



St. Louis College VALENZUELA

Isabuhay ang Inyong Pangarap



College Handbook

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INTRODUCTION

Dear students:

This handbook will serve as your guide. It contains pertinent information about St. Louis College Valenzuela and its college education programs whose aim is to prepare the youth in becoming "*primary leaders and catalysts of change and development.*"

Your enrolment in our school is a manifestation of your acceptance, understanding and willingness to abide by all our rules, policies and regulations. You have chosen SLCV as the answer to your quest for nobler knowledge, the venue for the development of your God-given talents and the strengthening and refinement of values for the worthy service of God and country. School activities are geared so that you may achieve academic excellence while you develop a personality that is well-rounded, wholesome and socially mature.

We therefore ask you to read well this College Student Handbook so that you may know and appreciate the special uniqueness of our school. This is a helpful tool to your success; use it and abide by it. This is the way a true Louisian is molded. Let the Wisdom you receive from SLCV build you and the community around you through you.

FOUNDATION AND ROOTS OF THE SCHOOL



St. Louis College Valenzuela is committed to providing a high-quality, Christian education under its forsworn values of *Sapientia, Veritas, Caritas* (Wisdom, Truth and Charity), which are ingrained by its dedicated teachers in all students. The small but thriving institution of about 2,500 students, an estimated 700 of which are college students, is based in the heart of Valenzuela, and provides quality education to a broad base of students.

Our school had its humble beginnings as the Fatima College Annex in 1978 and was founded by the late Jose C. Olivares. When it was founded in 1978, the flagship courses offered were Veterinary Medicine, Nutrition & Dietetics, and Medical Secretarial as a complement to the College of Medicine in the main college. The school line-up also featured Management and Secretarial courses. In addition, there was a high school catering to the younger Valenzuela community.

In the 1980s, our school responded to the economy's surge in demand for highly skilled labor. Thus, it shifted focus from medicine related courses to vocational-technical courses. Following this strategy, it was incorporated in this period as the Philippine College of Technological Resources (PCTR). The school building was expanded at this time to meet the needs of a growing school community...and grow it did – in leaps and bounds. Preschool was offered in 1986 and the Elementary Department began operations shortly after in 1987.

As the 1990s ushered in the Information Age, our school met the challenges of this time by introducing its Computer courses, the current flagship courses. Our school has gained respect in this field despite cutthroat competition from bigger, better-known computer schools. In this spirit of healthy competition and to unite with others for the improvement of the quality of education, our school joined the Philippine Association of Colleges and Universities (PACU).

In 1993, the Leonora Juzgaya Building was completed to house the Grade School Department. Hotel and Restaurant Management was added to the roster of courses in 1994, and a mini-hotel and kitchen laboratory were built. Still, in spite of this flurry of developments, the school never lost track of its vision of providing a Christian education. It affiliated with St. Louis University Baguio to instill Christian values and theology in the classrooms, in school activities, and in the hearts of every Louisian. Pursuant to our affiliation with SLU, PCTR formally changed its name to St. Louis College Valenzuela in 1997. Though the regional colleges in the St. Louis Educational System (SLES) are now autonomous, our commitment to provide a first-rate Christian education remains firmly grounded in its traditions.

In February 2003, SLCV celebrated its Silver Jubilee (25 years) as an educational institution. Concurrently, the rooftop gymnasium was completed to better serve its rapidly growing community. Indeed, we continually build edifices as an investment in our school. But more importantly, our school invests in the youth. Our school soars to newer heights through young minds, thirsty for knowledge. But these young minds have our solemn promise, that while the face of our school campus changes constantly, our philosophy, vision and mission remain steadfast and unchanging.

PHILOSOPHY, VISION & MISSION

PHILOSOPHY

St. Louis College Valenzuela believes...

That every human being has the capacity to develop his intellect and free will. Academic excellence at SLCV is not solely focused on the acquisition of knowledge and the ironing of skills. Rather, our institution shall also provide the proper venue for the pursuit of wisdom that becomes the basic source from which the students discern, judge, and act on the different facets of reality.

St. Louis College Valenzuela believes...

That in all areas of academic life, the process of discerning truth is guided by a clear and critical study of the objective conditions of reality. Truth is consistent with the purpose of law and justice and enhanced by a free exchange of ideas.

St. Louis College Valenzuela believes...

That the achievement of the fullness of its Christian orientation is primarily founded on the inculcation of the virtue of charity among its students. SLCV shall train its students to be men and women for others with awareness of the economic, political, and socio-cultural realities in the local and global context. Our institution likewise empowers its students so that they become active participants in nation building as well as catalysts of change, knowing fully well that Christian benevolence is realized only through the outward manifestation of genuine concern, strong commitment and decisive action for the benefit of others and our society.

☞ **VISION**

Our school is committed to providing an evangelizing education that will lead students to actualize their dignity as persons; and attain an integral human formation that will enable them to respond and commit to the call of God to participate in the realization of His kingdom of Justice, Unity, Love and Peace.

☞ **MISSION**

Therefore the mission of our school is to provide:

- An integral Christian formation based on the values of the Gospel that prepare man for life on earth and thereafter.
- Training for skills and competencies that will harness the intellectual capacities, effective competencies and behavioral skills of students, enabling them to participate and contribute in the building of the church, the nation and the world.
- Opportunities for interaction with other academic and non-academic institutions and related agencies in order to promote interdependence and mutual help in favor of the common good.
- Opportunities for participation in the worldwide concern to save the earth and uplift the plight of street children, prisoners, the elderly and abused women.

OBJECTIVES OF THE COLLEGE DEPARTMENT

Department of Computer Studies

- To produce qualified and well-rounded computer professionals who can develop systems supportive of the information needs of industry and government using computer-based data processing systems
- To explore the use of computers for real-time processing and to adapt hardware technology to present-day realities
- To enable the students to creatively apply basic analytical techniques for problem-solving and decision making
- To stimulate the students' sense of social responsibility

Department of Business Administration

- To train students to become professional business leaders who are receptive to the changing demands of technology and who can, at the same time, give a sense of morality to the world of business
- To prepare students for careers in Business Management and Administration and related fields, and make them ready to deal effectively with the problems they will face as professional and responsible citizens
- To develop the qualities which enhance the students' professional competence, awareness of their responsibilities to society as business people of good moral integrity and objectivity
- To provide the students a common foundation of knowledge and understanding concerning modern business operations through a core program consisting of a general education and professional business education.

