



DR. YANGA'S COLLEGES, INC.

Wakas, Bocaue, Bulacan

CONFORME

This is to certify that I have read the contents of this DYCI College Student Handbook and I agree to abide by the rules and regulations set by the institution as herein stipulated.

Furthermore, as a bona fide student of DYCI, I promise to do my best to be a responsible and self-directed individual embodying the DYCIAN values expected of me.

STUDENT'S SIGNATURE

Over Printed Name

Degree Program/Year/Section

PARENT'S SIGNATURE

Over Printed Name

Date

(Kindly detach this page and submit to your respective College)

DR. YANGA'S COLLEGES, INC.

Wakas, Bocaue, Bulacan

COLLEGE DEPARTMENT



**This DYCI College Student Handbook
belongs to:**

NAME OF STUDENT

DEGREE PROGRAM/ YEAR/ SECTION

STUDENT NUMBER

ADDRESS

TELEPHONE NUMBER



DR. YANGA'S COLLEGES, INC.

Wakas, Bocaue, Bulacan

FOREWORD FROM THE PRESIDENT

My Dear Students,

I would like to welcome you to Dr. Yanga's Colleges, Inc.

We, at DYCI, are very happy that you have chosen our institution to be your second home for the next few years of your lives as college students.

For you to be properly guided during your stay with us, we are providing you this DYCI College Student Handbook. This contains important information about our institution, its policies and services for you to be well-informed and properly guided.

It is our utmost desire to develop you into becoming competent, value-driven, and well-rounded professionals someday. We also want your stay at, DYCI to be memorable, productive, and meaningful. These will only be realized if we are going to have a collaborative effort. We expect you to study hard and we also expect you to read, understand, and abide by the provisions stated in this handbook for the promotion of self-discipline, harmony, peace, and cooperation in our institution.

We pray for your success and God bless you!

A handwritten signature in black ink, appearing to read "Dr. M. D. Yanga", written in a cursive style.

DR. MARCIANO D. YANGA

President

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I. DYCI BACKGROUND INFORMATION

DR. ISMAEL E. YANGA, SR.

THE “TATAY” AND FOUNDER OF DYCI

(October 26, 1907-June 21, 1993)

A man who valued education

Dr. Ismael E. Yanga Sr. or fondly called “*Tatay*” was the founder and first President of Dr. Yanga’s Colleges, Inc. (DYCI) formerly Dr. Yanga’s Francisco Balagtas College (DYFBC).

A remarkable achiever

Tatay was Class Salutatorian, Secondary Level of the National University, graduated *Summa Cum Laude* at the University of Sto. Tomas with a degree in Medicine and emerged as the topnotcher in the Medical Board Examination in 1933.

A well-known doctor

Tatay was the first *Bulakeño* to put up a medical factory. He later founded and established the first hospital in Bocaue, the Dr. Yanga’s General Hospital.

A Prolific Chemist

Tatay developed “*Sedina Burgos*”, an analgesic found efficacious for the cure of many common illnesses.

A father to everyone

Fondly called “*Tatay*” by everyone from the students down to the employees of the school and even of the hospital, *Tatay*’s fatherly concern and charisma were felt by all for his compassion for the marginalized in society.

A music lover

Tatay organized a youth band wherein he provided free instruments to all the musicians. The renowned “*Banda 95* of Bocaue” came to existence through *Tatay*’s pioneering effort.

A philanthropist

Tatay was a compassionate and generous man with a heart for the poor. He gave scholarships to deserving young students and organized special livelihood programs for them.

A loving father and husband

Tatay was married to Sofia R. Duran, a pharmacist from Cabanatuan City, and had five successful children:

- Ismael, Jr. – a very successful doctor based in the United States
- Marcela – the pharmacist of the Hospital that *Tatay* established
- Marciano – a professor and a doctoral degree holder in Animal Breeding and Nutrition; presently the President of, Dr. Yanga's Colleges, Inc.
- Maria – a midwife, a nutritionist and highly instrumental in the establishment of DYCI and of the hospital
- Elida – a retired obstetrician who likewise had a very successful career as a doctor in the United States and now the Executive Vice-President of the institution. She is also the owner of the Angels' Hills Retreat and Formation Center, a retreat house in Tagaytay City.

A distinguished *Bulakeño*

In 1975, *Tatay* was a recipient of "*Katangi-Tanging Bulakenyo*," an award which recognized his contribution not only in his hometown but also in the entire province of Bulacan.

After *Tatay's* death in 1993, he received a Posthumous Award of "*Gawad Pagpupugay at Pagkilala*" during the Rizal Day Celebration of the same year.

His legacy lives on

Twenty-three years after *Tatay's* death, the seeds of his good deeds continue to flourish. The hospital continues to serve the medical needs not only of the people in the town of Bocaue, but also those of the neighboring towns. The school he established has grown into a progressive institution providing quality yet affordable education. Many were blessed and still more are continuously being blessed, all because of the vision and selflessness of one man.

THE DYCI VISION-MISSION STATEMENT

OUR VISION

Dr. Yanga's Colleges, Inc. (DYCI), a family-owned stock educational institution, shall establish a competitive advantage by promoting academic excellence by its proactive stance in instruction, research and extension services, and through continuous development of its programs towards local and international recognition.

We shall maintain empowered professionals committed to sustained competence and basic respect for human dignity.

Under Providential Guidance, we shall create a conducive and harmonious atmosphere of belongingness marked by open communication, trust and integrity.

OUR MISSION

We embrace the following commitments to our valued stakeholders, our reasons for being, to actualize our vision towards promoting academic excellence.

FOR OUR STUDENTS,

We shall undertake academic and extra- curricular activities towards their holistic development and their integration in a dynamic society as functional members of the labor force.

FOR THE FAMILIES,

We shall foster partnership in molding the character of our students through value-driven programs.

FOR OUR EMPLOYEES,

We shall facilitate continuous development through appropriate trainings and values formation. We shall provide just and fair recognition and reward in an environment of mutual cooperation and teamwork.

FOR THE INDUSTRY SECTOR,

We shall develop highly competent, skilled and ethical graduates in response to its technical, professional, and entrepreneurial needs.

FOR THE STATE,

We shall uphold the spirit of good governance and high standard of excellence in our operations as vital tools in nation building. We shall make our services accessible to all.

INSTITUTIONAL GOALS AND OBJECTIVES

- Govern and manage with probity, strategy, vision, and financial control, utilization of risk management and effective monitoring of performance.
- Enhance the professionalism and competence of the faculty continually through the promotion of meaningful program delivery, values formation, and highly functional research program.
- Facilitate the holistic development of students through the adoption of curricular programs attuned to current trends and relevant technical trainings and co-curricular activities.
- Enhance relations with the community through networking and linkages and purposive extension programs.
- Promote judicious management of resources through hiring of qualified faculty and staff, the use of ICT, state-of-the-art facilities and generation of innovative teaching-learning devices.

CORE VALUES

VERITAS (Truth)
SAPIENTIA (Wisdom)
CARITAS (Charity)
EXCELLENTIA (Excellence)
PATRIA (Love of Country)
FIDES (Faith)

DYCI HISTORY

(Adopted from the DYCI Faculty and Employee Manual)

Dr. Yanga's Colleges, Inc. (DYCI) started as a non-sectarian secondary institution. It was established in 1950 as the Francisco Balagtas Academy (FBA) by the former owners, the late Mr. and Mrs. Gerardo Samson, Sr.

In 1974, the Yanga family purchased the FBA from its former owners and Dr. Ismael E. Yanga, Sr. became its first President.

In 1977, the Secondary institution expanded to include tertiary degree programs, namely: Midwifery, Secretarial Education, Doctor of Veterinary Medicine, Agriculture, Commerce, Nursing, Seaman Training Course and Vocational Courses.

In 1987, the name of the institution was changed to Dr. Yanga's Francisco Balagtas Colleges (DYFBC).

The current President, Dr. Marciano D. Yanga was installed as the second President of the school in an investiture ceremony held on August 12, 1993.

From a small institution with only a few hundred students in its initial years of operation, the College steadily grew in enrollment and gradually expanded its curricular offerings. At present, additional degree programs are offered by the Institution. These are Education, Arts and Sciences, Computer Science, Computer Technology, Accountancy, Marine Transportation, Marine Engineering, Hospitality and Restaurant Management, Tourism and Caregiver Program.

Inspired by the increasing recognition of the school and its educational programs by the community, the Administration then decided to open Pre-Elementary and Elementary Education Departments.

Through the years, the school has been an integral part in the formation of many young men and women of Bulacan, metamorphosing into successful practitioners in their various fields of interest.

In 2001, the name of the institution was changed again and became Dr. Yanga's Colleges, Inc.

At present, the Institution with its new name has grown into a complex of different departments/colleges with a population of over six thousand students.

To date, the Dr. Yanga's Colleges, Inc. is continually pursuing notable programs and plans which are all geared towards the successful attainment of its avowed mission.

Indeed, from its inception in 1974, the school has tirelessly involved itself in providing an encompassing, relevant, quality and affordable education that has helped many *Bulakeños* in transforming their simple lives into successful and inspiring stories and whose dreams have turned into inspiring realities today.

HISTORICAL HIGHLIGHTS OF DYCI

1950- A private non-sectarian secondary school named Francisco Balagtas Academy (FBA) which would become Dr. Yanga's Colleges, Inc. in the future was established by former owners, the late Mr. and Mrs. Gerardo Samson Sr.

1950-1987 The Institution's name was Francisco Balagtas Academy (FBA).

1960- The FBA was registered with the Securities and Exchange Commission.

1972-74 The late Dr. Ismael E. Yanga, Sr. and Mrs. Sofia D. Yanga were already managing the Dr. Yanga's School of Midwifery which was then located at 25 P. Burgos, Bocaue, Bulacan.

During this span of time, Government Recognition for Midwifery was granted to the school and the first batch of Midwives graduated in 1975.

1974- The FBA was purchased by the late Dr. Ismael E. Yanga, Sr. and Mrs. Sofia D. Yanga from its owners.

1976- Government Recognition was granted to FBA for the operation of the complete Secondary Level.

1977- Aside from offering Secondary Education, the institution also offered Tertiary Degree Programs such as Midwifery, Secretarial Education, Doctor of Veterinary Medicine, Agriculture, Nursing, Commerce (Major in Management and Banking & Finance), Seaman Training Course and Vocational Programs.

Government Recognition to offer 4-Year Liberal Arts leading to the Degrees of Bachelor of Arts was secured. Government Recognition was granted for vocational programs which included the 6-month Swine and Poultry-Raising Program.

1978- Government Recognition was granted to the Five-Year Night Secondary Level of FBA.

FBA offered the Six-Month Basic Training Program.

1980- Government Recognition issued by the then Ministry of Education was granted for the Six-Year Doctor of Veterinary Medicine.

1981- Government Recognition was granted for the Six-Month Basic Seaman Training Program.

1982- Government Recognition was granted for the Junior Secretarial Program.

1985- Government Recognitions were granted to the following programs: Bachelor of Science in Agriculture Major in Animal Husbandry, Bachelor of Science in Commerce and the 2-Year Veterinary Technology.

1987- The name Francisco Balagtas Academy was changed to Dr. Yanga's Francisco Balagtas Colleges (DYFBC)

DYFBC sought Government Permit to reopen its College of Nursing.

1989- Government Recognition was once again granted for the Nursing Degree Program.

1991- Additional majors for the College of Commerce were approved (Marketing and Cooperative Management).

1993- In June, Dr. Ismael Yanga Sr., the founder of DYCI, died at the age of 85. Dr. Yanga's son Dr. Marciano D. Yanga was elected as Chairman of the Board of Trustees and new President of DYFBC.

Another Government Recognition, this time coming from the Department of Education, Culture and Sports (DECS)

was granted for the Six-Year Doctor of Veterinary Medicine.

1994- Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) were offered.

1996- Government Recognition was granted to the Two-Year Associate in Computer Secretarial Program.

1997- Government Recognition for its Education Degree Programs was granted (Bachelor of Elementary Education-BEED and Bachelor of Secondary Education-BSED major in Filipino).

Government permit was granted to the Ten-Month Basic Seaman Program.

1998- The Six-Month Seafarers Rating Program was upgraded to Ten-Month Basic Seaman Training Course also known as the Seafarers Rating Course (SRC) with Steward, Engine and Deck specialization.

2000- Government Recognition was granted to the 10-Month Seafarers Rating Program (Steward/Engine/Deck).

2001- The institution's name was changed to Dr. Yanga's Colleges, Inc. (DYCI).

The College of Maritime Education became ISO Certified (ISO 9001:2000).

Government Recognition was granted to the Two-Year Computer Technology Program.

2002- Prof. Michael S. Yanga became Director/Principal of the High School Department (Day) and also held various positions in the Collegiate Level.

2002- The school started to offer Pre-Elementary and Elementary Education.

Math was offered as an additional major for BSED.

The Human Resource Development Office (HRDO) was established.

Additional Major in Commerce (Management Accounting) was approved.

2004- An organizational restructuring was effected and Dr. Edgar S. Yanga became Senior Vice President while Prof. Michael S. Yanga became Vice-President for Administration, Human Resources and Finance.

The First Strategic Planning was held in Tagaytay. The Student Personnel Services Office (SPSO) was established.

The College of Education offered Biology as additional major BSED.

2004- DYCI started to offer Four-Year Degree Programs in Bachelor of Science in Hotel and Restaurant Management (BS HRM) and BS Tourism (BST).

Certificate of TVET program Registration (WTR) for the Six-Month Caregiver Program was granted.

An additional major for BSED was approved (Major in English).

The Ten-Month Seafarer's Rating Program was recognized and upgraded to twelve (12) months.

Permit to offer Bachelor of Science in Accountancy (BSA) was secured.

Government Recognition was granted to the Bachelor of Science in Computer Science (BSCS).

Government Recognition was granted to BSMT and BSMarE

TESDA granted the Certificate of TVET Program Registration for the 51-Hour Microsoft Office 2003 program.

2006- Government Recognition for BSHRM and BS Tourism was granted. The Office for External Affairs (OEA), Research Office and Campus Ministry were established.

DYCI became the first institution in Region III to undergo the Commission of Higher Education (CHED) Institutional Quality Assurance Monitoring and Evaluation (IQAME) inspection

The College of Computer Studies (CCS) was separated from the College of Business and Management Education and became a separate College.

TESDA granted the Certificate of TVET Program Registration to the:

- Deck Seafaring NC II (402 Hours)
- Engine Seafaring NC II (450 Hours)
- Bartending NC II
- Front Office NC II

2007- The Office of the Center for Curriculum Development and Instructional Technology (CCDIT) was created. The Research Office became Publication, Research and Development Office (PRDO).

The Certificate of Authority to operate the Ladderized Bachelor of Science in Computer Science was granted.

The Certificates of TVET Program Registration were granted by the Technical Education and Skills Development Authority (TESDA) to offer the PC Operation (214 Hours) and Programming (252 Hours).

Certificate of Authority was granted to offer Bridging Program for the BS Mechanical Engineering (BSME) and the BS Electrical Engineering (BSEE) to BS Marine Engineering (BSMarE)

BS Commerce operated under a new curriculum Bachelor of Science in Business Administration BSBA).

Certificate of Authority was granted to implement the ladderized curriculum in BS HRM.

DYCI was rated Category B under the Institutional Quality Assurance through Monitoring and Evaluation (IQuAME) conducted in November 2006. The result of the assessment was incorporated in the CMO No. 58 Series of 2007.

- 2008-** The College of Computer Studies was able to secure government permit for the following programs:
- May 2008 – Authorized Testing Center for MS Office Specialist
 - Nov. 2008 – BS Information System (BSIS) and BS Information Technology (BSIT)
 - Dec. 2008 – BS Computer Engineering

The website www.thedycian.com was launched (04 March 2008).

The College of Maritime Education (CME) was able to secure government permit for the following programs:

- AY 2008-2009 – BS Mechanical Engineering
- AY 2009-2010 – Deck Seafaring NC2 and Engine Seafaring NC2

TESDA granted the Certificate of TVET Program Registration for Caregiving NC II (786 Hours)

- 2009-** The Federation of Accrediting Agencies of the Philippines (FAAP) granted the DYCI Nursing Program certification for Candidate Status (30 April 2009)
- 2010-** The CME had a repeat audit for a new version, ISO 9001:2008 (05 March 2010).

