 2.1.** Demonstrate sound judgment and independent critical thinking skills in evaluating Tourism Industry issues, impacts and current trends in the local and global arena;
- 2.2.** Demonstrate a deep sense of responsibility in assuming leadership roles functions through active participation in the Tourism Industry activities;
- 2.3.** Practice moral principles and ethical standards in the practice of being a tourism management practitioner;
- 2.4.** Recognize the need for professional and personal growth through participation in the continuing education programs, postgraduate studies, training, and skills enhancement; and
- 2.5.** Develop a deep sense of nationalism by promoting our Tourist destination and cultural heritage.

## **3. Services and facilities**

The Tourism Management laboratories are fully equipped with air-conditioned simulation rooms that project realistic set-up for concrete learning of the Tourism Management philosophies and objectives.

## **4. Uniform Policy**

Aside from the institutional uniform, the program has two sets of uniform:

- 4.1.** Corporate / business attire to be used during special gatherings, conventions, and seminars; and
- 4.2.** Polo shirt, khaki pants and sneakers to be used every community extension and other government-related activities.

## **5. Affiliation**

The school is affiliated with local and regional tour agencies (private and government agencies) and other hospitality-related establishments for the students' On- the- Job Training.



## **6. Practicum Training Program**

Tourism Management students will be immersed in the local and regional tour agencies (private and government) and other hospitality-related establishments for tour operations and marketing. This will be guided by CMO No. 104, Series of 2017.

## **7. Grading System:**

### **7.1. For major courses:**

- 70% - class standing/actual demonstration
- 30% - periodic examination

## **8. Exposure**

Tourism Management will be exposed to local, national, and international tours and other related activities, like conventions and seminars.

## **9. Tour Policy**

- 9.1. The program complies with the CHED Memorandum Order No. 63, Series of 2017.
- 9.2. The tour is not compulsory.
- 9.3. Tours and trips are being part of the specific professional course with specific guidelines.
- 9.4. Tour agencies are required to undergo bidding for tour payments/ fees, which is subject to the approval of the School President.

## **10. Program Level Awards**

### **10.1. Best in Practicum**

This is given to students who have:

- 10.1.1.** earned the highest PRACTICUM GRADE with a grade of 2.5 or better in any practicum centers;
- 10.1.2.** not incurred unexcused absences more than 5% of the total required duty hours; and
- 10.1.3.** no record of any disciplinary action involving major offenses that could be ground for disqualification.

# **BACHELOR IN SECONDARY EDUCATION**

## **1. CURRICULUM**

**1.1.** DDC is offering Bachelor of Secondary Education Major in General Science.

**1.2.** The specified body of knowledge, skills, attitude, values and experiences shall include the following:

**1.2.1.** A general education component that is consistent with the CHED issuance will consist of the humanities, natural and behavioral science and computer literacy, mathematics, logic and ethics aimed at developing a broadly educated, creative, cultured, morally upright, and productive person.

**1.2.2.** A professional studies component to include:

**1.2.2.1.** Philosophy and aims of education curriculum development, teaching and learning processes;

**1.2.2.2.** The systematic study of teaching and learning principle and theories with immediate appropriate observation and laboratory experiences to provide students with first hand knowledge in the appreciation and interpretation of these theories to classroom practices and strategies; and

**1.2.2.3.** Direct, substantial participation in teaching to provide clinical experiences over a period of time and under the supervision of qualified personnel from both teacher education institution and the cooperating school.

**1.2.2.4.** A minimum academic units of 152 for B.S.E.D. is required for graduation.

## **2. Admission and Retention Requirements**

**2.1.** The applicant shall be enrolled in the program only upon submission of the proper credentials as prescribed by the institution before the end of the enrollment period.

**2.2.** To ensure that those who enter the teaching profession possesses a reasonably high level of academic achievement and the appropriate aptitudes, interests, and personality traits, the following criteria are set for admission into the program for teacher preparation.

**2.2.1.** Teacher education candidates shall have obtained in senior high school an average of at least 2.5 or its equivalent, evidence of which such as report card, shall be kept on file of the Program Chair's office. Applicants with a lower average should pass a teacher aptitude test.