Department of Hotel and Restaurant Management

- To prepare students for leadership roles; and to be responsive to the changing demands of business, industry and government service
- To provide students with basic Christian, liberal education and professional skills for employment and entrepreneurship in the hospitality industry

Department of Office Management

- To provide the students strong theoretical background in office management and harness their skills as office staff, executive assistants and office managers.
- To instill in the students a sense of professionalism and dignity in their chosen career, as they perform functions directly supportive of management.
- To provide a foundation of knowledge and understanding through a core program of general education, office skills, and basic managerial subjects
- To produce qualified and well-rounded professionals, highly trainable and adaptable to assist in various commercial ventures, and competent in using computer technology

THE COLLEGE DEPARTMENT PROGRAM

ACADEMIC PROGRAM

It is the desire and aspiration of the College Department of St. Louis College Valenzuela to produce Christian men and women trained in professional competence and integrity, molded in Christian Values and virtues and deeply infused with a strong commitment to serve society and country.

The administration, faculty and students work together in the attainment of this goal in the spirit of mutual trust and cooperation, unity and fellowship. The students seek learning and knowledge, the faculty members facilitate the learning process and carry out the school's academic program, while the administration creates and maintains favorable conditions for learning within the limits of the financial and human resources of our college. Our college strongly believes that each student, whether graduate or undergraduate, upon leaving school should be able to continue being a productive member of society and be able to perform a particular job.

A. COMPUTER SCIENCE DEPARTMENT

- ❖ BS in Computer Science
- ❖ Associate in Computer Technology

In response to the growing need for computer professionals in business, government and educational institutions, the Computer Science Department aims to produce qualified and competent professionals, who can ably support these needs. It also aims to develop individuals who will undertake the search for new knowledge through Computer Science. The Program is designed and implemented not only to cope with, but more importantly, to anticipate the needs of our computer-dependent times. The Computer Science Department is proud of its highly competent instructors, modern computer laboratory facilities and latest software. We are committed to constantly maintain and upgrade the Program Curriculum and Facilities in the most creative and cost-effective manner possible, to minimize increases in school fees. Our school is a pioneering member of the Philippine Society of Information Technology Educators (PSITE).

B. COMMERCE DEPARTMENT

- ❖ BS in Business Administration
Major in:
 - ❖ Management
 - ❖ Banking and Finance
 - ❖ Accounting

The BSBA Program, through its various curricular and co-curricular activities, seeks to produce Christian business managers, accountants, executives and entrepreneurs with competence and skill, strong sense of values, deep social consciousness and involvement, who are prepared to contribute to the development of their locality and country with integrity and professionalism.

The Program is designed such that students may select an area of specialization, to better develop expertise in their chosen field. After the pre-requisite general education subjects, the students load will be composed of subjects dealing exclusively with their chosen major. Our college has truly transformed the Commerce Degree to tailor it to the needs of the times, and produce graduates well-suited to the different areas of business.

C. HRM DEPARTMENT

- ❖ BS in Hotel and Restaurant Management
- ❖ Associate in Hotel and Restaurant Management

BSHRM is a four-year course that aims to develop students to become entrepreneurs and executives in the hospitality industry. It will prepare students for the kind of leadership that is responsive to the changing demands of business, commerce, industry, and government. It will provide students with basic Christian, liberal education and professional skills for employment and entrepreneurship in the tourism and hotel and restaurant fields. Students receive not only classroom learning but also training through demonstration and practical experience in an actual hotel or restaurant setting. Students will benefit greatly from the on-campus mini-hotel and professional kitchen laboratory.

Associate in Hotel and Restaurant Management is a two-year associate program under a ladderized curriculum. It provides students with basic training in the hotel and restaurant service, in response to the need for well-trained staff and personnel in the industry.

D. OFFICE MANAGEMENT

- ❖ BS in Office Management, Major in Computer Education
- ❖ Computer Secretarial

BSOM is a four-year course that will train students in the skills necessary for today's office environment. Aside from traditional skills such as typing and stenography, our students are taught and trained in advance composition and business correspondence. They undergo office practice training as well as personality development, public relations and basic computer science. Graduates of BSOM will receive training in word processing, spreadsheets, and basic programming. The department aims to produce executive assistants and secretarial staff adept in the use of computers and software to optimize business records keeping and communications.

Computer Secretarial is a two-year course under a ladderized curriculum. Students under this course will receive basic secretarial training to produce competent office personnel.

E. TECHNICAL DEPARTMENT

❖ Computer Service Technician

CST is a one-year course wherein students will be trained extensively in the workings and repair of computer hardware and circuitry to meet the demands of our present computer technology dependent economy.

THE INSTITUTE OF CHRISTIAN FORMATION

The Institute of Christian Formation is what makes our Louisiana education unique from that of other schools. Through the ICF, our college students receive moral and spiritual guidance essential to living a Christian life. It is the fervent belief of our school that education should develop the students' entire being — their minds, their acts and their souls. It is indeed an enormous challenge to live as Christians in today's world. By the time our students enter the world as eager young workers, our school hopes that we have inculcated Christian doctrine, values and virtues in every aspect of their daily life.

The ICF has prepared subjects for classroom teaching to help students understand their Christian faith and their Christian responsibilities. Our students take one of these Christian Formation subjects every semester. As our students learn more about their Christian faith, that knowledge will translate to all their acts, decisions, priorities and ultimately, their way of life. In turn, the practice of a Christian life will affirm their knowledge, creating a cycle that will deepen and strengthen their Christian faith.

CF 1: Basic Catechism

Basic Catechism deals with the twelve articles of Christian faith, as provided in the Apostles' Creed. All Christians know the creed and most can recite it perfectly, but few think about what the creed means, even fewer live by the creed. Our students will study the creed carefully, and discuss what "living by the creed" means, applying the twelve articles to situations that occur in the modern world, and to instances in their own lives.