2011- The AB Political Science Degree Program of the College of Arts and Sciences was given a Candidate status by the PACUCOA

2012- PACUCOA Level I Formal Accreditation was given to the College of Nursing and candidate status was given to the following programs AB Political Science, Business Administration, Hotel and Restaurant Management, Marine Engineering, and Marine Transportation

CHED issued a Government Recognition to operate Bachelor of Science in Information Technology

2013- The AB Political Science, Business Administration, Hotel and Restaurant Management, Marine Engineering, and Marine Transportation were given Level I Status by the PACUCOA

CHED issued a Government Permit to operate Third Year Level including the 1st and 2nd Year Levels of Bachelor of Arts in Psychology Program

CHED issued a Government Recognition to operate Bachelor of Science in Computer Engineering

Placed 3rd in World Robot Olympiad in Kuala Lumpur, Malaysia, as the Philippine Contingent with representatives from the College of Computer Studies

2014 - CHED issued a Government Permit to operate Third Level including the 1st and 2nd Levels of Bachelor of Science in Midwifery (Ladderized) Program

Level I Accreditation was granted by PACUCOA to Bachelor of Science in Marine Engineering

Placed 3rd Again in the World Robot Olympiad in Sochi, Russia, as the Philippine Contingent, with representatives from the College of Computer Studies

TOSP Regional Finalists in the person of Mr. Reymond Galvez from the College of Education and Mr. Leemon Araza from the College of Accountancy

Best in Presentation Award for Marketing Research – International Research Conference in Malaysia, with representatives from the College of Business Administration

Placed 2nd – Product of the Year (Entrepreneurial and Business Leadership Training Course, with representatives from the College of Business Administration

Placed 3rd – Best in Business Plan Presentation (Entrepreneurial and Business Leadership Training Course), with representatives from the College of Business Administration

2015 - CHED issued Government Recognition for Bachelor of Science in Midwifery Program

CHED issued Government Recognition for Bachelor of Arts in Psychology Program

CHED issued Government Permit to operate the 1st and 2nd levels of Bachelor of Science in Accounting Technology Program

Level 1 Accreditation was granted to Bachelor of Science in Marine Transportation

TOSP National Finalist – Ms. Ma. Nerissa Nicolas from the College of Computer Studies, and Outstanding ITE Student Award Region 3 Finalist

TOSP Awardee – Ms. Ma. Nerissa Nicolas, Magna Cum Laude, College of Computer Studies

DYCI HYMN

MORE THAN A SCHOOL, A FAMILY

My hopes, your dreams together,
we aspire for
Walking through life's journey,
with God instilled in our hearts.
We strive for excellence
in everything we do.
For more than these, we are a family.

Chorus:
More than a school, a family.
Our school shall always be our home,
Where our tomorrows start.
More than a school a family,
Wherever we will go,
In our hearts and minds,
Dr.Yanga's Colleges is where I proudly belong.

You and I shall carry on this mission
Of care and love and of passion
For God's grace and light,
And through all of these, we'll always be a family.



II. ACADEMIC INFORMATION

DEGREE PROGRAMS OFFERED

- BS in Nursing (*PACUCOA Level II 1st RA*)
- BS in Midwifery
- BS in Business Administration (*PACUCOA Level I Formal*)
Major in:
 - Human Resource Development Management
 - Marketing Management
 - Business Economics
 - Operations Management
 - Financial Management
- BS in Accountancy (5 years)
- BS in Accounting Technology
- BS in Computer Science
- BS in Information Technology
- BS in Computer Engineering
- Bachelor of Elementary Education
- Bachelor of Secondary Education (*PACUCOA Level I Formal*)
Major in:
 - Mathematics
 - Filipino
 - English
 - Biology
- Bachelor of Arts in Psychology
- Bachelor of Arts in Political Science (*PACUCOA Level I Formal*)
- BS in Hotel and Restaurant Management
(*PACUCOA Level I Formal*)
- BS in Tourism
- BS in Marine Transportation (*PACUCOA Level I Formal*)
- BS in Marine Engineering (*PACUCOA Level I Formal*)
- BS in Mechanical Engineering
- Enhanced Support Level Program – (Deck and Engine)

TESDA COURSES

- 51-Hour Short Course on Microsoft Office 2003 (NC I)
- PC Operations NC II (214 Hours)
- Caregiving NC II (786 Hours)
- Bartending NC II
- Front Office NC II
- Commercial Cooking NCII
- Food and Beverages NC II
- Housekeeping NC II

BASIC EDUCATION

- High School
 - ✓ Senior High
 - ✓ Junior High
- Grade School (Pre-elem. and Elem.)

A. ACADEMIC CALENDAR

The academic year consists of two (2) semesters and one (1) summer. The first semester normally is from June to October while the second semester starts in November and ends in March of the following year.

Summer classes begin in April and end in May.

B. ADMISSION REQUIREMENTS

Admission presupposes that a student's application has satisfactorily met all the requirements of the College.

Enrollment in the College is a contractual relationship between the student and the Administration. A student is admitted with definite understanding that he and his parents or guardians agree to comply with the scholastic standards of the College and its rules governing student behavior. The Administration is empowered to deal with violations in accordance with its system of discipline and guidance.

A student seeking admission to the College must be a graduate of a standard secondary level offered by a duly recognized school and must have taken the DYCI admission test. A student whose eligibility for admission has been verified must submit to the Registrar or his authorized representatives the following:

1. Incoming Freshman

- 1.1. High School Report Card (Form 138)
- 1.2. Three (3) copies size 2 x 2 photos in white background
- 1.3. Certificate of Good Moral Character
- 1.4. Medical Examination Certificate Issued by Dr. Yanga's Hospital
- 1.5. Birth Certificate Issued by the NSO

2. Student Transferees

- 2.1 A student from another school seeking transfer to any College in DYCI must submit the following credentials:

- 2.1.1. Honorable Dismissal;
 - 2.1.2. Certificate of Good Moral character;
 - 2.1.3. An official copy of grades or transcript of records duly signed by the Dean or Registrar;
 - 2.1.4. A letter of application indicating his reasons for seeking transfer to DYCI as well as the degree program he/she wishes to pursue;
 - 2.1.5. Medical Examination Certificate issued by Dr. Yanga's Hospital;
 - 2.1.6. Birth certificate issued by NSO; and
 - 2.1.7. Three (3) pieces sized 2 x 2 photo in white background
- 2.2 A DYCIAN student seeking transfer to another College in DYCI must submit the following credentials to the Office of the Dean where she/he is intending to transfer:
- 2.2.1. A letter of application indicating her/his reason for seeking transfer to the College as well as the degree programs that he/she wishes to pursue;
 - 2.2.2. Complete certified true copy of grades;
 - 2.2.3. Permit to transfer from the previous College where the student belongs;
 - 2.2.4. Clearance; and
 - 2.2.5. Three copies of 2 x 2 photo in white background

Applicants may be asked to submit additional requirements as required by the specific program/college unit's CMO's (Commission on Higher Education Memorandum Orders).

C. REGISTRATION GUIDELINES

The enrollment of students in every private school shall be conducted during the registration days indicated in the approved calendar and the pertinent procedures of the school.

Aside from the specified registration period, a student may enroll and be admitted in accordance with the rules of the school for late enrollment but which in no case shall exceed two weeks after the opening of classes.

1. REGISTRATION PROCEDURES

Inquiry regarding admission in the College may be made at the Front Desk Office.

1.1 Automated Enrollment Process

In order to make the enrollment system in the college level convenient to first timers and old college students the automated enrollment process for both old and new college students shall be implemented.

Enrollment Process for Old Students

- 1.1.1. Fill up scholarship form and have it approved by the SPSO Director.
- 1.1.2. Students with cleared tuition balances and no pending obligations during the previous semester shall be given a copy of the Certificate of Matriculation (COM) from their respective College Administrative Officers.
- 1.1.3. Students with tuition balances shall be asked to proceed to the College Cashier to clear pending account before they would be able to get the copy of the COM
- 1.1.4. Students shall be advised of courses to be enrolled for the semester. This shall be approved by the designated Adviser, Program Head, or the Dean of the College.
- 1.1.5. Proceed to the designated College Enrollment Room for registration of courses online.
- 1.1.6. After registration, student shall proceed to the College Cashier for assessment and payment of tuition fees.
- 1.1.7. Present COM to Registrar's Office for ID validation (claim ID sticker)

Enrollment Process for New Students

- 1.1.1. Inquire and transact at the Front Desk Office. The Administrative Officers assigned will be advising the students to take the Entrance Test and the Interview, as well as having Medical Examination

- with assistance from the Medical and Dental Clinic representatives.
- 1.1.2. If the applicant is entitled to a scholarship, then a scholarship form will be provided for filling up and approval of the SPSO Director
 - 1.1.3. Submit the required documents to the Front Desk Office for forwarding to the Registrar's Office. A copy of Certificate of Matriculation (COM) shall be issued.
 - 1.1.4. Fill-up COM with courses to be taken up and corresponding schedules for the semester. This shall be approved by the designated Adviser, Program Head, or the Dean of the College.
 - 1.1.5. Proceed to the Enrolment Room for the registration of courses online.
 - 1.1.6. After registration, student shall proceed to the College Cashier for assessment and payment of tuition fees.
 - 1.1.7. College Cashier shall issue receipt and release printed copy of Certificate of Matriculation (COM) to students
 - 1.1.8. Present COM for ID processing and issuance as well as fitting for PE and college uniform sizes.

2. STUDENT LOAD

2.1 Rules on Course Load and Sequence

- 2.1.1. A student shall be permitted to carry only the normal load indicated in the curriculum.
- 2.1.2. However, a graduating student with very good academic records may, subject to guidelines issued by the Commission on Higher Education (CHED), be permitted upon the discretion of the College to carry an overload of not more than six (6) academic units in excess of the normal load prescribed by the College for the last school term.

Students with failing grades during the preceding semester will not be allowed to carry an overload.

- 2.1.3. No course may be taken unless its pre-requisite has been taken and passed.
- 2.1.4. However, upon the discretion of school authorities, non-graduating students may be allowed to enroll during summer classes with a maximum of 9 units to make up for a previously failed course or to grant the student regular status upon passing it.
- 2.1.5. Courses enrolled without the necessary prerequisites shall not be credited regardless of the grade obtained.
- 2.1.6. Students may, however, be allowed to simultaneously enroll in prerequisite and advanced classes under the following conditions:
- a) If the student has superior scholastic standing; and
 - b) If approved by the Dean or an authorized College academic official or by the CHED or TESDA, as the case may be.
- 2.1.7. A graduating student may on a case-to-case basis be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE courses should include the following information:
- a) name of student; reasons justifying his failure to take PE in the preceding semesters;
 - b) the class schedule and the schedule of the requested PE classes; and
 - c) The endorsement of the Registrar with the notation "Graduating upon completion of load".

- 2.1.8. Laboratory courses that are paired with academic courses should be taken during the same semester as the academic courses even if separate grades are given for both.
- 2.1.9. No student shall be allowed to enroll in the 4th year unless he/she has already taken and passed all PE and NSTP courses.

3. SUBSTITUTION / ACCREDITATION/ VALIDATION OF COURSES

Only courses with similar course content can be applied for substitution/ accreditation/ validation. The student shall be required to secure a copy of the course content requested for substitution/ accreditation/ validation/ from his/her school of origin in cases where there is certainty as to the similarity of the course content.

3.1 SUBSTITUTION, ACCREDITATION AND VALIDATION OF COURSES INVOLVE THE FOLLOWING THREE (3) MAJOR STEPS:

- 3.1.1 Authentication of documents by the Registrar;
- 3.1.2 Evaluation and validation by the concerned College; and
- 3.1.3 Endorsement and approval by the concerned College Dean and the Registrar respectively.

3.2 PROCEDURE

- 3.2.1 Secure and accomplish the substitution/ accreditation/validation form (in three copies) from the Registrar's Office.
- 3.2.2 Proceed to the Dean's Office and have the form signed by the Dean or his/her representative to evaluate the courses which the student intends to take.
- 3.2.3 The Dean of the College shall endorse the application to the concerned College (College of

Arts and Sciences for General Education Courses).

- 3.2.4 Concerned College shall endorse/ recommend the application to the Registrar Office for appropriate action.
- 3.2.5 Unresolved problems shall be decided upon by the Vice-President for Academic Affairs.
- 3.2.6 If approved, submit the form to the Dean's Office to effect the substitution/ accreditation/ validation of course.
- 3.2.7 The Dean's Office shall distribute the copies of the form to the concerned offices: one copy for the Registrar's Office and one copy for the student.

4. CHANGE OF REGISTRATION / COURSE LOAD

A student may add or change courses only for valid reasons during the enrollment period before classes begin or not later than the second week after classes have commenced, provided that:

- a) the total number of units after the addition or change of course/s does not exceed the total number of units prescribed in the curriculum for a particular degree program, in a year level and semester.
- b) the pre-requisites of the course/s added or changes have already been taken and passed.

4.1 PROCEDURES

- 4.1.1 Secure and accomplish the Change of Registration Form (in four copies) from the Registrar's Office.
- 4.1.2 Proceed to the Dean's Office and have the form signed by the Dean or his/her representative.
- 4.1.3 Pay the Change of Registration fee at the College Finance Office.

- 4.1.4 Submit the form to the Dean's Office to effect the adding/ canceling of course. The student shall keep his/her copy of the form. The Dean's Office shall distribute the remaining copies of the form to the concerned offices: one copy for the Registrar, and one copy for the College Finance Office.

5. GUIDELINES ON STUDENT- REQUESTED TUTORIAL COURSES (For Graduating Students Only)

Only graduating students who need to enroll in a course in order to qualify for graduation at the end of the term may request for the offering of a tutorial class for courses that are not offered during the regular semester.

Fees for tutorial classes shall be determined by the College Finance Office. However, if the number of students requesting for tutorial class exceeds the minimum (15 students) it should be automatically considered as regular class.

The student who is requesting a tutorial class should accomplish a request form.

5.1. PROCEDURE

- 5.1.1 The applicant will be asked to write a request letter addressed to the Vice-President for Academic Affairs, the respective College Dean and the Registrar.
- 5.1.2 The Dean, will evaluate the applicant to determine if he/she is a candidate for graduation.
- 5.1.3 If candidate for graduation, the applicant will be asked to accomplish the Request for Tutorial Class Form. The Student's Evaluation of Grades and Copy of COM (if with enrolled regular subject/s) should be attached to the request for tutorial class form.
- 5.1.4 For major or professional courses, the Dean assigns faculty for the course. For other courses,

the dean forwards the request to the concerned department for proper assignment of faculty: College of Education, Arts and Sciences – for general education courses and College of Computer Studies for Computer Courses.

- 5.1.5 The Dean of the concerned College will indorse the request to the Registrar's Office; the latter will make an endorsement to the Vice-President for Academic Affairs for approval/disapproval.
- 5.1.6 If approved, the applicant will be furnished by the concerned College with the copy of the approved tutorial class form.
- 5.1.7 Distribution of copies: Registrar's Office, Dean's Office, Finance Office, Student and Professor.

6. GUIDELINES ON PETITIONED COURSES

Students who are under-loaded may submit a petition letter to the Dean's Office indicating the number of students interested in enrolling the course (not less than 15 otherwise the course will not be offered). If the course has been approved the student will accomplish a waiver that they are going to pay for a class of 15 if not all the petitioners will enroll.

7. COMPLETE WITHDRAWAL OF ENROLLMENT

Complete withdrawal of all courses may be effected by accomplishing the prescribed Change of Registration Form (CRF) that could be secured from the Registrar's Office.

No student shall be allowed to withdraw a course in which he is registered without the written consent of his parents or guardian, the approval of the Dean, and the notation of the Registrar, otherwise, the student will be given a grade of 5.0.

8. DROPPING OF COURSE TO AVOID A GRADE OF "5.0"

A student, with the consent of his faculty and Dean, may drop a course by accomplishing the prescribed Change of Registration Form that may be secured from the Registrar's Office within a period of six (6) weeks after the first regular meeting.

8.1. DROPPING PROCEDURE

- 8.1.1 Present written consent of parents or guardian to secure a CRF from the Registrar's Office
- 8.1.2 Present the accomplished CRF to the Dean for approval.
- 8.1.3 Present approved CRF to the College Finance Office for payment of dropping fee and/or tuition fee payment.
- 8.1.4. Present duly approved CRF to the faculty concerned for notation.

9. LEAVE OF ABSENCE

9.1. PROCEDURES

- 9.1.1 The student who is applying for a Leave of Absence should write a letter to the Dean of his/her respective college indicating the reason(s) for the leave of absence. Attachment to support the reason should be submitted too, if the same is indeed needed.
- 9.1.2 Once the Dean has approved the letter by signing the same; he/she may advise the student concerned to fill-up the LOA form from the Registrar's Office.
- 9.1.3 After putting the necessary information to the LOA Form, the student must secure the signature of the Dean of the college after forwarding the form to the Registrar's Office for approval and safekeeping on the student's jacket for future reference.
- 9.1.4 The period of leave should not exceed one school year.
- 9.1.5 During the Leave of Absence, the student should not study or enroll in another school or institution.

- 9.1.6 The student may normally secure a Leave of Absence only once during his/her stay in the institution. However, if the application exceeds one instance, the student will need to file for an appeal to the Standards Committee.
- 9.1.7 Leaves are officially granted for the following reasons:
- a) Death of an immediate member of the family (spouse, children, parents, brothers, sisters or guardian) as certified by a copy of the death certificate;
 - b) Poor health, as certified by the school physician; and
 - c) Any other reasons deemed acceptable by the Dean.
- 9.1.8 Any student who withdraws from the College without formal leave of absence shall apply for readmission as a new student.

10. RE-ADMISSION PROCEDURE

10.1. A student who had gone into a leave of absence without applying for the same will need to file for a re-admission and to pay a re-admission fee.

10.2. The student wishing for a re-admission needs to submit a letter to the Dean of the college he/she wishes to apply. Once the Dean has noted the letter, the student will be advised to pay the re-admission fee to the corresponding accounting office.

10.3. After payment, the student should request the Re-admission Form from the Registrar's Office to be filled-out and further secure the signature of the Dean of the College, and later forwarded to the Registrar's Office for approval and safekeeping in the student's jacket for future reference.

11. CROSS-ENROLLMENT

11.1 Cross-enrollment in other school may be allowed based on the following conditions:

- 11.1.1 The course to be cross enrolled is a minor (General Education/non-major) course not offered during the particular term the student is enrolled.
- 11.1.2 There is a conflict of schedule with other courses to be enrolled.
- 11.1.3 Any student desirous to cross-enroll must accomplish the Application to Cross-Enroll Form at the Dean's Office and must submit request for cross-enrollment permit to the Registrar's Office for official transmittal to the school where the student wishes to enroll.