**2.2.2.** Teacher candidates should be physically and psychologically fit.

**2.2.3.** There shall be no discrimination in the selection for admission of teacher education students to the institution based on sex, religion, race, age, or socioeconomic status.

**2.2.4.** Enrolment size shall take into account the faculty resources and facilities in the school.

## **3. Field Study and Practice Teaching**

To better equip the graduates of the Education Courses with the needed knowledge and skills for effective teaching, opportunities for exposure to actual school and classroom situations are provided. Davao Doctors College Education Program has signed the Memorandum of Agreement (MOA) with Davao City Schools Division of the Department of Education, allowing Davao City National High School and T. Palma Gil Elementary School to be the laboratory schools of graduating BSED students.

# DOCTOR OF OPTOMETRY

## 1. PROGRAM EDUCATIONAL OBJECTIVES

Graduates of the Doctor of Optometry program should have:

- 1.1. Acquired essential knowledge, skills, and competence in applying principles of basic allied and health sciences, general and ocular medical sciences, visual sciences, clinical sciences and relate it with the health care delivery system;
- 1.2. Provided quality eye and vision care through comprehensive and appropriate examination, measurement, assessment, diagnosis, treatment and management of eye and vision conditions;
- 1.3. Demonstrated competence in the prevention, detection, diagnosis, and management of visual conditions and processes caused by systemic disease;
- 1.4. Exhibited personal, professional, and ethical values fitting of a health care provider;
- 1.5. Committed to respond to the health care needs of the people in the community;
- 1.6. Developed a sense of responsibility to engage into life-long commitment through training and continuing professional development;
- 1.7. Dedicated to conduct and present researches and clinical studies that will contribute to the advancement of the Optometry profession;
- 1.8. Committed to supporting activities that contribute to the preservation of the environment; and
- 1.9. Developed an entrepreneurial spirit in preparation for engaging in business ventures.

## 2. STUDENT LEARNING OUTCOMES

Upon completion of the Doctor of Optometry program, the students should be able to:

- 2.1. Demonstrate Optometric knowledge and clinical skills in the delivery of the vision and eye care services;
- 2.2. Perform relevant clinical vision tests and eye assessment and evaluate the validity of clinical test results;
- 2.3. Correlate and analyze clinical findings to arrive at a correct diagnosis and appropriate management;
- 2.4. Design and implement a patient management plan;
- 2.5. Display and express ethical behavior towards members of other health professions;
- 2.6. Collaborate and engage in community outreach services through comprehensive general well-being projects;
- 2.7. Engage in continuing education programs and activities by updating of the current trends and development in the Optometry profession;
- 2.8. Present and publish research endeavors relevant to the practice of Optometry;
- 2.9. Promote environmental concern and community awareness by implementing activities that help nurture the environment; and
- 2.10. Articulate an interest in engaging in business ventures and other related entrepreneurship activities through the conceptualization of a business plan.

## 3. INTERNSHIP PROGRAM

### **3.1. Optical Laboratory Internship**

Credits: 6 units (270 hours)

This course is a 6-week training program that commences during the summer period. It enables the student to apply their acquired knowledge and skills learned to an actual optical laboratory setting in selected affiliation centers.

Only those who have completed the course requirements for the first two (2) years of Preparatory Optometry shall be qualified for laboratory internship.

### **3.2. Community & Hospital Optometry 1 (Clinical Internship Training Program)**

Credits: 6 units (270 hours)

#### **3.2.1. General Nature of the Doctor of Optometry Internship Training Program**

The Doctor of Optometry Clinical Internship Training Program is a 1-semester rotating type of service training program scheduled for five months from June to October. It is designed to provide Optometry students with opportunities to be trained by outstanding practitioners in the science of primary and/or secondary care Optometry.

The program aims to transform the Optometry student into a complete health care professional who can apply scientific knowledge tempered by clinical insight and overall concern for the patient in selected affiliation centers such as ophthalmology clinics and optometric or optical clinics, including the Optometry Department open clinic.

Students will have the opportunity to work with different patients and doctors.

Students will be able to formulate their own individual style of practicing Optometry as a result of these experiences.