CF 2: Salvation History

God revealed himself through the patriarchs, the prophets and the judges of the Old Testament, but revealed Himself perfectly and completely through the life and teachings of Jesus in the New Testament. Our students thus come to know God through reading and studying the Holy Bible. Salvation History is premised on a proper reading and understanding of Sacred Scripture, and then journeys through how God constantly and consistently keeps His covenant with his Chosen People, and how this loving fidelity culminated in the sacrifice of Jesus to save Christians from sin and death.

CF 3: Sacraments

In this subject, our students learn how God is present in their lives today, and how they can, as a Christian community, receive God and show their faith in him through the seven sacraments of Baptism, Confirmation, Reconciliation, Holy Eucharist, Marriage, Anointing of the Sick, and Holy Orders.

CF 4: Ecclesiology

In Ecclesiology, our students are taught about the nature and mission of the Holy Church. As the Body, of which Jesus Christ is the Head, the Church is the community of Christians, united by faith in God. Christian faith is both personal and ecclesiastical, faith in God inseparable from and translating to love of neighbor.

CF 5: Church History

The Holy Church is the supreme authority on religious, spiritual and moral doctrine. As members of the Church, our students are inculcated in these teachings beginning as far back as Pentecost to present dogma under Vatican II.

CF 6: Christian Morality

The premise of Christian morality is that Christian faith is expressed in the mind, heart and deed — and faith expressed in less than these three aspects is incomplete. Here it is emphasized that Jesus Christ revealed God wholly and perfectly in all aspects of his person, but most especially by his deeds and actions. In studying the life of Jesus, our students learn from His Virtues and examples of prayerfulness, mercy, obedience, humility and most especially, his preferential love of the poor.

CF 7: Popular Devotion

Christian faith is both universal and inter-cultural, in that the Creed and doctrines are one and the same, but living and expressing one's faith is contextualized within a unique cultural community. Popular devotion focuses on the Filipino faith and its practices (such as devotions to the saints, *panata*), and studies its foundation in Christian doctrine while appreciating its linkage to Filipino culture.

CF 8: Vocation of the Laity

This subject emphasizes the active role of Christians to serve the community and most especially, the poor. Since evangelization is the mission of the whole church, including the Laity, our students are taught not only to become Christian professionals, but also, to participate in Church activities, such as service in communion. Our students are also encouraged to share their time and knowledge in outreach activities and catechism.

DAILY & SPECIAL ACTIVITIES

The development of our students as Christian men and women is being done not only through classroom teaching, but also through day-to-day activities and special activities geared towards making Christian virtues a regular practice. Our students and teachers pray before and after classes and assemblies, and our school community prays the Angelus at noon. Our students are encouraged to visit the chapel for prayers, reflection and bible reading and services.

The ICF offers Holy Mass (for the School Community or College Department) at the beginning of the school year (Mass of the Holy Spirit), and first Fridays. The ICF also conducts recollections and retreats every school year. Students are also encouraged to practice the sacrament of reconciliation that is offered from time to time. Special masses and celebrations are offered during special school events, including the Feast of St. Louis (Aloysius Gonzaga) on June 21 and the Feast of the Immaculate Conception on December 8.

STUDENT ACTIVITIES PROGRAM

The activities program of the college supports and complements the academic program. The various co-curricular and extra-curricular activities are designed to enrich and deepen classroom learning. They provide meaningful opportunities for the practice of habits, skills, theories and virtues learned, and they also serve as proper venues for the students' talents and potentials. The chief value of the activities program, however, lies in how it reflects the virtues of a true Christian. The Activities Coordinator sees to it that the objectives and activities of the various organizations are in consonance with the goals and objectives of St. Louis College Valenzuela.

The **OBJECTIVES** of the student activities program are:

- ❖ To train students in rational decision-making and develop their leadership potential.
- ❖ To encourage student involvement in school affairs through the various co-curricular and extra-curricular activities.
- ❖ To provide stimulating and creative activities for incoming freshmen during their adjustment period.
- ❖ To promote the arts and develop art consciousness through activities that will also serve as channels for expressing themselves, their ideas, spirit and faith.

A. STUDENT ORGANIZATIONS

The college recognizes the importance of training responsible student leaders among the youth who shall also become tomorrow's leaders. The formation and growth of student organizations is indeed a sign of growing social awareness among students. Membership in legitimate student organizations will also provide the students with the proper venue for the exercise of their right and freedom of organization for fellowship and constructive purposes. The right to organize and freedom of association however should be exercised with prudence and a strong sense of responsibility and commitment so as to ensure that the personal right and integrity of individual members are respected, that the school's honor and reputation is safeguarded and preserved and the student organizations will never become subservient or subject to control and influence of groups outside the school. Hence, the regulations governing student organizations must be strictly observed.

B. GENERAL POLICIES

A. Authority to Operate

Students desiring to establish, join and participate in student organizations on campus shall do so by right, subject only to reasonable regulations promulgated by the College through the Activity Coordinator. It is also understood that publications and organizations of students that exist or operate outside the system of school recognition shall continue to be governed by law (cf. DECS Order No. 61, s. 1985).

B. Supervision of Organizational Activities

The Activity Coordinator shall have general supervision and regulation over the activities (on-campus and off-campus) of all duly recognized student organizations.

1. The Activity Coordinator shall meet regularly with each student organization to discuss, among others, current projects, plans, pressing problems, and to assist the organization in any other way.
2. All student organizations are encouraged to be creative in the planning and implementation of activities that promote the professional, social, cultural and spiritual welfare of their members, in accordance with previously set objectives. No activity (on or off-campus) shall be held without prior consultation with the Activity Coordinator and approval from the College Dean.

3. The Activity Coordinator shall disapprove any activity, if such activity violates any policy of our school or of the college department. Upon the discretion of the Activity Coordinator, an activity may also be disapproved for being detrimental to the best interests of the students and the school.
4. In cases of conflict within an organization or between two or more organizations, and when no resolution to the issue at hand can be reached, the conflict shall be elevated to the Activity Coordinator for final resolution.