11.2 Cross Enrollees from Other Schools

- 11.2.1. Cross enrollees from other schools shall be admitted only after a verification of their permit by the Registrar.
- 11.2.2. The cross enrollment permit should specify the school, the course, the course description, and the number of units the student is authorized to enroll.
- 11.2.3. Cross enrollees from other schools must pay the total fees in full (100%) upon enrollment.
- 11.2.4. If the cross enrollee is requesting a course that is not in the curriculum of the program and/or not offered during the term, the request should not be granted.

12. TRANSFER OF STUDENT

A student who withdraws voluntarily from the College is entitled to his transfer credentials, such as honorable dismissal,

summary of grades and certificate of good moral character; provided he secures a clearance from all required offices.

It should be noted that transmittal of the transcript of records is a school-to-school arrangement. It cannot be hand-carried unless there is a written authorization from the Registrar of the school where the student has transferred.

The release of transfer credentials may be withheld for reasons of suspension, expulsion, or non-payment of financial obligations. The credentials shall be released as soon as his/her obligations shall have been settled or the penalty of suspension or expulsion is lifted.

If a student leaves without filing or fully processing an application for withdrawal or transfer, the student shall be given a grade of 5.0 (Failed) in the said course.

12.1. Requirements for Transfer

The following are required when applying for transfer to another school:

- 12.1.1. Completion of Entrance Credentials;
- 12.1.2. Immediate completion of all INC. ratings prior to application of clearance.

An INC. rating will automatically become a failing grade (5.0) in the official Transcript of Records, if no. 12.1.2. is not complied with.
- 12.1.3. Surrender of school IDs (e.g. library, student etc.)
- 12.1.4. Submission of completed Clearance from all departments or offices concerned.

12.2 Procedures for Securing Transfer Credentials: Honorable Dismissal, Summary of Grades and Certificate of Good Moral Character

- 12.2.1 Secure Clearance Application Form (CAF) from the Registrar's Office.

- 12.2.2. Settle all accountabilities in the different departments/offices using the clearance form. All College officials or their designated representatives must affix their respective signatures in the clearance application form and indicate in the form whether or not the concerned student has an outstanding obligation.
- 12.2.3. Present the duly accomplished CAF to the College Finance Office for payment of required fees.
- 12.2.4. The Guidance Office conducts exit interviews with students and reports the result to the concerned Deans.
- 12.2.5. Present the approved CAF to the Registrar's Office. Student returns on the scheduled date of release of Transfer Credentials.

12.3 Requests for Related Documents

Certificates and school records are released only to a student with no financial and record accountabilities.

12.3.1 Certificate of Good Moral Character

A student may separately request for a Certificate of Good Moral Character. However, if he has a serious behavioral delinquency case, only a Certificate of Clearance can be issued.

12.3.2 Summary of Grades

A student may request for a Summary of Grades upon payment of the necessary fees. This copy is marked for "Evaluation Purposes Only". The student may hand carry the Summary of Grades.

12.3.3 Transcript of Records (TOR)

TOR is released only to a graduate. For transfer student, the TOR is directly sent to the Registrar of the school where the student has transferred.

The TOR shall be sent only upon the receipt of the acknowledgment of transfer from the Registrar of the latest school of student.

D. POLICIES RELATED TO SCHOLASTIC WORK

1. ATTENDANCE AND PUNCTUALITY

1.1 Students

Regular attendance and punctuality are expected from every student, both in class and in school activities.

1.1.1. Tardiness

A student shall be marked tardy if she/he arrives within 15-minute in a 1 ½ hour- class or 30 minute allowance in a 3-hour class after the class has begun. Beyond that period, she/he will be marked absent.

1.1.2. Absences

A student shall not be given credit in any course if the number of his absences exceeds (20%) of the total class hours required. However, the Dean may, at his discretion, exempt a student who exceeds the 20% limit on allowable absences for reasons considered valid and acceptable to the College. Nonetheless, the exemption shall not excuse the concerned student from his/her responsibility to keep up with missed lessons, comply with assignments and take examinations, where applicable.

Excused absences are limited to the following instances:

- a) Being indisposed due to severe illness or accident, certified by the student's attending physician.
- b) Other special cases deemed meritorious by the Dean and approved by the Vice President for Academic Affairs.

1.2 FACULTY

A faculty is considered absent after the following waiting period has elapsed:

- 1.2.1. Fifteen (15) minutes after the start of a one-hour class period
- 1.2.2. Thirty (30) minutes after the start of 1 ½ to 3-hour class period

Any student who leaves the classroom before the waiting period has elapsed will be considered absent if the faculty arrives within the stipulated waiting period.

2. MAJOR EXAMINATIONS

There are, in a given semester, four (4) regularly scheduled major examinations:

- Preliminary examination,
- Mid-term examination,
- Semi-final examination, and
- Final examination.

2.1. Examination Permit

Students are advised to secure examination permit or a promissory note from the Front Desk Office for every major examination.

2.2 Guidelines for the Conduct of Examinations

- 2.2.1. Come in complete proper school uniform
- 2.2.2. Have a clear understanding of the meaning of cheating and its consequences. Any student who in the course of the examination is caught copying from a book, notes, or from another's work, or who receives aid from another, shall be asked to leave the room and shall be required to take a separate special examination. Such case will be indorsed to the Prefect of Discipline for appropriate action.

- 2.2.3. Refrain from carrying cell phones inside the examination room.
- 2.2.4. Bring all necessary materials/tools (calculator pen, pencil, papers) required by the faculty prior to the examination to avoid borrowing from other students.
- 2.2.5. Present examination permit to the faculty member conducting the examination. The permit must be signed by the faculty member or the proctor.
- 2.2.6. No student may be allowed to leave the room nor may any student enter the examination room without a valid reason after the test questionnaires have been distributed by the faculty member or proctor.
- 2.2.7. No examination papers handed in may be taken back.

3. SPECIAL EXAMINATION

3.1 When Allowed

Special examination is given to a student who fails to take major examinations due to:

- 3.1.1. Illness, or
- 3.1.2. Other reasons deemed valid and justifiable by the Dean.

3.2 Guidelines to be observed

- 3.2.1. Concerned student submit a letter-request to the Dean seeking approval for him/her to be allowed a special examination. The letter-request must state the reason why the student fails to take the regular periodic examination.

- 3.2.2. If the letter-request is acted upon favorably, the concerned Dean will indicate in the student's letter-request that the latter is being allowed to secure a special examination permit. In addition, the concerned faculty will also be informed that his/her student(s) will be taking a special examination and that a new set of examination questionnaire must be prepared and to be submitted to the Dean's Office before the scheduled date of the conduct of the special examination.
- 3.2.3. The special examination must be taken a week after the conduct of the regular periodic examination (except final examination).
- 3.2.4. The special examination shall be scheduled and administered by the Deans of Colleges. After the examination, the examination questionnaire will be given to the concerned faculty for correction.

4. GRADING SYSTEM

The work of students shall be graded at the end of each term in accordance with the following system:

<u>Percent Equivalent</u>	<u>Grades</u>
98-100	1.00
95-97	1.25
92-94	1.50
89-91	1.75
86-88	2.00
83-85	2.25
80-82	2.50
77-79	2.75
75-76	3.00
Failure	5.00
Incomplete	Inc.
Dropped	Drp.
Failure due to absences	Fda.

****For the College of Maritime Education***

Percent Equivalent	Grades
96-100%	1.00
90-95%	1.25
84-89%	1.50
78-83%	1.75
72-77%	2.00
66-71%	2.25
60-65%	2.50
54-59%	2.75
50-53%	3.00
0-49%	5.00
No Credit	NC
No Grade	NG
Incomplete	INC

5. COMPUTATION OF GRADES

Requirements and Their Corresponding Weights:

5.1 Weight Distribution of Periodical Grades

Class Standing	-	40%
Major Examinations	-	40%
Character	-	10%
Projects		<u>10%</u>
		100%

****For the College of Maritime Education***

Lecture Component - 60%

A. Written Examination	}	100%
A.1 Major Examination - 40%		
A.2 Quizzes - 20%		
B. Oral Examination - 20%		
C. Research Works - 10%		
D. Output such as project, portfolio and others - 10%		

Laboratory Component - 40%

- A. Scientific and Technical Experiments - 40%
- B. Demonstration of Competence Acquired - 60%

} 100%

Reflected below are the recommendations/suggestions of the different colleges on how to give grade for the Project with 10% weighted rate.

<u>College</u>	<u>Description</u>
College of Nursing	Case studies, research paper, community diagnosis and case analysis
School of Midwifery	Module case, community diagnosis and case analysis
College of Arts and Sciences	Supplementary assignments, portfolio (compilation of readings, reactions, reflections, and discussions of lessons conducted)
College of Maritime Education	Book review, exercise Output
College of Hospitality Management and Tourism	Reaction paper, case studies and recipe Book
College of Education	Reaction paper, case Studies

College of Business
Administration

(Discretion of the
Dean)

5.2 Weight Distribution for Course Grades

Preliminary	-	25%
Mid-Term	-	25%
Semi-Finals		25%
Finals	-	<u>25%</u>
		100%

6. RETENTION POLICIES

In order to monitor periodically the academic performance of students in the programs they are pursuing as well as streamline enrollment in programs with licensure examination, the College retention policy is implemented.

6.1 College of Education

To uphold the standard of maintaining quality students in the College of Education, the following shall be strictly observed:

1. Students in all levels shall be evaluated at the end of the academic year. Permit to continue to the next year level shall be given to those who comply with the following requirements:

- 1.1 Obtain a general weighted average of 2.50 or better;
- 1.2 No incomplete or Failure Due to Attendance (FDA) remarks.
- 1.3 No failing grades or "5.00"

2. The Committee on Readmission of the College however, has the right to readmit a student or anyone who fails to comply with the above requirements of justifiable reason provided he/ she complies with the above mentioned requirements in limited load.

(Ref.: Local Academic Order No.10-001)

To maintain the academic dignity of the College of Education, effective the second semester 2010-2011, the following should be observed by all graduates of the DYCI College of Education:

1. Attend reviews in preparation for the Licensure Examination for Teachers (LET) to be held at the College of Education. The schedule of which will be prepared by the Dean.
2. At the end of the review, the reviewees will take a mock examination according to their field majors.
3. Graduates who are ready to try the LET Examination should have a general weighted average of not lower than 2.50.
4. Should an applicant for the LET examination have a general weighted average of less than 2.50, he has to pass a removal examination and get a score higher than 2.50.
5. Non-passers of previous LET examinations should present a certificate of review from any review center.
6. LET takers who failed the examination more than once are required to enroll in refresher courses to be determined by the Dean before taking the LET exam.

(Ref.: Local Academic Order No.10-002)

6.2 College of Business Administration

Scholastic Delinquency

Any student must get a grade of 3.00 or better in at least 50% of the total number of units he is enrolled (including Physical Education and NSTP) provided also that he must pass at least 24 units during a given academic year including summer term; otherwise, he may not be re-admitted in the college.

However, a student who failed in more than 50% of his total registered units may be re-admitted upon approval of his Dean, but shall be placed on probation during the term for which he is

enrolling, provided further that he be on such status for two (2) consecutive semesters only, otherwise, he may be denied admission.

6.3 College of Nursing

Only senior nursing students, who have passed all their general education and professional courses met and submitted all their requirements (inclusive of NSTP, PE and make-up classes for absences, practicum work, and clinical duties) will be allowed to join the graduation ceremonies.

Students who are candidates for graduation must have passed the Course Audit (inclusive of the Pre-Board Examination). The promotion board of the College of Nursing has the sole authority to determine if a student has passed or failed the course or in such circumstances, such as the student is on conditional status and for removal examinations. The promotion board will be headed by the Dean of the College with the Level Coordinators as members.

Entrants to the College on June 2010 and onwards (freshmen and transferees) will be included in the implementation of such policy otherwise amended or removed by the school itself.

6.4 College of Accountancy

6.4.1 Qualifying Grade

A. For BS in Accountancy

A student must obtain a grade of at least 2.25 in any of the accounting and commercial law courses for first and second year level and a grade of at least 2.75 in all Accounting, Financial Management, Commercial Law and Taxation courses for third, fourth and fifth year level before he/ she is allowed to enroll in the next accounting, finance law and taxation courses.

A student who gets a grade lower than 2.25 in any of the accounting courses for first and second year level shall take a qualifying examination. Inability to get a grade of 2.25 in the qualifying examination, the student will be referred to the School Guidance Counselor for advice on his/ her transfer to BSAct.

A student who transferred to BSAct may be re-admitted to the BSA Program after evaluation of the Committee on re-admission and passing the refresher course with a grade of 2.25.

A student should keep his/ her grade slip for verification by the professor of his/ her next accounting, finance, law and taxation courses.

B. For BS in Accounting Technology

A student must obtain a grade of at least 2.75 in all Accounting, Financial Management, Commercial Law and Taxation courses before he/ she is allowed to enroll in the next accounting, finance law and taxation courses.

A student should keep his/ her grade slip for verification by the professor of his/ her next accounting, finance, law and taxation courses.

6.4.2 Qualifying Examination

A. For BS in Accountancy

A BSA student takes this exam if she/ he obtained a grade below 2.25 but not lower than 2.75 in any of the accounting courses for first and second level. **A BSA student must pass the qualifying exam with a score of 85% (2.25)** to be retained in the BSA program. A student who fails to get the score of 85% in the qualifying exam is allowed to retake the exam only once. A second failure automatically disqualifies the student from the BSA Program. The qualifying exam will be scheduled two weeks after the last day of final examination for each semester.

B. For BS in Accounting Technology

A BSAct student takes this exam if she/ he obtained a grade below 2.75 in any of the accounting courses for first and second year level. A BSAct student must pass the remedial exam with a score of 2.75 to be retained in the BSAct program.

Application for examination starts a week after the last day of final examination for each semester. Announcement will be posted on the college official networking account and bulletin board indicating the deadline for submission of the application. Application submitted after the deadline will not be accepted. NO SPECIAL EXAM will be given to any student unable to meet the application requirement.

6.4.3 Disqualification

A BSA student who fails to pass the qualifying examination will be transferred to the Accounting Technology Program of the College. All the courses taken in the previous semester/s will still be credited in the program.

A BSAcT student may be re-admitted in the BSA program after evaluation of the Committee on re-admission and passing the Assessment examination with a grade of (85%) 2.25.

The committee on re-admission, however, has the right to re-admit a student or anyone who fails to comply with the above requirements for justifiable reason provided he/ she complies with the above-mentioned requirements in limited load.

6.4.4 Requirements for Transferees to BSA and BSAcT

- a) General weighted average of **at least 2.00** at time of transfer;
- b) Final grade of at least 2.00 for BS Accountancy while at least 2.75 for BS Accounting Technology in all accounting, financial management, commercial law and taxation courses;
- c) Final grade of at least 2.50 in English and Math courses;
- d) Pass the interview conducted by the Accountancy faculty; and
- e) Pass the qualifying exam.

6.4.5 Other Policies

- a) A committee on re-admission composed of the Dean/ Program Head, Guidance Counselor and Faculty shall conduct mid-term and final grade evaluation for every year level.
- b) Any change in the policies and procedures of the College Retention Policy Program will be applied prospectively.

(Ref.: Revised Policies and Procedures on Retention Program of the College of Accountancy effective SY 2015-2016)

7. RELEASE OF GRADES

Grades are released through the students' portal in the system. The students as well as the parents can access the system to view the grades.

8. INCOMPLETE GRADES

An Incomplete grade is given to a student with a good class standing throughout a semester but fails to take the final examination on the scheduled dates.

An incomplete grade is also given to a student who, in spite of good standing throughout a semester, fails to submit the final requirement/project assigned by a subject teacher.

8.1. Completion fees are classified as follows:

- 8.1.1 Incomplete grade due to failure to take the final examination; and
- 8.1.2 Incomplete grade due to failure to submit the final requirement/project assigned by a subject teacher.

8.2 The following are guidelines for removing Incomplete grades:

- 8.2.1 Incomplete due to failure to take the Final examination.

- a) A student may complete his/her Inc. grade by paying for removal examination permit and completion fee at the Cashier's Office.
- b) The student submits the completion form with the attached receipts to the Dean's Office for verification and approval.
- c) The Dean's Office will schedule the completion examination. The faculty concerned shall submit the examination upon notification.
- d) The Dean's Office administers the test. After the examination, the test paper and completion form shall be given to the faculty concerned for correction. The faculty in charge shall issue the grade obtained.
- e) After accomplishing the completion form the faculty concerned shall submit the completion form at the Dean's Office for notation and signature of the Dean.
- f) The Dean's Office, after having informed the concerned student as to the status of his completion, submits the accomplished completion form at the Registrar's Office for posting/ recording.

8.2.2 The guidelines below apply to those who have incomplete grade due to failure to submit the final requirement/ project assigned by a course teacher.

- a) A student may complete his/her Inc. grade by paying for completion fee at the Cashier's Office.
- b) The student submits the completion form with the attached receipts in the Dean's Office for verification approval.

- c) The Dean's Office will notify the course teacher and schedule the submission of the final requirement/project.
- d) The faculty concerned shall submit to the Dean's Office the requirement/ project needed to remove the Inc. grade given to student.
- e) All course requirements should be submitted to the Office of the Dean. The Office in turn, will forward the requirements and completion form to the faculty concerned. The faculty in charge shall issue the grade earned.
- f) After accomplishing the completion form, the faculty concerned shall submit the completion form at the Dean's Office for notation and signature of the Dean.
- g) The Dean's Office, after having informed the concerned student as to status of his completion, submits the accomplished completion form at the Registrar's Office for posting and recording.

