

 **A METRO PACIFIC HEALTH SCHOOL**

# **COLLEGE STUDENT HANDBOOK**

**SY 2026-2027**

# 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 Support 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

# TABLE OF CONTENTS

<b>Foreword</b>	<b>ii</b>
<b>History of Davao Doctors College</b>	<b>v</b>
<b>Philosophy, Values, Vision, Mission, Attributes of a DDC Graduate</b>	<b>vii</b>
<b>Commentary</b>	<b>viii</b>
<b>School Logo</b>	<b>x</b>
<b>I. ADMISSION REQUIREMENTS</b>	<b>1</b>
1. Senior High School Graduates	
2. Transferees/Graduates from other Disciplines	
3. Returnees	
4. Foreign Students	
<b>II. ENROLLMENT POLICIES</b>	<b>4</b>
1. Late Registration	
2. Adding, Changing and Dropping of Courses	
3. Cross Enrollment/Summer Study Permit	
4. Request to Offer Subjects	
5. Shiftees	
<b>III. FINANCIAL POLICIES</b>	<b>6</b>
1. Mode of Payment	
2. Discount on Tuition Fees	
3. Charges upon Withdrawal of Enrollment	
4. Delinquent Accounts	
5. National Service Training Program (NSTP)	
<b>IV. ACADEMIC POLICIES</b>	<b>8</b>
1. Grading System	
2. Promotion, Retention, and Dismissal	
3. Punctuality and Attendance	
4. Special Examinations	
5. Purchase of Textbooks	
6. Collection of Undergraduate Thesis Fees for Research Courses	
7. Graduation Requirements	
8. Graduation Ceremony	
9. Honors and Awards	
<b>V. SCHOLARSHIPS</b>	<b>16</b>
1. General Guidelines	
2. Davao Doctor's College Scholarship Programs	
1.1. Founders' Scholarship Program	
1.2. Academic Excellence Program	
1.3. Economic Scholarship Program	

1.4. DDC SHS Top Graduate Scholarship Grant	
1.5. Scholarship for Differently-Abled	
1.6. Indigenous People Scholarship Program	
1.7. Education Development Scholarship Grant	
1.8. Athletic Scholarship	
<b>VI. NON-ACADEMIC POLICIES</b>	<b>25</b>
1. Student Conduct and Discipline	
2. School Disciplinary Board	
3. Student Organizations and Activities	
<b>VII. SERVICES &amp; FACILITIES</b>	<b>46</b>
1. Athletics and Sports Facilities	
2. Audio-Visual Room (AVR)	
3. Food Court	
4. The Guidance Center	
5. Library and Internet Facilities	
6. Medical and Dental Clinic	
7. Student Assistance Program	
8. Laboratories	
<b>VIII. PROGRAM POLICIES AND GUIDELINES</b>	<b>63</b>
A. Bachelor in Medical Laboratory Science	<b>63</b>
B. Bachelor of Science in Biology	<b>64</b>
C. Bachelor of Science in Entrepreneurship	<b>67</b>
D. Bachelor of Science in Hospitality Management	<b>69</b>
E. Bachelor of Science in Nursing	<b>73</b>
F. Bachelor of Science in Pharmacy	<b>76</b>
G. Bachelor of Science in Physical Therapy	<b>80</b>
H. Bachelor of Science in Psychology	<b>82</b>
I. Bachelor of Science in Radiologic Technology	<b>86</b>
J. Bachelor of Science in Occupational Therapy	<b>89</b>
K. Bachelor of Science in Tourism Management	<b>91</b>
L. Bachelor in Secondary Education	<b>93</b>
M. Doctor of Optometry	<b>94</b>
<b>Appendix A – Policy and Procedures on Gender-Based Sexual Harassment &amp; Other Gender-Based Misconduct Involving Students</b>	<b>100</b>
<b>Appendix B – DDC Policy on Anti-Cyberbullying and Gender-Based Online Sexual Harassment</b>	<b>104</b>
<b>Alma Mater Song</b>	<b>110</b>

# 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 7,000 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 leading Philippine-based provider of human resources for healthcare industries in the country and throughout the world.

# 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.

## COMMENTARY ON THE VISION, MISSION, AND CORE VALUES OF DAVAO DOCTORS COLLEGE

The vision, mission, and core values of Davao Doctors College reflect a profound alignment with the Filipino cultural ethos while demonstrating a forward-thinking commitment to local relevance and global competitiveness. More than just statements of aspiration, they articulate the College's purpose: to form healthcare professionals who are not only competent and globally prepared, but also mature, morally upright, and socially responsible.

The **vision** to be *“the leading Philippines-based provider of human resources for healthcare industries in the Philippines and throughout the world”* is rooted in a deep respect for the Filipino identity and the country's long-standing legacy in global healthcare service. This vision resonates with the Filipino values of *galing* (excellence), *paglilingkod* (service), and *pakikipagkapwa-tao* (empathy and respect for others), while promoting the global readiness of its graduates. It reflects the College's resolve to produce professionals who not only meet international standards but embody the integrity and compassion that Filipino workers are globally known for.

The **mission** of Davao Doctors College supports this vision by addressing the holistic needs of its stakeholders. In offering *“healthcare education of the highest order,”* the College nurtures not only the intellect but the character of its students. Grounded in its institutional core values—**liberty to learn, integrity, fortitude, and excellence**—the College upholds the academic freedom essential for inquiry and innovation, while cultivating ethical decision-making, personal resilience, and a drive for continuous improvement.

These values are critical in forming students into **mature, responsible, and morally upright persons** who can **apply scientific inquiry and specialized competencies in their professions and workplace**. Liberty to learn fosters curiosity and independent thinking, empowering students to question, explore, and contribute new knowledge to the healthcare field. Integrity ensures that they act with honesty and accountability, both in academic settings and in professional practice. Fortitude prepares them to face challenges with courage and perseverance, especially in the demanding and ever-changing healthcare landscape. Excellence commits them to the highest standards of performance, service, and lifelong learning.

The College's mission further reflects **malasakit** (compassion and concern) in its promise of a *rewarding and fruitful working environment* for employees and *mutually beneficial relationships* with partners. This demonstrates a culture of inclusivity, collaboration, and shared purpose—values deeply woven into the Filipino social fabric. The emphasis on a *viable and sustainable enterprise* for stockholders echoes the Filipino ideal of *katuwang sa pag-unlad*—being partners in progress.

In terms of addressing **educational needs**, Davao Doctors College is strongly positioned at the intersection of local commitment and global engagement. Locally, it meets the health education needs of the region, strengthening community health outcomes. Nationally, it supports the development of the country's healthcare system by producing skilled, ethical, and service-oriented professionals. Internationally, it contributes to the global workforce with graduates who

are not only competent and culturally adaptable but also guided by strong moral principles.

In summary, the vision, mission, and core values of Davao Doctors College embody a commitment to both character formation and professional excellence. They affirm the College's identity as a Filipino institution with a global outlook—committed to championing life, transforming lives, and shaping future healthcare professionals who serve with dedication, drive and competence.

## 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

## General Policy

Davao Doctors College, Inc. (DDC) accepts any applicant who possesses the qualifications and competence to pursue a degree program regardless of gender, race, ethnicity, religion, economic status, and social status. However, DDC reserves the right to refuse admission to applicants who are not qualified based on its standards, or whose presence is inimical to the interest of the institution or the academic community. The determination of the qualification and fitness of the applicant for admission is the exclusive right and prerogative of DDC.

Students who are admitted shall qualify to stay for the entire period they are expected to complete their program of study. However, DDC may expel, exclude, or refuse re-admission of a student on any of the following grounds:

- Academic delinquency
- Violation of the law
- Violation of DDC or CHED policies, rules and regulations
- Failure to settle tuition and other fees due, including other obligations to DDC
- Sickness or disease that would prevent the student to handle normal pressures of school work or his/her continued presence would be deleterious to other members of the academic community
- Refusal of parent of the student to follow DDC policies, rules and regulations
- Closure of the program
- Closure of the school

## 1. NEW STUDENTS

Graduates of Senior High School who wish to enroll in DDC shall submit the following documents:

- 1.1. Original copy of Form 138 (Report Card);
- 1.2. Certificate of Good Health issued by the DDC School Physician, with laboratory results from a DDC accredited laboratory, including hepatitis screening;
- 1.3. Certificate of Good Moral Character from the last school attended;
- 1.4. Certified copy on security paper of Certificate of Live Birth issued by the Philippine Statistics Authority (PSA) including a photocopy thereof;
- 1.5. Duly 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).
- 1.8. For married applicants, a certified copy on security paper of marriage contract issued by the PSA.

## 2. TRANSFEREES/GRADUATES FROM OTHER DISCIPLINES

Transferees are students who were previously enrolled in other tertiary schools and wish to continue their studies in DDC; or holders of a bachelor's degree from other schools who wish to enroll in DDC for another degree. They shall submit the following documents:

- 2.1. Photocopy of Transcript of Records signed by the Chair of the Program where the transferee intends to enroll to indicate it has already been evaluated;
- 2.2. Certificate of Honorable Dismissal or Certificate of Transfer Credentials from the last school attended;
- 2.3. Certificate of Good Health issued by the DDC School Physician, with laboratory results from a DDC accredited laboratory, including hepatitis screening;
- 2.4. Certificate of Good Moral Character from the last school attended;
- 2.5. Certified copy on security paper of Certificate of Live Birth issued by the PSA including a photocopy thereof;
- 2.6. Duly accomplished Application for Admission with Pledge Form;
- 2.7. Three (3) copies of recently taken 2x2 colored pictures; and
- 2.8. For married applicants, a certified copy on security paper of the marriage contract issued by the PSA.

Pending receipt by the School Registrar of the Granted Transcript of Records (GTR) of the transferee, any action on the application for enrollment is provisional.

The courses taken by the transferee in the previous school/s attended shall be subject to evaluation based on the latest curriculum used by the program in which the transferee intends to enroll. Only courses passed in accordance with the standards and requirements of DDC's curriculum shall be credited. All courses in the said curriculum must be completed as a requirement for graduation.

### 3. RETURNEES

- 3.1. **Category A** - a student who was previously enrolled in DDC but discontinued and would like to resume their studies in DDC. The returnee shall submit the following requirements for re-admission.

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.

Returnees belonging to Category A must take the courses required in the current curriculum that were not yet part of the old curriculum during their previous enrollment.

- 3.2. **Category B** – a student who was previously enrolled in DDC but transferred to another school and would like to return to DDC. The returnee shall submit the following requirements for re-admission:

- 3.2.1. Letter Request for Re-admission addressed to the Program Chair;
- 3.2.2. Re-admission Form signed by the Program Chair and the Registrar;
- 3.2.3. Certificate of Honorable Dismissal from the last school attended;
- 3.2.4. Transcript of Records from the last school attended; and
- 3.2.5. Certificate of Good Moral Character from the last school attended.

For returnees belonging to Category B, the same rules for transferees shall apply with respect to the evaluation of the courses taken in the previous school/s attended.

## **4. FOREIGN STUDENTS**

### **4.1. Pre-requisite for Admission**

A foreigner who intends to enroll in DDC must possess the following qualifications:

- 4.1.1.** At least 18 years of age;
- 4.1.2.** Has sufficient means to support their education or study in the Philippines; and
- 4.1.3.** A graduate in the country of origin from a secondary education program that has been certified by the Department of Education or Commission on Higher Education as equivalent to the Philippine Senior High School Program

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

The foreign student must:

- 4.2.1.** Pass the interview of the Program Chair; and
- 4.2.2.** Submit a Certificate of Good Health issued by the DDC School Physician, with laboratory results from a DDC accredited laboratory, including hepatitis screening

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

- 4.3.1.** Original copy of the Notice of Acceptance (NOA) in the official stationery of DDC, signed by the Registrar and stamped with the school's dry seal;
- 4.3.2.** Original copy of the student's Personal History Statement in English and, if applicable, in the national language of the student, signed by the student, and containing, among others, his/her left and right thumbprints and a 2x2 inch photograph on plain white background taken not more than six months prior to submission, duly authenticated by the Philippine Foreign Service Post or by apostille from the applicant's country of origin or legal residence;
- 4.3.3.** A notarized affidavit of support, including bank statements, or a notarized notice of grant for institutional scholars, to cover expenses for the student's accommodation and subsistence, as well as school fees and other expenses, duly authenticated by the Philippine Foreign Post or by apostille from the applicant's country of origin or legal residence;
- 4.3.4.** Scholastic records duly authenticated by the Philippine Foreign Service Post or by apostille from the applicant's country of origin or legal residence;
- 4.3.5.** Police Clearance from the country of origin or legal residence of the applicant duly authenticated by the Philippine Foreign Service Post or by apostille;
- 4.3.6.** Medical Certificate, together with standard chest x-ray, issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution that the applicant is not afflicted with any dangerous, contagious, or loathsome disease, and is mentally fit;
- 4.3.7.** Photocopy of the data page of the applicant's passport showing his/her name, date of birth, place of birth and photo;
- 4.3.8.** Joint letter from DDC and the applicant addressed to the CHED Commissioner requesting the issuance of a student visa to the applicant in the official stationery of DDC and stamped with the school's dry seal;
- 4.3.9.** Duly accomplished CGAF (BI Form) for Student Visa and Special Study Permit;
- 4.3.10.** Clearance Certificate from the Bureau of Immigration;

- 4.3.11. Certification of English competency from a DDC accredited provider;
  - 4.3.12. Letter of Intent to study in DDC; and
  - 4.3.13. Eight copies of recently taken 2x2 colored pictures
- 4.4. If the applicant is issued a student visa, they must submit the following documents for enrollment:
- 4.4.1. Original copy of Form 138;
  - 4.4.2. Honorable Dismissal/Transcript of Records (for transferees);
  - 4.4.3. Birth Certificate authenticated by the Philippine Foreign Service Post or by apostille from the student's place of birth;
  - 4.4.4. Three (3) copies of recently taken 2x2 colored pictures;
  - 4.4.5. Certificate of Good Moral Character from the last school attended authenticated by the Philippine Foreign Service Post or by apostille in the place where the school is located;
  - 4.4.6. Application for Admission;
  - 4.4.7. Student Visa (9f);
  - 4.4.8. Alien Certificate of Registration (ACR) issued by the Bureau of Immigration, Davao Office; and
  - 4.4.9. Photocopy of the pertinent pages in the student's passport showing his/her name, place of birth, date of birth, photo, and the entry stamp of the Bureau of Immigration.

## **II. ENROLLMENT POLICIES**

### **1. ENROLLMENT/REGISTRATION**

- 1.1. Enrollment or registration shall be held during registration days as indicated in the approved school calendar. A student must enroll for the entire semester.
- 1.2. No student shall be accepted for enrollment unless they present the proper school credentials on or before the end of the enrollment period for the semester.
- 1.3. A student is deemed officially enrolled only after they have submitted their appropriate admission or transfer credentials, made an initial payment of their tuition and other fees, and allowed to attend classes.