C. ESTABLISHMENT OF A NEW ORGANIZATION

1. A group of twenty (20) or more students may file a written application to the Activity Coordinator to form a student organization, attaching the following supporting documents in duplicate:
 - ❖ Formal letter of application
 - ❖ Constitution and by-laws
 - ❖ List of pioneering members, position, course, year level and addresses
 - ❖ Proposed activities for the entire school year including tentative dates of implementation and brief description of activities.
2. The Activity Coordinator will deliberate upon the application and supporting documents in consultation with the College Dean. The application shall be resolved within one (1) month from date of submission of requirements. Approved organizations shall be issued a certificate of recognition.
3. Any recognized student organization which (a) is inactive for one (1) semester, or (b) violates its own constitution and by-laws, or (c) violates school or college department policy, is liable to revocation of its recognition, after due notice and hearing conducted by the Activity Coordinator.

D. QUALIFICATIONS FOR MEMBERSHIP/ OFFICERSHIP

Only *bona fide* students who comply with the following requirements are allowed to join student organizations and be elected into office:

1. Full time students taking an academic load of at least 18 units with the exemption of graduating students carrying fewer than 15 units in their last term;
2. Must be in good health;
3. Must possess good moral character. They must have the ability to foster a wholesome and harmonious relationship with fellow students, teachers, administrators and other school personnel;
4. Must have no previous record of violation of school rules, regulations or policies;
5. Must have genuine interest in joining/leading an organization;
6. Officers must serve the full two semesters of their office;
7. A student can occupy a major elected position in only 2 organizations (President, Vice-President, Secretary, and Treasurer).

E. FACULTY ADVISER/MODERATOR

Our college believes in the importance of assisting and supporting its student organizations in their community and extra-curricular endeavors. We strongly encourage our faculty to take an active role in the total development of our students by participating as advisers of student organizations. In doing so, they will be able to provide professional and moral guidance as well as facilitate the students' personal growth and maturity. The College Dean appoints the advisers upon the recommendation of the Activity Coordinator. The term of appointment is for one (1) school year and may be renewed. Any *interim* vacancy in advisers may be filled by similar appointment.

The adviser must be a full-time faculty member of the college. Part-time faculty members may be appointed as advisers at the discretion of the Activity Coordinator and the College Dean. An adviser to co-curricular organizations must have relevant teaching or educational exposure in the field. An adviser to extra-curricular organizations must have special skills and talents or interest in the field.

F. INDUCTION OF OFFICERS

Induction of officers shall be held for duly recognized organizations. The induction shall take place on-campus with the Activity Coordinator and the advisers in attendance.

G. POLICIES ON CAMPUS ACTIVITIES

1. Club membership should be voluntary.
2. Students may join one or two clubs. Membership in more than two clubs may be discouraged if it adversely affects a student's academic performance.
3. Student activities should not distract students from studies but should instead enhance academic and Christian formation.

4. Recruitment of members starts during the second week after the school opens and lasts for a period of two weeks thereafter.
5. The organizations should meet once a month. A complete set of minutes of monthly meetings must be submitted to the Activity Coordinator at the end of every semester.
6. The college does not prescribe fees for organizations. However, organizations may assess and collect dues from their own members. All assessments and fund-raising activities shall be subject to the approval of the Activity Coordinator, the College Dean, and the Administration. Unauthorized assessment, collection or fund-raising shall be penalized by revocation of recognition, removal from officership or membership, and disciplinary sanction. The school and its employees are prohibited from collecting and handling any funds from students, under pain of dismissal. Hence, the school and its employees shall not be responsible for any loss suffered by students due to unauthorized or misappropriated collections.
7. Student organizations that are planning activities that require the collection or use of funds must secure approval of their proposed budget from the Activity Coordinator, prior to the activity. An organization may collect and maintain funds for its activities an amount not exceeding Ten Thousand Pesos (₱10,000) at all times. After the activity, a full report of all collections and disbursements made shall be submitted to the Activity Coordinator.
8. No student shall solicit membership, nor directly or indirectly aid in the formation of any society, association or organization amongst fellow students without previous permission from the Activity Coordinator.
9. No meetings, conferences, picnics or any non-classroom activity of any kind, may be conducted by ANY organization (recognized or unrecognized) without prior written approval from the Activity Coordinator.
10. Off-campus activities require the written approval of the Activity Coordinator and the College Dean. The adviser shall accompany the organization for the entire duration of any off-campus activity and participants shall obtain prior written permission from their parents.

Our college has recognized the following student organizations:

1. School Publications
 - ❖ Louisian
2. Co-curricular organizations
 - ❖ JPIA (Junior Philippine Institute of Accountants)
 - ❖ ACOSCI (Associate and Computer Science)
 - ❖ OHRMS (Organization of Hotel & Restaurant Management Students)
 - ❖ BMAP (Business Management Association of the Philippines)
 - ❖ CSA (Computer Secretarial Association)
3. Extra-curricular organizations
 - ❖ Teatro ni San Luis
 - ❖ Koro ni San Luis / Dance Troupe
 - ❖ Artists' Club
 - ❖ Math Club

STUDENT ACADEMIC SERVICES

A. LEARNING RESOURCE CENTER

Our school library is located at the Jose Olivares Building (3/F). You shall find here all the books, periodicals, reference and other information materials you may need. Our library is under the strict supervision and management of a competent and friendly staff who are ready and willing to guide and assist students and teachers in their research work. The rules and regulations regarding the use of our school library are contained in the Library Standard Operating Procedures. Students in particular are encouraged to make the best of their free time by studying and doing research work at our library.

B. AUDIO-VISUAL ROOM

The AVR, located at the Leonora Juzgaya Building (3/F) is where audio-visual aids and equipment are housed. Our helpful AVR staff will assist students and faculty in the use of audio-visual equipment, such as video recorders, video cameras, projectors and screen. Our AVR also has a selection of educational viewing material. Our AVR is available for reservations for convocations, seminars, conferences, symposia and cultural presentations.