8.3 An Incomplete grade must be removed within the prescribed time; otherwise, the grade shall automatically become 5.0 (Failure).

The period for removal of Inc. grade shall, in no case, extend beyond six (6) months from the date the Inc. notation was received.

8.4 In case of excessive "INC" per class, the Registrar has the option to review the Report on Grades and report to the VPAA to call the attention of the faculty who handled the course.

9. CHANGE OF GRADES/ CORRECTION OF RATINGS

9.1. By Students

- 9.1.1. A student may request for change of grades/correction of ratings through the Dean of

his/her college within one (1) year after the term he/she incurred the “undeserved” grades/ratings.

In support of his/her request, the following documents must be submitted to the Dean:

- a) Written request for change of grades/ correction of ratings;
 - b) Original class card;
 - c) Examination papers;
 - d) Major/minor projects submitted and;
 - e) Other bases for the computation of grades.
- 9.1.2 The Dean of the concerned college notifies the faculty who handled the course (in case the faculty is still connected with the college at time of request) regarding the student’s request for change of grade or correction of rating and deliberates on the request.
- 9.1.3. If the concerned faculty is no longer connected with the College, the Dean reviews the submitted class record.
- 9.1.4. The Dean of the concerned college transmits the notarized request for change of grades/ correction of ratings to the Registrar’s Office together with his recommendation/comments on the request.
- 9.1.5. The Registrar, based on the submitted documents, decides and recommends approval and/ or disapproval of the request to the Vice President for Academic Affairs (VPAA).
- 9.1.6. The VPAA approves/ disapproves the request.
- 9.1.7. The Registrar updates the student’s file if the student’s request is acted upon favorably.

9.2. By Faculty

- 9.2.1. A faculty may request for change of grades/ correction of ratings to the Registrar through the Dean of the concerned college within one (1) year after the end of the term he/she submitted the incorrect grades/ ratings of students.
- 9.2.2. The faculty submits a notarized written request to the Dean of the concerned college stating the reason(s) why the grade of a particular student has to be changed or corrected.
- 9.2.3. The Dean of the concerned college transmits the notarized request for change of grades/ correction of ratings to the Registrar's Office together with his recommendation/comments on the request.
- 9.2.4. The Registrar, based on submitted documents, decides and recommends approval and/ or disapproval of the request to the Vice President for Academic Affairs (VPAA).
- 9.2.5. The VPAA approves/disapproves the request.
- 9.2.6. The Registrar updates the student's file if the request of the faculty is acted upon favorably.

“Any final grade given to a student may be reviewed in accordance with institutional academic processes.” (Manual for Regulations for Private Higher Education Institutions). Once the grades are submitted by the faculty to the Dean/Registrar, the faculty can no longer change the marks without the consent of the appropriate academic officers of the school.

10. GRADUATION REQUIREMENTS AND PROCEDURES

No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation by the Commission on Higher Education and their respective colleges.

Candidates for graduation must file for Application for Graduation during the first semester of their last year of enrolment to the Registrar's Office. This is to address all the deficiencies found and incurred by the student for the past years; as well as advise the student on the courses to take during the second semester. In addition, the application for graduation should bear the signature of the entire faculty who served as the teachers of the student.

The form will be available at the colleges, and will be checked by the office assistant before submission to the Registrar's Office. An initial and tentative list should be forwarded as well to the Registrar's Office for verification. Payment should be made at the College Finance Office; as the receipt will be part of the attachment.

The Registrar's Office will be verifying the application; as well as the initial list from the college.

During the second semester, all the graduating students should submit the Graduation Confirmation Form to the Registrar's Office, with all the information filled-out, and the needed signatures and remarks of their professors.

Completion Form for all the INCs incurred by the graduating students during the first semester should be submitted to the Registrar's Office before the deadline to merit their inclusion in the Tentative List of Graduating Students.

Only those who have submitted their Graduation Confirmation and their Exit Clearance will be included in the Final List of Graduating Students for that school year.

The colleges will be given the copy of the Final List of Graduating Students for posting and information dissemination to their respective students.

10.1 GRADUATION WITH HONORS

Students, who have completed their courses with weighted average specified below, computed on the basis of units, shall be awarded the following honors:

<i>Cum Laude</i>	1.51 to 1.75; with no grade lower than 2.25 in any academic course.
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Magna Cum Laude 1.26 to 1.50; with no grade lower than 2.00 in any academic course.

Summa Cum Laude 1.00 to 1.25, with no grade lower than 1.75 in any academic course.

In case of students graduating with honors, in degree programs which the prescribed length is shorter than four (4) years, the English equivalent, "With Honors," "With High Honors" and "With Highest Honors," shall be used instead.

No candidate for graduation with honors shall have a failing grade in any course nor shall have been involved in serious infraction of any law or any school regulation.

Candidates for graduation with honors must have completed 75% of their respective courses at DYCI with at least the total number of academic units and hours required for graduation and they must have taken not less than 18 units or the normal semestral load prescribed in the curriculum.

10.2 PROFICIENCY AWARD

This award will be given to graduating students who generated a weighted average with that of the Latin Honors but with grades in his/her academic courses that are lower than what are specified in 10.1.

The student receiving this award must not have grades lower than 2.5 in any of his/her academic courses.

10.3 GRADUATION WITH SPECIAL AWARDS

10.3.1 DR. ISMAEL E. YANGA SR. LEADERSHIP AWARD

The **DR. ISMAEL E. YANGA SR. LEADERSHIP AWARD** shall be awarded to graduates who have made valuable contributions to the institution and to the community through consistent and outstanding performance in the academic and institutional extra-curricular areas provided that the student has no disciplinary record and the G.W.A. is at least 2.00. There may be more than one recipient of this award.

10.3.2 SOFIA YANGA ACADEMIC EXCELLENCE AWARD

The **SOFIA YANGA ACADEMIC EXCELLENCE AWARD** shall be awarded to only one graduating student by the Academic Council in accordance with the following conditions:

If there is no qualified recipient of Latin Honors in the Graduating batch, the award shall be given to the graduate with the highest Weighted General Average in the graduating batch provided that he/she has no disciplinary case and his/her G.W.A. is not less than 1.75. If there are several recipients of Latin Honors, the award shall be given to the Latin Honors Awardee with the highest distinction and Weighted General Average.

10.3.3 DR. MARCIANO D. YANGA JOURNALISM EXCELLENCE AWARD

The award shall be given to a graduating student who has been an Editor-In-Chief of Vox Nostra, the institutional student newsletters, for one or more full school year and has actively

performed his task and contributed in the publication of the newsletter.

10.3.4 DR. MARCIANO D. YANGA EXCELLENCE AWARD IN ROBOTICS TECHNOLOGY

This award shall be given to a graduating student who had shown exemplary performance in Robotics and Technology, and had been given the chance to represent the country in international Robotics Competition.

10.3.5 DR. ELIDA D. YANGA RESEARCH EXCELLENCE AWARD

This award is given to a graduating student who had produced outstanding research work that reflects the school's values and attribute of excellence; moreover, transcending the boundaries of research to that of regional, national, and international recognition.

11. SCHOLASTIC DELINQUENCY

Any student must get a grade of 3.00 or better in at least 50% of the total number of units he is enrolled (including Physical Education and NSTP); provided, also, that he must pass at least 24 units during a given academic year including summer term; otherwise, he may not be re-admitted in the College.

However, a student who failed in more than 50% of his total registered units may be re-admitted upon approval of his Dean but shall be placed on probation during the term for which he is enrolling, provided, further, that he be on such status for two (2) consecutive semesters only, otherwise, he may be denied admission.

12. SCHOLASTIC CATEGORIES

A duly registered student who receives final grades at the end of the semester shall be classified on the basis of his scholastic performance under any of the following categories:

- 1. Good Standing** – A student who receives above passing grades in 100% - 75% of the total units in

which he was registered shall be listed among those in good standing.

2. **Clear Status** – A student who obtains passing grades without “**Inc.**” in all his/her academic and non-academic courses shall be included in the list of students with clear status.
3. **Warning** – Any student who is given passing grades of “3” or better in only 25% to 50% of the total number of academic units in which he/she was registered shall be warned by the Dean to improve his/her work.
4. **Probation** – Any student who at the end of the semester earns passing grades of “3” or better in only 25% to 50% of the total number of academic units in which he/she registered shall be placed on probation for the succeeding semester, and his load shall be reduced to the extent to be determined by the Dean.
5. **Dismissal**
 - a) Any student who at the end of the semester obtains a final grade of “3” or better in only 1% to 24% of the total number of academic units in which he was registered shall be dropped from the rolls of this College.
 - b) Any student on probation in academic with the Rule 4 above, who again passes only 25% to 50% of his registered academic units shall be dropped from the rolls of this College.

E. SCHOLARSHIPS, DISCOUNTS, AND OTHER FINANCIAL GRANTS

1. SCHOLARSHIPS

The college awards the following scholarships to qualified students. However, students shall be entitled to only one form of scholarship at any time. If a student is eligible to two or more forms of scholarships, he/she shall be entitled to that form of scholarship that will benefit her/him the most.

1.1 ENTRANCE SCHOLARSHIP

Upon admission to the College, valedictorians and salutatorians from duly recognized public and private secondary

schools in the country with proper certification from the principal shall be awarded this honorific scholarship.

- a) **Valedictorian** of a public or recognized private secondary school shall be entitled to a free tuition fee for two (2) consecutive semesters.
- b) **Salutatorian** of a public or a recognized private secondary school shall enjoy a discount of fifty percent (50%) on tuition fee for two (2) consecutive semesters.

Scholarship grants to High School graduates of DYCI will be forfeited if they transfer to another school even for one (1) semester only.

1.2 ACADEMIC SCHOLARSHIP

Full or Partial Academic Scholarship can be availed of on subsequent semesters; provided that the student satisfies the conditions for such scholarship enumerated as follows:

Eligibility Requirements for Full Scholarship

- a) One year residency in DYCI;
- b) Enrolled with normal academic loads;
- c) Must obtain at the end of two (2) semesters except summer classes a weighted average of 1.50 or better without any grade lower than 2.00; and
- d) Not a single violation of the Student Code of Discipline of whatever nature.

A full scholar shall be entitled to free tuition and miscellaneous

Eligibility Requirements for Partial Scholarship

- a) One year residency in DYCI
- b) Enrolled with normal academic loads
- c) Must obtain at the end of two (2) semesters except summer classes a weighted average of 1.75 or better without any grade lower than 2.25; and
- d) Not a single violation of the Student Code of Discipline of whatever nature.

A partial academic scholar shall be entitled to a discount of 50% in tuition and 50% in miscellaneous fees.

Additional Conditions/Limitations for College academic Scholarship are as follows:

- a) The applicant for College Academic Scholarship must carry the normal load prescribed for the semester which means enrollment in ALL courses reflected in the checklist, or at least 18 units. In addition, the applicant must not have dropped any course nor obtain any “incomplete” rating.
- b) Specific dates or periods shall be set by the Student Personnel Services Office (SPSO) at the end of each semester during which applicants may submit the documentary requirements for purposes of qualification in the College’s Scholarship Program. The requirements are as follows:
 - b.1 Letter of Application signed by the student;
 - b.2 Summary of Grades; and
 - b.3 Endorsement by the concerned Dean.
- c) The SPSO will evaluate the duly submitted documentary requirements. If everything is in order, the application will be endorsed to the Registrar for appropriate action.
- d) The weighted average mentioned in this section for consideration by the SPSO is for scholarship purposes only. Eligibility for honors and awards for graduation shall be discussed separately in the DYCI College Student Handbook

1.3 CULTURAL AND ATHLETICS SCHOLARSHIP

The Cultural and Athletics Scholarship is a one-time scholarship given to students who qualify as varsity players and cultural contestants for the inter-school competitions (e.g. Bulacan Private Schools Associations – BULPRISA Competitions). Discounts on tuition fee will be applicable in the succeeding semester after the provincial/regional/national competition. Moreover, the tuition fee discount, which ranges from 10%-70%, shall be granted based on the awards received by the student. The SPSO recommends the rate of discount to be granted.

1.4 BRASS BAND SCHOLARSHIP

In honor of the memory of Dr. Ismael Yanga, Sr., DYCI encourages membership of able and competent students in the DYCI Brass Band. Members of the brass Band shall be entitled to free tuition and miscellaneous fees. In order that a Brass Band member will continue to enjoy the scholarship privilege, the following conditions must be complied with:

- a) No failing grade in any course;
- b) No infraction of the Student Code of Discipline. Infractions could be any of the following combinations in one semester:
 1. Three class "A" offenses; or
 2. Two class "A" offenses and one class "B" offense; or
 3. Two class "B" offenses; or
 4. Either one class "C", "D", or class "E" offense.
- c) No course dropped
- d) No incomplete grade. However, a grace period until the day prior to the commencement of the preliminary examination period of the immediate following semester shall be given to the band member to complete his grade. A copy of the completion form must be submitted to the Office of the Finance Director on or before the end of the preliminary examination period.

Inability of a band member to meet any of the foregoing conditions automatically forfeits the scholarship privilege with no reinstatement.

2. GOVERNMENT-ENDORSED-SCHOLARSHIP

DYCI is committed to provide two slots each year to dependents of military personnel who were killed in action. The beneficiaries shall be entitled to free tuition fee.

All qualified applicants who are interested to avail of the program should submit documentary requirements at the AFP Educational Benefit System, Camp General Emilio Aguinaldo, Quezon City. Information may also be obtained from its website, www.afpbo.org.ph

3. DISCOUNT PRIVILEGES

The College grants the following discounts to qualified students. In cases, however, that a student is entitled to multiple discounts, only the highest discount privilege shall be granted by the college.

3.1 DYCI High School Alumni Discount

Graduates of the DYCI High School shall be entitled to the following discounts based on their length of stay:

1st-4th year-40 % tuition fee discount

2nd -4th year-30 % tuition fee discount

3rd-4th year-20 % tuition fee discount

4th year -10 % tuition fee discount

And should comply with the following academic requirements:

- a) Graduated in DYCI High School from 1st year to 4th year.
- b) An average grade of at least 2.5 every semester with no grade lower than 3.00 must be maintained.
- c) Account is in good standing without obligation with the college.
- d) No infraction of the Student Code of Discipline in the immediate semester preceding the semester the application for tuition fee discount is being observed. Infractions could be any of the following combinations:
 - d.1 Three class "A" offenses, or
 - d.2 Two class "A" offenses and one class "B" offense; or
 - d.3 Two class "B" offenses; or
 - d.4 Either one class "C", or "D", class "E" offense
- e) No incomplete grade. However, a grace period until the day prior to the commencement of the preliminary examination period of the immediate following semester shall be given to an alumna to complete his/her grade. A copy of the completion form must be submitted to the Office of the Finance Director on or before the end of the preliminary examination period. Upon compliance

with the foregoing condition, the concerned alumna may apply for the discount on tuition fee. If application is approved, the discount shall then be appropriately adjusted on his/her certificate of matriculation.

- f) No dropped course. A single violation of either condition letter "D" or letter "E" above automatically forfeits the alumni discount privilege with no chance of reinstatement. Moreover, automatic forfeiture of the alumni discount privilege is also in order the moment the alumni student transfers to another school even for one semester only.

3.2. Sibling Discount

This discount is granted if two or three siblings are all currently enrolled in College department of DYCI during the same semester. Each sibling is entitled to 10% tuition fee discount. For purposes of availing this discount, each applicant (who must not be the sons/daughters of a DYCI employee) must submit photocopy of the NSO certified birth certificate and proof of enrollment at DYCI of the sibling/s.

3.3 DYCI Employee Discount

Relatives of DYCI employees, whose employment status is permanent/regular, shall be entitled to tuition fee discount as follows:

- a) Spouse 50%
- b) Children 50%
- c) Sibling 25%

For purposes of availing this discount, the employee must submit a photocopy of the NSO certified birth certificate (in cases of children and sibling discount) or NSO certified marriage contract (in case of spouse discount).

For this benefit to be continuously enjoyed, the following conditions must be complied with:

- a) An average grade of at least 2.5 every semester with no grade lower than 3.00 should be maintained;

- b) Student's account is in good standing without outstanding obligation with the college;
- c) No infraction of the Student Code of Discipline in the immediate semester preceding the semester the application for tuition fee discount is being made. Infractions could be any of the following combinations:
 - c.1 Three class "A" offenses; or
 - c.2 Two class "A" offenses and one class "B" offense; or
 - c.3 Two class "B" offenses' or
 - c.4 Either one class "C", or "D", or class "E" offense
- d) No incomplete grade. However, a grace period until the day before the commencement of the preliminary examination period of the succeeding semester shall be given for purposes of completing the "INC" grade. A copy of the completion form must be submitted to the Finance Office on or before the end of preliminary examination period. Upon compliance with the foregoing condition, the concerned relative may apply for 50% discount on tuition fee. If application is approved, the discount shall then appropriately adjust on his/her certificate of matriculation.
- e) No dropped course. A single violation of either condition letter "a" or letter "c" or letter "d" or letter "e" above automatically forfeits the employee discount privilege with no chance of reinstatement. Moreover, automatic forfeiture of the employee discount privilege is also in order the moment the spouse, child, or sibling transfers to another school even for one semester only. Finally, this discount benefit is limited to one sibling at any given time.