### **2. LATE REGISTRATION**

A student may enroll after the lapse of the specified period in the school calendar but shall be charged a fee of P250.00 if they enroll on the first day of classes and an additional P50.00 per day for every day thereafter. However, no further enrollment shall be allowed two weeks after the opening of classes.

### **3. SUBJECT LOAD**

- 3.1. The subject load shall be in accordance with the approved curriculum for each program.
- 3.2. No subject may be taken unless the pre-requisite subjects have been taken and passed. A pre-requisite subject is one that must be completed to qualify the student for enrollment in subsequent and usually related subjects. Any advance subject taken without first taking the pre-requisite subject shall not be credited to the student.
- 3.3. A student may be allowed to simultaneously enroll in pre-requisite and advance subjects under the following conditions:

- 3.3.1. when the pre-requisite is a repeated subject;
  - 3.3.2. when the student has superior class standing;
  - 3.3.3. when the student is graduating at the end of the semester; and
  - 3.3.4. when it is approved by the Dean or any authorized academic official.
- 3.4. Upon the discretion of the school, a graduating student may be allowed additional subject loads of not more than six academic units in excess of the regular load indicated in the curriculum during his/her last semester.
  - 3.5. Upon the discretion of the school, non-graduating students may be allowed an additional subject load of not more than three academic units in excess of the regular load if the purpose of such overload is to make up for a previously failed subject or to grant the student regular status upon passing the subject.
  - 3.6. Laboratory subjects that are paired with an academic subject should be taken during the same semester as the academic subject even if separate grades are given for both.
  - 3.7. No student is allowed to enroll in the 4<sup>th</sup> year unless the student has already taken and passed all PE and NSTP subjects.

#### **4. ADDING AND DROPPING OF COURSES**

- 4.1. Students may add or drop courses within the first week from the opening of classes. After the lapse of said period, no adding or dropping of courses shall be allowed and the student must pay the total fees due for the courses they have enrolled.
- 4.2. A student who desires to add or drop a course shall accomplish the prescribed form and submit the same to the Office of the Registrar. The student shall also pay a fee of P25.00 for each transaction involving adding or dropping of a course. However, no fee shall be charged in case the adding or dropping of a course is due to an error in the printed schedule, change in the schedule of the course, or dissolution of the course.
- 4.3. A student who fails to attend classes without officially dropping the course shall be given a failing grade of 5.

#### **5. CROSS ENROLLMENT**

Only graduating students and incoming interns whose desired courses are not offered during the semester of the requesting student's enrollment or their schedules conflict with the requesting student's other class schedules may be allowed to cross-enroll in another school for the particular course involved. In any case, the student must first secure a written permission from the College Dean as recommended by the Program Chair.

#### **6. REQUEST TO OFFER COURSE**

- 6.1. Students may request the opening of a course that is not being offered for a particular semester or summer by accomplishing a REQUEST TO OFFER COURSE FORM and submitting the same to the Office of the Registrar. The request must be recommended by the Program Chair and College Dean, and approved by the Chief Academic Officer.
- 6.2. The students requesting the offering of a course shall pay the fees in such amount as may be computed by the Finance Manager, 50% of which shall be paid upon enrollment.
- 6.3. Once enrolled, the students who requested the opening of the course may no longer withdraw and must pay the entire fees for the course.

## 7. SHIFTEES

A shiftee is a student who shifts to another program. A shiftee shall submit the following requirements:

- 7.1. Duly accomplished Application to Shift Form;
- 7.2. A complete record of student report cards; and
- 7.3. Prospectus of the program with the evaluation of the Program Chair.

# III. FINANCIAL POLICIES

## 1. MODE OF PAYMENT

### 1.1. For All Students

- 1.1.1. A student may pay the total assessment due for the semester/summer in full or installments in accordance with the schedule provided by the school.
- 1.1.2. For students who opt to pay the total assessment in installments, an initial down payment of P2,500.00 shall be required upon enrollment to cover registration fees.
- 1.1.3. A lesser amount of down payment may be allowed upon the approval of the Finance Manager.
- 1.1.4. The amount due for every grading period is payable before the periodical examination.
- 1.1.5. Students who cannot pay the amount due for the grading period must submit a certificate issued by the Department of Social Welfare and Development that they are disadvantaged in accordance with RA No. 11984, together with a promissory note, before they will be allowed to take the periodical examination.
- 1.1.6. Any promissory note issued to cover the amount due shall be executed personally by the parent or guardian of the student before the Finance Manager.

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

50% of the affiliation, internship, Related Learning Experience (RLE), or practicum fee, as the case may be, must be paid upon enrollment.

## 2. DISCOUNT ON TUITION FEES

- 2.1. A 10% discount on tuition fees shall be granted to students who pay in full the assessment for the semester/summer upon enrollment.
- 2.2. A 10% discount on tuition fees shall be granted to siblings who enroll together in the same semester. To avail themselves of the discount, the siblings shall present their birth certificates upon enrollment. The siblings shall be granted an additional 5% discount on tuition fees should they pay in full the assessment for the semester upon enrollment.
- 2.3. A graduate of Davao Doctors College Senior High School who enroll in any college program at DDC shall be entitled to a 50% discount on tuition fees, subject to maintaining good academic and disciplinary standing.
- 2.4. Legitimate children of DDC employees shall be granted the following discounts on tuition fees:

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

If the child is a full scholar, the above discounts shall be applied to the miscellaneous fees.

The above discounts shall be subject to the following limitations:

- 2.4.1.** It is only for the first program enrolled by the student;
  - 2.4.2.** It is only for a bachelor's degree program; and
  - 2.4.3.** It is only for the period the student is expected to complete the program based on the curriculum.
- 2.5.** The same discount for dependents shall be granted to siblings of a single employee who is considered the head of the family. However, the discount shall no longer be granted once the single employee marries. For this purpose, single employees shall present their ITR as proof that they are the head of the family and the student availing of the discount is their dependent.

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

A student who intends to withdraw their enrollment shall submit a written notice of withdrawal within two weeks after the beginning of classes. In such event, the student shall be charged a withdrawal fee, regardless of whether or not they have actually attended classes, at the following rates:

- 3.1.** 10% of the total charges, if the withdrawal is within the first week of classes in a semester, or within the first three days of classes during summer.
- 3.2.** 20% of the total charges, if the withdrawal is within the second week of classes in a semester, or within the last three days of the first week of classes during summer.
- 3.3.** Full amount of the total charges if the withdrawal is after the second week from the start of classes in a semester, or after the first week from the start of classes during summer.
- 3.4.** If the withdrawal is due to death or serious illness of the parent of the student providing support, or serious illness/injury of the student which will render the student unfit to continue with their studies, the student shall pay only the fees due on the last month of attendance. In such event, the student shall submit necessary documents to support the withdrawal. In case of serious illness of the student, the same must be validated by the School Physician.
- 3.5.** For purposes of determination, the day of the student's submission of their written notice of withdrawal shall be considered the date of withdrawal.
- 3.6.** The School reserves the right to withhold issuance of transfer credentials to a student who has withdrawn their enrollment unless they pay the applicable withdrawal fees and other obligations.

### **4. ASSESSMENT FOR PRESCRIBED TEXTBOOKS**

- 4.1.** The prescribed textbook/s for a course shall be purchased from the DDC Bookstore and shall be included in the assessment upon enrollment. A student may pay the textbooks in two installments, the first upon enrollment and the second on or before the first periodic examinations.
- 4.2.** The textbooks shall be claimed from the DDC Bookstore and shall be released only to students who are officially enrolled upon presentation of the Official Receipt of payment issued by the Finance Department.

## **5. ASSESSMENT FOR THESIS**

- 5.1.** Thesis fees for research courses shall be collected from undergraduate students, except from students enrolled in the Nursing, Pharmacy, and Medical Laboratory Science Programs who shall be assessed either RLE or Laboratory Fees, as the case may be, in lieu of thesis.
- 5.2.** The thesis fees shall be used to cover the expenses related to or in connection with the thesis defense of the student such as, but not limited to, the adviser's honorarium, fees of the panelists, and validator's fees.
- 5.3.** The thesis fees shall be paid directly to the Finance Department before the Pre-Final Examinations. Payments made to any faculty member is strictly prohibited and shall not be honored.

## **6. TUITION FEE FOR NATIONAL SERVICE TRAINING CENTER PROGRAM (NSTP)**

The tuition fee for NSTP shall be computed at 1.5 units.

## **7. OUTSTANDING FINANCIAL OR PROPERTY OBLIGATIONS**

A student who has outstanding financial or property obligations shall not be given a grade, even if they obtain a passing grade, until they settle their obligation in full. Likewise, their credentials shall be withheld and shall be released only upon full settlement of their obligation.

## **8. DELINQUENT ACCOUNTS**

Accounts that are more than 90 days overdue shall be considered delinquent and will be endorsed to a collection agency for legal action. In such event, the student shall be liable for collection fees, attorney's fees, and all other charges in connection with the collection of the delinquent account.

# **IV.ACADEMIC POLICIES**

## **1. GRADING SYSTEM**

### **1.1. General Policy**

The final grade or rating given to a student should be based solely on their scholastic performance in any subject/course. Any adjustment, addition, or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed, except under the following conditions:

- 1.1.1. It is allowed by the school administration.
- 1.1.2. The school explicitly provides for the same in an appropriate issuance or publication to make it known to the students who may be directly affected.
- 1.1.3. The adjustment is relevant to the subject content and requirements.

Any final grade given to a student may be reviewed in accordance with institutional academic processes (Section 107, MORPHE).

## 1.2. Computation of Grades

Grades in periodic tests and quizzes shall be computed using the following formula:

$$\text{Raw Score/Total No. of Items} \times 60 + 40 = \% \text{ Grade}$$

In the computation of the grades, all decimals shall be rounded off to the nearest whole number.

## 1.3. Passing Grade

The passing grade shall be 75%.

## 1.4. Assessment of Student Performance

A semester shall be divided into four grading periods. At the end of every grading period, the academic performance of the student shall be computed using the absolute grading system based on the following formula:

$$\text{Class Standing } (2/3) + \text{Periodic Test } (1/3) = \text{Periodic Grade}$$

For courses with both lecture and laboratory components, the periodic grade shall be computed as follows:

$$\text{Lecture Grade } (60\%) + \text{Laboratory Grade } (40\%) = \text{Periodic Grade}$$

## 1.5. Components of Student Grades

Class standing shall be composed of the following criteria with the corresponding percentage weights:

### 1.5.1. For lecture component

Quizzes - Written or digital quizzes, long tests, or any form of knowledge-based assessments .....	70%
Assignments – Homework, seatwork, written reports, and other course-related tasks .....	30%

### 1.5.2. For laboratory component

Quizzes .....	45%
Assignments and Laboratory Reports/Write-ups .....	35%
Class Participation/Performance .....	20%

### 1.5.3. For Board Courses

Comprehensive Exam .....	70%
Periodic Exams .....	
Quizzes .....	
Assignments .....	

## 1.6. Final Grade

The final grade for the subject/course shall be the average of the four grading period grades. The computer system will automatically compute the average of the four grading periods based on the grades encoded at the end of every grading period. Grades will be converted to its numerical equivalent as provided in the table below. A failing grade of 3.6 and below will automatically be converted to 5.0.

## 1.7. Weighted Point Average (WPA)

The WPA shall be computed based on the following formula:

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

The WPA shall be rounded off to the tenths place.

## 1.8. Conversion Table

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	

## 1.9. Grade Transparency

Students shall have access to their scores and shall be provided a computation of their grade every grading period upon request. All records of grades must be submitted and filed in accordance with school policies.

## 1.10. Storage of Student Records

The scholastic records of every student for each academic term shall be filed in the Registrar's Office until the close of the next academic term, for reference or examination in case of any grievance or complaint (Section 108, MORPHE).

## 2. CONDUCT OF PERIODIC EXAMINATIONS

- 2.1. Periodic examinations shall be given only on the official scheduled dates based on the school calendar. The Dean shall secure the prior approval of the EXECON for any deviation from the official schedule.

- 2.2. Periodic examinations shall be based on the coverage of the course syllabus and/or the desired laboratory skills, when applicable.
- 2.3. Test questionnaires given during the periodic examinations must be taken from the Test Banking System.
- 2.4. Students are strictly prohibited from leaving the classroom without permission while taking the examinations.

### **3. CONDUCT OF FINAL EXAMINATION FOR BOARD COURSES**

- 3.1. The final examination for board courses shall be comprehensive to include subjects taken in the lower years.
- 3.2. The instructors handling the course, under the supervision of the Dean or Program Chair, shall prepare an outline of the final examination containing the following information:
  - Topics to be covered in the test
  - Percentage weight for the topics
  - Number of test questions

#### **3.3. Students are strictly prohibited from doing the following during the final examination:**

- Leaving the classroom without permission
- Accepting or receiving anything from any person
- Talking to seatmates
- Writing marks on the answer sheet

### **4. SPECIAL EXAMINATION**

- 4.1. Only students with valid and excused reasons for missing the scheduled periodic examinations shall be allowed to request and take special examinations. Such students must secure a special examination permit by submitting a letter of request, with supporting documents, to their instructor for evaluation and review before the endorsement to the Program Chair for approval.

Students with unexcused absences shall not be allowed to take special examinations and shall no longer be eligible to secure a special examination permit.

- 4.2. Copies of official receipts of payments for special exams shall be submitted to the instructor-in-charge.
- 4.3. Special examinations shall be given only within one week after the scheduled date of the examination. A student who fails to take the special exam within said period shall automatically get a failing grade of 5.0 for the exam.

### **5. PUNCTUALITY AND ATTENDANCE**

- 5.1. Students are expected to be punctual in reporting for their classes. A student who reports 15 minutes after the start of class shall be considered absent.
- 5.2. Students are expected to attend their classes regularly. A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the semester shall fail and shall earn no credit for the course (Section 101, MORPHE). A faculty member may

recommend exemption of a student who incurs absences beyond the 20% limit for just and reasonable grounds, subject to the endorsement of the Program Chair and approval of the Dean.

- 5.3. A student who is absent from class for three consecutive days shall secure an excuse slip from the Program Chair before they will be admitted to class.

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

### **6.1. Requirements for Promotion**

The promotion of a student from any curricular or component subject/course of a degree program towards graduation shall strictly comply with the following conditions or requirements:

- 6.1.1. A student shall be given the necessary academic credits toward the completion of, or graduation from a degree program, provided, that they have enrolled in the program, have satisfactorily complied with the admission requirements, have faithfully and regularly attended classes, and have acquired the expected proficiency required in the curricular or component subject of the program.
- 6.1.2. A student shall be promoted or permitted to enroll in advanced or specialized subjects, provided, that they have satisfactorily passed the pre-requisite subject(s), except otherwise provided by CHED or school policy.
- 6.1.3. A student shall earn academic credits for promotion towards graduation, provided they garner a final grade of at least 3.5 (75%) in curricular or component subject/course as determined by the School (Section 108, MORPHE).
- 6.1.4. A student must comply with the requirements of the program as provided under Section VIII hereof.