C. COMPUTER LABORATORIES

Our 2 air-conditioned computer laboratories are located opposite the AVR and utilize highly efficient computer hardware and the latest software applications of our Information Age. Our students benefit from hands-on computer training during class, and students may use the computers and access the Internet and during the lab's free hours by securing a time card from the Accounting Office.

D. TYPING ROOM

Our TR is located at the Leonora Juzgaya Building (3/F) and serves as training ground for our secretarial students.

E. MINI-HOTEL & KITCHEN LABORATORY

Our mini-hotel building is located behind the canteen and serves as training ground for our budding hoteliers and restaurateurs. The mini-hotel comes complete with a concierge desk, reception area, dining area, a well-stocked bar and

2 bedroom suites and bathroom. The kitchen laboratory is adjacent to the mini-hotel building. It features industrial ovens, large sinks and work areas and is optimal for catering or banquet preparation.

GENERAL STUDENT SERVICES

A. GUIDANCE AND TESTING CENTER

The Guidance and Testing Center is located at the Leonora Juzgaya Building (G/F). Trained personnel offer guidance and counseling services to help students in their individual study problems and to serve their psychological and emotional needs. The Guidance and Testing Center also offers a testing program for students to determine their I.Q. Aptitude, Personality, interests and special talents/skills, career and vocational inclinations and such others that will help the students chart wisely their future vocation, career and profession.

B. COLLEGE DEAN & REGISTRAR'S OFFICE

The College Dean & Registrar's Office is located at the Jose Olivares Building (G/F). The College Dean attends to all academic matters and student discipline, while the Registrar keeps student records and processes enrolment and registration papers.

C. HEALTH SERVICES

Health Services maybe availed by the students at the school clinic located at the Jose Olivares Building (G/F). Medical and Dental services are rendered by friendly and competent personnel. The school clinic also provides first aid treatment for students and school personnel.

D. BUSINESS OFFICE

This Business Office is located at the Jose Olivares Building (G/F) for payment of tuition and other fees, and for securing clearances.

E. FOOD SERVICES

The spacious school canteen serves wholesome food and drinks at reasonable prices.

F. SECURITY SERVICES

It is provided by the school to ensure the safety and protection of school facilities, equipment and the school community. Security personnel also help instill discipline and order within the campus and school vicinity.

G. GYM AND ACTIVITY CENTER

The Rooftop Gym and Activity Center, completed in September 2002, has an audience capacity of 3,000 persons. The venue is particularly suited to accommodate Institutional activities.

The enclosed chapel serves as a daily prayer room, and may also be opened up for community mass. A balcony has been built for a panoramic view. Locker rooms and showers shall be available for the convenience of our athletics teams.



ADMISSIONS & ACADEMIC POLICY

Through the act of enrolment, students and their parents allow themselves to be governed by all the policies, rules and regulations of our school without reservation. Our school reserves the right to deny enrolment for any just cause.

A. ADMISSION REQUIREMENTS

1. Entrance examination administered by the Guidance and Testing Center.
2. For new students, High School report card (DECS Form 137/138) and for transferees, honorable dismissal and transcript of records for evaluation
3. Photocopy of Birth Certificate and original for comparison
4. Certificate of good moral character from last school attended
5. For cross-enrollees: written permit to cross-enroll

Note: Students who enroll at the opening of classes or thereafter shall be charged a minimal fee for late enrollment.

B. SCHOOL TERM

1. The academic year consists of two semesters. Students may also be required to take summer classes under their chosen curriculum. The number of school days per semester and per summer term is contained in the school calendar, which is duly posted in bulletin boards.
2. The CHED prescribes a minimum of 108 class days spread over 18 weeks per semester. The summer term consists of 6 weeks.

C. CLASS HOURS

1. One unit of credit is one hour of lecture or recitation, or laboratory each week in a semester.

2. Suspension of classes is done only in extreme need and only upon the decision of the College Dean, the School President, or the Commission on Higher Education.
3. Regular classes are held during preliminary and mid-term examinations.

D. ATTENDANCE

1. Students are allowed only six absences for a three (3) units-course with classes held twice a week. At the seventh absence, a student is deemed to have withdrawn from the course and receives a failing grade. The allowed absences for a particular subject can be computed by multiplying the number of units for the subject by the prescribed number of meetings in a week.
2. Students are held responsible for all lessons and assignments taken during the period they were absent.
3. Students suffering from a serious, prolonged illness may be given due consideration by the College Dean for their absence, upon presentation of a medical certificate.

E. ACADEMIC LOAD

1. Students shall carry the regular academic load as provided in their course curriculum.
2. The academic load of academically poor students may be limited according to the discretion of the College Registrar.
3. Only candidates for graduation may apply for overload, which shall be regulated according to a student's academic performance.

F. ACADEMIC PROBATION

Undergraduate students who fail in fifty percent (50%) of the required number of subjects for promotion are put on academic probation, and must enroll with a reduced load as prescribed by the College Registrar.

G. DROPPING & CHANGING OF SUBJECTS, CHANGING COURSES AND CROSS-ENROLLMENT

The College Dean and Registrar must approve any dropping or changing in subjects or changing of courses within the first two weeks of classes. A minimal fee is charged for each subject dropped. Students who drop a subject without authorization shall receive a failing grade for the subject, and shall receive no reimbursement for school fees.

H. EXAMINATIONS

Students are required to settle school accounts prior to taking any examination, after which they are issued permits. Examination permits are required for duly scheduled preliminary, mid-term and final examinations. A student may be allowed a grace period in paying an amortization, subject to credit policies established by school authorities. The grace period shall be supported by a promissory note signed by a student's parent, guardian or sponsor. The school reserves the right to deny this privilege to those with poor credit history.

Any special examination, other than those duly scheduled, shall be given only upon approval of the College Dean. Students taking special examinations are also required to present examination permits.

I. FEES AND PAYMENTS

Payments maybe paid in full or installment basis. Personal checks shall serve as payment only upon clearance. The school reserves the right to refuse personal checks of those with poor credit history. The tuition rate and special fees are available upon request. All financial transactions are made at the business office.