### **3.3. Community & Hospital Optometry 2 (Clinical Externship Training Program)**

Credits: 14 units (756 hours)

#### **3.3.1. General Nature of the Doctor of Optometry Externship Training Program**

**3.3.1.1.** The Doctor of Optometry Clinical Externship Training Program is a 1-semester rotating type of service training program scheduled for five months from November to March.

**3.3.1.2.** It is designed to provide Optometry students with opportunities to be trained by outstanding practitioners in the different specialty fields of Optometry.

- 3.3.1.3.** The program aims to transform the Optometry student into a complete health care professional who can apply scientific knowledge tempered by clinical insight and overall concern for the patient.
- 3.3.1.4.** Student interns will have the opportunity to work with different patients and doctors in selected ophthalmology and optometric clinics. They will be able to formulate their own individual style of practicing Optometry as a result of these experiences.

### **3.3.2. Eligibility**

To be eligible for the Community and Hospital Internship/Externship, a student must have:

- 3.3.2.1.** Completed all professional and academic requirements for Doctor of Optometry from the first year to the fifth year (CMO No. 38, S.2007); and
- 3.3.2.2.** Completed all the patient requirements during the fifth year.

## **4. GRADING SYSTEM**

- 4.1.** For a student to pass the following Optometry professional courses, he/she has to get at least 40% in the Lecture and 60% in the Laboratory/ Practical examination or activity.

### **4.2. Retention Policy**

- 4.2.1.** The minimum acceptable grade for transferees before acceptance to the program is at least 80% for professional courses. Otherwise, the student will be advised to repeat or re-enroll the said course. This applies to students from other schools offering the same program.

## **5. Program-Level Awards**

### **5.1. Post-Internship Recognition Awards**

Optometry interns, who demonstrated exemplary performance during their rotation inside their respective affiliation centers, are rewarded for a job well done. The following awards are given:

#### **5.1.1. BEST IN ATTENDANCE**

Certificate of Recognition for having Complete Attendance during the 10-month Clinical Internship/Externship period.

#### **5.1.2. BEST PERFORMANCE BY AN INTERN (in selected affiliation center)**

- 5.1.2.1.** Certificate of Recognition for garnering the highest grade in the different affiliation centers.
- 5.1.2.2.** Only one (1) intern will be accorded this award in each affiliation center.
- 5.1.2.3.** In case of a tie, the affiliation center will select upon its discretion who will receive the award.
- 5.1.2.4.** For centers with multiple branches, the intern who receives the highest overall grade will receive this award.

### **5.1.3. BEST IN CLINICAL OPTOMETRY**

This award is given to a student intern who has excelled and exhibited outstanding performance in terms of Clinical Optometry courses such as Clinical Contact Lens, Clinic and Conference, Clinical Neuro-Optometry, Clinical Orthoptics, and Pediatric Optometry, Clinical Low Vision and Geriatric Optometry.

### **5.1.4. BEST CLINICIAN in the following SPECIALTY FIELDS:**

Certificate of Recognition for garnering the highest grade in the specialty courses:

**5.1.4.1. CONTACT LENS**

**5.1.4.2. PEDIATRIC OPTOMETRY**

**5.1.4.3. LOW VISION & REHABILITATION**

**5.1.4.4. GERIATRIC OPTOMETRY**

### **5.1.5. MOST OUTSTANDING OPTOMETRY INTERN**

This is given to a student intern who has shown exemplary performance in clinical duties and proficiency examinations during the 10-months internship period, thereby obtaining the highest Over-All Grade for Internship.

## **5.2. Qualifications**

### **5.2.1. To achieve this award, an intern must have:**

- 5.2.1.1.** Garnered the highest average internship grade during the 10-month internship period;
- 5.2.1.2.** No incurred unexcused absences of more than 5% of the total required duty hours; and
- 5.2.1.3.** No record of any disciplinary action involving major offenses that could be a ground for disqualification.

### **5.2.2. CRITERIA: Should two or more interns garner an equal grade percentage, the recognition shall be given to the intern with:**

- 5.2.2.1.** No record or least record of tardiness;
- 5.2.2.2.** No record of unexcused absences; and
- 5.2.2.3.** No record of any form of misdemeanor or misconduct during the clinical rotation.