### **6.2. Policy on Retention**

- 6.2.1. Only students who have passed in all subjects in the previous semester shall be allowed to enroll the full curriculum load in the next semester.
- 6.2.2. A student who fails or drops one subject in a semester must re-enroll the same subject and may enroll a maximum of twenty-one units only, inclusive of the re-enrolled subject, in the next semester.
- 6.2.3. A student who fails and/or drops two subjects in a semester must re-enroll the same subjects and may enroll a maximum of eighteen units only, inclusive of the re-enrolled subjects, in the next semester.
- 6.2.4. A student who fails and/or drops three subjects in a semester must re-enroll the same subjects and may enroll a maximum of fifteen units only, inclusive of the re-enrolled subjects, in the next semester. If the student is enrolled in a program with licensure examination, they shall be advised to shift to another program.
- 6.2.5. A student who fails 30% to 40% of the total academic load they are enrolled in a semester shall be placed under probation.
- 6.2.6. A graduating student who fails and/or drops 50% or more of the total academic load in a semester shall be allowed to enroll in the next semester, subject to the limitations on the academic loads as provided above.

- 6.2.7. In addition to the foregoing, the retention of a student shall be subject to the policies and guidelines of the program as provided under Section VIII hereof.

### **6.3. Policy on Dismissal**

- 6.3.1. A first year student who fails and/or drops 50% or more of the total academic load within the school year shall be dismissed from the school.
- 6.3.2. A student in the upper level who fails and/or drops 50% or more of the total academic load in a semester shall be dismissed from the program.
- 6.3.3. A student who fails twice in the same professional course shall be dismissed from the program.
- 6.3.4. The standard duration to complete a program is prescribed in the curriculum of each program. A student may be allowed an extension of two years over the standard duration to complete the program. A student who fails to complete the program within the extension period shall be dismissed from the program.
- 6.3.5. A student dismissed from one program may be allowed to shift to another program, subject to the requirements and limitations herein provided. A student may be allowed to shift to another program twice only.

## **7. PUNCTUALITY AND ATTENDANCE**

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.

## **8. GRADUATION REQUIREMENTS**

To be eligible for graduation, a student must possess the following qualifications:

- 8.1 Must have satisfactorily completed all the academic and non-academic requirements prescribed in the curriculum;
- 8.2 Must have spent their last academic year in DDC;
- 8.3 Must have submitted one hardbound copy and four CDs of their thesis paper duly accepted by the panel and approved by the Dean, as recommended by the Program Chair;
- 8.4 Must have satisfactorily complied with the documentary requirements for graduation;
- 8.5 Must be of good moral character; and
- 8.6 Must have been fully cleared of all financial and other obligations to the School and affiliation centers.

## 9. GRADUATION CEREMONY

To be eligible to join the graduation ceremony, the candidate for graduation shall file an application in the prescribed form and submit the following documentary requirements:

- 9.1. Clearance from financial obligations from the Finance Department;
- 9.2. Clearance from property obligations from the Laboratory Department; and
- 9.3. Certificate of full compliance with all internship/practicum requirements prescribed in the curriculum from the Program Chair together with the Practicum Certificates.

## 10. HONORS AND AWARDS

The following criteria for honors and awards are implemented:

### 10.1. Academic Awards

#### 10.1.1. Non-graduating Students

- 10.1.1.1. Non-graduating students who obtain the following grades shall qualify for academic honors, provided they satisfy the other conditions herein provided:

Honors	Minimum Grade Requirement	
	Academic Courses	NSTP
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

- 10.1.1.2. The candidate must also satisfy the following conditions:
  - a) Enrolled in at least 70% of the total required units in the year level where they belong. For irregular students, enrolled in at least 70% of the total required units of the equivalent year level, composed of the courses corresponding to the equivalent year level and/or advanced courses.
  - b) Has no dropped subject; and
  - c) Has not been subjected to any disciplinary action.

#### 10.1.2. Graduating Students

- 10.1.2.1. Graduating students who display exceptional academic performance consistently during the course of their studies (from first year until graduation) shall qualify for Institutional Latin Honors, 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>Maana Cum Laude</i>	2.1 or better	2.5 or better
10.1.2.2. T 1.5-2.1	<i>Cum Laude</i>	2.5 or better	2.5 or better

e candidate must also satisfy the following requirements:

- a) Completes a minimum of 75% of the all the courses prescribed in the curriculum in DDC;
- b) Has no grade below 85% in any course;
- c) Completes the program within the number of years prescribed in the curriculum;
- d) Has no dropped subject; and
- e) Has not been subjected to any disciplinary action.

### 10.1.3. Program-Level

Students who attain the highest WPA of the graduating class of their program shall be awarded the Program Academic Honors, subject to the following conditions:

- 10.1.3.1. Completes at least three consecutive academic years of residency in DDC;
- 10.1.3.2. Has no failing grade in any course during their entire residency in DDC;
- 10.1.3.3. Has not been subjected to any disciplinary action.

## 10.2. Non-Academic Awards

The following awards are available to candidates for graduation:

### 10.2.1. Excellence in Leadership

This award is given to the most outstanding leader of any of the student organizations recognized by the School who has exhibited consistent and exemplary leadership in carrying out their duties and responsibilities attached to their position.

### 10.2.2. Excellence in Journalism

This award is given to the most outstanding member of any publication recognized by the School who has exhibited exemplary performance in journalism inside and outside the campus within the last two consecutive years of their residency.

### 10.2.3. Excellence in the Arts

This award is given to the student who has exhibited exemplary performance in the fields of either performing or visual arts.

#### 10.2.4. Excellence in Sports

This award is given to a member of any of the School's varsity who has exhibited exemplary performance in sports.

10.2.5. To qualify for any of the foregoing awards, the student must meet the following criteria:

- 10.2.5.1. Completes at least three consecutive academic years of residency in DDC;
- 10.2.5.2. No failing grade in any course during their residency in DDC; and
- 10.2.5.3. Has not been subjected to any disciplinary action

## 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. Availment of one (1) institutional and external scholarship/s is allowed. However, if benefits of scholarships exceed the amount of the total school fees, institutional scholarship shall only cover the amount less the benefits from the external scholarship/s.
- 1.3. Any institutional 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. If a student who is currently benefiting from a scholarship becomes eligible for another institutional scholarship with greater benefits, the scholar can request a leave from their current scholarship. However, if the student is unable to meet the requirements of the new scholarship in the following semester, the scholar may still qualify for the suspended scholarship provided she/she still meets the qualification criteria based on the scholarship retention policies.
- 1.6. In consideration of the scholarship benefits granted by the school, the scholar shall render return service to the school equivalent to six (6) months for every semester or one year for every academic year of scholarship granted, and shall commence immediately upon graduation or as scheduled by the school. In the event the scholar fails to render the required return of service, he/she shall refund the full amount/value of the scholarship benefits granted by the school.
- 1.7. All institutional scholarship grants shall be covered by a Scholarship Agreement which shall be valid for one semester only. It may be renewed every semester at the sole discretion of the School; provided, the student meets the requirements for renewal as provided herein; and provided further, the student complies with the terms and conditions of the Scholarship Agreement.

## **2. SCREENING AND SELECTION PROCESS**

- 2.1. All applications for scholarship grant shall be filed with the Student Support Services Office within the period to be set by the said Office.
- 2.2. The qualifications of all applicants shall be evaluated by the Scholarship Committee designated by the Group Head for Student Affairs and Services.
- 2.3. The Scholarship Committee shall submit a shortlist of applicants who qualify for scholarship to the Head of the Student Affairs and Services for review.
- 2.4. After review, the Head of the Student Affairs and Services shall endorse the list of qualified applicants to the Academic Council for final review.
- 2.5. The Academic Council shall submit the final list of qualified applicants to the Executive Council for approval.

## **3. INSTITUTIONAL SCHOLARSHIP PROGRAMS**

### **2.1. FOUNDERS' SCHOLARSHIP PROGRAM**

This grant is in honor of the 15 founders of Davao Doctors College. It is given to the 15 incoming first year students who garner the highest raw scores in the scholarship examination. There are two categories: Founders' Memorial Scholars for the top five highest placers and Founders' Scholars for Merit for the next 10 highest placers. The grant shall be provided to the grantee during the first semester and may be renewed in the succeeding semesters only if the grantee meets the requirements provided below. The grant shall be covered by an agreement.

#### **2.1.1 Qualifications**

- 2.1.1.1. Must be a graduate of any Senior High School Program recognized by the Department of Education;
- 2.1.1.2. Must have a general average grade of at least 90, with no grade below 85 in any subject in all grading periods in Grades 11 and 12;
- 2.1.1.3. Must be of good moral character;
- 2.1.1.4. Combined annual income of parents must not exceed P300,000.00

#### **2.1.2 Requirements**

- 2.1.2.1. Latest Income Tax Returns of both parents or certification of no/low income from the barangay where the parents reside;
- 2.1.2.2. Letter of recommendation from the Class Adviser in Grade 12;
- 2.1.2.3. Electronic copies of Reports Cards in Grades 11 and 12;
- 2.1.2.4. Letter of Intent to apply for scholarship grant duly signed by the parents;
- 2.1.2.5. Certificate of Good Moral Character from the School Principal/ Head/Guidance Counselor; and
- 2.1.2.6. Accomplished online application form

#### **2.1.3 Benefits**

- 2.1.3.1. 100% free tuition fee for the Founders' Memorial Scholars.
- 2.1.3.2. 50% discount on tuition fee for the Founders' Scholars for Merit.

#### 2.1.4. Renewal

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

- 2.1.4.1. A minimum WPA of 2.0 with no grade below 2.0 in all enrolled courses;
- 2.1.4.2. No disciplinary record.

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

- 2.1.4.3. Latest Report Card
- 2.1.4.4. Certification of No Disciplinary Record from the Office of the Student Affairs and Services.

#### 2.2. Academic Excellence Scholarship

This scholarship is granted to the top 10 undergraduates who excel both in academics and academic-related extra-curricular activities in the most recent semester just ended.

##### 2.2.1 Qualifications

- 2.2.1.1. Must have a minimum WPA of 2.0 ;
- 2.2.1.2. Must have no grade below 2.0 in any course;
- 2.2.1.3. Must have participated in the following extracurricular activities:
  - a) academic competitions or similar events that demonstrate commitment to intellectual growth;
  - b) leadership involvement in program-related organizations or academic-related clubs;
  - c) presentation of research works in off-campus fora and conferences
  - d) international programs

##### 2.2.2 Requirements

- 2.2.2.1. Latest Report Card
- 2.2.2.2. Certified List of the Top 10 students with the highest WPA during the semester from the Registrar's Office
- 2.2.2.3. Certificate of Attendance/Participation in extra-curricular activities
- 2.2.2.4. Certification of No Disciplinary Record from the Office of the Student Affairs and Services.

##### 2.2.3 Benefits

Rank	Benefits
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 scholarship is intended for 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 of the parents must not exceed P300,000.00;
- 2.3.1.2** The WPA, computed to the tenth decimal place of the most recent semester ended, must be at least 2.5, with no grade below 2.5 in all the enrolled courses.
- 2.3.1.3** Must have no disciplinary record.
- 2.3.1.4** Must have passed the DDC Scholarship Exam.

### **2.3.2 Requirements**

- 2.3.2.1** Latest Income Tax Returns of both parents or Certification of No or Low Income issued from the Barangay;
- 2.3.2.2** Latest Report Card
- 2.3.2.3** Certification of no disciplinary record of a major offense from the Office of the Student Affairs and Service

### **2.2.1 Benefits**

- 2.2.1.1. 100% free tuition and miscellaneous fees
- 2.2.1.2. P1,000.00 monthly allowance

### **2.2.2 Scholarship Renewal**

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

- 2.2.2.1** A minimum WPA of 2.0 with no grade below 2.5 in all enrolled courses;
- 2.2.2.2** No disciplinary record; and
- 2.2.2.3** Participation in marketing activities of the school.

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

- 2.2.2.4. Latest Report Card
- 2.2.2.5. Certification of No Disciplinary Record from the Office of the Student Affairs and Services
- 2.2.2.6. Latest Income Tax Return of both parents or Certification of No/Low Income from the barangay
- 2.2.2.7. Certification of Participation in Marketing Activities from the Office of the

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

This scholarship is granted to the top two graduates of the DDC Senior High School Program with the highest and the second highest GWA of the graduating class.

### **7.3.1. Qualifications**

- 7.3.1.1. Must have garnered either the highest or the second highest GWA of the DDC SHS graduating class.
- 7.3.1.2. Must have no disciplinary record.

### **6.1.1. Requirements**

- 6.1.1.1. Certification from the DDC SHS Principal that the student had either the highest or second highest GWA in the graduating class.
- 6.1.1.2. Certification of No Disciplinary Record from the SHS Principal.

### **6.1.1. Benefits**

- 6.1.1.1. 100% free tuition fee in any program of choice for the student with the highest GWA.
- 6.1.1.2. 50% discount on tuition fee in any program of choice for the student with the second highest GWA.

### **6.1.1. Renewal**

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

- 6.1.1.1. A minimum WPA of 2.0 with no grade below 2.0 in all enrolled courses
- 6.1.1.2. No disciplinary record

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

- 6.1.1.1. Latest Report Card
- 6.1.1.2. Certification of No Disciplinary Record from the Office of the Student Affairs and Services

## **6.1. Scholarship for a Person with Disability**

This scholarship is granted to a student with physical disability but has exhibited exceptional academic performance. There shall be only one slot available at any given time.

### **6.1.1. Qualifications**

- 6.1.1.1. Has a physical disability as certified by the School Physician.;

6.1.1.2. Must have a WPA of at least 2.5 with no grade below 2.5 in all enrolled courses.

**6.1.2. Requirements**

6.1.2.1. Certification of Physical Disability from the School Physician

6.1.2.2. Latest Report Card

**6.1.3. Benefits**

6.1.3.1. 100% free tuition fee

6.1.3.2. P1,000.00 monthly allowance

**6.1.4. Renewal**

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

6.1.4.1. A minimum WPA of 2.5 with no grade lower than 2.5 in all enrolled courses

6.1.4.2. No disciplinary record

6.1.4.3. Participation in marketing activities of the school

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

**6.1.1.1.** Latest Report Card;

**6.1.1.2.** Certification of No Disciplinary Record from the Office of the Student Affairs and Services

**6.1.1.3.** Certification of Participation in Marketing Activities from the Office of the Student Affairs Office and Services

**6.1. Indigenous People Scholarship Grant**

This scholarship is granted to a student who is a member of an indigenous tribe in Mindanao. There shall be only one scholar during the entire school year who will be selected at the start of the first semester.