1. Refund of Fees

Refund of fees paid in full may be allowed upon approval of the College Dean, within two (2) weeks from the opening of classes, after which fees shall be withheld.

2. Late Registration

A minimal fee is charged for late registration. No student will be enrolled after the second week of the semester except upon approval of the College Dean for meritorious cases.

3. Full Settlement of Accounts

Accounts must be fully settled upon application for a permit to take final examinations. Report cards, class cards, transcripts of records, diplomas, shall be withheld from students who have not fully settled accounts by the end of a term or school year, and graduating students will not be allowed to participate in graduation rites.

J. COMPUTATION OF GRADES & GRADING SYSTEM

| | | |
|------|--|-----|
| I. | Class Standing, composed of the following: | 25% |
| | a. Quizzes | |
| | b. Recitation | |
| | c. Projects/Papers | |
| | d. Assignments | |
| | e. Attendance | |
| II. | Preliminary Examination | 20% |
| III. | Midterm Examination | 25% |
| IV. | Final Examination | 30% |

Notes:

1. For students taking Comprehensive Examinations, the comprehensive exam shall comprise 30% of the final grade, and the total grade as computed above shall comprise 70% of the final grade.
2. Preliminary and Midterm advisory grades shall be computed using a straight-line projection.

GRADING SYSTEM TO BE FOLLOWED:

| | | |
|------|---|-------------------------|
| 1.00 | - | 99-100 |
| 1.25 | - | 96-98 |
| 1.50 | - | 93-95 |
| 1.75 | - | 90-92 |
| 2.00 | - | 87-89 |
| 2.25 | - | 84-86 |
| 2.50 | - | 81-83 |
| 2.75 | - | 78-80 |
| 3.00 | - | 75-77 |
| 5.00 | - | Below 75 |
| INC | - | Incomplete requirements |
| DRP | - | Officially Dropped |
| WF | - | Withdrawal with Failure |

K. SELECTIVE RETENTION

A student's continued stay in the college shall be governed by the following rules:

- a. Any student who deliberately refuses to obey rules and regulations prescribed by the college shall be disqualified for readmission.
- b. Students who obtain a semestral weighted average from 3.00 to 5.00 will be advised to shift to an easier course. Subjects duly passed may be credited to their new course.
- c. Those who obtain a semestral weighted average of 3.51 to 4.00 for the first time shall be placed on probation. Students who obtain the same semestral weighted average for the second time will be advised to shift to an easier course.
- d. Any student placed on probation shall carry a maximum load of 15 units.
- e. Student with one or more failed subjects within each of 3 consecutive semesters shall not be permitted to carry more than 15 academic units.
- f. All students are required to take PE, unless certified exempt for health or other reasons.
- g. Students who withdraw from classes indiscriminately for two or more consecutive semesters shall carry a maximum load of 15 units of academic subjects.
- h. Students who fail to enroll within one year from the last semester attended may be required to repeat major subjects.

L. INCOMPLETE ACADEMIC REQUIREMENTS

Students may receive an incomplete grade only in the following instances:

a. **Excused Absence**

Students who fall seriously ill on the day of any major examination or thesis defense may be given an incomplete grade, so as not to prejudice their academic standing. Immediately upon returning to school, the student shall report to the concerned teacher and present a medical certificate from a licensed physician. The matter shall be brought before the College Dean who shall sanction any special examination or appropriate academic requirement.

b. **Unpaid Fees**

Students who fail to timely settle their fees due prior to any examination or thesis defense may be given an incomplete grade. Following school credit policies, the School Treasurer may issue a permit to take the examination, provided that the parents of the student concerned sign a promissory note for the amount unpaid, and deliver a check post-dated to the maturity date of the promissory note. The grade for the examination or thesis defense shall be withheld and credited only upon full payment of accounts.

M. SCHOLARSHIPS & ACADEMIC HONORS

a. **Entrance Scholarship**

High School Valedictorians and Salutatorians from duly recognized schools may receive scholarships upon application with the office of the Registrar on the basis of academic performance and good moral character. Scholars shall carry the regular load prescribed under their curriculum.

b. **Jose Olivares Scholarship**

A full academic scholarship consisting of 100% reduction in semestral tuition fees is granted to students who obtain a semestral weighted average between 1.00 to 1.21 with no failing grade in any subject.

c. **Leonora Juscaya Scholarship**

A partial academic scholarship consisting of 50% reduction in the semestral tuition fees is granted to students who obtain a semestral weighted average of 1.21 to 1.50 with no failing grade in any subject.

d. **Dean's Scholarship**

A partial academic scholarship of 25% discount in the semestral tuition fees is granted to students who obtain a semestral weighted average not lower than 1.75 with no failing grade in any subject.

N. GRADUATION HONORS

Graduation honors are awarded to members of the senior class provided they enroll at least seventy five percent (75%) of the required subjects of the course in our college. All candidates for graduation honors must be of good moral character and behavior. The following honors are awarded to graduating students in the baccalaureate level:

❖ **CUM LAUDE**

Candidates must have attained a cumulative weighted average of least 2.15 in all academic subjects with no grade lower than 2.25

❖ **MAGNA CUM LAUDE**

Candidates must have attained a cumulative weighted average of least 1.75 in all academic subjects with no grade lower than 2.00.

❖ **SUMMA CUM LAUDE**

Candidates must have attained a cumulative weighted average of least 1.33 in all academic subjects with no grade lower than 1.50.

O. GRADUATION

1. Pre-requisites for graduation are:

- ❖ Satisfactory compliance with all academic, non academic; curricular and extra-curricular requirements;
- ❖ Settlement of all financial and property obligations to our college.

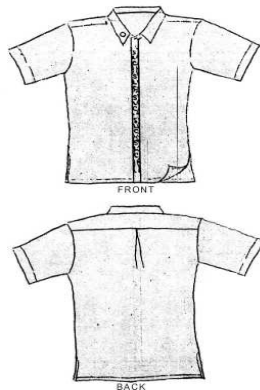
2. Candidates for graduation shall report to the Office of the Registrar for evaluation of records. Evaluation shall be conducted upon enrollment of the semester immediately preceding graduation.