## **6. POST-INTERNSHIP RECOGNITION & PINNING**

At the end of the clinical internship/externship period, a culminating activity is held wherein student interns shall receive their Certificates of Completion, and qualified interns shall be awarded for their exemplary performance in each of their assigned affiliation centers.

**6.1. Attendance**

ALL student interns shall be required to attend the Post-Internship Recognition & Pinning Ceremony together with their respective parents or guardians.

**6.2. A Certificate of Completion and Optometry Pin shall be given to an intern who has completed his/her clinical rotation within the prescribed period.**

**6.3. An intern who is still serving make-up or extension duties shall be given the Optometry Pin, while the Certificate of Completion shall be given only AFTER completion of the said make-up or extension duties.**

**7. Graduation Requirements**

To qualify for Graduation, a student must have:

**7.1. Satisfactorily completed all the academic and non-academic requirements from first year to sixth year;**

**7.2. Satisfactorily completed all the requirements of the Clinical Internship/ Externship Training Program. This includes patient requirements, reports, research papers, case presentations, and portfolio of learning experiences;**

**7.3. Fully-cleared from all obligations (e.g. financial, library) to the school and affiliation centers. An intern with unsettled financial obligation with the school will NOT be allowed to march during the Commencement Exercises; and**

**7.4. Accomplished and finished all extension duties one (1) **WEEK** before the Commencement Exercises.**

## APPENDIX A

### DDC POLICY AND PROCEDURES ON CAMPUS SEXUAL HARASSMENT INVOLVING STUDENTS

#### I. STATEMENT OF POLICY

The Davao Doctors College (DDC) is committed to fostering and maintaining a positive learning, working, and social environment which promotes equality and respect for the rights and dignity of all members of the academic community.

DDC expects all students, faculty members, and employees to treat each other with courtesy, respect, and consideration. Sexual harassment is an anti-social behavior that is prohibited and will not be tolerated by this academic institution.

Under Republic Act No. 7877, also known as the “Anti-Sexual Harassment Act of 1995,” DDC promulgates this policy and procedures to:

- Maintain a positive and moral environment in which individual rights and dignity are carefully respected;
- Inform, educate and emphasize that sexual harassment is unacceptable behavior;
- Provide a framework of support for students who feel that they have been sexually harassed; and
- Provide a mechanism by which complaints of sexual harassment can be addressed in a fair and timely way.

#### II. SCOPE

**Section 1.** This policy and procedures apply to all students who have complaints of sexual harassment against other students, administrators, faculty members, non-teaching staff, and other school personnel.

#### III. DEFINITION OF TERMS – As used in these rules and regulations, the following terms shall mean and be understood as indicated below:

**Section 2.** “*Sexual Harassment*” is defined as unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature.

**Section 3.** “*Student*” refers to a person duly enrolled at Davao Doctors College.

**Section 4.** “*Faculty Member*” refers to any member of the teaching staff of Davao Doctors College, regardless of academic rank or category, whether on a full-time or part-time basis and shall include any lecturer in classes entrusted with the training or supervision of students;

**Section 5:** “*Employee*” refers to a person who holds an official appointment or designation in any unit or office, academic or administrative, and includes casual or contractual employees;

**Section 6.** “*Victim*” refers to any administrator, faculty member, employee, or student against whom an act of sexual harassment has been committed.



**Section 7.** *“Agency Personnel”* refers to those who temporarily work in Davao Doctors College, but have employment contracts with a personnel agency.

#### **IV. SEXUAL HARASSMENT**

**Section 8. Sexual Harassment.** For this policy, campus-related sexual harassment is committed:

- 8.1** Against one who is under the care, custody or supervision of the offender;
- 8.2** Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- 8.3** When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, benefits, privileges, or considerations; or
- 8.4** When the sexual advances result in an intimidating, hostile or offensive environment for the victim.

**Section 9. Forms of Sexual Harassment.** Sexual harassment, whether between people of different sexes or the same sex, is an unwelcome conduct of sexual nature. Under this policy, sexual harassment includes, but is not limited to, the following:

- sexually explicit remarks;
- inappropriate body language;
- unwanted sexual advances and touching.