**6.1.1. Qualifications**

6.1.1.1. Must be a natural-born member of an indigenous tribe endemic in Mindanao;

6.1.1.2. Must be a resident of the ancestral domain of his/her indigenous community;

6.1.1.3. Must have a WPA of at least 2.5, with no grade below 2.5 in all the enrolled courses.

**6.1.2. Requirements**

6.1.2.1. Certification from the National Commission on Indigenous People (NCIP) that applicant belongs to a particular indigenous tribe endemic in

- Mindanao;
- 6.1.2.2. Certification of Residency from the Barangay ;
- 6.1.2.3. Latest Report Card

**6.1.3. Benefits**

- 6.1.3.1. 100% free tuition fee
- 6.1.3.2. P1,000.00 monthly allowance

**6.1.4. Renewal**

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

- 6.1.4.1. A minimum WPA of 2.5 with no grade below 2.5 in all the enrolled courses;
- 6.1.4.2. No disciplinary record;
- 6.1.4.3. Participation in the marketing activities of the school

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

- 6.1.4.4. Latest Report Card;
- 6.1.4.5. Certification of No Disciplinary Record from the Office of the Student Affairs and Services;
- 6.1.4.6. Certification of Participation in Marketing Activities from the Office of the Student Affairs and Services

**6.1. Education Development Scholarship Grant**

This scholarship is granted to students who are accepted and enroll in the Bachelor of Secondary Education Program. The scholarship shall be for one semester only but may be renewed every semester on the condition the scholar meets the requirements for renewal.

**6.1.1. Qualifications**

- 6.1.1.1. Must be a regular student of the Bachelor of Secondary Education Program with a minimum WPA of 2.5 and no grade lower than 3.0 in all the enrolled courses.

**6.1.2. Requirements**

- 6.1.2.1. Endorsement from the Program Chair for acceptance into the Program and the approval of the Dean
- 6.1.2.2. Latest Report Card
- 6.1.2.3. Certificate of Good Moral Character from the school last attended for fresh high school graduates and transferees.
- 6.1.2.4. Certification of No Disciplinary Record from the Office of the Student Affairs and Services for shiftees and upper-year levels.
- 6.1.2.5. Must complete the program within the period provided in the curriculum.
- 6.1.2.6. Must teach in a school in the Philippines for one semester for every semester of scholarship enjoyed.

### **6.1.1. Benefits**

#### **6.1.1.1. 50% discount on tuition fee**

### **6.1.2. Renewal**

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

6.1.2.1. A minimum WPA 2.5 with no grade lower than 2.5 in all the enrolled courses

6.1.2.2. No disciplinary record

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

6.1.2.3. Latest Report Card

6.1.2.4. Certification of No Disciplinary Record from the Office of the Student Affairs and Services

## **6.1. Athletic Scholarship**

This scholarship is granted to students who are members of any of DDC's varsity teams and have won in a regional, national, or international competition and at the same time maintain good academic standing.

### **6.1.1. Qualifications**

6.1.1.1. Must be a regular member in good standing of any varsity team;

6.1.1.2. Must have won in a regional, national, or international competition;

6.1.1.3. Must have a minimum WPA of 2.5 with no grade lower than 3.0 in all the enrolled subjects;

6.1.1.4. Must have no dropped subjects;

6.1.1.5. Must have a minimum residency of one year in DDC

6.1.1.6. Must be certified physically fit by the School Physician; and

6.1.1.7. Must have no disciplinary record

### **6.1.1. Requirements**

6.1.1.1. Certificates, awards or medals to support accomplishments;

6.1.1.2. Latest Report Card;

6.1.1.3. Certification of residency from the Registrar;

6.1.1.4. Certification of membership in good standing from the coach;

6.1.1.5. Medical Certificate from the School Physician; and

6.1.1.6. Certification of No Disciplinary Record from the Office of the Student Affairs and Services

### **6.1.1. Benefits**

6.1.1.1. For winners in international competitions

- 6.1.1.1.1. Gold Medalist - 100% free tuition and miscellaneous fees
- 6.1.1.1.2. Silver Medalist - 75% discount on tuition and miscellaneous fees
- 6.1.1.1.3. Bronze Medalist - 50% discount on tuition and miscellaneous fees

6.1.1.2. For winners in national competitions

- 6.1.1.2.1. Gold Medalist - 100% free tuition fees
- 6.1.1.2.2. Silver Medalist - 75% discount on tuition fee
- 6.1.1.2.3. Bronze Medalist - 50% discount on tuition fees

6.1.1.3. For winners in regional competitions

- 6.1.1.3.1. Gold Medalist - 50% discount on tuition fees
- 6.1.1.3.2. Silver Medalist - 30% discount on tuition fees
- 6.1.1.3.3. Bronze Medalist - 20% discount on tuition fees

**6.1.2. Renewal**

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

- 6.1.2.1. A minimum WPA of 2.5 with no grade below 3.0 in all the courses enrolled;
- 6.1.2.2. No disciplinary record; and
- 6.1.2.3. No unexcused absences in competitions, training sessions and other related activities

As proof of compliance with the foregoing requirements, the scholar shall submit the following documents:

- 6.1.2.4. Latest Report Card;
- 6.1.2.5. Certification of No Disciplinary Record from the Office of the Student Affairs and Services; and
- 6.1.2.6. Recommendation for renewal from the coach and Sports Coordinator

**6.1. Scholarship Advisory Program**

The academic performance of the scholars shall be monitored. Each scholar shall have a tracking form to be filled out by their instructors after every periodical examination. Scholars found to be struggling with their academics shall be provided with the necessary assistance for them to be able to comply with the requirements for the renewal of their scholarship.

## VI. NON-ACADEMIC POLICIES

Davao Doctors College recognizes its duty and responsibility to provide not only quality education to its students but also to teach them the rights and duties of citizenship, strengthen their ethical and spiritual values, develop their moral character and personal discipline, and encourage their critical and creative thinking (1987 Philippine Constitution, Article XIV, Sec. 3 [2]). In the performance of such duties and responsibilities, DDC has promulgated rules and regulations to govern the behavior of its students, and promotes the creation of organizations and the conduct of activities that will provide students the opportunity to develop their self-confidence and talents and, at the same time, raise their awareness to the social problems besetting the country, in general, and the community, in particular.

### 1. STUDENT CONDUCT AND DISCIPLINE

For a school system to function properly, the conduct of students must conform to conditions that are conducive to learning (Manual of Regulations for Private Schools). Thus, it is essential that schools maintain discipline inside its campus as well as within the immediate surroundings of the school premises. In furtherance thereof, the law allows schools to exercise disciplinary authority over its students outside its campus, and beyond school hours, term or year in the following instances:

- 1) Where school policies or regulations were violated; and
- 2) Where the misconduct involves or affects a student's status, or the good name and reputation of the school (Art. 102, MORPHE).

#### 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 pantylet.
- 1.1.1.2. Students are required to come to school in a prescribed uniform every day. However, the following exceptions apply:
  - a) Every Wednesday is designated as Wash Day, during which civilian attire is permitted.
  - b) Students are authorized and required to wear their official PE or NSTP uniforms on days they have these classes. Those not wearing the specialized uniform must report in the standard school uniform.
- 1.1.1.3. 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.

1.1.1.4. 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).

1.1.1.5. 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 Office.

1.1.1.6. 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.

1.1.1.7. 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. Haircut inspections are conducted on the **first Monday of each month** or, should that date fall on a non-working holiday, the next scheduled school day.

1.1.1.8. Male students are not allowed to grow a mustache and/or beard.

1.1.1.9. All kinds of body piercing are strictly prohibited. Only female students are allowed to wear earrings but shall be limited to one pair only.

1.1.1.10. Visible tattoos on any part of the body are strictly prohibited; and

1.1.1.11. 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 Behavior Management Adviser.

### **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 Student Support Services 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 Student Personnel Services 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 Student Support Services 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 Student Personnel Services 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 recommendation of the Student Personnel Services Office, endorsement of the Group Head for Student Affairs and Services and approval by the Chief Operating Officer or School President.

#### **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, etc., 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 Security**

- 1.1.7.1 Security guards are under instruction to check student's ID cards at all entry points of the school.
- 1.1.7.2 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.
- 1.1.7.3 A visitor's pass will be issued to each visitor and should be displayed conspicuously while inside the campus.
- 1.1.7.4 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.
- 1.1.7.5 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.
- 1.1.7.6 Visitors intending to see a particular student during class hours will be initially required to see the Behavior Management Adviser who will facilitate in informing the concerned student about the visitor.
- 1.1.7.7 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 Student Support Services Office.

### **1.1.8 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 an endorsement from the Office of Student Personnel Services, recommendation from the Group Head for Student Affairs and Services and approval of the Chief Operating Officer or School President at least five (5) working 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.

### **1.1.9 Classroom Behavior**

- 1.1.9.1. Instructors are given the authority to implement order and discipline inside the classroom.
- 1.1.9.2. Only students wearing the prescribed uniform, with I.D., and officially enrolled in the course are admitted to class.
- 1.1.9.3. 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.
- 1.1.9.4. A student who is required to report to the Student Support Services Office will be summoned with a Call Slip for his/her to be allowed to leave the classroom.
- 1.1.9.5. 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.

**1.1.9.6.** 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.

**1.1.9.7.** At the end of each class, the classroom must be clean and orderly with all the lights, ceiling fans, and air conditioners turned off.

**1.1.9.8.** Students are not allowed to use their cell phones while classes are going on.

#### **1.1.10 Cheating**

1.1.10.1. 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.

1.1.10.2. During quizzes and examinations, students must refrain from any form of communication.

Cheating includes but not limited to 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.)

1.1.10.3. 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.

1.1.10.4. 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 Student Personnel Services Office, the recommendation of the SAS Group Head and the recommending approval of the Chief Operating Officer 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 Student Personnel Services Office,

recommendation of the SAS Group Head and the recommending approval of the Chief Operating Officer 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. The unauthorized placing of posters in or outside the bulletin board without authorization;
- 1.3.1.2. Loitering, shouting, howling during class hours;
- 1.3.1.3. Non-participation in school activities;
- 1.3.1.4. Chewing gums during class hours;
- 1.3.1.5. Having a visible tattoo;
- 1.3.1.6. Having mustache and/or the beard;
- 1.3.1.7. Improper or non-wearing of school ID and Uniform; and
- 1.3.1.8. Habitual tardiness (3 or more).
- 1.3.1.9. Refusal to secure an excuse slip when required;
- 1.3.1.10. Non-observance of dress code;
- 1.3.1.11. Using a mobile phone during class hours;
- 1.3.1.12. Hiding valuable property of others;
- 1.3.1.13. Going to the restricted areas without permission from the parties' concerned;
- 1.3.1.14. Sporting unprescribed haircut for male students (Prescribed Haircut is 2x2 Barber's cut);
- 1.3.1.15. Wearing of earrings by boys and multiple earrings by girls and similar body-piercing objects; and
- 1.3.1.16. Other offenses similar to the preceding.

#### **1.3.2 Major Offenses:**

- 1.3.2.1.** Repetition of minor offenses (5X or more);
- 1.3.2.2. Littering and/or spitting anywhere within the school campus;
- 1.3.2.3. Public display of affection inside the campus;
- 1.3.2.4. Defiance to the lawful orders of school authorities;
- 1.3.2.5. 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;
- 1.3.2.6. Recruiting for or joining illegal organizations
- 1.3.5.7. Uttering nasty words and making dirty signs inside the campus.
- 1.3.2.8. Possession of pornographic materials or accessing and watching pornographic contents inside the campus using cellphones, laptops, school computers.
- 1.3.2.9. Possession of cigarettes (including vape), liquor and gambling materials/playing cards within the campus;
- 1.3.2.10. Circulating false information about the institution, its officials, faculty members, staff and other students;

- 1.3.2.11. 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;
- 1.3.2.12. Acts of disrespect towards school authorities;
- 1.3.2.13. Tampering, borrowing/lending, unauthorized use or use of counterfeit student's identification cards;
- 1.3.2.14. Dishonesty;
- 1.3.2.15. All forms of cheating

### **1.3.3 Grave Offenses**

- 1.3.3.1. Smoking, drinking liquor, gambling in any form/playing cards within the campus and 200 meters away from the school;
- 1.3.3.2. Modifying computer settings, security hacking, cyber-bullying and engaging in cybersex or viewing the same at the internet section;
- 1.3.3.3. Fighting within a 200 meters radius of the campus, whether wearing a uniform or not; and
- 1.3.3.4. Immorality, such as but not limited to engaging in lewd, indecent, obscene, and scandalous conduct, whether inside or outside the school.
- 1.3.3.5. Use, possession, or trafficking of illegal drugs inside and outside the campus;
- 1.3.3.6. Stealing, shop-lifting and asking or receiving money or materials from others with threat or intimidation (extortion);
- 1.3.3.7. Coming to school drunk or under the influence of drugs or liquor;
- 1.3.3.8. Vandalism, defacement or intentional damage to school properties;
- 1.3.3.9. Possession/concealment or use of any deadly weapons such as but not limited to knives or bladed instruments, firearms, explosives, sharp objects or any device considered harmful or hazardous to life;
- 1.3.3.10. Plagiarism;
- 1.3.3.11. Forging or falsification of academic or official school records and documents of any kind;
- 1.3.3.12. All forms of bullying (physical, verbal, relational, reactive or cyber-bullying);
- 1.3.3.13. Gender-based public spaces sexual harassment which includes the following:
  - a. Catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs;
  - b. persistent uninvited comments or gestures on a person's appearance;
  - c. relentless requests for personal details, statement of sexual comments and suggestions;
  - d. any unwanted and threatening physical or verbal advances which includes cursing, leering and intrusive gazing and taunting;
  - e. persistent telling of sexual jokes and use of sexual jokes; and
  - f. stalking
- 1.3.3.14. Any other conduct committed outside the school premises involving student status and affecting the good name and reputation of the school, such as, but not limited to the following,:
- 1.3.3.15. Prostitution and other related activities;
- 1.3.3.16. Abortion;
- 1.3.3.17. Association with or joining notorious gangs involved in questionable stints;
- 1.3.3.18. Hanging around in public places wearing the school uniform and going to questionable places like drug and sex dens, gambling places and the like;
- 1.3.3.19. Modeling stints entailing ample body exposures;

- 1.3.3.20. Drug pushing and drug addiction;
- 1.3.3.21. Hazing and initiation rites and related activities;
- 1.3.3.22. Going to movie houses, parties, bars and night clubs wearing school uniform;
- 1.3.3.23. Drinking liquor, getting drunk or making scandalous behavior in public while in school uniform; and
- 1.3.3.24. Physical and verbal assault on any person or fighting while in school uniform.
- 1.3.3.25. Violation of any order of penal statutes, ordinance, rules, and regulations validly promulgated by competent authorities; and
- 1.3.3.26. Any other offenses similar to the preceding.