SCHOOL UNIFORM AND IDENTIFICATION CARDS

Students are advised that wearing the uniform is an important part of their schooling as it is a symbol of the ties that bind our school and our students — our names, our image and reputation are joined in the eyes of the community.

Furthermore, a student's personality and school discipline are reflected in how the uniform is worn. Let us gain confidence from wearing neat and clean uniforms.

Lastly, the school uniform and identification cards are important tools in ensuring the safety and security of our students. The complete uniform distinguishes *bona fide* students from strangers. Students who wear their proper uniform with identification cards are deemed duly enrolled, and are thus allowed to enter the campus. Conversely, those not in proper uniform OR without identification cards are not allowed to enter the campus.



MALE STUDENTS:

- ❖ Polo with SLCV logo, pin, white undershirt
- ❖ Black pants
- ❖ Black shoes with socks
- ❖ No tattoos
- ❖ No earrings & piercings
- ❖ No hair dyes, hair cut at least 2" from the hairline above the ear, 3" from the hairline above the nape

FEMALE STUDENTS:

- ❖ White long-sleeved blouse with checkered necktie, pin
- ❖ Pleated checkered skirt (with a length of 6" above the ankle)
- ❖ Black shoes with socks
- ❖ No piercings
- ❖ No hair dyes
- ❖ No tattoos



IDENTIFICATION CARDS

Students are issued an identification card, for admission to the campus and access to library and other services.

STUDENT DISCIPLINE

In all disciplinary cases, a charge must be made in writing and the student(s) concerned must be provided with a copy of the written charge. The offense shall be punishable when committed on-campus, during duly authorized off-campus activities, or at any time the student is in school uniform, or has represented himself or herself as a student of SLCV. The College Dean shall conduct a conference wherein the charge and defense shall be proven. Parents or guardians concerned shall be notified of the conference. The conference shall be machine recorded, and a transcript may be made available on request of the parties.

The College Dean shall be responsible for deciding all disciplinary cases. Any decision shall be based on proof presented at the conference. The Dean shall determine the duration/ of the punishment, taking into consideration damage to persons and property, the character of the student, and other circumstances.

The decision of the College Dean in disciplinary cases involving minor and less grave offenses shall be final. Decisions in disciplinary cases involving grave offenses may be appealed to a disciplinary committee created for the appeal, and headed by the School President. Decisions of the disciplinary committee shall be final.

Aside from these investigative and judicial powers, and when warranted for the protection of persons and property, the Dean may place students in preventive suspension. Such preventive suspension shall not be deemed a punishment.

MINOR OFFENSES are punishable by oral or written Reprimand (1st offense), Suspension (repeated offense or commission of more than one type of offense) or Dismissal (repeated offense or commission of more than one type of offense). They are:

- Disruption of classes and school activities through loud noises and unruly behavior
- Incomplete or improper wearing of uniform, including IDs
- Loitering on campus after 9:00 p.m.
- Littering, including water wastage
- Gambling, betting or engaging in any form of game of chance
- Smoking, distribution of cigars or cigarettes
- Possession of intoxicating substances
- Possession of pornographic material in any form
- Swearing, cussing or use of foul language
- Unauthorized use of school name or uniform

LESS GRAVE OFFENSES are punishable by Suspension (1st offense) and Dismissal (repeated offense or commission of more than one type of offense). In addition to the proper punishment, cheating or plagiarism shall be punishable by a failing mark in the academic requirement. They are:

- Cheating or Plagiarism
- Defamation (written or oral)
- Fighting or Inciting to Fight
- Forgery/Misrepresentation in accomplished school documents
- Gross disrespect of school authorities, faculty or staff
- Intoxication
- Lewd or obscene behavior (ex. display of private body parts, French kissing, necking)
- Possession of deadly object other than firearm
- Petty Theft of Property not exceeding P1,000 in value
- Threat to inflict harm on persons
- Vandalism
- Forcible Entry into restricted areas

GRAVE OFFENSES are punishable upon first commission of an offense, by Dismissal or Expulsion. They are:

- Assault against school authorities/faculty/staff/student, including Hazing
- Bribery of school authorities/faculty/staff
- Immorality (ex. pre-marital sex, cohabitation, patronage of places of ill-repute)
- Possession/use/distribution of dangerous drugs
- Possession/use of firearm
- Theft of Property exceeding P1,000 in value
- Arson (regardless of extent of damage)
- Theft or Tampering with School Records

RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

RIGHTS OF STUDENTS

1. The right to be recognized as a person with dignity and to be treated as such.
2. The right to express one's ideas within the framework of accepted norms of communications and the rules of courtesy or decorum.
3. The right to reasonable protection from danger to one's life and property while on the campus and in duly approved and supervised off-campus activities.
4. The right to learn through the maintenance of an atmosphere conducive to learning and interacting and the right to enjoy the fruits of one's honest endeavors.
5. The right to be informed of charges or accusations against one's self and to have a fair hearing.
6. The right to express redress or grievance through proper channels of communication, and in the spirit of amity.

7. The right to be informed and to enjoy equal protection of the policies, rules and regulations established and implemented by school administrators and teachers.

DUTIES AND RESPONSIBILITIES OF STUDENTS

1. To respect the inherent dignity, worth, individuality and rights of other members of the school community.
2. To maintain his maximum level of academic achievement.
3. To recognize and know individual and cultural differences and to use these differences in improving the school and the society.
4. To preserve school property, exercise care in using them.
5. To cooperate willfully with the parents, the administration and the faculty in their efforts to help improve himself.
6. To know, observe and abide by all policies, rules and regulations of the school.
7. To uphold the integrity, the good name, and the ideals of the school.
8. To develop and undertake a social commitment if he is to assume some responsibility to and for the school and society.