**Section 10. Persons with Liabilities.**

- 10.1.** Campus sexual harassment is committed by any administrator, faculty member, employee, student or any other person over whom he or she is in the position of authority, influence or moral ascendancy, regardless of whether the demand, request or requirement for submission is accepted by the complainant.
- 10.2.** Anyone who induces or directs another to commit sexual harassment as defined in this policy or cooperates/condones in the commission of the act shall also be held liable.

#### **V. COMMITTEE ON DECORUM and INVESTIGATION (CODI) FOR SEXUAL HARASSMENT CASES INVOLVING STUDENTS**

**Section 11.** The Committee on Decorum and Investigation (CODI) for sexual harassment cases involving students is hereby created. The Committee shall be performing the following functions and responsibilities:

- 11.1.** accommodates complaints of sexual harassment;
- 11.2.** conducts investigations on sexual harassment complaints by the procedures stipulated herein;
- 11.3.** prepares and submits timely reports of investigation including recommended courses of action appropriate to the case to the Executive Council for decision;
- 11.4.** plans and implements preventive measures to prevent sexual harassment in the college campus.

**Section 12. Composition.** The CODI shall be composed of representatives of the Administration, Faculty, Trainor, or Coach and Student to be appointed by the Executive Council.

## **VI. COMPLAINT PROCEDURES**

### **A. Bringing a Complaint**

**Section 13.** Any member of the DDC academic community who is subjected to sexual harassment may bring the matter to the concerned authorities designated to handle sexual harassment cases, as follows:

**13.1** If a sexual harassment complaint is lodged against a student, the complainant should bring the matter to the Program Chair and College Dean. The latter shall assess if the complainant is to be brought to the CODI with assistance from the SPS or have the complaint resolved at his level.

**Section 14.** A formal sexual harassment complaint must be in writing and must be immediately filed specifying the nature of the charge, date/s of alleged sexual harassment, respondent's name, and any other relevant information. Late reporting may impede a proper investigation.

**Section 15.** All complaints will be acknowledged and promptly investigated and will include interviews with the complainant, the respondent, and other persons believed to have knowledge relevant to the allegations.

**Section 16.** All complaints will be investigated in an impartial manner and will include opportunities for both the complainant and the alleged perpetrator to be heard and to present evidence.

**Section 17.** Informal Resolution.

**17.1.** Students who complain of sexual harassment may seek the advice and informal resolution of the complaint without lodging a written complaint at the department level.

**17.2.** Informal resolution shall consist of:

- clarifying whether the alleged behavior may constitute sexual harassment as defined by this policy;
- encouraging the complainant and respondent to seek the type of support they need;
- Exploring strategies to resolve the matter.

**17.3.** Informal resolution shall commence three (3) days after the alleged sexual harassment complaint is reported by the victim.

**Section 18. Formal Resolution.**

**18.1.** If informal action does not succeed in resolving the complaint, the immediate supervisor will endorse the case to the CODI for investigation and resolution.

**18.2.** To proceed with the formal investigation, the CODI shall:

- Notify the complainant and the respondent of the investigation to be conducted;
- Provide the respondent with a copy of the complaint;
- Give the respondent time to respond to the complaint in writing five (5) days from the receipt of the notification of the investigation;
- Conduct investigation;
- Determine whether the sexual harassment allegations are proven according to weight of evidence;
- Prepare a report of its findings for submission to the President for the finality of the decision.

**18.3.** Formal investigation and resolution shall commence five (5) working days from the receipt of the formal complaint.

## **B. Confidentiality**

**Section 19.** All complaints will be handled with sensitivity throughout the process to protect the privacy and interest of those involved. All proceedings and investigations conducted by the CODI shall be held with strict confidentiality.