**1.3.4. Determination of the Gravity of the Violation**

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

- 1.3.4.1. Degree of violation (minor or major)
- 1.3.4.2. Frequency (first, second, third, etc.)
- 1.3.4.3. Age

**1.3.5. 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:**

- 1.3.5.1. Absences or Habitual Absenteeism;
- 1.3.5.2. Tardiness;
- 1.3.5.3. Cutting Classes;
- 1.3.5.4. Failure to comply with a class or course requirements; and
- 1.3.5.5. 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**

OFFENSE	PENALTY
1. Repetition of minor offenses (5X or more)	Rendering of compulsory services
2. Littering and/or spitting anywhere within the school campus	Rendering of compulsory services

3. Public display of affection inside the campus	Rendering of compulsory services
4. Uttering nasty words and making dirty signs inside the campus	Rendering of compulsory services
5. 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	Rendering of compulsory services
6. Possession of cigarettes (including vape), liquor and gambling materials/playing cards within the campus;	Rendering of compulsory services
7. Tampering, borrowing/lending of IDs	Rendering of compulsory services
8. Vandalism	Rendering of compulsory services

Other sanctions may be determined by the Disciplinary Action Committee (DAC) of every program or the Prefect of Discipline or the School Disciplinary Board (SDB) consistent with the existing laws.

#### 1.4.3 Grave Offenses

OFFENSE	PENALTY
1. Repetition of major offenses (3X or more)	Non-re-admission
2. Smoking, drinking liquor, gambling in any form/playing cards within the campus and 200 meters away from the school	Non-re-admission
3. defacement or intentional damage to school properties	Exclusion
4. Possession/conceal mentor use of any deadly weapons such as but not limited to knives or bladed instruments, firearms, explosives, sharp objects or any device considered harmful or hazardous to life	Exclusion
5. unauthorized use or use of counterfeit student's identification cards	Exclusion
6. Recruiting for or joining illegal organizations	Exclusion
7. Circulating false information about the institution, its officials, faculty members, staff and other students	Exclusion
8. 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	Exclusion
9. Possession of pornographic materials or	Exclusion

accessing and watching pornographic contents inside the campus using cellphones, laptops, school computers.	
10. Plagiarism	Exclusion
11. Defiance to the lawful orders of school authorities	Exclusion
12. Fighting within a 200 meters radius of the campus, whether wearing a uniform or not	Exclusion
13. Acts of disrespect towards school authorities	Expulsion
14. Modifying computer settings, security hacking, cyber-bullying and engaging in cybersex or viewing the same at the internet section	Expulsion
15. Immorality, such as but not limited to engaging in lewd, indecent, obscene, and scandalous conduct, whether inside or outside the school.	Expulsion
16. Stealing, shop-lifting and asking or receiving money or materials from others with threat or intimidation(extortion)	Expulsion
17. Use, possession, or trafficking of illegal drugs inside and outside the campus	Expulsion
18. Coming to school drunk or under the influence of drugs or liquor	Expulsion
19. Forging or falsification of academic or official school records and documents of any kind	Expulsion
20. All forms of bullying (physical, verbal, relational, reactive or cyber-bullying)	Expulsion
21. Gender-based public spaces sexual harassment which includes the following: g. Catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs; h. persistent uninvited comments or gestures on a person's appearance; i. relentless requests for personal details, statement of sexual comments and suggestions; j. any unwanted and threatening physical or verbal advances which includes cursing, leering and intrusive gazing and taunting; k. persistent telling of sexual jokes and use of sexual jokes; and l. stalking	Expulsion
22. Any other conduct committed outside the	Expulsion

<p>school premises involving student status and affecting the good name and reputation of the school, such as, but not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Prostitution and other related activities;</li> <li>b. Abortion;</li> <li>c. Association with or joining notorious gangs involved in questionable stints;</li> <li>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;</li> <li>e. Modeling stints entailing ample body exposures;</li> <li>f. Drug pushing and drug addiction;</li> <li>g. Hazing and initiation rites and related activities;</li> <li>h. Going to movie houses, parties, bars and night clubs wearing school uniform;</li> <li>i. Drinking liquor, getting drunk or making scandalous behavior in public while in school uniform; and</li> <li>j. Physical and verbal assault on any person or fighting while in school uniform.</li> <li>k. Violation of any order of penal statutes, ordinance, rules, and regulations validly promulgated by competent authorities; and</li> <li>l. Any other offenses similar to the preceding.</li> </ol>	
---	--

Other sanctions may be determined by the Disciplinary Action Committee (DAC) of every program or the Prefect of Discipline or the School Disciplinary Board (SDB) consistent with the existing laws.

#### 1.4. Airing of Grievances

##### 1.5.1 Minor offenses:

Violation/Complaint → Concerned Instructor → Behavior Management Adviser

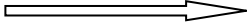
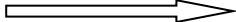
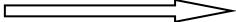
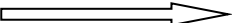
##### 1.5.2 Major Offenses

Violation/Complaint/Aggrieved Party → Program Chair → Disciplinary Action Committee (DAC) → Behavior Management Adviser → SDB (*if necessary*)

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

### 1.5. Proper Channeling

Problems of students shall be resolved through proper channeling:

Academic Problems		Program Chair
Faculty Problems		Faculty Member concerned and the Program Chair
Non-Academic Problems		Student Personnel Services/ Guidance Center
Other student problems:		Concerned Department Head
* with non-teaching staff		
* with other offices		

### 1.7. Disciplinary Action Committee

DDC is committed to fostering an environment of academic integrity and promoting responsible behavior. In line with this commitment, the Disciplinary Action Committee (DAC) of plays a crucial role in upholding these values by addressing instances of misconduct or misdemeanors committed by student/s under a particular Academic Program.

DDC's approach in resolving discipline-related matters involves a tiered resolution process, where violations are first addressed within the concerned program by the DAC before escalating to the School Disciplinary Board (SDB), the higher disciplinary body. This ensures that disciplinary matters are handled efficiently and effectively at the appropriate level, maintaining the integrity of our academic community.

#### 1.7.1. Functions and Task of the Disciplinary Action Committee

- a. To receive complaints against a student or students under the Program due to allegations of misconduct or misdemeanor;
- b. To conduct a thorough investigation into the allegations, which may include gathering evidence, interviewing witnesses, and reviewing relevant documentation.
- c. To recommend disciplinary sanctions based on the Student Handbook or the Program's Manual. However, the DAC 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 Program only;
- d. To refer students with disciplinary problems whenever necessary to the Guidance Center;
- e. To maintain detailed records of all cases, including investigation reports, findings, conference minutes, and resolutions made;
- f. To perform other related functions as may be required by the nature of the Committee or as may be recommended by the Group Head for the Student Affairs and Services Office or the Student Personnel Services Office.

### **1.7.2. Composition of the Disciplinary Action Committee**

The Disciplinary Action Committee that addresses disciplinary matters within the Academic Program is composed of the following:

- a. Program Chair- Chair and Presiding Officer
- b. Instructor/s in the Program
- c. President or representative of the Program's student organization

### **1.7.3. Procedure in Handling and Resolving Discipline Related Matters by the Disciplinary Action Committee**

- a. The DAC receives the complaint and incident report attached with evidences and proofs;
- b. The DAC 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.
- c. The concerned student/s answers the allegations in writing within a maximum of five (5) school days;
- d. Thorough investigation is conducted.
- e. DAC convenes a hearing to provide the student/s an opportunity to be heard and respond to the allegations.
- f. The DAC deliberates the evidences and findings, determines the appropriate sanction and informs the concerned student of the committee's resolution;
- g. Findings, resolutions and recommendations are forwarded to the Student Personnel Services Office for review and implementation. For academic matters, sanctions are implemented directly by the concerned Program DAC.

## **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 / Behavior Management Adviser;
- 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 Behavior Management Adviser;
- 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 Student Personnel Services 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 Support Services Office in the dispensation of its functions.

#### **2.3.1 Composition:**

- 2.3.1.1. Group Head for Student Affairs and Services - Chair and Presiding Officer
- 2.3.1.2. Head of Student Personnel Services Office – Vice-Chair
- 2.3.1.3. Behavior Management Adviser
- 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 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 Student Support Services Office for review and formal investigation

2.3.2.3. If the case involves students from different programs:

- 1) The Behavior Management Adviser upon receipt of the complaint / Incident Report calls the parties involved and conduct an investigation.

2.3.2.4. If the Behavior Management Adviser finds out facts substantial enough to charge the student/s of the complaint, the Student Personnel Services Office, upon the completion of the preliminary investigation, calls to convene the School Disciplinary Board.

2.3.2.5. The Student Personnel Services 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 SDB becomes final executory upon the approval of the School President.

#### **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 or the Head of the Student Personnel Services Office;
- 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 shall not be later than the schedule determined by the Student Personnel Services 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 Student Affairs and 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 Student Affairs and 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**

- 3.1.1.** The officers of organizations and their moderators shall be held responsible for the actions, individually or collectively, of their members in relation to their organization's activities.
- 3.1.2.** 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.
- 3.1.3.** In cases where contributions are necessary, the organization must first secure an endorsement from the Student Personnel Services Office specifying the kind, amount, and the intended purposes of such contribution. If deemed proper, the Student Support Services will endorse the request to the Group Head of the Student Affairs and Services who, in turn, may recommend its approval by the Executive Council.
- 3.1.4.** Activities of whatever nature require the written request prepared by the moderator, recommendation by the Student Personnel Services Office, endorsement of the Group Head for Student Affairs and Services, recommending approval of the Chief Operating Officer and the approval of the School President.
- 3.1.5.** Students are not allowed to conduct activities on-campus or off-campus activities a week before and during examination week. However, special arrangement will be accorded to students who will be representing the school in off-campus activities during the said period.
- 3.1.6.** At the end of the semester, every organization has to submit to the Student Personnel Services 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 Student Personnel Services Office, endorsement of the Group Head for Student Affairs and Services, recommending approval of the Chief Operating Officer.
- 3.6.2** 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 Student Personnel Services 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 approval of the School President upon the recommendation of the Dean, endorsement of the Chief Academic Officer, and the recommending approval of the Chief Operating Officer.

**3.8.1.2.** For campus organization activities and field trips, the moderator shall file an Activity Proposal and Action Plan to be submitted to the Head of the Student Personnel Services Office for endorsement. It shall be approved by the School President upon the recommendation of the Group Head for Student Affairs and Services and the recommending approval of the Chief Operating Officer.

**3.8.1.3.** The Activity Proposal and Action Plan should contain the following:

- 1) Specific objectives/purposes of the activity
- 2) For academic field trips:
- 3) course syllabus which reflects the relevance of requiring an educational tour and field trip;
- 4) Copy of the letter sent to the LGUs and copy of acknowledgment letter for LGUs where trips are conducted;
- 5) Itinerary including the date, place and time that must be followed.
- 6) Number of participants and their names, instructors and/or either school personnel expected to join the activity
- 7) Budget, including reasonable contributions and expected expenses
- 8) List of classes affected if any.
- 9) Notarized Parental consent
- 10) Medical clearance issued by the School Physician
- 11) Appointment with conformer of Personne-In-Charge/s (PICs) and certificate of first aid and medical emergency training attended
- 12) Emergency Preparedness Plan
- 13) If the vehicle to be used is from a third party or sub-contracted:
  - Contract of Service
  - Certification from LTFRB for the validation of the operator's franchise;
  - Special Permit for LTFRB if transportation is out-of-line; and
  - Updated/valid documents pertaining to registration, , insurance coverage, driver's license, assurance of road worthiness, etc.
  - In cases where Travel and Tour Operator is used: a copy of Travel and Tour Accreditation Certificate by the Department of Tourism (DOT).

**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 (Student Personnel Services Office, Program Chair, SAS Group Head or Dean, Chief Academic Officer, Chief Operating Officer and the School President) has been secured; and
- 3.8.6.4.** 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 Student Support Services 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; and
- 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 Student Personnel Services 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 Student Personnel Services, Group Head for Student Affairs and Services, Chief Operating Officer 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-Related Organizations**

- a. Association of Hospitality Management Students (AHMS)
- b. Biology Majors Association (BIOMASS)
- 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. Davao Doctors Circle of Entrepreneurs (DDCE)
- l. Association of Tourism Management Students (ATMS)
- m. Future Educators Association (FEA)

#### **3.10.3 Non-Program Campus Organizations**

- a. Davao Doctors Muslim Students Organization
- b. Davao Doctors College Dance Troupe
- c. Davao Doctors College Martial Arts Club
- d. Peer Facilitators Society
- e. Davao Doctors College – College Red Cross Youth (DDC-CRCY)
- f. DDC Comms
- g. Sining Dos

#### **3.10.4 Student Publication**

- a. The Clarion
- b. 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 should be made by accomplishing the Request for Use of Facilities Form with a clearance from the Physical Education Coordinator and Sports Coordinator before approval by the Head of the General Services Unit. Sports and student-related activities must be coordinated with the Student Support Services Office.

Request for use of gym by outsiders shall go through the recommendation of the Head of the General Services Unit, recommending approval of the Finance Manager and the Chief Operating Officer before the approval of the School President.

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, and a wide selection of more than 500 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 School President upon the recommendation of the Head of the General Services Unit, recommending approval of the Finance Manager and the Chief Operating Officer.

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

- a. Meetings (College/SHS/Program/Institutional)
- b. Orientation (HRD/College/SHS/Program)
- c. Seminars (Administration/College/SHS/Program)
- d. Faculty Development (College/SHS/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., OHP, LCD, etc.); fixtures (e.g., chairs, podium, etc.) and non-print materials (e.g., CDs, DVDs, etc.) shall be charged against the requesting client/s.
- 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 Student Affairs and 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 houses a balanced collection of more than 40,000 volumes of printed materials as well as equipped with online databases and modern internet facilities to serve all clients, either remotely or face-to-face.

#### **5.1. Service Hours:**

Mondays-Friday	=	8:00AM-12:00NN;	1:00-7:00 PM
Saturdays	=	8:00 AM-12:00NN;	1:00-5:00 PM

Closed during Noon breaks for disinfecting of the whole library.

## **5.2. Facilities**

### **5.2.1 Baggage Counter**

Baggage Counters are provided for the students use upon entry to the Library. Upon entry, students are required to leave their bags and belongings at the baggage counter. Only valuables such as wallet, phone, and laptop are allowed to be brought inside, and the library is not liable for any loss of belongings. The baggage counter is for the exclusive use of students using the library only. Leaving of bags in the baggage with no intention of coming in is strictly not allowed. Students who violate this rule will be subject to disciplinary action.

### **5.2.2 Internet Section & Multimedia Viewing Room**

Computers with Internet service are available for students' use at Room 207, 2<sup>nd</sup> Floor, Annex Building and at the Multimedia Viewing Room inside the library. No ID, NO entry and all students are strictly not allowed to open sites for streaming, pornographic content, and other prohibited and harmful websites.