SOME TIPS FOR THE STUDENTS

Students who form good study habits are on the road to success. Here are some important things to do:

1. Prepare yourself daily for classes and other academic activities.
2. Be well motivated in class and home study. Study for the love of learning new things, for the new knowledge it gives to help you with your future, for the honor and joy it brings to your family and teachers, and for the glory it gives to God and His church. Remember that schooling will help you to earn a better living and will prepare you for your future career. Realize that it will assist you in your growth and aid you to live a satisfying life. You must have high personal ideals so that the routine of daily study will not discourage you, if you are to make the most of your talents.
3. Be efficient and well organized. Plan not only what you are going to study but also, the best time and place for studying. Choose a place that is suitable for concentration and that contains all the equipment you need to complete your tasks. Study at a desk table, and provide adequate lighting for reading and writing. To be efficient, you must get down to work immediately without frustrations, and bring all your senses into action (eyes, ears, touch, etc.) Allow for fatigue and provide time for regular breaks. Don't study two similar subjects one after the other (for example, Math & Accounting, both dealing with numbers). Make use of all the accepted techniques of profitable study such as studying with a pencil or ballpen, so that you can take notes, and summarizing important points when you grasp the gist of what you are reading.
4. Be prepared to do more than the minimum. To learn well, you must learn much or study more than is necessary to compensate for natural forgetfulness. A little extra effort in doing research, preparing written or oral reports, will pay off. Volunteer for special assignments or offer to give oral answers. You will profit greatly in return.
5. Taking Notes

In taking notes, you will find it useful to have a loose-leaf binder that can be divided into sections. Keep teacher's lectures on only one side of the sheet, and your own comments or summary on the other. Notes should be brief and direct to the point. They should also be legible.

You will find it worthwhile to list in your notebook all the important words, names, and dates that you encounter in studying a particular subject, together with the page numbers on which they appear in the textbook. If you take notes on what is covered in class, these notes should be in your own words but should contain the meaning that the teacher had in mind. Notes made from reading resource materials should not be an exact copy of the printed page, but a summary of the ideas that seem important. Employ the techniques of outlining, using main topics and subtopics to summarize the material. Learn to indent, to underline or encircle, and to label sections by numbers or letters for emphasis or greater clarity. Never write in a book that belongs to the school or to the library.

6. Get the most out of textbooks

Learn to utilize the many learning aids included in your textbooks such as the table of contents, chapter summaries, graphs and charts, pictures and drawings, among others. Before you begin to read a chapter or section, think about its title. Try to relate it to what you have already read in the preceding chapter. Then, skim over the material to get the main thoughts. Look for summarizing paragraphs and examine the heading carefully. Then read the material slowly for a second time, outlining ideas in a notebook or underlining the points in the textbook (unless it belongs to the school), or make a list of important items.

THINGS TO REMEMBER IN DEVELOPING GOOD STUDY HABITS:

1. Study in order to prepare yourself for your future career.
2. Study in order to honor your parents and offer your studies to God.
3. Study in order to serve God to the best of your ability.
4. Study each day rather than trying to cram the materials into your head before a test.
5. Budget your time by setting up a weekly or daily schedule that arranges tasks and time efficiently.
6. Prudently limit your social activities on school nights.
7. Study in the same room everyday at about the same time.

8. Before you sit down to study, gather all the tools needed for a specific subject.
9. Eliminate all sources of noise from radio, TV, and conversation.
10. Take a break now and then to prevent yourself from becoming tired and inattentive.
11. Use all books, magazines, dictionaries, encyclopedias, and other materials that will help you understand the subject matter.
12. Put extra effort into your studies by doing research and preparing special reports or assignments.
13. In reading assignments, skim the materials first, searching for main ideas. Then reread the assignment at a slower pace.
14. Keep a notebook with a list of all important terms, names, and dates in the textbook.
15. Outline the key ideas of the textbook, basing your outline on the section headings, or topical outlines, or emphasized words.
16. Prepare assignments using clear, neat handwriting or type them accurately.
17. Examine textbooks carefully to make sure that you understood what is contained in the pictures, charts, tables, glossary, questions, indices, etc.
18. Try to relate what you are learning to what you already know.
19. Check your assignments for all spelling and grammatical errors.
20. Try to apply what you have learned.
21. When memorizing something, first scan through the whole passage to see how each part relates to other parts.
22. Anticipate tests by preparing your own questions based on the material you have studied, or by going over questions at the end of each chapter in the textbook.

DIRECTORY

SLCV TELEPHONES

| | | |
|---------------------------|---|--|
| 1. Administration Office | - | 292-31-21 292-31-37 (FAX) |
| 2. College Department | - | 292-04-81 |
| 3. High School Department | - | 292-31-70 |
| 4. Elementary Department | - | 292-68-54 |
| E-mail Address: | - | slcv@vasia.com |
| Website: | - | www.slc.edu.ph |

ADMINISTRATORS

| | |
|--------------------------------|-------------------------------|
| College President | MR. RAYMOND O. LUCIANO |
| Vice-President | MS. CHERYL LYNN O. LUCIANO |
| College Dean & Registrar | ATTY. MARIE ELEANOR L. RUELO |
| Chairperson (CS) | MR. RAYMOND O. LUCIANO |
| Consultant (HRM) | MS. YVETTE MELISSE O. LUCIANO |
| High School Principal | MR. EDELBERTO C. DE JESUS |
| Elementary Principal | MS. ZENAIDA S. ANDRES |
| Finance Officer | MRS. MYRNA T. ESTRELLA |
| College Guidance Counselor ... | MRS. LEOBELITA E. MARFORI |
| Marketing Officer | MR. DEMSON I. LADRIDO |
| School Physician | DR. NERIZA S. SALVATIERRA |
| School Dentist | DR. CORAZON M. BELVEZ |
| School Nurse | MRS. LANIDEZ N. ABAÑO |

COURSES OFFERED:

B.S. in Computer Science

*2-year courses: Associate in Computer Technology, Computer Secretarial * 1-year course: Computer Service Technician*

B.S. in Business Administration

Major in: Management, Banking and Finance, Accounting

B.S. in Hotel and Restaurant Management

2-year course: Associate in Hotel and Restaurant Management

B.S. in Office Management

HIGH SCHOOL * GRADE SCHOOL * PRE-SCHOOL