3.4 Full Payment Discount

Any student, who pays the full amount due in cash before the opening of classes, shall be entitled to a 5% discount.

No cash discounts shall be provided if full payment was made on the first day of classes.

3.5 Freshmen Discount

Incoming freshmen with an average of 85% or higher posted in their high school report card shall be entitled to 15% discount on tuition fee for the first semester.

4. OTHER FINANCIAL ASSISTANCE PROGRAMS

4.1 Student Assistance Program

The Student Assistantship Program aims to provide educational assistance to financially-challenged but deserving students who would like to study in DYCI. Student Assistants pay a fixed amount of Four Thousand Pesos per semester.

a. Requirements for Incoming First Year College Students

a.1 Documentary requirements:

- a.1.1 Letter of application
- a.1.2 Copy of Form-138. or high school report card (average of at least 80% with no failing grade)
- a.1.3 Certification of good moral character
- a.1.4 Proof of annual financial status
- a.1.5 Other documents deemed necessary by the SPSO

a.2. Proof of passing the College Admission Test

a.3 .Home visitation

a.4. Interview with parent and applicant by th SPSO Director or Head of the Scholarship Program

a.5. Positive recommendation from the applicant's previous class adviser

a.6. Interview with the head of the unit where applicant may be assigned

b. Requirements for Old Students

b.1 Documentary Requirements:

- b.1.1 Letter of application
- b.1.2 Copy of grades duly certified by the Dean (no grade lower than 2.5)
- b.1.3 No dropped subjects and no "incomplete" grade

- b.1.4 No previously disciplinary record
- b.1.5 Proof of financial status
- b.1.6 Other documents deemed necessary by the SPSO
- b.2 Home visitation
- b.3 Interview with the parent and applicant by the SPSO Director or the Head of the Scholarship Program
- b.4 Interview with the head of the unit where the applicant may be assigned.

c. Limitations on the Student Assistantship Program

All requirements must be submitted to the SPSO during the designated period at the end of the second semester each year. The admission of student assistants depends on the availability of slots. Those who are not admitted will be placed in the waiting list, if they still possess the necessary qualifications, they shall enjoy priority in being considered again for interview once a unit requests for a replacement or additional student assistant.

d. Retention in the Program

Student Assistants are retained in the program if they meet the following conditions:

- d.1 No failing grades
- d.2 No disciplinary case
- d.3 At least a satisfactory office duty performance based on the semestral performance evaluation by office personnel
- d.4 Availability of schedule for the next semester

4.2 SAFE Loan Program

An interest-free loan granted to DYCI students for tuition fee purposes. Qualified loan grantees may borrow as much as P8,000.00.

a. Requirements:

- a) Duly accomplished application form
- b) 2X2 ID picture in white background
- c) Copy of Certificate of Matriculation
- d) Letter of application
- e) Summary of grades during the previous semester.

The SPSO may require the student-applicant to submit additional documents if necessary.

The payment of loan shall be within the covered semester or based on the conditions that will be agreed upon by the student-borrower and the SPSO.

5. PREFERENCE OF PRIVILEGE CLAUSE

No student shall be granted the simultaneous benefits of scholarship and discount or other forms of financial grant privileges. Only the privilege (scholarship, discount or other financial grants) that will afford the student the highest financial aid shall be allowed by DYCI.

Any student, whose privilege to avail any of the benefits provided herein is disallowed due to inability to meet any of the conditions precedent for the grant of the privilege, shall be barred in applying for any other privileges provided herein.

Application for scholarship should be done before the Preliminary Examination during the 1st and the 2nd Semesters of each school year. Application after this will no longer be entertained and accommodated. Scholarship privileges will not be given during Summer Classes.

6. REPEALING CLAUSE

Any provision of the DYCI College Student Handbook inconsistent herewith is deemed superseded and modified accordingly.

7. EXCEPTION CLAUSE

Exception to any provision of this DYCI College Student Handbook is subject to the written approval of the DYCI Board of Trustees evidenced by a Board Resolution

Note to the Students: If you have other concerns or inquiries regarding the different DYCI Scholarship Programs and Financial Assistance for students, you are welcome to visit the Student Personnel Services Office.

III. FINANCIAL INFORMATION

The DYCI College Accounting Office serves as financial records management office. It takes charge of all financial transactions of our institution. It is also responsible for disseminating information and formulating policies involving financial matters. The DYCI Accounting Office is located at the second floor of the CHMT Building (for College) and second floor of the CME Building (for CME, CHMT & SME).

1. GENERAL RULES

- 1.1 The College Accounting Office is open Monday-Saturday, 8:00 A.M.-5:00 P.M.
- 1.2 Students are required to bring their Certificate of Matriculation (COM) and other related papers needed for their financial transaction (e.g. previous receipts if paying for tuition fee balance; examination permit if paying for removal examination or special examination).

2. RULES CONCERNING FEES

All fees are payable in advance. Payments by installment is a special accommodation to a student, intended only to help him in payment of his fees and may not be availed of, for any other purpose specially in view of the basic requirement that "ALL FEES ARE PAYABLE IN ADVANCE".

Student enrolling in any special degree programs must pay the total fees in full (100%) upon enrollment.

2.1 MODE OF PAYMENT

Students have the following options for payments of tuition and miscellaneous fees: full payment on cash basis or payments in four monthly installments.

- 2.1.1. For payments on monthly installments, students may arranged it according to the following schedule:

A. Upon enrollment ---- 50% of total fees for down payment and the remaining balance of 50% is payable in four equal installments i.e., prelim, mid-term, semi-final, and final examination.

B. Upon enrollment ---- 25% of total fees for down payment and the remaining balance of 75% is payable in four equal installments i.e., prelim, mid-term, semi-final, and final examination.

Students who will avail of this option shall be assessed an additional finance charge of 10% computed based on gross amount payable.

2.1.2. The balance shall be divided into four equal payments which are payable every major examination period (Prelim, Midterm, Semi-final, and Final).

2.1.3. For delinquent accounts, the Finance Office shall prepare a list of students who have existing balances to be forwarded to every College. Demand letters shall also be sent to students for Balances not settled in the previous semesters. Students must first settle their outstanding balance before enrollment.

2.2. TUITION REFUND AND OTHER FEES

- 2.2.1. A student who withdraws in writing before the opening of classes is entitled to a refund in the amount equivalent to 100% of the tuition and other fees except for Registration fee.
- 2.2.2. During the FIRST WEEK of classes, the refund shall be the amount equivalent to 75% for CHED courses, 90% for TESDA courses of the tuition and other fees except Registration fee and ID fee.
- 2.2.3. During the SECOND WEEK of classes, the refund shall be the amount equivalent to 50% for CHED courses, 80% for TESDA courses of the tuition and other fees except Registration fee and ID fee.
- 2.2.4. After the second week of classes no refund shall be charged for all school fees in full. If a student has fully-paid his/her fees and is opting to cancel some courses, he/she shall be entitled to a refund equivalent to the amount of the course less the 5% discount provided for the amount.
- 2.2.5. Any course dropped/ changed within the first semester or month of classes should be approved first by the Deans/Registrar for the purpose of adjustment of fees. A form for dropping/ changing of courses is required for such.

The time allotted for refund will be based on the approved withdrawal slip received in the Registrar's Office / Dean's Office.

- 2.2.6. The student is not considered officially enrolled unless he/she has paid the first installment due on tuition fee and miscellaneous fees.

2.3. PAYMENT PROCEDURE

- 2.3.1. During enrollment period, after accomplishing their Certificate of Matriculation (COM), students must proceed to the College Cashier or CME Cashier for the assessment and payment of fees.
- 2.3.2. Upon payment, Official Receipts are issued indicating amounts paid by the student.
- 2.3.3. Student's Copy of the COM with "ENROLLED" posted on it is likewise given to be presented to the respective College for Master listing purposes.
- 2.3.4. Payments made are posted on the students' index for easier monitoring of student balances.
- 2.3.5. Cross-enrollees shall pay their tuition fee in full upon accomplishment of the Certificate for Matriculation (COM).
- 2.3.6. **FOR OLD STUDENTS**
 - a. Students must secure a Certificate of Matriculation (COM) from their respective College.
 - b. Each COM shall be controlled by the College Assistant. No second copy shall be re-issued in case a student requests for one.
 - c. In the event the student lost his/her COM copy, he/she shall write a letter duly noted by the College Dean stating his/her reason(s).
 - d. Once approved, a second copy shall be re-issued to the student which is duly noted by the College Assistant. Payment for the second copy shall be made with the Accounting Office.

2.4. LATE CHARGE FEE

A penalty fee shall be charged to a student who enrolled after the start of classes.

2.5. PAYMENT FOR REQUESTED TUTORIAL COURSES

- 2.5.1. All assessed tutorial fees must be ***paid in cash***. Professors may ask for student receipts or final permit before release of grade.
- 2.5.2. Professors handling tutorial courses shall receive their claim at the end of the semester.

2.6. PAYMENT FOR REQUESTED COURSES

- 2.6.1. Duly approved requested course offerings shall require at least 15 students to form one class.
- 2.6.2. The students who request for the course shall sign a waiver stating that in case they shall not meet the required number that constitutes a class upon enrollment, those who decided to pursue shall have to pay the total tuition and other fees equivalent to the amount computed for 15 students.

2.7. CANCELLATION/ WITHDRAWAL OF ENROLLMENT

- 2.7.1. A student who opts to drop all his enrolled courses for a given semester shall be provided with 100% of the tuition and miscellaneous fees he/she has paid except for Registration fee **and ID fee** if he/she has withdrawn in writing before the opening of classes.
- 2.7.2. If a student has withdrawn in writing within the first week of classes, he/she shall be entitled 75% refund of his/her total fees.

- 2.7.3. If a student has withdrawn in writing within the second week of classes, he/she shall be entitled with 50% refund of his/her total fees.
- 2.7.4. A student who WITHDRAWS in writing after the second week of classes shall no longer be entitled for any refund.

2.8. CHANGING (ADDING/ CANCELING) OF COURSES

- 2.8.1. A student should be allowed to add/cancel course/s within two weeks after the end of enrollment period.
- 2.8.2. If a student applies for a change/cancel of course/s beyond the provided time period, he/she shall seek approval from the Dean of his/her College.
- 2.8.3. If a student has fully-paid his/her fees and is opting to cancel some course/s, he/she shall be entitled to a refund equivalent to the amount of the subject less the 5% discount provided for the amount.

2.9. PAYMENT FOR DROPPING OF ALL COURSES

- 2.9.1. Students are allowed to drop all courses SIX WEEKS after the opening of classes.
- 2.9.2. Students who opt to drop at the end of the provided period shall be charged with the total tuition and other fees for the semester enrolled. No refund shall be provided.

2.10. RULES ON SECURING EXAMINATION PERMITS

- 2.10.1. All students must secure examination permits from the Accounting Office upon payment of due monthly fees. Exam permits shall be checked by the designated proctor before allowing any student to take his/her exam.

- 2.10.2. Students who will not be able to present exam permit must obtain a promissory letter signed by the Dean and the college cashier prior to the scheduled exam.

2.11. STUDENT CLEARANCE

- 2.11.1. At the end of every semester/summer, all students from 1st year to 4th year must secure a clearance form from the Accounting Office.
- 2.11.2. If the student has been cleared of his/her financial obligations, the Accounting Office may release him/her with a duly signed clearance form and final permit. No clearance form shall be issued to students with existing balances for the semester.
- 2.11.3. He/she may then accomplish the form with the other required signatories (Property Custodian, Chief Librarian, Registrar, Dean).
- 2.11.4. Once completed, the student submits the clearance form to his/her respective College to secure COM for enrollment in the next semester.

2.12. RECORDS AND TRANSFER OF STUDENT WITH OUTSTANDING BALANCES

- 2.12.1. In case a student fails to settle his/her accounts at the end of the semester, the school has the discretion to:
 - a) withhold the release of the transfer credentials;
 - b) withhold the final grades; and
 - c) Suspend re-enrollment of such student.

2.13. RULES ON PROMISSORY NOTE

The College faithfully complies with CHED Memorandum Order No.2, series of 2010. In the light of compassionate equity, the College allows students to take

major or final examinations in spite of non-payment of financial obligations following the policy guidelines.

- 2.13.1 Any student who cannot pay on a particular moment tuition and other school fees already due must enter (represented by his/ her parent) into a payment arrangement scheme and sign a promissory note (PN) issued by the Accounting Office before being allowed to take the examination. In other words, students must first present either an examination permit or promissory note before administering the exam.
- 2.13.2 Only guardians or parents are allowed to sign the PNs, which must be signed in duplicate copies in the presence of the DYCI personnel issuing the PN.

IV. THE STUDENT PERSONNEL SERVICES

The **Student Personnel Services Office (SPSO)** supports the realization of the institution's vision-mission through planning, organization and implementation of dynamic student centered programs, activities and services in support of academic instruction, intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens and leaders.

Objectives

1. Ensures proper balance between rights of educational institution and student rights.
2. Designs programs for the exploration, enhancement and development of students' potentials, leadership and social responsibility.
3. Promotes the well-being of students by providing programs/services that respond to their basic health, food, and safety concerns with the inclusions of the students with special needs/disabilities in the school.
4. Provides Information and Orientation activities and materials designed to facilitate student adjustment to life in tertiary/ higher education.

The SPSO also manages and oversees the programs and services of the following units:

- A. Office of Student Affairs (OSA)**
- B. College Guidance Center**
- C. Campus Ministry and Multi-Faith Services**
- D. Office of the Prefect of Discipline**
- E. Scholarship and Other Student Financial Assistance Programs**

A. The Office of Student Affairs (OSA)

The unit is responsible for recognition/ accreditation, coordination, supervision, monitoring, and evaluation of the activities of the different student's clubs and student's organizations duly recognized by the institution; guiding the student groups to ensure that their objectives and activities are in accordance with the institution's Vision-Mission statement; and initiating and enhancing leadership skills and social responsibility.

Objectives:

1. Provides opportunities for students to develop and enhance their leadership skills and potentials.
2. Encourages students to develop their inherent talents, abilities and values for appreciation through participation in relevant and varied co-curricular and extra-curricular activities especially those that promote and conserve national culture and multi-cultural heritage.
3. Promotes a sense of school spirit and belongingness among the students through sports development programs that will promote physical fitness and wellness of students.
4. Provides opportunities for meaningful socio – civic involvement of students which include volunteerism, environmental protection and other activities that develop social internalization and meaningful contribution to nation building.

B. The College Guidance Center

The unit is responsible in providing basic services through the use of integrated approaches to develop well-functioning individuals by helping them utilize their potentials to the fullest. The unit also designs an individual and/or group intervention to facilitate positive changes in student behavior, feelings, and attitudes.

Objectives:

1. Helps students gain more self-awareness and self-understanding leading to maximizing their potentials.
2. Develops the decision-making skills of students to enable them to be more capable of managing and solving life's problems.
3. Improves the students' skills in dealing, adjusting, and coping with life's challenges.
4. Develops more effective interpersonal skills which will enable the students to establish more meaningful relationships.

C. The Campus Ministry and Multi- Faith Services

The unit focuses on the students' spiritual growth and development as well as values formation and integration through the provision of various forms of faith-nurturing activities such as sponsorship of Eucharistic celebrations, recollections, retreats, fellowships, and outreach activities.

Objectives:

1. Provides opportunities for students to deepen their relationship with God.
2. Fosters growth and deepening of faith through various forms of worship.
3. Encourages students to use their talents in accordance with God's purpose and in serving other people.
4. Inspires students to live according to Christ-like ideals.
5. Ensures that the right of religion is respected and accepted.

D. Scholarship and Other Student Financial Assistance Programs

The unit focuses on managing, generating and/ or allocating funds for scholarships and financial aids to deserving students.

Objectives:

1. Institutionalizes more compassionate mechanisms, policies and guidelines in providing scholarship and other financial

assistance particularly for those students belonging to the vulnerable and/ or marginalized sector of the community.

Creates structures to make accessible the scholarship and financial assistance instituted. Disseminate in various media the availability, qualifications, requirements and procedures to obtain the scholarship/ financial aid.

2. Establishes mechanisms that would promote and develop services and programs that cater to the economic needs of students such as but not limited to (1) student cooperatives; (2) entrepreneurial; (3) income generating projects, and (4) savings (Economic Enterprise Development).

E. The Office of the Prefect of Discipline

The unit makes sure that the DYCI Student Code of Discipline is properly implemented. The unit is also responsible for handling cases involving grave and serious misconduct of students.

Objectives:

1. Instills among the students a deeper sense of responsibility and discipline.

2. Provides students with due process in the settlement of complaints and grievances.

V. GUIDELINES ON STUDENT BEHAVIOR AND ACTIVITIES

A. GENERAL DECORUM

1. Upholding the DYCIAN Values. The DYCI aims to have graduates who are God-centered, value-driven, self-directed, disciplined, and responsible. Thus, it expects its students to uphold these values in all places at all times.

2. Observance of Simplicity and Decency at All Times. Each DYCI student represents the institution and is therefore expected to carry himself/herself with dignity and must observe simplicity and decency in deeds, words, and appearance whether inside or outside the school campus.

3. Observance of Honesty and Good Interpersonal Relationship.

Each DYCI student is expected to observe honesty, courtesy, respect, and cheerfulness in his or her dealings with any person.

4. Aiming for Excellence.

Each DYCI student is expected to aim for excellence, giving his/her best in every endeavor, be it academic in nature or extra-curricular activities.