### **5.2.3 Discussion Rooms**

Two discussion rooms are available inside the library for group studies or group discussions. These rooms are subject to first come, first served policy, and may be reserved 3 days before their intended use. Minimum number of users should be a group of 3, and maximum number of students is 10.

### **5.2.4 Learning Commons**

The Learning Commons is a dynamic, collaborative environment in the DDC Library that combines individual and group study space, in-depth reference service, and instruction from a variety of sources. It serves both as a recreation and study place, which also houses the periodical collections located on the 2<sup>nd</sup> Floor of the Annex Building.

### **5.2.5 Reading Areas**

Circulation and the SHS information and media center inside the library are meant to be used for reading and individual study of students. Silence is strictly expected within these areas. Excessive noise and disturbance to other library users may result to confiscation of IDs, and subject to disciplinary action.

## **5.3. Services**

### **1.1.1. Hyflex Services**

Hyflex Services. HyFlex combines the terms "hybrid" and "flexible." This is in adaptation to the college's Hybrid learning modality, wherein the library integrates onsite services with complementary online services experiences intended to mold with the students' learning objectives. Hyflex services include: Find your librarian, OPAC and database access, Click and Pick-up service and online document delivery service for

online services.

- a. Find your librarian- this online service is where students can email a specific librarian assigned to their exact library query, and give assistance through a unique and personal interaction.
- b. Online Public Access Catalog and Database Usage. Online Public Access Catalog or OPAC is the online list of the DDC library's print collection that is available to all Bona fide students. To access, just type in the url: <http://follett.davaodoctors.edu.ph/>
  - b.1. This catalog can be used to search for any book title you might need and whether it is available in the library for borrowing.
  - b.2. Database Usage. The library, in pursuit of the college's goal of digital transformation, also have subscription to online ebooks and journal databases. These databases can be accessed remotely by the students and faculty, for research use. For assistance and further instruction, please contact the Periodicals Librarian.
- c. Click and Pick-up service- This service is open for students who want to borrow physical copies of books through online and can come to the school for the books pick-up. To start, go to the online Public Access catalog (OPAC) portal to browse the book you need, then message the Library's Facebook page or the Librarian's designated email on the book you want to borrow. Through this service, books can be reserved ahead of pick-up time, subject to the library's borrowing policies.
- d. Online Document Delivery- this library service is a limited offer especially practiced for those students who can't come physically to the library. Through this service, students and faculty may request resources for online access subject to availability and copyright laws. For steps and instructions please visit our official Library Facebook page.

#### 1.1.2. 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. Click and Pick-up Service is also available for remote clients, wherein the librarians will facilitate the whole borrowing process—from searching of the books to check out—and clients may pick it up at the school entrance to observe minimal contact. Fines will be collected for unreturned and overdue books. Fees are as follows:

Reserve Titles:        PHP2.00 pesos per hour, per book  
Circulation:        PHP5.00 pesos per book, per day

Number of books allowed to be checked out per students are as follows:

College Students:	3 titles
SHS Student:	2 titles

### 1.1.3. Reference and Information Service

Library, research, and general queries can be coursed through the librarians anytime during school hours. Librarians assist in identifying and locating materials needed for information or research, may it be online or onsite. Students studying remotely can course through their queries via the Library's Facebook Page (Davao Doctors College Library) or the Find Your Librarian Service assigned to their specific programs.

### 1.1.4. Resource Sharing

The Library is a member of the Philippine Librarians Association Inc. (PLAI) and Davao Region and Davao Colleges and Universities Network (DACUN). This membership allows DDC students, faculty, and staff to research from other member libraries, subject for approval. Request for inter-library use can be coursed through the Chief Librarian Office.

### 1.1.5. Library Orientation and Instruction

With some advanced notice, library tours and library instruction can be scheduled and is available throughout the year. Orientation for freshmen, transferees, and new faculty however are strictly required, and are usually held at the beginning of each school year.

### 1.1.6. Online Research section

This section is a separate room for computer units with internet and database access is available for students use. The units are subject to first come, first served policy, but cannot be reserved. No time limit is required per computer unit, but students with online research needs will be prioritized. Students who are caught opening elicited or illegal sites will be subject to disciplinary actions and will be dealt with accordingly.

## 5.4. Collections

### 5.4.1. Reserve Materials

Reserved materials are supplementary books recommended by the instructors with limited number of copies, or heavily used volumes of professional titles. These books are usually limited in number; hence they are placed in the Reserve Section, prohibiting them to be borrowed by faculty and students in long amounts of time. These materials can be home-used however, via request at the *Circulation Section Counter, 3<sup>rd</sup> floor, Annex Building.*

### 5.4.2. Thesis Manuscripts

The previous DDC students' research outputs are available for room use inside the SHS information and media center. These manuscripts cannot be borrowed for home-use, and photocopying is strictly not allowed. Students who wish to browse the collection is required to come to the library and leave their ID upon browsing.

#### 5.4.3. Filipiniana Collection

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

#### 5.4.4. Journals, Magazines and Newspapers

New and back issues of local and foreign periodicals can be found at the Periodical Section. These materials are for internal use only, with requests for duplication via photocopying subject for approval. Online journals and scholarly articles are also available remotely, such as the Proquest Database and BioMed Central. List of all available databases both paid and Open Access can be explored via the Library's RemoteXS Portal (<https://ddclibrary.remotexs.co/>).

### 5.3. General Policies and Guidelines on the Use of the DDC Library

- 5.3.1 Only bona fide students, faculty, administration, non-teaching personnel, and alumni of Davao Doctors College are allowed to use the school's library facility.
- 5.3.2 Upon entering the library, students are required to leave their bags and belongings at the baggage counter. Only valuables such as wallet, phone, and laptop are allowed to be brought inside, and the library is not liable for any loss of belongings.
- 5.3.3 All library users must strictly observe the minimum health protocols i.e., wearing of face masks, fully vaccinated, disinfecting with alcohol, and observance of social distancing. The library reserves the right to refuse entry to students violating said protocols mandated by the government and the college.

## 6. MEDICAL AND DENTAL CLINIC

The School Clinic of Davao Doctors College Inc. offers a wide range of healthcare services including medical, dental, nursing, occupational, and administrative services targeted to meet the needs of the entire DDC community, including students, faculty, instructors, visitors, and benefactors.

These services encompass dental care, issuance and validation of medical certificates, medical clearances, on-site consultations, insurance processing, teleconsultations or telehealth, vaccination services, and various other health promotion initiatives. As supported with R.A.124 and R.A.11223.

The school clinics are conveniently placed on the grounds of both campuses, one at the main annex building and the other at the Caduceus Building. These clinics are strategically positioned to provide quick access to healthcare services for students, faculty, and staff alike.

The efficient functioning of our school clinics is made possible by a dedicated team of healthcare professionals. Currently, the clinic manpower comprises:

1. School and Occupational Health Physician
2. School Dentist
3. School and Occupational Health Nurse
4. School Nurse.

## 6.1. Medical Services

- 6.1.1 Medical Examinations for Employees including the following
  - 6.1.1.1 (PEME) Pre-Employment Medical Exam
  - 6.1.1.2 (APE) Annual Physical Exam
  - 6.1.1.3 Transfer Medical Examination
  - 6.1.1.4 Special Medical Examination
  - 6.1.1.5 Exit Medical Examination
- 6.1.2 6.1.2. Medical Examinations for Students
  - 6.1.2.1 Pre enrollment
  - 6.1.2.2 Pre deployment of interns
  - 6.1.2.3 School Requirement
- 6.1.3 Issuance of Medical Certificates:
  - 6.1.3.1 A Written document signed by the School Physician, and or validated and signed with dry seal by the School Nurse when the medical certificate is issued online through telemedicine.
  - 6.1.3.2 Medical Certificates will only be issued to individuals who have records at school clinic logbook or had done teleconsultation. Furthermore, the issuance of the medical certifications will be at the **discretion of the School Physician.** (Refer to DDC Clinic Policies and Procedures for detailed process on Medical Certificate.)
  - 6.1.3.3 Medical Clearance for Deployment, through endorsement letter, via given email at least a week with 5-7 days processing time.
- 6.1.4 Issuance of Prescription Grade Medications and Laboratory Requests
- 6.1.5 Medical Consultation
- 6.1.6 Telemedicine  
(Follows the process of Teleconsultation, refer to DDC Clinic Policies and Procedures under Teleconsultation)
- 6.1.7 Validation and Verification of Medical Certificates.
- 6.1.8 Referrals to Specialists or Health Care Institutions
- 6.1.9 Medical Procedures Requiring Physician supervision or to be performed by a licensed physician such as
  - 6.1.9.1 First Aid
  - 6.1.9.2 Wound Dressing
  - 6.1.9.3 Administration of Medications
- 6.1.10 All Covid-19 Related concerns: Individuals Diagnosed with Asthma or any Respiratory Conditions: bring prescribed relievers (ex. MDI) (Refer to Covid-19 Response Protocol)
- 6.1.11 **Expanded Roles.**
  - 6.1.11.1 Occupational Health and Safety Services.
  - 6.1.11.2 Policy Making and Administrative Roles
  - 6.1.11.3 Document Management System.

## 6.2. Dental Services

- 6.2.1 Dental consultation – Oral diagnosis and recommended dental treatment.

6.2.3 Oral prophylaxis for employees if advisable.

### **6.3. Nursing Services and Administrative Services**

6.3.1 Dispensing of over-the-counter medications for symptoms relief: Provision of over-the-counter medications to students and employees.

6.3.2. Basic first aid procedures for cases that require first aid treatment.

6.3.3. Vital Signs taking

6.3.4. Dental Assistance: Assist the dentist during dental consultations and procedures. Basic dental assistance, such as oral hygiene education, dental referrals and assistance with scheduling dental appointments.

6.3.5. Medical Care Assistance: Assist the School Physician during consultations and procedures done onsite.

6.3.6. Issuance of Medical Clearance for those who've Experienced COVID-19 Symptoms. Recovery Confirmation: Individuals who have experienced COVID-19 symptoms must obtain a medical clearance from the school doctor or school nurse, confirming recovery and fitness to resume activities through visual and physical assessment.

All Covid- 19 Related concerns should be addressed to DDC Clinic. (Refer to Covid-19 Response Protocol)

6.3.7. Health Promotion and Education: Promotion and implementation of health activities related to the Department of Health programs conducted every year.

6.3.8 Insurance processing and claim, coordination with insurance provider: Student Personal Accident Insurance

Any student officially enrolled at Davao Doctors College (DDC) is eligible for personal accident insurance benefits. The extent of coverage and the process for making claims depend on the insurance provider selected or partnered with DDC. The DDC clinic will assist in facilitating the processing of insurance benefit claims for eligible students.

6.3.9. Validation of Authenticity of Medical Certificates: Medical Certificate Validation will refer to the process of verifying the authenticity, accuracy, and legitimacy of medical certificate submitted by the student, staff, or faculty to support absence from school, work, or other activities due to medical related reasons. This process ensures that the absences are supported by valid medical documentation. Validation of medical certificates will be conducted by the school physician, school dentist, or nurse on duty. (Refer to DDC Clinic Policies and Procedures for detailed process on Medical Certificate Validation)

6.3.10. Referral to School Physician, School Dentist, or outside specialist for care: Referral of patients with acute illness to School Physician for consultation.

6.3.11. Immunization services

6.3.12. Nursing Medical Aid – Provide nursing care such as initial health assessments and

screenings to identify health issues among students, collaborate with teachers, parents, healthcare professionals to address the health needs of the student, responding to medical emergencies and coordinating with emergency services when necessary.

6.3.13 **Clinic Management Services:** Involve Overseeing the day-to-day operations of the school clinic, including scheduling of nursing staff or nursing staff assistant, budgeting, policy development, scheduling clinic appointment from the endorsement\_letter submitted for medical clearance and coordinate with the School Physician and or School Nurse in charge with the student's requirements and Ensure Compliance with Regulations. (Refer to DDC clinic Policies and Procedures on endorsement letter)

6.3.14 **Records Keeping.** Involves the organization, maintenance, and management of health-related records for students who visit the clinic.

Confidentiality and Privacy, ensuring that all health records are kept confidential.

6.3.15 **Expanded Roles** – Occupational Health Services – For nurses who are trained in occupational health nursing and completed and passed the basic course.

## 6.1. Clinic Hours

Clinic Schedule of school clinic professionals are as follows:

6.1.1. School Physician: 8 hours per week, onsite every Wednesday and Friday and online through telemedicine and referrals from Monday to Saturdays.

6.1.2. School Dentist: 8 hours per week, every Friday from 8:00 am to 5:00 pm.

6.1.3. School Nurse at Caduceus Building: Monday to Friday, from 8:00 am to 5:00 pm.

6.1.4. School Nurse at Main Clinic: Monday to Wednesday, Friday from 9:00 am to 6:00 pm then every Saturday: 8:00 am to 5:00 pm

Please note that Clinic schedule is with noon break from 12:00 noon to 1:00 pm; and only emergency cases will be accommodated during this time. Clinic Operations will resume at 1:00 pm. Also changes to the schedule may occur, but prior notices will be provided to the DDC community

## 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.

### 7.2. Student Assistants

#### 7.2.1. Specific Guidelines

7.2.1.1. This is a financial assistance program to financially challenged students officially enrolled at the Davao Doctors College;

7.2.1.2. The available slots depend on the number of requests for Student Assistants (SA) from the different offices;

- 7.2.1.3. The program is under the supervision of the Coordinator of Student Assistants under the Student Support Services Office; and
- 7.2.1.4. The financial assistance through this program shall be on a semestral basis, renewable every semester based on the program's retention policy.
- 7.2.1.5. Students who have RLE duty, internship, and on-the-job training are disqualified from applying due to the demands of their duty requirements.

#### 7.2.2. Qualifications

- 7.2.2.1. Coming from a low-income family with a combined annual income of parents not exceeding P 300,000.00;
- 7.2.2.2. Minimum WPA is 3.0 with a grade of at least 3.0 or better in any course (for old students/upperclassmen) or the minimum General Average is 3.0 with a grade of at least 80 or better in any subject (for freshmen);
- 7.2.2.3. Minimum subject load of 9 units for the current semester and a maximum load of 24 units;
- 7.2.2.4. With good moral character;
- 7.2.2.5. With parental consent for his/her application to the program; and
- 7.2.2.6. In good physical condition and willing to work as an office assistant in the different offices of the school.

#### 7.2.3. Requirements

- 7.2.3.1. Duly filled-out Application Form;
- 7.2.3.2. Latest Income Tax Returns of parents or a certification of low or no income from the Barangay Captain where the applicant resides;
- 7.2.3.3. Latest Student's Report Card (for old students/ transferees) or Form 138 (for freshmen);
- 7.2.3.4. Certificate of Registration for the current semester;
- 7.2.3.5. Application Letter and Parental Consent;
- 7.2.3.6. Certification from his/her Program and Group Head for Academic Support Services of no disciplinary record of any major offense; and
- 7.2.3.7. Photocopy of the Physical Examination results.