## **VII. PREVENTIVE MEASURES AGAINST SEXUAL HARASSMENT**

**Section 20.** DDC shall adopt the following measures to prevent sexual harassment in the school campus:

- 20.1.** This policy shall be incorporated into the college student manual.
- 20.2.** Copies of this policy shall be distributed to all school offices and departments, academic departments, student organizations, and clubs.
- 20.3.** Students, faculty, and employees' orientation on this policy and procedure shall be conducted.
- 20.4.** Sexual harassment and gender-sensitivity for students and faculty shall be held annually.
- 20.5.** Implementation of policies on proper dress code and possession of sexually explicit materials shall be intensified to remove conditions that may give rise to sexual harassment and intimidation

## APPENDIX B

### DDC POLICY AND PROCEDURES ON CAMPUS GENDER-BASED MISCONDUCT INVOLVING STUDENTS

#### I. STATEMENT OF POLICY

The Davao Doctors College is committed to providing an environment free from gender-based discrimination and harassment. As such, this academic institution, which upholds the value of respect for one's dignity and rights, does not tolerate any gender-based misconduct, which includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence. The DDC, then, expects that all students, faculty members, and employees to help promote and maintain a healthy and safe environment in which every member of the community can realize her or his fullest potential.

Gender-based misconduct is a serious concern on college campuses. To address this concern, the DDC provides educational and preventative programs, services for individuals who have been impacted by gender-based discrimination or harassment, and accessible, prompt, and equitable methods of investigation and resolution.

Consistent with its commitment to addressing gender-based misconduct, the DDC complies with the directives of CHED Memorandum Order No. 1, Series of 2015, also known as "Establishing The Policies and Guidelines On Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs)". Thus, the DDC promulgates this policy and procedures to:

- Maintain a positive and moral environment in which individual rights and dignity are carefully respected, and gender equality and fairness is promoted;
- Inform, educate and emphasize that campus discrimination based on sex is strictly prohibited;
- Provide a framework of support for students who are victims of gender-related violence; and
- Provide a mechanism by which complaints of gender-based misconduct can be addressed in a fair and timely way.

#### II. SCOPE

**Section 1.** This policy and procedures apply regardless of the complainant's or respondent's sexual orientation, sex, gender identity, gender expression, ability, religion, or other protected class.

#### III. DEFINITIONS AND FORMS OF GENDER-BASED MISCONDUCT

**Section 2.** **Gender-based misconduct** comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature.

**Section 3.** **Forms of Gender-Based Misconduct.** Under this policy, sexual assault, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct.

**Section 4. Sexual Assault - Non-consensual Sexual Contact.** Any intentional sexual touching, however slight, with any object without a person's consent. Intentional sexual contact includes contact with the breasts, buttocks, groin, or touching another with any of these body parts, or making another person touch any of these body parts; any intentional bodily contact in a sexual manner.

**Section 5. Gender-Based Harassment**

- 5.1.** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment.
- 5.2.** Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity.
- 5.3.** To constitute harassment, the conduct must be such that it has the effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

**Section 6. Stalking.**

- 6.1.** A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension.
- 6.2.** Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communication or contact - including face-to-face, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

**Section 7. Intimate partner violence.**

- 7.1.** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards a partner in an intimate relationship constitutes intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
- 7.2.** Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

**Section 8. Examples of Gender-Based Violations and Misconduct**

- 8.1.** Pressure for a date or a romantic or intimate relationship
- 8.2.** Unwelcome touching, kissing, hugging, or massaging
- 8.3.** Unnecessary and unwelcome references to various parts of the body
- 8.4.** Belittling remarks about a person's gender or belittling remarks about a person's sexual orientation based in gender-stereotyping
- 8.5.** Inappropriate sexual innuendoes or humor
- 8.6.** Videotaping and photographing someone or people without consent
- 8.7.** Obscene gestures of a sexual or gender-based nature

- 8.8. Sexually explicit profanity
- 8.9. Use of email, the Internet, or other forms of digital media to facilitate any of the above-referenced behaviors

#### IV. COMMITTEE ON DECORUM and INVESTIGATION (CODI) FOR CASES RELATED TO GENDER-MISCONDUCT INVOLVING STUDENTS

- Section 9.** The Committee on Decorum and Investigation (CODI) for cases related to Gender misconduct involving students is hereby created. The Committee shall be performing the following functions and responsibilities:
- 9.1. accommodates complaints of gender-based misconduct;
  - 9.2. conducts investigations on complaints regarding gender-based violations by the procedures stipulated herein;
  - 9.3. prepares and submits timely reports of investigation including recommended courses of action appropriate to the case to the Executive Council for decision;
  - 9.4. plans and implements preventive measures to prevent violations related to gender in the college campus.
- Section 10. Composition.** The CODI shall be composed of representatives of the Administration, Faculty, and Student to be appointed by the Executive Council.