5. Proper Wearing of Uniform and Observance Of Dress Code.

Uniform must always be complete and must be worn properly and with dignity. P.E. uniform must be worn only during P.E. classes. The school uniform must be worn back before attending other classes. When uniform is not mandated (e.g. party), students are expected to wear simple and decent civilian clothes. Revealing clothes like sandos, hanging blouses, shorts, miniskirts, see-through blouses, leggings, halter-tops, spaghetti-strapped blouses, and pants with holes, ragged and plunging necklines are strictly prohibited.

6. Observance of Good Grooming.

Male students must avoid dyed or long hair, earrings, body piercing and too much accessories/jewelry while female students must avoid dyed hair, too heavy makeup and excess pieces of jewelry.

7. Proper Wearing of Identification Card.

The I.D. card is required upon entering and while inside the school premises. It must be worn properly and displayed prominently. The I.D. card must be free from any unnecessary stickers or accessory. Lost I.D. Card must immediately be reported to the Front Desk's Office for replacement.

8. Participation in School Activities.

Students are encouraged to participate in school's institutional, co-curricular, and extra-curricular activities.

9. Observance of Good Manners.

The usual norms of etiquette should always be observed in dealing with administrators, faculty members, and school staff during school activities at all places and time.

10. Respect for National Anthem and School Hymn.

Whenever the National Anthem or the DYCI Hymn is played, all students, faculty and staff of DYCI should stand and sing out of respect.

11. Showing of Concern for The School and Its Facilities.

Each DYCI student is expected to show personal respect and concern for

the school by maintaining the cleanliness and orderliness of its facilities and premises including classrooms, corridors, comfort rooms, and canteens.

12. Being Considerate With Others. Conversations whether in the classroom, corridors, or waiting sheds should be modulated so as not to call attention or distract other people. Avoid boisterous conduct, loud laughter or actions that are distracting. Obscene or cursing words including green jokes must be avoided at all times.

13. Obedience and Conformance with DYCI Standards. Each DYCI student is expected to conform with the standards of responsible behavior set by the institution.

B. POLICIES AND PROCEDURES ON STUDENT ACTIVITIES

To properly coordinate, monitor, document, and evaluate the activities of the institution in the collegiate level, the following are the policies and procedures on student activities:

1. GENERAL GUIDELINES

DYCI recognizes that in order to provide a holistic development among its students and develop well-rounded individuals; academic training should be complemented with meaningful co-curricular and extra-curricular activities. Therefore, all DYCI activities must be in consonance with the DYCI Vision-Mission Statement. The following are the co-curricular and extra-curricular organizations of DYCI:

1.1 Co-curricular Organizations – Students of each college automatically become members of their respective co-curricular organization. The following are the co-curricular organizations of DYCI:

1. Junior Philippines Institute of Accountants (JPIA)
2. College of Education Student Organization (COEDSO)
3. College of Health Sciences Student Council (CHSSC)
4. Yanga's Elite Society of Mechanical Engineering Students (YesME)
5. Marine Council Officers (MARCO)

6. Young Managers And Professionals Alliance for Corporate Triumph (YMPACT)
7. Association of Hotel and Restaurant Management Students (AHRMS)
8. League of Young Tourism Students (LYTS)
9. Student Society on Information Technology Education (SSITE)
10. Liberal Arts Council (LAC)

1.2 Extra-Curricular Organizations – For the extracurricular organizations, membership is open to all interested students who would like to develop their talents and skills. Some organizations screen their applicants by holding auditions.

The following are the extra-curricular organizations of DYCI:

- 1.2.1 Supreme Student Council (SSC)-the highest college student governing body
- 1.2.2 DYCI Campus Ministry
- 1.2.3 DYCI Dance Troupe
- 1.2.4 DYCI Choir
- 1.2.5 DYCI Brass Band

New clubs/organizations shall only be approved and recognized after completing the requirements and meeting the conditions set by the Student Personnel Services Office (SPSO)

1.3 Applying for a New Club/Organization.

To apply for the establishment of a new club/organization, the following requirements should be submitted to the Office of Student Affairs.

- 1.3.1 Letter of intent to establish a new extra/co-curricular organization together with the name of recommended moderator. The letter must bear the endorsement signature of the Dean.
- 1.3.2 Two copies of the By- Laws of the organization. The objectives of the Organization must be in consonance with the Vision-Mission statement of DYCI.

1.3.3 List of Officers and Plan of Activities.

2. Office of Student Affairs (OSA) Monitoring of Activities.

At the beginning of the school year, all organizations must submit to the Office of the Student Affairs the following data using the official OSA form:

- a) List of Officers
- b) Program of Activities and Action Plans
- c) Updated By-Laws and Constitution of the Organization

At the end of each semester, all organizations have to submit to the Office of Student Affairs their accomplishment reports with documented evidences, evaluation results, and recommendations.

3. Coordination of Activities. This focuses on information, documentation, monitoring and proper coordination purposes, of all activities (In-Campus or Off-Campus).

4. Scheduling of Activities. Whenever possible, activities should be scheduled in such a manner that other classes are not adversely affected. Moreover, overlapping of activities is avoided.

5. Attendance in Activities. Activities which are done during or within a class period require the attendance of all concerned. Course teachers are to check the attendance. Absence from the activity will automatically mean absence of the student from the particular class.

6. Application for Activities. Application for any in-campus or off-campus activity (Co-Curricular/Extra-Curricular/ Academic-Related) must be filed by the Organization President/ Class Faculty at the OSA at least two weeks before the activity. The application letter must bear the signature of the Organization Adviser/Class Faculty with the recommending approval of the College Dean.

7. Cancellation of Activities. If there is a cancellation of activity, the person/s in charge of the activity shall inform the OSA about the cancellation at least two days before the activity.

8. Banning of Activities. During major examination weeks, there shall be a ban on all student activities.

9. Financial Contributions. Whenever contribution is necessary for the execution of an activity, students concerned must first be consulted by the organizers and the students' signatures of conformity must be solicited. It must be filed and submitted to the OSA for approval. Financial report must be posted on the bulletin board after each activity for information purposes.

10. Adviser's Role. The Organization Adviser must be present in all officially approved in-campus and off-campus activities. Advisers or their duly designated officers are expected to check the attendance of students in all activities.

11. Dress Code. When wearing the school uniform is not mandated, students must adhere to the DYCI dress code which emphasizes simplicity and decency. Revealing attires are prohibited. (Please refer to the General Decorum)

12. Waiver and Parent's Consent. Students who will participate in any Off-Campus Activities (Extra-Curricular, Co-Curricular or Academic-Related) must first submit a waiver to the organizer before the student is allowed to join. Students who are joining In-Campus Activities that will end late at night must be required by the organizers to submit a parent's consent.

13. Decorum Outside the Institution. Students who receive the privilege of representing the school in any activity outside of its premises must assume the obligation of living up to the expectations of the school.

14. Sunday Activities. School activities on Sundays are discouraged and will be allowed only on special cases.

15. Using the Name of the Institution. The name of DYCI should not in any way be used in any activity unless the permission to do so was granted by the SPSO.

16. Organizations and Activities not Recognized by the Institution. Students who may find involvement in other clubs/organizations NOT recognized by the institution must be responsible for their own actions. The institution will not be

responsible for any circumstances or untoward incident that may occur during such activities.

17. Curfew on Activities. In-Campus activities shall be allowed only until 8:00 p.m. except those with official approval for extended time. There must be an authorized faculty to accompany the students.

18. Materials for Posting/Distribution. All materials for posting must bear the stamp of the OSA and the name of the sponsoring class or organization while materials intended for distribution by an organization must first be approved by the Student Affairs Coordinator. A copy of the material must also be submitted to the OSA.

19. Screening of Activities. The Organization Adviser must screen the kind of costumes, music and presentations for the activities to ensure that they are of good taste and quality. Costumes considered as too revealing or indecent are prohibited. Presentations or music containing obscene words or imparting values contrary to the values being promoted by DYCI are also prohibited.

20. Protocol. The organization or persons in charge of the activity shall be expected to observe the following protocol:

- **Affected Classes.** Informing faculty members whose classes will be affected by the activity at least 3 days before the scheduled date of the activity.
- **Reservations.** Making necessary reservation of venues and facility to be used at least a week before the scheduled date of the activity. The Support Services Office must also be informed if chairs, tables and a sound system will be needed for the activity.
- **Security Guards.** Informing the guard on duty about the said activity especially if it will go beyond 7:00 p.m. or if outside guests or speakers are expected to arrive.
- **Cleanliness and Orderliness.** Being responsible for the use, cleanliness, and order of

facilities and equipment used before, during and after the activity.

- **Participants' Decorum.** Monitoring and ensuring proper decorum of all participants during the activity.

21. Documentation of Activities. All activities should be properly documented by the organizers. The following are expected to be included in the documentation:

- a) Letters, memos, proposals, minutes of the meetings, invitations and other documents related to the activity
- b) Pictures with captions
- c) Accomplishment and narrative Report
- d) Financial Report
- e) Accomplished Evaluation forms, Summarized results and recommendations

22. Evaluation of Activities. Organizers are required to evaluate each of their activities to know if the objectives were realized. Results of evaluation may also be utilized to further improve similar activities in the future. Evaluation Form is available at the Office of Student Affairs.

23. Traditional Institutional Activities. Student participation is also expected in traditional institutional activities such as the following:

- Holy Spirit Mass
- School Founder's Death Anniversary
- Orientation and Re-Orientation Programs
- First Friday Mass
- Thanksgiving Mass for the School President's Birthday
- School Foundation Anniversary Thanksgiving Mass
- Opening and Closing Ceremonies of the College Intramurals
- Linggo ng Wika Celebration
- Blood Letting Activities
- Caritas Program

C. APPLYING FOR IN-CAMPUS ACTIVITY

(Co-Curricular and Extra-Curricular/ Academic-Related)

1. A letter must be submitted requesting for an in-campus activity with its pertinent details to the Office of Student Affairs (OSA).
2. The letter must bear the signature of the Organization Adviser/class faculty and the recommending approval signature of the College Dean.
3. If approved, an In-Campus Activity Form from the OSA must be secured and duly accomplished with the details pertinent thereto.
4. The approval signature of the Student Affairs Coordinator must be secured at least a week before the activity. A copy of the form should be submitted to the OSA for information and documentation purpose. The same, must be provided for the College Dean concerned and for the requesting organization/class.
5. The OSA will release Parent's Consent if deemed necessary for the activity

D. APPLYING FOR OFF-CAMPUS ACTIVITY

(Co-Curricular and Extra-Curricular/Academic-Related)

1. A letter requesting for an off-campus activity with its pertinent details to the OSA must be submitted at least two weeks before the activity. Pertinent details include:
 - ✓ Proof of consultation/confirmation of students
 - ✓ Ocular/Pre-Visit Report
 - ✓ Clearance from Clinic of all concerned students
 - ✓ List of Faculty members accompanying the students
 - ✓ MOA with the transportation company to be hired
 - ✓ Learning Kit
 - ✓ Parental Consent Form
 - ✓ Syllabus indicating that ET/FT is indeed part of the activities slated for the semester.

2. The letter must bear the signature of the Organization Adviser/ class faculty with the recommending approval signature of the College Dean concerned.
3. Submitted requirements will be forwarded by the OSA to the Registrar for review and recommendations. Recommendations for approval will be signed by the Registrar, and there after seek the final approval of the VPAA. Once approved, OSA will furnish a copy of the approval letter to the Accounting Office that will facilitate collection of payments for the activity.
4. If approved, Off-Campus Activity form from the OSA must be secured and duly accomplished with the details pertinent thereto. Parental Consent Form will also be issued and accomplished. Accomplished documents will be summarized and will be the basis for the Final List of student-participants.
5. The approval signature of the Student Affairs Coordinator must be secured at least a week before the activity.
6. A copy each for the OSA, College Dean concerned and the requesting organization/ class must be provided for information and documentation purposes.

E. GUIDELINES IN CONDUCTING FUND RAISING PROJECTS

1. The Committee in charge will submit the project proposal to the Office of Student Affairs (OSA) with inclusion of the following:
 - ✓ Objectives of the proposed fund-raising project
 - ✓ Beneficiaries of the proposed fund-raising project
 - ✓ Proposed date and venue
 - ✓ Projected Income and Expenses
 - ✓ Mechanics of the proposed fund-raising project
2. If approved, the OSA will endorse the project to the Office of the Vice President for Academic Affairs.
3. If the VPAA finds the project feasible; he may recommend for its approval.
4. Approved request/proposal will be returned to the Office of Student Affairs to inform the Project Proponent of its status.

5. The Project Proponent will make reservation for the venue (if applicable).
6. Within seven (7) working days after the completion of the project, the proponent will submit the financial report supported by the official receipts and invoices for proper accounting to the OSA. A financial report form will be provided by the OSA.
7. The OSA will forward the financial report to the College Accounting Office for audit.
8. The College Accounting Office will forward the result of the audit to the VPAA Office.

F. FACILITIES FOR THE STUDENT ACTIVITIES

1. College of Hospitality Management and Tourism (CHMT)

Function Hall – This is another spacious fully air-conditioned hall situated on the fourth floor of the CHMT Building. Also equipped with a sound system, the CHMT Function Hall can accommodate up to 250 persons. Reservation is done with the CHMT Office after coordinating the activity with the Office of Student Affairs. Reservation should be done at least two (2) weeks before the scheduled activity.

2. Dr. Ismael Yanga Sr. Memorial Stage – This is a stage which has its own sound system and is situated in front of the DYCI quadrangle. This is ideal for special shows, programs and institutional celebrations involving bigger audience. Reservation for college student activities is done with the Office of Student Affairs.

3. Dr. Marciano D. Yanga Complex– This is a fitting venue for physical education activities, games and sports as well as for outdoor programs and events. Near the basketball court are benches and a gazebo where small group activities or study groups could meet.

4. Student Lounge – This is a place where students can stay or meet with friends and classmates to do various activities or to just simply lounge around.

5. Our Lady of Guadalupe Chapel – The chapel is a constant reminder to start and end the school day with prayer and

thanksgiving. The chapel is a solemn place where students can pray, meditate, and experience God's loving presence.

6. Dr. Elida Hotel and Auditorium – This is a state-of-the-art venue of learning for HRM and Tourism students which includes Cafeteria and fully functional kitchen and baking areas. The Auditorium is part of the Hotel's amenities where seminars and gatherings can be held. It can house about 100 to 150 people.

7. Maria Yanga-Bautista Commemorative Quadrangle – This is the newest addition among the school's facilities; located at the Grade School Department.

G. POLICIES ON PERSONS WITH DISABILITIES AND PERSONS WITH SPECIAL NEEDS

This institution provides academic accommodations for learners with disabilities and special needs.

Persons with Disabilities (PWD), indigenous people, solo parents, etc., are ensured of equal academic opportunities and accessibly to institutional services.

Thru proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardians and the significant others, their special needs are discussed and provided as necessary

Special services such as health services and the guidance office are also available to assist and guide them.

The institution also created and designed ramps and hand rails for their use.

VI. STUDENT CODE OF DISCIPLINE

Article I – Title and Scope of the Code

Sec.1. This Code shall be referred to as the Student Code of Discipline of DYCI and shall apply to all DYCI bona fide students in the Tertiary Level.

Article II – Objectives of the Student Code of Discipline

Sec.1. The Code aims to develop among the students of DYCI a deeper sense of discipline. It also aims to inculcate good values which are expected of a mature and self-directed individual who can carry himself/herself with grace and dignity at all times.

Article III – Enforcers of the Student Code of Discipline

Sec.1. The DYCI Board of Trustees, College Deans, Administrative Officers, Faculty Members, Office Personnel, Student Leaders, Maintenance and Security Personnel are the enforcers of the DYCI Student Code of Discipline. They are persons in authority and should be accorded due respect.

Article IV – Sanctions and Sanction Categories

Sec.1. In case of improper or irresponsible behavior, the following sanctions may be imposed:

Oral Warning. Oral warning is given to a student who has committed a minor offense. The erring student may also be required to ask for or write an apology.

Written Reprimand. Written reprimand is given to the erring student, after the oral warning; the same forms part of the student's official file.

Suspension. Should a student, after due process, be proven guilty of an offense that calls for suspension, the student may be suspended *and will not be allowed entry in the school premises (suggestion: assign community work)* and be considered absent. If the suspension exceeds 20% of the prescribed school days, the school shall advise the regional office of CHED, which approval is not needed before implementation of the penalty, in all cases of suspension, the student shall execute a written promise of future exemplary conduct, which shall be countersigned by his parents/legal guardian. This penalty shall be indicated in the student's official file.

Exclusion. *This penalty involves exclusion, dropping and removal of the name of the erring student from the school rolls for being undesirable. After conducting summary investigation, exclusion is immediately effected, and as a consequence, may prevent the erring student from finishing the term. This penalty shall be indicated in the student's official records; however, the erring student shall be given*

immediately his transfer credentials for (review) dropping from the roll.

Expulsion. Expulsion is an extreme form of administrative sanction given to a student who has committed serious or grave misconduct. Such penalty shall bar the enrollment of the student to all public or private schools in the Philippines. Expulsion will become effective upon its approval of the Regional Director of CHED. The fact of expulsion shall be recorded in the student's official Transcript of Record.

A student under investigation of a case involving the penalty of expulsion may be **preventively suspended** from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of the persons or property of the school.

If the student is absolved of the charges, though he is not entitled to make up for the days lost, he shall be allowed to take the examinations, quizzes and graded recitations he missed.