#### 7.2.4. Duty Requirements, Supervision and Evaluation

- 7.2.4.1. The Coordinator of Student Assistants prepares the assignments of the SA based on the requests made by the Program Heads or Department Heads of the requesting units.
- 7.2.4.2. 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.
- 7.2.4.3. 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 Student Support Services Office every month will be used to record the duty of the SA.
- 7.2.4.4. 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 succeeding semester.
- 7.2.4.5. To assess performance, the head of the office will evaluate the assigned

student assistant using the evaluation tool provided by the Coordinator of Student Assistants.

### 7.2.5. 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:

- 7.2.5.1. Latest Student's Report Card;
- 7.2.5.2. Recommendation by the head of the unit department of last assignment;
- 7.2.5.3. No disciplinary record of any major offense; and
- 7.2.5.4. No non-complied number of hours of duty in the previous semester.

### 7.2.6. Benefits

- 7.2.6.1. Fifteen (15) units discount on tuition fee;
- 7.2.6.2. 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:
  - 7.2.6.2.1. Complete the remaining number of hours of duty;
  - 7.2.6.2.2. Reimburse the remaining balance of the scholarship benefits (with consideration of the number of hours of duty rendered).

## 7.3. 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.

### 7.3.1. Loan Availment

Type of Loan	Qualified Borrowers	Maximum Loanable Amount	Terms of Payment
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

7.3.2.

### Qualifications

- 7.3.2.1. Combined annual family income not exceeding P 300,000.00.
- 7.3.2.2. No failing grades on the latest grading period and no dropped courses.
- 7.3.2.3. No record of disciplinary cases involving any major offense.

### **7.3.3. Loan Requirements**

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

## **7.4. GOVERNMENT-OFFERED SCHOLARSHIPS**

### **7.4.1. EBSU Scholarships & Financial Assistance**

#### **7.4.1.1. Scholarship on Tertiary Education Program (STEP)**

STEP is being instituted by the City of Government of Davao in order for the under-privileged students to have access to college education and make a career of their own, with the end-view of alleviating their families' economic status and subsequently bring about progress and prosperity in the society.

Check scholarships and financial assistance programs, qualifications and requirements at <https://ebsu.davaocity.gov.ph/>.

#### **7.4.1.2. Financial Assistance to Lumad**

A qualified Lumad beneficiary shall receive a monthly educational stipend in the amount of **One Thousand Five Hundred (Php 1,500.00) Pesos** for **ten (10)** months to defray the costs of room and board, books, uniform, transportation, thesis preparation, and other educational related expenses, provided that, no grantee shall be a beneficiary for more than **four (4)** academic years.

Check scholarships and financial assistance programs, qualifications and requirements at <https://ebsu.davaocity.gov.ph/index.php/financial-assistance-for-lumad/>.

#### **7.4.2. Commission on Higher Education (CHED) Student Financial Assistance Programs (StuFAPs)**

Check available scholarships, qualifications and requirements through CHED Memorandum Order No. 56, Series of 2012.

#### **7.4.3. Unified Financial Assistance System for Tertiary Education (UNIFAST)**

Check the financial assistance details through Republic Act No. 10687.

#### **7.4.4. DOST's S&T Undergraduate Scholarships Program**

The S&T Undergraduate Scholarships Program aims to stimulate and entice talented Filipino youths to pursue lifetime productive careers in science and technology and ensure a steady, adequate supply of qualified S&T human resources which can steer the country towards national progress.

Check qualifications and requirements at <http://www.sei.dost.gov.ph>.

#### **7.4.5. Overseas Workers Welfare Administration (OWWA)**

7.4.5.1. Education for Development Scholarship Program (EDSP) – It is a scholarship grant offered to qualified dependents of active OWWA members who intend to pursue a 4-5 year baccalaureate course in any preferred colleges/universities.

7.4.5.2. OFW Dependent Scholarship Program (ODSP) – It is an educational assistance of P 20,000.00 per school year to qualified dependent of an active OWWA member-OFW whose salary is not more than US\$600.00.

Check scholarships, qualifications and requirements at <https://owwa.gov.ph/index.php/programs-services/education-training>.

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

#### **8.1. Computer Laboratory 208-209**

The laboratory room is equipped with fifty (60) sets of computers within Room 208-209. 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.

## 8.3. DDCI Institutional Email

- 8.3.1. **Eligibility:** Students must be officially enrolled in a program or course at the institution. Faculty and staff should also be formally employed.
- 8.3.2. **Required Information:** To claim the email, users typically provide their full name, student or employee ID number, birthdate, and other verification details.
- 8.3.3. **Username Format:** The institution often has a policy for usernames (e.g., [email address removed], or variations using student ID).
- 8.3.4. **Password Requirements:** There might be rules for password strength (length, complexity, special characters) and regular password updates.
- 8.3.5. **Acceptable Use Policy:** Users may need to acknowledge and agree to abide by an acceptable use policy for the email system.
- 8.3.6. **Additional Considerations:**
- 8.3.7. **Activation Period:** Some institutions set a time limit within which the new email must be activated (e.g., within 30 days of enrollment).
- 8.3.8. **Deactivation:** There might be rules for deactivating accounts after graduation or termination of employment.
- 8.3.9. **IT Support:** Information should be readily available about where to get help with the account setup process or any technical difficulties.

## 8.4. Rules of using Institutional Email

- 8.4.1. **Professionalism:** Maintain a formal tone, proofread for errors, and use clear subject lines.
- 8.4.2. **Security:** Avoid sending sensitive data (passwords, financial info) and be cautious with attachments/links.
- 8.4.3. **Representation:** Your email reflects your institution. Avoid personal use or expressing unrelated opinions.
- 8.4.4. **Usage:** Follow your institution’s email policy on storage, content, and forwarding.
- 8.4.5. **Benefits of Institutional Email**
  - 8.4.5.1. **Credibility:** Demonstrates your affiliation and adds professionalism.
  - 8.4.5.2. **Security:** Often has enhanced security features compared to personal accounts.
  - 8.4.5.3. **Collaboration:** Access to shared calendars, contacts, and internal resources.
  - 8.4.5.4. **Identity Verification:** Helps confirm your status within the institution.
  - 8.4.5.5. **Discounts And Benefits:** Many services offer exclusive discounts for .edu email addresses Such as Canva pro For Education, Google Drive Storage (100GB) per user.

## **8.5. Borrowing IT Equipment from the MIS Office: Procedures and Guidelines**

- 8.5.1.** Reserve the equipment at least 3 days in advance of the intended borrowing date.
- 8.5.2.** Coordinate reservation and pickup directly with MIS personnel.
- 8.5.3.** Borrowers must surrender their DDC Student ID (must be updated)
- 8.5.4.** Ensure supervision by an instructor or supervisor during the equipment pickup process
- 8.5.5.** For those IT Equipment that has to bring outside, you must first obtain a Pull-out form from the MIS Department, complete it with the purpose (to bring those IT Equipment) and location of use, and submit it to the Guard house for approval.

## **8.6. IT Equipment Borrowing: Violations, Tampering, and Damage**

Borrowers must handle IT equipment with care. The following rules outline consequences for violations.

### **8.6.1. Rule 1: Violations**

- Definition: Failure to follow borrowing procedures (late returns, unauthorized extensions, missing accessories, etc.).
- Penalties: Warnings, restrictions on future borrowing, fines, or disciplinary action based on severity.

### **8.6.2. Rule 2: Tampering**

- Definition: Unauthorized changes to software or hardware, Removing of DDCI IT Asset Sticker.
- Penalties: Loss of borrowing privileges, full repair/replacement costs, potential legal action.

### **8.6.3. Rule 3: Damage Without Coordination**

- Definition: Negligently damaging equipment and not reporting it promptly.
- Penalties: Repair costs, possible suspension of borrowing privileges.

## **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. No student shall be allowed to borrow apparatus/equipment again unless he/she has returned all previously borrowed laboratory items.
- 9.1.5. Apparatus, either lost or broken during a semester or summer, must be replaced by one of the same kind.
- 9.1.6. 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.
- 9.1.7. All payments shall be made at the DDC Cashier's Office.
- 9.1.8. No apparatus/materials will be released unless school ID is presented.
- 9.1.9. 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.
- 9.1.10. The school identification card should be deposited at the counter when borrowing books, manuals, equipment, and reagents.
- 9.1.11. Chemical/hazardous wastes should be disposed of based on the laboratory's direction and instruction. No hazardous wastes should be disposed of in the sink.
- 9.1.12. 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 7 business days before the experiment.

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

The following guidelines apply:

- 9.3.1. The student must fill out the requisition form for materials 2 business days before the experiment and signed by the laboratory instructor/clinical instructor/professor.
- 9.3.2. The student's identification card must be attached to the requisition form and submitted to the laboratory staff right after the release of materials/apparatus/equipment before the 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:

- 2.5.1.** 1<sup>st</sup> offense – The student shall have a consultation session with the Program Chair.
- 2.5.2.** 2<sup>nd</sup> offense - The student shall have a consultation session with the Program Chair and the College Dean
- 2.5.3.** 3<sup>rd</sup> offense - The student has to accomplish a letter of explanation addressed to the College Dean through the Program Chair.
- 2.5.4.** 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:

- 2.5.5.** 1<sup>st</sup> offense -The student shall be placed under probation.
- 2.5.6.** 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.
- 2.5.7.** 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.
- 2.5.8.** 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                      Front office  
Bartending    Housekeeping  
Commercial Cooking

- 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></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.** Professional subjects must have a GPA of at least 3.0 or better to be credited.
- 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; and
- 3.1.3. never been subjected to any disciplinary action either by the Disciplinary Action Committee (DAC), Student Support Services/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 an 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 - 50 hours  
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. Imbibed 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 MIDTERM PERIOD.

#### **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 firsthand 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 Rotation**

A 3-4 weeks Optical Laboratory rotation shall commence during the Finals period of the course –Ophthalmic Optics 2.

Here, the students will experience applying their acquired knowledge and skills learned in an actual optical laboratory setting in selected affiliation centers.

Only students enrolled in this course is qualified for this rotation in laboratory supply and clinics with a laboratory facility.

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

Credits: 10 units – 1 unit LEC/ 9 units INTERNSHIP (504 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 July to November. 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, and 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: 11 units – 1 unit LEC/ 10 units INTERNSHIP (558 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 January to May.

**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 Pre-clinical years (first to second year) and Clinical years (third to fifth year as per the new Program of Studies -CMO No. 15, S.2018); 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.
- 7.5. Must have successfully conducted a Final Defense Defense and must have submitted the following: three (3) hardbound copies of the final manuscript, three (3) CD copies inserted at the back cover and an electronic copy forwarded to the official email address of the Program Chair. The electronic copy shall be the full paper and the IMRAD format of the same.

### **8. Official Optometry Uniforms**

Doctor of Optometry is a six-year program divided into 2 phases: Pre-clinical Optometry and Clinical Optometry. As such, uniforms and/or proper attire must be specifically stated for distinction. Thus, in view of the upgraded curriculum offering as reflected in the new *Doctor of Optometry* Program of Studies, the following uniforms are recommended:

#### **8.1. Pre-Clinical Optometry (First Year and Second Year)**

Males and Females shall wear the DDC White Uniform (with **center-buttons**), BLACK shoes and WHITE Socks.

The Second Year students will wear the prescribed Ophthalmic Lab Gown for benchwork procedures during Laboratory activities.

In addition, the Ophthalmics course has a built-in internship program, which commences by the second semester, hence, an additional 3 sets of T-shirt uniform shall be worn under the Ophthalmic Lab Gown mentioned, during the internship duties in selected affiliation centers.

## 8.2. **Clinical Optometry (Third Year to Fifth Year)**

Males and Females shall wear the specific prescribed Optometry White Uniform (with *side-buttons*), WHITE Shoes and WHITE Socks.

For Fifth Year Clinicians, an additional SCRUB SUIT for community extension endeavors is required, and must be worn with WHITE Rubber Shoes and WHITE socks.

Proper attire for the Fifth Year Clinicians will be discussed extensively during the White Coat ceremony.

## 8.3. **Clinical Optometry Interns (Sixth Year)**

Sixth Year Interns will have an additional 2 sets of SCRUB SUIT for hospital rotation, and 3 sets of INTERNSHIP UNIFORM to be worn in optical clinic rotations.

Proper uniform decorum for the Sixth Year Clinical Interns will be discussed extensively during the Clinical Pre-internship Orientation.

# **APPENDIX A**

## **DDC POLICY AND PROCEDURES ON CAMPUS**

### **GENDER-BASED SEXUAL HARRASSMENT & OTHER 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)" and Republic Act 11313, otherwise known as "Safe Spaces Act." 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 equality, security and safety is promoted;
- Inform, educate and emphasize that campus discrimination based on sex and gender 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 sexual harassment and other forms 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. DEFINITION OF TERMS**

**Section 2.** Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

**Section 3.** Cyberstalking is a form of stalking that is committed through an electronic medium in which online communication takes place;

- Section 4.** Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;
- Section 5. **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 6. Gender-based online sexual harassment refers to an on the conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;
- Section 7. Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, in which case this person is considered transgender;
- Section 8. Homophobic remarks or slurs are any statements in whatever form or however delivered, which are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction
- Section 9. Misogynistic remarks or slurs are statements in whatever form or however delivered, that are indicative of the feeling of hating women or the belief that men are inherently better than women.
- Section 10. Sexist remarks or slurs are statements in whatever form or however delivered, that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women.
- Section 11. Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.
- Section 12. Transphobic remarks or slurs are statements in whatever form or however delivered, that are indicative of fear, hatred or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth.

#### **IV. CAMPUS GENDER-BASED SEXUAL HARRASSMENT & OTHER GENDER-BASED MISCONDUCT**

- Section 13.** Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping constitute gender-based harassment.
- Section 14. 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 15. Gender-based sexual harassment and other gender-based misconduct include, among others:

- 15.1. Catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs;
- 15.2. persistent uninvited comments or gestures on a person's appearance;
- 15.3. relentless requests for personal details;
- 15.4. statement of sexual comments and suggestions;
- 15.5. Flashing of private parts making offensive body gestures at someone and other similar lewd sexual actions;
- 15.6. any unwanted and threatening physical or verbal advances which includes cursing, leering and intrusive gazing and taunting;
- 15.7. persistent telling of sexual jokes and use of sexual jokes;
- 15.8. stalking
- 15.9. any intentional bodily contact in a sexual manner, without a person's consent, which 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, or unwelcome touching, kissing, hugging, or massaging.