#### V. COMPLAINT PROCEDURES

##### A. Bringing a Complaint

- Section 11.** Any member of the DDC academic community who is subjected to gender-based misconduct may bring the matter to the concerned authorities designated to handle gender-based cases, as follows:
- 11.1 If a gender-based complaint is lodged against a student, the complainant should bring the matter to the Program Chair and College Dean. The latter shall assess if the complainant is to be brought to the CODI with assistance from the SPS or have the complaint resolved at his level.
- Section 12.** A formal complaint must be in writing and must be immediately filed specifying the nature of the charge, date/s of alleged gender-based misconduct, respondent's name, and any other relevant information. Late reporting may impede a proper investigation.
- Section 13.** All complaints will be acknowledged and promptly investigated and will include interviews with the complainant, the respondent, and other persons believed to have knowledge relevant to the allegations.
- Section 14.** All complaints will be investigated in an impartial manner and will include opportunities for both the complainant and the alleged perpetrator to be heard and to present evidence.
- Section 15.** Informal Resolution.
- 15.1. Students who complain of gender-based violations may seek the advice and informal resolution of the complaint without lodging a written complaint at the department level.
  - 15.2. Informal resolution shall consist of:
    - clarifying whether the alleged behavior may constitute gender-based misconduct as defined by this policy;

- encouraging the complainant and respondent to seek the type of support they need;
- Exploring strategies to resolve the matter.

**15.3** Informal resolution shall commence three (3) days after the alleged gender-related complaint is reported by the victim.

**Section 16. Formal Resolution.**

**16.1.** If informal action does not succeed in resolving the complaint, the immediate supervisor will endorse the case to the CODI for investigation and resolution.

**16.2.** To proceed with the formal investigation, the CODI shall:

- Notify the complainant and the respondent of the investigation to be conducted;
- Provide the respondent with a copy of the complaint;
- Give the respondent time to respond to the complaint in writing five (5) days from the receipt of the notification of the investigation;
- Conduct investigation;
- Determine whether the allegations are proven according to the weight of evidence;
- Prepare a report of its findings for submission to the President for the finality of the decision.

**16.3.** Formal investigation and resolution shall commence five (5) working days from the receipt of the formal complaint.

**B. Confidentiality**

**Section 17.** All complaints will be handled with sensitivity throughout the process to protect the privacy and interest of those involved. All proceedings and investigations conducted by the CODI shall be held with strict confidentiality.

**VI. PREVENTIVE MEASURES AGAINST COMMISSION OF GENDER-BASED MISCONDUCT**

**Section 18.** DDC shall adopt the following measures to mainstream prevent gender-based violations in the school campus:

- 18.1.** This policy shall be incorporated into the college student manual.
- 18.2.** Copies of this policy shall be distributed to all school offices and departments, academic departments, student organizations, and clubs.
- 18.3.** Students, faculty, and employees' orientation on this policy and procedure shall be conducted.
- 18.4.** Mandatory training/seminar on Gender sensitivity/Gender equality shall be conducted to all student leaders, faculty, and staff annually.
- 18.5.** Training on the use of Gender Fair Language (GFL) shall be conducted to faculty members and employees.
- 18.6.** Faculty and staff shall be encouraged to conduct researches related to gender sensitivity.
- 18.7.** Dress code shall be strictly implemented to prevent the student from coming to class in skimpy outfits, showing more skin and body parts.
- 18.8.** A more gender-related curriculum should be developed and the faculty should be encouraged to integrate gender issues in the courses they teach.
- 18.9.** Lactating mothers among our faculty and staff shall be provided with space where they can breastfeed their babies or where they can pump their breast milk for storage.

## APPENDIX C

### DDC ANTI-CYBERBULLYING POLICY

#### Section 1. POLICY STATEMENT

It is the intent of the Davao Doctors College, Inc. (DDC) to provide all students with an equitable opportunity to learn. But, a safe, orderly, and respectful school environment is necessary for students to be successful in their educational pursuits.