Sec. 2 The following will be the categories of sanctions:

Class A Offense

1 st Offense	Oral Warning
2 nd Offense	Written Reprimand
3 rd Offense	Suspension (2 days)
4 th Offense	Suspension (3 days)
5 th Offense	Exclusion

Class B Offense

1 st Offense	Written Reprimand
2 nd Offense	Suspension (3 days)
3 rd Offense	Suspension (5 days)
4 th Offense	Exclusion

Class C Offense

1 st Offense	Suspension (3 days)
2 nd Offense	Suspension (5 days)
3 rd Offense	Exclusion

Class D Offense

1 st Offense	Suspension (5 days)
2 nd Offense	Exclusion

Class E Offense

1 st Offense	Exclusion
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Class F Offense

1 st Offense	Expulsion
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Article V – Violations on Which Sanctions Are Applicable

Violations:

1. Any act of subversion or affiliation/participation in any subversive movement. (Class F)
2. Organizing and recruiting members for and joining any fraternity, sorority and other organization/s not approved by the school. (Class E)
3. Participating in whatever capacity, in the hazing activities of any fraternity, sorority and other organization/s not approved by the school. (Class E)
4. Inciting or joining any form of group action (i.e. rallies, demonstrations, etc.) which create disorder or which impede or prevent the other students from attending their classes. (Class E)
5. Preventing or threatening any student, faculty or school personnel from entering the school premises or attending classes or discharging official duties. (Class D/E)
6. Conduct of grossly indecent nature.
 - 6.1 Illicit/immoral relations (Class E)
 - 6.2 Acts of lasciviousness or indecent conduct (Class D /E)
 - 6.3 Sexual Harassment (Class E)
7. Inflicting or attempting to inflict physical injury to any person in authority or fellow student. (Class D/E)
8. Possession of alcoholic beverage and/or drunkenness within the school premises. (Class B / C)

9. Gambling in any form even without money involved. (Class B)
10. Stealing or attempting to steal any property of the school, organization or of any person in school. (Class D / E)
11. Possession, distribution and/or use of prohibited drugs and narcotics. (Class F)
12. Possession of deadly weapons such as knives, guns, ice spicks, pillboxes, firecrackers and the like. (Class D/E)
13. Any form of vandalism
 - Removing or marring legally posted signs and notices. (Class B)
 - Marring, defacing or destroying of another person's property and school property, either willfully or through negligence. (Class C/D)
 - Restitution of damaged property (Class C/D)
14. Engaging in any form of extortion. (Class D)
15. Possession, dissemination or showing of immoral/ violent literature, films, pictures or materials.

Under no circumstances should students view, upload or download any material that is likely to be unsuitable for students or that will affect the good name and reputation of the school. (Class D / E)

16. Improper use/treatment of school facilities and other properties.
 - Unauthorized use of computers, AVR, laboratories and other school facilities. (Class A)
 - Connecting or disconnecting electrical wires and plumbing devices. (Class B / C)
 - Spitting on the floor and littering or scattering trashes on school premises and classrooms. (Class A)
 - Unauthorized picking of fruits or flowers, cutting of trees/plants and raising of animals.(Class A)
 - Violation of legally posted signs (No Trespassing, Off Limits, etc.) (Class B)

17. Irresponsible behavior causing disturbance of peace and order within the school premises (e.g. tampering with the fire alarms, unnecessary shouting). (Class C)

18. Smoking within the school premises. (Class A)

19. Causing noise or disturbance in classrooms, library, corridors, quarters, public places or gatherings. (Class A)

20. Displaying rough or rude acts and mannerisms (i.e. disobedience to lawful orders of authorities, discourtesy, uttering degrading or slanderous remarks, etc.) in dealing with any person in authority or fellow student. (Class D / E)

21. Acts of bribery to corrupt standards of instructions. (Class D / E)

22. Any form of cheating during quizzes and examinations and/or aiding and/or abetting others to cheat. (Class D)

23. Dishonesty in personal or official dealings with individuals, organizations and school authority (Class D / E)

- Forgery (Class D / E)
- Tampering or falsifying official documents (Class D)
- Deliberately giving fictitious names and/or misrepresentations of facts. (Class D)
- Plagiarism. Plagiarism is the intentional use of another person's words or ideas as your own. This can range from using another individual's direct words or changing the words without appropriate citation. It also includes obtaining a paper from someone else, using text or images from the Internet, or submitting written material from a professional writing service. (Class C/D)
- Misuse of school/ organization funds or unauthorized use of the name of the school/organization in soliciting funds. (Class D/E)
- Giving false testimony during school investigation. (Class D)
- Lending of I.D. card/library card to a fellow student. (Class B)

24. Improper use of cell phones

- Indiscriminate use of cell phone during class hours. (Class A)
 - Use of cell phone for calculation purposes or for any other reasons during quizzes and exams. (Class A)
 - Knowingly or unknowingly allowing the cell phone to ring loudly during class hours and school functions such as seminars, assemblies, programs, Holy Mass and the like. (Class A)

25. Non-conformity to the prescribed uniform of one's department including any violation of I.D. and proper hair cut requirements; body piercing and/or wearing of earrings or similar accessories on any visible part of the body of males. (Class A)

26. Misuse of school uniform (going to malls, movie houses, day or night clubs, hotels, disco houses, pubs and similarly classified places) or engaging in unbecoming conduct while in uniform. (Class B)

27. Cyber voyeurism and Cyber bullying including but not limited to text messages and messages posted on social networking sites such as FaceBook, Twitter, Friendster, Myspace and the like (Class D/E)

**Article VI Manner of Investigation and Implementation of
Disciplinary Action**

Sec.1. The investigation is essentially fact-finding. Its specific purpose is to determine on the basis of the evidence gathered, the innocence or guilt of the student charged who would be informed thereof accordingly.

Sec.2. Any student found to have committed a regulated act which is designated as either a Class A or Class B offense shall be referred to the Student Personnel Services Office.

The above notwithstanding, where the penalty involved is suspension from two (2) days to five (5) days, the student shall be referred to the Prefect of Discipline.

Where the student has been previously suspended for at least two (2) times, regardless of the period of suspension, or where the regulated act committed by the student falls under the list of either Class D or Class E offenses, his case will be referred to the Student Discipline Committee.

Sec.3. The following are the basic considerations in the conduct of the investigation:

a. Fact-Finding – Pertinent evidence in support of the projected action against the student concerned who is believed to have engaged or is engaged in any of the prohibited activities shall be gathered.

b. Evaluation – The evidence gathered relative to the innocence or guilt of the student concerned shall be collated and evaluated preparatory for the formulation or promulgation of the decision of the case.

c. Decision – The decision, based on the evidence gathered as evaluated, shall be reckoned vis-à-vis the standard of preponderance of evidence; i.e., that the presumptions in favor of the student concerned are disputed or overruled by the evidence; provided however that when there is doubt regarding the guilt, the student concerned may be called for purposes of confronting him with the evidence against him and for him to explain his side, if possible after which a decision on the same case may be rendered.

d. Disciplinary Action – Certain factors shall also be taken into account in imposing disciplinary action upon an erring student such as the student's previous record, the inherent gravity of the offense, character and position of the aggrieved person or the established precedent.

Sec.4. In cases referred to the Prefect of Discipline or any duly designated representative or committee, the following steps will be followed:

a. The Prefect shall furnish the student a copy of the incident report and supporting statements and/or documents, if any, which receipt shall be acknowledged by the student in writing.

b. The student concerned shall have the right to answer the charges against him, with the assistance of counsel coming from the DYCI

academic community, if desired, in writing and submit the same and supporting statements and/or documents within twenty four (24) hours from receipt of the incident report. The written answer of the student must be signed by any of his parents or guardian.

c. To further familiarize himself/herself with the circumstances of the case, the Prefect may conduct formal queries with any department, personnel or student involved

d. After consideration of all the evidences presented and available, the Prefect shall call the complaining student/s, the student/s complained of and their parents or guardian to a conference. During said conference, the Prefect shall present his/her findings and the imposable sanction, if any, and will furnish the parties with written copies of the same.

The decision of the Prefect shall include a directive that on the first day of suspension, the student shall report to the Office of the College Guidance Counselor for a counseling session. The Prefect's decision shall be final.

Article VII – Student Discipline Committee

Sec.1. The Student Discipline Committee (“the Committee”) is designed to hear cases involving grave and serious misconduct of students. Its objectives are geared towards the promotion of proper behavior and respect and obedience for disciplinary regulations.

Sec.2. The Committee shall be composed of the Prefect of Discipline, who shall serve as the presiding officer, two (2) members from the faculty who shall be recommended by the Faculty Association and a student representative either from the student council or the student organization to which the student concerned is a member.

Sec.3. The cases referred to the Committee or any of its duly designated representatives or committee shall be dealt with in compliance with the following procedure:

a. The complaining student, any of his parents or guardian shall prepare a statement in writing in duplicate indicating the identity of the student complained of, the date, time and place of the incident, and a brief but clear description of the alleged misbehavior. This

statement shall serve as a complaint. The complaint shall be supported by pertinent documents and statements of witnesses.

b. Said copies of the statement and supporting documents shall be immediately forwarded to the Office of the Prefect of Discipline. Within twenty four (24) hours from receipt of the said documents, the Prefect shall ensure that the student complained of shall have received a copy of the complaint and of the supporting documents, if any. The student shall acknowledge receipt of the said papers in writing.

c. The student concerned shall answer the complaint in writing and submit the same and supporting statements and/or documents within twenty four (24) hours from receipt. The written answer of the student must be signed by any of his parents or guardian.

d. Within two (2) days from receipt of the answer of the student complained of, the Committee shall convene to conduct an initial evaluation of available evidences.

Two (2) days after the initial evaluation, the Committee shall set a date for preliminary investigation. The Prefect shall ensure that written notices of the preliminary investigation shall have been received by the students concerned or any of their parents or guardian before the hearing date.

e. During the preliminary investigation, the Committee may require the students concerned accompanied by their parents or guardian to answer clarificatory questions. The Committee may likewise interview the witnesses named by the parties.

f. After considering all of the evidences available, the Committee shall make a written recommendation. Copies of such recommendation shall be forwarded to the Director for Student Personnel Services Office ("SPSO") and afterwards, the Vice President for Academic Affairs ("VPAA") for further recommendation. Lastly, the written recommendations of the Committee, the Director of SPSO and the VPAA who will either approve or disapprove the recommendations, subject to further recommendations/comments by the Executive Vice President and the President.

g. Within 2 days from receipt of the decision of the EVP and President, the Prefect shall call the student complainant/s, the student/s complained of and their parents or guardian to a

conference. During said conference, the Prefect shall present the decision of the VPAA and the imposable sanction, if any, and will furnish the parties with written copies of the same.

For the protection of the parties, the whole investigation and the presentation of the decision shall not exceed a period of three (3) weeks from the time the complaint was received.

h. Within five (5) days from receipt of the decision of the VPAA, any party aggrieved by the same may file an appeal to the Office of the President whose decision shall be final.

Article VIII – Settlement of Complaints/Grievances between Students and Members of the Faculty and/or School Personnel

Sec.1. The procedure for the settlement of complaints and grievances in the College shall conform with due process in order to ensure the highest degree of fairness and justice to all concerned. However, all concerned should seek the fullest extent all remedies through informal conferences, counseling, mediation and other modes of amicable settlement of conflicts. In every case, the ultimate aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages.

Sec.2. A grievance is any dissatisfaction, complaint, irritation, or misunderstanding by a student arising from his/her status as a student or his/her relationship with a faculty member, a non-teaching staff or an administrator within the institution.

Sec.3. A complaining student may air his grievance either formally or informally.

Sec.4. The procedure for the informal settlement of a grievance is as follows:

- a. If the person complained of is a faculty member, the student shall approach the Dean of the college where the faculty member belongs. In the case of non-teaching personnel, the student shall approach the former's immediate superior or the director of his office/department.
- b. The Dean/immediate superior/office director shall set an informal conference to give the student and the

faculty member/non-teaching personnel an opportunity to clarify matters and settle issues.

- c. If the parties are able to settle their differences amicably, the Dean/immediate superior/office director shall prepare a brief but clear report on the incident for records purposes. For the protection of the parties, such report shall be confidential, unless formally requested in relation with any investigation conducted by any of the school authorities.

Should the parties fail to settle, the Dean/immediate superior/office director shall advise the student to avail of formal grievance procedure?

Sec.5. The procedure for the formal settlement of a grievance is as follows:

- a. The student complainant or any of his parents or guardian shall prepare a statement in writing in duplicate indicating the identity of the faculty member or non-teaching personnel concerned, the date, time and place of the incident, and a brief but clear description of the alleged misbehavior. This statement shall serve as a complaint. If desired, the complaint may be supported by pertinent documents and statements of witnesses.
- b. If the person complained of is a faculty member, the student shall file the complaint and supporting documents, if any with the Dean of the college where the faculty member belongs. If the person complained of is non-teaching personnel, the student shall file the complaint with the former's immediate superior or the director of his office/department.
- c. Within two (2) days from receipt of the complaint, the Dean/immediate superior/office director shall ensure that the person complained of shall have received copies of the same.

- d. The person complained of shall answer the complaint in writing and submit the same and supporting statements and/or documents within three (3) days from receipt.
- e. Upon receipt of the answer, the Dean/immediate superior/office director shall collate all the evidences available and within one week, shall convene the Ad Hoc Committee (“the Committee”) and set a date for a fact-finding hearing.

The Committee shall be composed of: (i) the Dean of the College to which the complainant belongs, who shall act as the Chairman of the Committee; (ii) the President of the student organization to which the complainant belongs; (iii) the President of the Supreme Student Council; and, (iv) two members of the Faculty Association, one from the same College to which the respondent faculty member belongs and another faculty member who is appointed by the Faculty Association.

In case any of the above is a party to the case, his place in the Committee will be taken over by another official representative of the sector, preferably the one next in line.

- f. During the fact-finding hearing, the Committee may require the students concerned accompanied by their parents or guardian and the faculty member or non-teaching personnel complained of, to answer clarificatory questions. The Committee may likewise interview the witnesses named by the parties.
- g. After the hearing, the Committee shall sit down and evaluate all available evidences and shall make a written recommendation. The Committee shall render their findings to the Vice-President for Academic Affairs (for faculty members) and the Vice-President for Administration (for non-teaching personnel).
- h. Within two (2) days from receipt of the decision of the VPAA or the VP-Admin, the Dean shall furnish a written copy of the same to the parties.

- i. Within five (5) days from receipt of the decision of the VPAA or VP-Admin, any party aggrieved by the same may file an appeal to the Office of the President whose decision shall be final.

DYCI STUDENT CRIME PREVENTION COUNCIL (DYCI-SCPC)

In accordance with CHED Memorandum Order No. 67, Series 2007 encouraging the support and participation in the government's crime prevention campaign of all concerned in all institutions of higher learning in coordination with the National Police Commission (NAPOLCOM), DYCI created the Dr. Yanga's Colleges, Inc. Student Crime Prevention Council (DYCI-SCPC).

Composition of the DYCI-SCPC Committee

The President of the Supreme Student Council (SSC) which is the supreme council in the college department shall chair the DYCI-SCPC Committee with the SSC Vice-President and the SSC secretary to act as Vice-Chairperson and DYCI-SCPC secretary respectively. The rest of the SSC Officers including the Council of Leaders (Presidents of, the different co-curricular organizations) shall act as members of the DYCI-SCPC.

The Committee shall have the following duties and responsibilities:

1. Formulates crime prevention programs for the implementation of the DYCI-SCPC.
2. Coordinates with the Prefect of Discipline, the President of Faculty and Teachers Association and different College Deans for the maintenance of peace and order within the school campus.
3. Recommends to the institution the conduct of seminars or trainings on crime and drug prevention and control in coordination with the NAPOLCOM regional office, local police station or DILG-Patrol 117.
4. Conducts intensive information drive on crime prevention, particularly on drug abuse alcoholism, illegal gambling, and other undesirable activities.
5. Reports all illegal activities of students and/or recommend the imposition of appropriate sanction by the school authorities, which

shall include but not limited to a reprimand, transfer, suspension or exclusion/expulsion from the school.

6. Submits to CHED through its Regional Offices (CHEDROs) the composition of SCPC and program of activities and projects for the Academic Year two months after the closing enrollment in the First Semester and Accomplishment report within two months after finishing the Second Semester of the Academic Year.

DYCI-SCPC Board of Advisers

There shall be a Board of Advisers composed of the following:

A. Internal Board of Advisers – These include the Vice-President for Academic Affairs, President of the Faculty and Staff Association, Prefect of Discipline, Adviser of the Supreme Student Council (SSC) / and the Student Affairs Coordinator:

B. External Board of Advisers – These comprise the Bocaue Barangay Chairman and Chief of Police of the Municipality of Bocaue.

METANOIA PROGRAM

There will be a formation seminar involving student violators and offenders every end of semester thru the following undertaking:

1. Formation Seminar to be conducted by the SPSO Director, Campus Ministry Coordinator and the Prefect of Discipline based on the number of student violators within a given semester.
2. Revisiting the DYCI College Student Handbook concentrating on the Code of Student Discipline will be discussed during the formation seminar
3. Each student violator/offender will be given a certification that will merit his/her participation and involvement to the said transformation seminar.

RANDOM DRUG TESTING IN SCHOOLS

The Dr. Yanga's Colleges, Inc. will pursue Random Drug Testing among its college students per the Article III of Republic Act 9165 or the Dangerous Drug Test and Record Requirements. The purposes of the Random Drug Testing are the following:

1. Determines the prevalence of drug users among students.
2. Assesses the effectivity of school-based and community based prevention programs.
3. Deters adolescents from initiating the use of illegal drugs.
4. Gives adolescents a reason to resist peer pressure to use illegal drugs.
5. Facilitates referral/treatment of drug users and dependents.
6. Strengthens the collaborative efforts of identified agencies against the use of illegal drugs and in the treatment of drug users and dependents.