#### **V. COMMITTEE ON DECORUM and INVESTIGATION (CODI) FOR CASES RELATED TO GENDER-BASED SEXUAL HARRASSMENT and MISCONDUCT INVOLVING STUDENTS**

**Section 18.** The Committee on Decorum and Investigation (CODI) for cases related to gender-based sexual harassment and misconduct involving students is hereby created. The Committee shall be performing the following functions and responsibilities:

- 18.1.** accommodates complaints of gender-based sexual harassment and misconduct;
- 18.2.** conducts investigations on complaints regarding gender-based violations by the procedures stipulated herein;
- 18.3.** prepares and submits timely reports of investigation including recommended courses of action appropriate to the case to the Executive Council for decision;
- 18.4.** plans and implements preventive measures to prevent violations related to gender in the college campus.

**Section 19. Composition.** The CODI shall be composed of representatives of the Administration, Faculty, and Student to be appointed by the Executive Council.

#### **VI. COMPLAINT PROCEDURES**

##### **A. Bringing a Complaint**

**Section 20.** Any member of the DDC academic community who is subjected to gender-based sexual harassment and misconduct may bring the matter to the concerned authorities designated to handle gender-based cases, as follows:

- 20.1. If a gender-based complaint involves students of the same Program, 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 Student Support Services or have the complaint resolved at the Program level.

20.2. If a gender-based complaint involves students of different Programs, the complaint shall be lodged at the Student Support Services Office through the Prefect of Discipline to be endorsed to the CODI.

**Section 21.** A formal complaint must be in writing and must be immediately filed specifying the nature of the charge, date/s of alleged gender-based harassment and misconduct, respondent's name, and any other relevant information. Late reporting may impede a proper investigation.

**Section 22.** 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 23.** 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 24.** Informal Resolution.

**24.1.** Students who complain of gender-based violations may seek the advice and informal resolution of the complaint without lodging a written complaint at the Program level.

**24.2.** Informal resolution shall consist of:

- clarifying whether the alleged behavior may constitute gender-based harassment and 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.

**24.3** Informal resolution shall commence three (3) days after the alleged gender-related complaint is reported by the victim.

**Section 25. Formal Resolution.**

**25.1.** If informal action does not succeed in resolving the complaint, the immediate supervisor will endorse the case to the CODI for investigation and resolution.

**25.2.** 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.

**25.3.** Formal investigation and resolution shall commence five (5) working days from the receipt of the formal complaint.

## **B. Confidentiality**

**Section 26.** 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 COMMISSION OF GENDER-BASED SEXUAL HARASSMENT & OTHER GENDER-BASED MISCONDUCT

**Section 27.** DDC shall adopt the following measures to mainstream and prevent gender-based violations in the campus:

- 27.1.** This policy shall be incorporated into the college student manual. Copies of this policy shall also be distributed to all school offices and departments, academic departments, student organizations, and clubs.
- 27.2.** Copy of Safe Spaces Act, its IRR and this policy shall also be posted online and in the official website and FB Page of the school.
- 27.3.** Students, faculty, and employees' orientation on this policy and procedure shall be conducted.
- 27.4.** Mandatory training/seminar on Gender sensitivity/Gender equality shall be conducted to all student leaders, faculty, and staff annually.
- 27.5.** Training on the use of Gender Fair Language (GFL) shall be conducted to faculty members and employees.
- 27.6.** Faculty and staff shall be encouraged to conduct researches related to gender sensitivity.
- 27.7.** Dress code shall be strictly implemented to prevent the student from coming to class in skimpy outfits, showing more skin and body parts.
- 27.8.** A more gender-related curriculum should be developed and the faculty should be encouraged to integrate gender issues in the courses they teach.
- 27.9.** 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 B

### DDC ANTI-CYBERBULLYING & GENDER-BASED ONLINE SEXUAL HARRASSMENT POLICY

#### Section 1. POLICY STATEMENT

At Davao Doctors College, Inc. (DDC), we embrace the philosophy of "*We Value Life*" and uphold our core values of liberty to learn, integrity, fortitude, and excellence. We are committed to fostering a safe and inclusive campus environment free from cyberbullying and gender-based online sexual harassment. Cyberbullying and sexual harassment contradict our principles of respect and dignity, posing serious threats to the emotional well-being and academic engagement of our students. DDC condemns all forms of cyberbullying and sexual harassment and is dedicated to promoting responsible digital citizenship, enforcing accountability for harmful online behavior, and providing support and resources to those affected. Together, we strive to cultivate a community where mutual respect, empathy, and ethical online conduct flourish.

#### Section 2. LEGAL BASIS

- a. This Policy is established in accordance with **Republic Act No. 10627**, also referred to as the "*Anti-Bullying Act of 2013*" and its Implementing Rules and Regulations (IRR), **Republic Act 11313**, other known as "*Safe Spaces Act*," **Republic Act 10175**, also called as "*Cybercrime Prevention Act of 2012*," **Republic Act 3815**, also known as "*The Revised Penal Code*," and other relevant laws.

- b. This policy is also adopted in compliance to rules, and regulations set forth by the **Department of Education through DepED Order No. 40, s. 2012**, otherwise known as the *"DepED Child Protection Policy (Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and other Forms of Abuse)"*

### **Section 3. COVERAGE AND APPLICABILITY**

- a. This policy applies to all Senior High School (SHS) and college students officially enrolled at DDC.
- b. It covers all forms and all instances of cyberbullying that occur on or off campus, using any form of electronic communication or digital platform such as but not limited to:
- b.1. Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok;
  - b.2. Text messaging and messaging apps on mobile or tablet devices;
  - b.3. Instant messaging, direct messaging, and online chatting over the internet;
  - b.4. Online forums, chat rooms, and message boards, such as Reddit;
  - b.5. Email; and
  - b.6. Online gaming communities
- c. The policy extends to behaviors that occur during school-sponsored activities, events, and online interactions associated with the school's academic programs.
- d. Cyberbullying or gender-based online sexual harrasment committed by DDC employees is not covered by this policy.

### **Section 4. Definition of Terms**

- a. *"Bullying"* refers to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school; infringing on the rights of another; or materially or substantially disrupting the education process or the orderly operation of the school. (Sec. 2, RA 10627) These acts are collectively called *"cyber bullying"* when committed online. (Sec. 2-D, RA 10627)
- b. **Cyberbullying** is any conduct as resulting in harassment, intimidation, emotional distress or humiliation through the use of technology or internet.
- c. **Cybersex** refers to the use of electronic communication to solicit or participate in sexual activity.
- d. **Cyberstalking** involves using the internet or other electronic communication devices to follow or harass someone, causing fear or distress.
- e. Gender-based bullying, or any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity.
- f. Social bullying, or any deliberate, repetitive, and aggressive social behavior intended to hurt others or to belittle another individual or group.

- g. **Gender-Based Online Sexual Harassment** refers to acts that use information and communications technology to terrorize, intimidate, or threaten victims through physical, psychological, or emotional means.

## Section 5. Prohibited Acts

- a. **Cyber-Bullying.** Any of, but not limited to, the following acts constitute cyberbullying if committed through electronic means or other technology:
- a.1. Threats to inflict upon a person, honor, or property of the person or on his or her family;
  - a.2. Taking of property or deliberate destruction or defacement of, or damage to a person's property;
  - a.3. Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit or expose a person to contempt;
  - a.9. sending, posting, or sharing negative, harmful, false, or mean content about someone else.
  - a.10. Intriguing against honor. which has for its principal purpose to blemish the honor or reputation of a person. However, the requirement is that the post be directed to a specific person. Hence, a blind item is not as actionable as a named-post in social media.
  - a.11. Cybersex The willful engagement, maintenance, control, or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.
  - a.4. Demanding or requiring sexual or monetary favors, or exacting money or property from a person;
  - a.5. Restraining the liberty and freedom of a person.
  - a.6. Any **slandorous statement or accusation** that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes, and body.
  - a.7. Social bullying - aiming to belittle another individual or group or gender-based bullying that humiliates another on the basis of perceived or actual sexual orientation and gender identity. (Sec. 3, B-1, RA 10627, Implementing Rules).
  - a.8. Online defamatory statements
- b. **Gender-Based Online Sexual Harassment.** Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats. These acts include but not limited to the following:
- b.1. unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages;
  - b.2. invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim;
  - b.3. any form of media that contains photos, voice, or video with sexual content;
  - b.4. unauthorized recording and sharing of any of the victim's photos, videos, or any information online;
  - b.5. impersonating identities of victims online posting lies about victims to harm their reputation;
  - b.6. filing false abuse reports to online platforms to silence victims.

## Section 6. Anti-Bullying Committee (ABC)

### a. Composition:

The ABC shall be composed of the following members:

- a.1. Chairperson - Group Head, Student Affairs and Services

- a.2. Vice-Chairperson - Head, Student Personnel Services
- a.3. Members - College or SHS BMA  
College Faculty or SHS Faculty  
Guidance Counselor  
SSC or SSG Representative  
Parent Representative (if the case involves SHS student/s)

**b. Functions and Responsibilities:**

- b.1. The ABC is responsible for the receipt, review, and investigation of complaints related to cyberbullying and gender-based online sexual harassment.
- b.1 The ABC shall ensure that the complainant and the respondent are treated fairly and that their rights are protected during the investigation process.
- b.3. The ABC shall recommend appropriate disciplinary actions or interventions based on the findings of the investigation.
- b.4. The ABC shall maintain confidentiality of all proceedings and records related to the complaints.

**c. Meetings:**

- c.1. The ABC shall convene within 48 hours upon receipt of a complaint and shall continue to meet regularly until the resolution of the case.
- c.2. Emergency meetings can be called by the Chairperson as necessary.

**Section 7. Complaint Reporting Procedure**

**a. Filing a Complaint**

- a.1. Any student who believes to have been a victim of cyberbullying or gender-based online sexual harassment may file a complaint with the ABC.
- a.2. Complaints can be submitted in writing through the Student Personnel Services (SPS) Office or via a dedicated online reporting system of the Davao Doctors College.

**c. Content of Complaint**

The complaint must include:

- c.1. The name and contact information of the complainant.
- c.2. A detailed description of the incident(s), including dates, times, and locations.
- c.3. Any evidence supporting the complaint, such as screenshots, messages, or witness statements.
- c.4. The names of any individuals involved or witnesses to the incident.

**d. Initial Response**

Upon receipt of the complaint, the ABC shall acknowledge receipt within 24 hours and initiate a preliminary assessment to determine if the complaint falls under the scope of this policy.

**Section 8. Procedure in Handling Cyber-Bullying and Gender-Based Online Sexual Harassment Incidents**

**a. Sending of Notice**

- a.1. The ABC, through the SPS Office, informs in writing the concerned student/s of the nature and

cause of the accusation against him/her, including copies of the documents supporting the allegation. If the student being complained is a minor, the parent/guardian will also be furnished with the same copy of the letter.

- a.2. The student being complained will be required to answer the accusation in writing within a maximum of five (5) school days from the receipt of the complaint.

**b. Investigation**

- b.1. The ABC shall conduct a thorough and impartial investigation, which may include interviews with the complainant, respondent, and any witnesses, as well as the review of any relevant documents or digital evidence.
- b.2. The investigation shall be completed within 15 school days from the receipt of the complaint.

**c. Hearing**

- c.1. The student/s involved in the case must attend the hearing called upon by the ABC. If minor/s, the student/s must be accompanied by parents/guardian. During the hearing, the student/s shall have the right to be assisted by a counsel of his/her choice.

**d. Resolution**

- d.1. Upon conclusion of the investigation, the ABC shall prepare a report detailing the findings and recommendations for action. The decision of the ABC shall be referred to the school's legal counsel, if deemed necessary
- d.2. The report shall be submitted to the School President not later than three (3) days immediately following its finalization.
- d.3. The decision of the ABC is final and executory upon the approval of the School President.

**e. Notification**

Both the complainant and the respondent shall be informed in writing of the outcome of the investigation and any actions to be taken.

**Section 9. Penalties and Consequences for Violations**

**a. Sanctions**

Students found guilty of cyberbullying or gender-based online sexual harassment may face disciplinary actions, including but not limited to:

- a.1. Rendering of administrative service
- a.2. Disqualification from holding or seeking any position either by election or appointment
- a.3. Denial of graduation privileges
- a.4. Suspension with compulsory service
- a.5. Disciplinary probation
- a.6. Cancellation of scholarships
- a.7. Stripping of Honors and Awards
- a.8. Non-re-admission
- a.9. Exclusion
- a.10. Expulsion
- a.11. Other sanctions as may be determined by the ABC consistent with the existing laws.
- a.12. Referral to law enforcement authorities if the behavior violates criminal laws.

**b. Considerations**

The severity of the sanctions will depend on the following factors:

- b.1. nature and frequency of the offense
- b.2. the impact on the victim

b.3. any previous disciplinary history of the respondent.

## **Section 10. Pro-Active Measures**

### **a. Support and Interventions**

- a.1. DDC shall provide support services for victims of cyberbullying and gender-based online sexual harassment and the bully, including counseling, academic accommodations, and referral to external support agencies if necessary.
- a.2. The school shall offer mediation services to resolve conflicts and restore relationships between parties involved.

### **b. Preventive Measures**

- b.1. DDC shall conduct regular awareness and education campaigns on responsible digital citizenship, the effects of cyberbullying, and the importance of respect and empathy in online interactions.
- b.2. Training programs for students, faculty, and staff and guidance counselors on recognizing and preventing cyberbullying and online sexual harassment shall be implemented.
- b.3. The school shall continuously review and update policies and procedures to address emerging trends in online behavior and technology use.

## **Section 11. Policy Dissemination**

### **a. Methods for Communicating the Policy to Students, Faculty, and Staff**

#### **a.1. Orientation Programs**

- The policy shall be introduced and explained to all new students, faculty, and staff and parents during orientation sessions at the beginning of each academic year.

#### **a.2. Digital Communication**

- The policy shall be made available on the official DDC website and the school's online portals for easy access by students, faculty, and staff.
- Regular updates and reminders about the policy shall be sent via official school email communications and digital newsletters.
- Workshops and Training Sessions:
- Regular workshops and training sessions shall be conducted to ensure thorough understanding and reinforcement of the policy. These sessions will cover the implications of cyberbullying and gender-based online sexual harassment, reporting procedures, and support resources.

#### **a.3. Posters and Flyers**

- Informational posters and flyers summarizing the key points of the policy shall be displayed in common areas around the campus, such as libraries, cafeterias, and bulletin boards.

#### **a.4. Classroom Announcements**

- Faculty members shall be encouraged to discuss the policy in their classes, especially during the first week of each semester, to ensure students are aware of the rules and support mechanisms in place.

#### **a.5. Social Media**

- The policy shall be highlighted and periodically reinforced through DDC's official social media channels to reach a wider audience.

**a.6. Incorporation of the Policy into Student Handbook**

The complete policy shall be included in the Student Handbook, which is distributed to all students at the start of each academic year and available online.

## **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)**