The school also recognizes that technology plays an important and positive role in the lives of the students, both educationally and socially.

Cyberbullying is detrimental to the school environment as well as student learning, achievement and well-being. It affects not only students who are targets but also those who participate in and witness such behavior. It also reflects an irresponsible use of technology that disrupts the reinforcement of the school ethos, which promotes and respects the rights of each individual. Thus, this behavior must be addressed to ensure student safety and an inclusive learning environment. The school does not condone and will take action in response to conduct that interfered with students' opportunity to learn and the school's vision and mission.

The school is committed to providing an educational environment in which students feel valued, respected, and secure. Through this policy, the school will seek to create a school-wide culture that:

- Allows students to flourish free from online discrimination and harassment or any other form of cyberbullying;
- Does not tolerate, condone or trivialize cyberbullying behaviors;
- Is aware of what constitutes cyberbullying behavior;
- It provides measures to prevent and/or address cyberbullying.

#### Section 2. Definition of Cyberbullying

**2.1.** *"Cyberbullying"* means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant. It involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

**2.2.** Examples of conduct that may constitute cyberbullying include, but are not limited to the following:

- 2.2.1.** Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually-oriented material about a student on a website, an app, in social media, or any other electronic platform;
- 2.2.2.** Sending hateful or threatening comments or pictures via MSN, mobile phone or the Internet and by social networking sites such as MySpace and Facebook;
- 2.2.3.** Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;



- 2.2.4. Using modern technologies to engage in the social exclusion of someone and hate group recruitment;
- 2.2.5. Stealing someone's identity to harm them in some way;
- 2.2.6. Covertly filming, recording or taking a picture of someone and posting the images on the Net to cause hurt;
- 2.2.7. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
- 2.2.8. Putting pressure on a person to send revealing or compromising pictures of themselves;
- 2.2.9. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone;
- 2.2.10. Unauthorized publication and dissemination of confidential and private information/images;
- 2.2.11. 'trolling' (abusing the internet to provoke or offend others online);
- 2.2.12. 'Flaming' and multi-messaging to clog up a person's electronic system and to cause them distress;
- 2.2.12. Using aliases and pseudonyms in chat rooms and on social networking sites to harass and upset;
- 2.2.13. Engaging in cyber-stalking(e.g., repeatedly sending unwanted texts or instant messages) and the invading of privacy; and
- 2.2.14. Sexting (e.g sending and receiving sexually explicit messages, primarily between mobile phones);

### **Section 3. Application of the Policy**

- 3.1. This policy applies to all students who engage in conduct that constitutes cyberbullying, all of whom have the responsibility to comply with this policy.

### **Section 4. Dealing with Cyberbullying Offenses**

- 4.1. Cases of cyberbullying will be dealt with by the school's existing policies and procedures in dealing with offenses stipulated in the Student Handbook.

### **Section 5. Preventive Measures**

- 5.1. Employing a suitable range of sanctions to deal with bullies, including suspension and expulsion;
- 5.2. Putting up signages/tarps to promote a bully-free environment;
- 5.3. Posting of anti-bullying policies on the school website and incorporating it in the Student Handbook;
- 5.4. Employing a school counselor who has specialist skills in helping both the victim of bullying and the bully;
- 5.5. Conducting Anti-Bullying awareness and prevention symposia.
- 5.6. Employing staff who model tolerance, empathy, and acceptance of individual differences.

## **ALMA MATER SONG**

### **DDC HYMN**

**By Henry Oh**

We live in this world but once  
Face whatever challenge we can  
In every chance, we learn and grow  
Let's make each day a worthy day.

Oh, dearest Alma Mater  
Thou has led us through the years  
We dedicate ourselves to thee  
For thou has offered us the best.

#### **Refrain:**

Davao Doctors College  
To you, we pledge our loyalty  
Davao Doctors College  
Through you, we serve humanity  
Beloved Alma Mater  
Your memory will live.

Reach out our hands to those in need  
To every man who's weak and tired  
Let's show our love and share our time  
And lead the way to unity.

**(Repeat Refrain)**

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