VII. DYCI BASIC SERVICES AND OTHER FACILITIES

A. THE COLLEGE LIBRARY

DYCI Hybrid Libraries serve as community doorways to reading and lifelong learning of patrons. They are centers of hybrid information sources on people, ideas, cultures, and societies.

DYCI Hybrid Libraries participate in research, academic education and extra-curricular programs of the different Colleges by selecting, acquiring, organizing, preserving and conserving books, non-books, electronic and online resources (hybrid resources). The libraries also provide easy access and retrieval of those resources.

Objectives:

- a. Develops, organize, and maintain a hybrid collection for the different Colleges.
- b. Provides easy access and retrieval of hybrid resources in different college libraries.
- c. Ensures pleasant, safe, and conducive reading-learning spaces for patrons.
- d. Satisfies the patrons' information needs by providing efficient and quality assistance.

General Rules:

1. Library Card (LC) per student is a *MUST-HAVE* in the library premises.
2. Validation of LC every semester or summer is a *NEED*.
3. Client LOG IN is a *MUST* when entering any DYCI library.
4. Bags, envelopes, folders, personal books in the stacks area are not allowed. They call for the baggage area.
5. Sleeping, smoking, littering, loitering, eating snacks, wearing of cap, indecent attire, having loud group discussions, opening prohibited websites are *NOT allowed* in the library premises.
6. Delinquent borrowers, mutilators, thieves, and other offenders of library policies will be penalized accordingly.
7. Researchers from other institutions *NEED* to bring I.D and referral letter signed by proper authority in their institutions.
8. Loan privileges are exclusive for DYClans.
9. Photocopying of unpublished materials (theses/ dissertations) is prohibited.
10. The principle of exact reciprocity applies to lost or damaged information resource.

B. THE COLLEGE REGISTRAR'S OFFICE (RO)

The DYCI College Registrar's Office serves as records management office of our institution. It also acts as the principal contact of the academic community with the Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA).

Objectives:

- a. Manages the curriculum of various departments and assists in the revision of the various curricula.
- b. Ensures a smooth enrollment and graduation system for the students of all the departments of DYCI by determining admission, degree program requirements, transfers, graduation requirements and other matters pertaining to student enrolment.
- c. Implements government and school regulations regarding entrance requirements, enrollment, load, transfer, promotions, courses' sequence and graduation.
- d. Preserves and maintains the integrity and confidentiality of its students' records.

General Rules:

1. The College Registrar's Office is open Monday to Friday, from 8:00 A.M.-5:00 P.M.
2. Requests for issuance of official certificates, diplomas, transcript of records, summary of grades, transfer credentials and other similar documents will be acted upon receipt of accomplished clearance form.
3. There are fourteen (14) working days processing of all documents upon receipt of accomplished clearance form and other requirements.
4. Students will be given claim slip with specified date of release of requested document/s.

5. For other related Registrar's policies, please refer to the Academic Information of this Student Handbook.

C. THE CENTER FOR RESEARCH DEVELOPMENT OFFICE (CRDO)

This center is a support office of the DYCI in crafting and operationalizing empirically-tested coping mechanisms to address the demands of curricular/societal changes through a dynamic and functional research programs.

The center establishes a culture of democratic writing anchored on DYCI vision and mission through active participation of students, faculty, and staff.

Objectives:

- a. Provides opportunities for student and faculty/staff writers to develop their potentials in research writing and other related activities.
- b. Develops competent student-faculty-staff writers through relevant trainings and seminars.
- c. Assists the student-faculty-staff-writers in producing relevant action and/or scientific research through technical and financial assistance.
- d. Undertakes a vigorous and continuing campaign to utilize research findings to improve instruction and academic performance of students.
- e. Establishes linkages with other education institutions and organizations.

D. PUBLICATION OFFICE

This office is responsible for the publication of the official newsletter of the DYCI, i.e. SOFIA for the faculty and staff and VOX NOSTRA (Our Voice) for students. It also assists in the printing/publication of newsletters of the different colleges.

Objectives:

- a. Spearheads the pooling of vital information into meaningful and interesting media forms for internal and external dissemination.
- b. Disseminates researches and other scholarly works through the publication of journals and newsletters.
- c. Provides competent advice to campus journalists in matters of campus press operations and management.
- d. Proofreads and edits official communications and materials for publication.
- e. Establishes a culture of excellence among the faculty and studentry in precision writing and impartial information.
- g. Familiarizes budding journalists the cordialities of the press code of ethics and the proprieties of the laws of the press.

E. THE EXTERNAL AFFAIRS OFFICE

The External Affairs Office aims to provide relevant and responsive extension programs which are undertaken in partnership with the community, for the academe, community and clientele.

Objectives:

- a. Contributes to the improvement of the institution's relationship with the community through various extension services programs and through the establishment of networking and linkages with other educational institutions, professionals, governments and non-government organization and industry
- b. Provides opportunities for faculty members and students to get involved and share their expertise with the community
- c. Traces the whereabouts of the alumni/alumnae and establish meaningful relationship that would be beneficial between them and the institution tracing the whereabouts of the alumni/alumnae of the institution;

F. QUALITY MANAGEMENT SYSTEM OFFICE

The main function of the Quality Management System Office is to undertake all the activities of the overall management function that determines the quality policy, objectives and responsibilities, and implement them by means of Quality Planning, Quality Control and Quality Improvement within the Quality System

The QMS has been designed to meet the requirements of ISO (International Organization for Standardization) 9001, PACUCOA Standard, and IQAME Standard.

The QMS comprises the three elements people, processes, and systems. The effectiveness of the QMS depends on having all three elements in place and aligned.

Objectives:

Dr. Yanga's Colleges, Inc. has the following objectives in establishing Institutional Quality Assurance Management System or the Quality Management System Office:

- a. Enhances DYCI capacity in designing, delivering and managing programs and services.
- b. Identifies areas for reform and intervention.
- c. Provides accurate, up to date information and performance of DYCI management to enable stakeholders to make informed choices.
- d. Ensures the implementation of DYCI Quality Management System.

Purpose:

The purpose of establishing and implementing an Institutional Quality Assurance Management System is to ensure that the DYCI students are efficiently and effectively educated, trained and assessed for competence in accordance with national and internationally agreed standards. Furthermore, the Institutional Quality Assurance Management System is a vital tool in ensuring that the national and international requirements are complied with to produce

DYCI graduates who shall continue to be competent and globally competitive.

It will also ensure that quality is maintained in the services provided and products delivered by the Dr. Yanga's Colleges, Inc. to keep out products or services that cannot conform with the national and international standards, thereby meeting customer needs and satisfaction.

G. FACILITIES AND STUDENT SUPPORT SERVICES

1. MEDICAL AND DENTAL CLINIC

The DYCI student health service believes that optimal learning requires good health. Our Medical and Dental Clinic works to plan, develop, implement, and deliver health services and programs and is committed to providing quality medical and dental services to our students and employees.

The clinic is manned by nurses, a dentist and physicians assigned in the elementary, high school and college departments. Our goal is to increase the student's capacity to benefit from educational opportunities by ensuring that his/her health needs are met and health barriers to learning are properly addressed.

The service provided by the Medical and Dental clinic includes:

- a. first aid for acute illnesses and injury;
- b. annual medical and dental check-up;
- c. personal health counseling, and
- d. care and provision of information relevant to students' concern (e.g. Fitness, weight, acne, menstrual problem)

Clinic Rules and Regulations:

1. The Medical and Dental Clinic is open from Monday to Friday, from 7:30 a.m. to 5:00 p.m.
2. All clients should sign in the log book upon consultation
3. Student with classes who come to the clinic must have a referral letter/slip from a faculty member except for emergency cases.

4. Parents or guardians shall be contacted to come to school and pick up students who are too ill to return to class.
5. In case of illness, the student shall be cared for until the parents arrive.
6. In case of major injuries/illness, first aid shall be administered and after careful assessment and evaluation, the student shall be brought to the hospital. Parents and guardian shall be notified immediately.
7. The nurse in charge shall provide referral letter for the students whose cases are not emergency in nature but need further medical/dental check up a treatment.
8. Only the client can stay at the clinic and may be accompanied by only one person.
9. Dispensed first aid medicine should be taken by the client inside the clinic.
10. Clients who refuse to take first aid medicine should sign a waiver.
11. Students who are tasked to ask medicine for a faculty should bear a request letter from the faculty.
12. Students who are diagnosed of having communicable disease should present at the clinic a medical clearance from a doctor before attending any classes.

2. THE FOOD SERVICES

The school together with parents has responsibility to educate students about nutrition. The DYCI food service believes that the canteen is in a unique position to make a positive and worthwhile contribution to students' health and welfare.

The school canteen serves as a venue to provide students and the DYCI community with good quality food services by maintaining a safe area for eating and providing nutritious yet affordable meals and potable water by maintaining high standards of hygiene in the preparation and handling food and drinks.

General Rules:

1. Students are expected to fall in line and wait for their turn in buying.
2. Courtesy in dealing with canteen personnel must be observed at all times.
3. Food wrappers, plastics and styro-products must be thrown in the trash cans.
4. The canteen must be used solely as a place for eating. Students who want to do school work or other activities may either go to the library or student lounge. Show consideration for others by vacating the table immediately after dining.
5. Avoid boisterous talking in the canteen so as not to disturb other people who are eating nearby

3. THE SECURITY SERVICES

The Security Services is provided by a licensed Security Personnel who are responsible for monitoring the entry and exit of people and vehicles in DYCI. They are also responsible for maintaining peace and order within the school campus and ensure safety and security of all school property, faculty and employees and students of DYCI.

General Rules:

The Security Personnel may request students, faculty and employee of DYCI as well as visitors desiring entry or exit in DYCI to submit them for security inspection. Security Personnel are authorized, as part of their responsibility to do the following:

- a. Check the uniform and identification cards of DYCI students and employees.
- b. Inspect baggage or car compartments of anybody desiring either entry or exit of the school.

- c. Inquire visitor's name and name of person the visitor wants to see.
- d. Request visitors to sign the logbook and leave an identification card before a visitor's pass is issued.
- e. Request for gate pass from anybody who is bringing out a school property.
- f. Deny entry of anybody who is under the influence of liquor or drugs.
- g. Confiscate earrings among male students.
- h. Confiscate deadly weapons.

H. THE LABORATORIES

(Computer Laboratory, Science Laboratories and Speech Laboratory)

GUIDELINES ON THE USE OF ALL LABORATORIES:

- 1. Students may only enter the laboratories if the faculty assigned is present.
- 2. Students are expected to act responsibly and accordingly in all laboratories at all times. Students entering any laboratory should be wearing the prescribed uniform or the mandated laboratory attire (e.g. lab gown).
- 3. Students and faculty are expected to observe the proper use and care of the laboratory instruments, devices and other equipment so as to avoid damage. All materials or equipment used must be returned to their proper places before leaving the laboratory. Any damage should be immediately reported to the respective persons in charge of the laboratory.
- 4. Strictly no eating and drinking in all laboratories.
- 5. Using of any laboratory room for private or personal purposes is not allowed.

6. Students may not open the windows of any air-conditioned laboratory or leave the laboratory doors open at any time.
7. Laboratory faculty has to make sure that the lights, electric fans, and air condition units are switched off before the class leaves any laboratory. Cleanliness and orderliness of the laboratories must be observed.

1. THE COMPUTER LABORATORY

DYCI believes that computers and Information Technology are playing a major role in present day society. Thus, it is important that there exists a broadly based computer laboratory in which faculty, students and staff from the several departments of DYCI may have the opportunity to widen and improve their computer skills and knowledge and apply them in every possible way to achieve academic excellence.

The DYCI Computer Laboratory aims to provide students with adequate number of computer units that would enhance their capability of using different competitive software and advanced applications that are commonly used in the industry world. DYCI maintains its standard ratio of one computer unit to one student, so that all students can maximize their potential in learning computer-related subjects.

General Rules:

1. Computers are provided and made accessible to assist students in their studies.
2. Students are not permitted to display offensive material or copy licensed software in any form. Installing any software application on any computer unit is also prohibited
3. Bringing of radios, personal CD players or the like into the laboratory is not allowed.
4. Students are not allowed to attach their own gadget to any computer units without the expressed permission of the faculty or system administrator.
5. Students are not permitted to attempt repair, calibrate or modify any equipment in a laboratory at any time.

6. In the above instances, they should either seek the assistance of the faculty or computer technician.
7. Students are not allowed to move equipment from one laboratory area to another without the permission of the technical staff.
8. Any student caught stealing or destroying computer devices will be subjected to disciplinary action.

2. THE SCIENCE LABORATORIES

The Science Laboratories are composed of the Natural Science Laboratory, Microbiology Laboratory, Anatomy Laboratory, Nutrition Laboratory, Physics Laboratory, Chemistry Laboratory and Nursing Skills Laboratory. The science laboratories are venues for the theoretical applications, scientific investigations, experiments and skills trainings of students.

General Rules:

1. The Science Laboratories are open from Monday to Saturday (also during Sundays if there are Sunday classes) from 8:00 A.M.-5:00 P.M.
2. For the use of the Nursing skills laboratory instruments, students and faculty must accomplish a requisition letter duly noted by the Dean of the College of Nursing.
3. For the use of other laboratory equipment, faculty must fill out a requisition form.
4. Faculty members are not allowed to use the Nursing Skills Laboratory for classroom instructions.
5. Students may not move any equipment from one area to another area without the permission of the person in-charge.

Procedures in the Use of the Natural Science Laboratory

- A. Borrowing and Returning of Glassware, Apparatuses and Equipment

1. Borrowers must accomplish the corresponding borrower's slip, NSLD Form 001, and list down what is to be borrowed.
 2. Natural Science Laboratory personnel checks if form is properly accomplished.
 3. Natural Science Laboratory personnel issues requested glassware, apparatus and equipment, subject to their availability.
 4. During returning, glassware, apparatuses and equipment are inspected for breakages. If no breakages are found, the items are received and the borrower's slip is given to the borrower.
 5. If breakages are found, the borrower's slip is kept on file until borrower replaces the broken items. Clearances will not be signed if the breakages are not replaced.
- B. Request for Laboratory Chemicals and Reagents (For Faculty)
1. The corresponding faculty requisition form, NSLD Form 002 must be accomplished one (1) week before date of laboratory use. Quantity of chemicals and reagents must be specified based on the number of classes.
 2. If all reagents are available on stock, the Natural Science Laboratory personnel prepares the requested chemicals and reagents.
 3. If reagents are unavailable, the Natural Science Laboratory personnel will request the said reagents from the purchasing department. If reagents are unavailable on the date of laboratory use and no substitute is on stock, only reagents on stock will be issued.
 4. Excess reagents and reagent bottles are collected after use.

3. THE SPEECH LABORATORY

DYCI believes that good communication skill is vital for the success of each student whatever his/her degree program may be. Thus, DYCI has provided a speech laboratory where students could fully develop their speaking abilities.

General Rules:

1. Each student is expected to use the speech devices properly and with care.
2. Turn off cellphones inside the speech laboratory to avoid radio frequency interruptions.
3. Disconnecting of wirings or manipulating the console table of the faculty is prohibited.

VIII.CAMPUS SAFETY AND SANITATION

A. Fire Safety

1. Be familiar with the location of fire exits and alarm boxes in the building where you hold classes.
2. Unplug all electrical gadgets from outlets when not in use and before going out of your classroom.
3. Don't take for granted the presence of smoke or burning odor in the building. Seek immediate help by sounding the nearest fire alarm.
4. Knowing how to operate the fire extinguisher can help during an emergency.
5. In case of fire, stay calm. Your safety depends largely upon your presence of mind.
6. Leave the room right away and proceed to the nearest fire exit.

7. Your life is more important than anything of value that you might have left in the classroom. Never re-enter a building on fire.
8. Stay away from a burning building.
9. Seek help from the school security and staff to guide you to the evacuation area.

Digitel Emergency Hotline: 160
Bocause Fire Department: 692-79-96
Marilao Fire Department: 711-48-38 to 39

B. In Case of Earthquake

1. Be familiar with the entry and exit points in the building where you hold classes. This will prove handy when you need to get out of the building immediately in case of earthquake.
2. KEEP CALM. Panicking robs you of good judgment which is quite necessary in an emergency.
3. If you are inside the building, stay away from glass windows, walls and furniture.
4. Go under a sturdy desk or table to protect yourself from falling debris or objects.
5. Leave the room immediately only when there is a lull in the shaking.
6. If you are outside, get way from power lines, posts, walls that may fall or collapse.
7. If driving a vehicle, pull to the side of the road and stop.
8. To avoid falling objects that may hit the car directly, get out of the car and seek cover beside the tire. The tire ream is made of steel and strong enough and shall not be flattened unlike the roof of the car which when flattened can pin you down inside.

A STUDENT'S PRAYER



Heavenly Father,
True source of light and wisdom,
I praise you and worship you.
I offer to you my mind, heart and soul.
Fill me with your grace that I may have
a mind that seeks only truth and wisdom,
a heart that is filled with hope, love and compassion,
and a soul with unwavering faith.
Help me make the most
of the wonderful things you have given me
and to use them according to your purpose.
I lift to you all my plans and dreams.
May you be my constant guide in everything I do
so that only your Holy will be done unto my life.



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