



JOHN B. LACSON
FOUNDATION MARITIME
UNIVERSITY
THE MARITIME VANGUARD



STUDENT HANDBOOK

"WE LEAD, WE EXCEL: THE LACSONIAN LEGACY"

ADVOCACY

- Education
- Life
- Progress
- Discipline
- Values

CORE VALUES

- Integrity
- Perseverance
- Loyalty
- Excellence
- Discipline
- Godliness
- Equity

CULTURE

- Resilience
- Excellence
- Agility
- Leadership

GRADUATE ATTRIBUTES

- Effective Communicators
- Analytical and Critical Thinkers
- Ethical and Socially Responsible
- Technically Competent
- Lifelong Learners

INSTITUTIONAL MOTTO:

“WE LEAD. WE EXCEL. THE LACSONIAN LEGACY”

TAG LINE:

“SAIL WITH THE MARITIME VANGUARD”

PHILOSOPHY

God gave man the totality of his being that through his acquired discipline he may achieve self-fulfillment.

“Education is life” and life as an ever-changing process must be progressive but progress is best achieved when one has achieved discipline as a way of life.

CORE VALUES

INTEGRITY PERSEVERANCE LOYALTY EXCELLENCE DISCIPLINE GODLINESS EQUITY

CULTURE

RESILIENCE EXCELLENCE AGILITY LEADERSHIP

ADVOCACY

EDUCATION LIFE PROGRESS DISCIPLINE

This Student Handbook belongs to:

Name: _____

Student Number: _____

Department: _____

Address: _____

Contact No.: _____

Email: _____

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DR. MARY LOU L. ARCELO, Chairman, BOT

DR. RONALD RAYMOND L. SEBASTIAN, CEO

VISION

We shall be among the global leaders in providing innovative quality education and training by 2030.

MISSION

We provide quality education and training through the use of innovative resources in instruction, research and extension to improve the quality of life of students and other stakeholders.

OBJECTIVES

JBLF System shall develop individuals who are effective communicators, analytical and critical thinkers, innovative, ethical, and socially responsible, technically competent, and lifelong learners.

IMS POLICY

We are committed to continually aim for the highest standards of Quality Education and Training taking into account relevant educational, scientific, and technical developments, Managing Intellectual Property, Health, Safety, Environmental Protection, Pollution Prevention, and Social Responsibility, in our consistent drive to satisfy and strive to exceed stakeholders' needs and expectations.

TEN-POINT AGENDA

The JBLF System professes to commit itself to championing, attaining, and nurturing the following causes:

1. **Excellence in Education and Training.** The JBLF System is resolute and uncompromising in its enduring pursuit of excellence in education and training through regular and progressive evaluation and accreditation of its dynamic curricular and training programs.
2. **A Strong Research Program.** The institution responds to the challenge of having high-caliber graduates who will be leaders in the workplace to help build the nation by taking initiatives and leadership in research as it works towards becoming a maritime research center.
3. **A Sustained Technological Environment** The institution maintains an updated, reliable, and efficient information management system for enhanced delivery of instructional and other services relative to global technology.
4. **Quality, Health, Safety, and Environment Advancements.** As an institution that believes in the importance of the overall wellness of its stakeholders, the JBLF System maintains a milieu that promotes and secures their wellbeing through its various provisions for Quality, a healthful, safe, and environment-friendly setting.
5. **Inculcation of Values.** A staunch advocate of inculcating work and personal values in our clients as these values define and help them in their personal and professional journey, the university integrates values in the students' academic and non-academic activities.
6. **Pursuit of Local, National and International Recognition.** The JBLF System aims at achieving international recognition through strong linkages with foreign marine institutions, research organizations, and shipping agencies and companies as well as its unwavering and total support of the faculty and students in their quest for global recognition as researchers and maritime professionals.
7. **Corporate Social Responsibility.** The JBLF System, while it continually charts its course as an organization through the most appropriate and well-executed strategic plans, is keen about holding on to its best experiences, norms, and practices, which characterize

its corporate entity and sharing these not only with its own people but with the rest of the local and global communities.

8. **A Competent and Productive Workforce.** JBLF System recognizes its workforce as one of its assets. The institution provides and supports continuous learning and development to optimize their productivity for the attainment of the Vision and Mission of the JBLF System.
9. **A Dynamic Alumni Involvement.** Recognizing the great potential of the alumni as a body in assisting the institution in its multifarious concerns and responsibilities, the institution perennially taps this resource through the Alumni Association, even as it constantly and progressively seeks better ways of engaging them as an integral unit of the institution.
10. **Financial Sustainability.** JBLF System aims to prepare for a long-term financial sustainability through an efficient and effective use of resources, clear and transparent financial strategy and a robust financial management system for the attainment of its vision, mission and objective and the fulfilment of its commitment to all its stakeholders.



THE FOUNDER

CAPTAIN JUAN BAUTISTA LACSON

09 May 1898 - 15 June 1992

The name John B has become synonymous with world-class maritime education. But do you know who John B. really is?

Juan Bautista Lacson, the founder of the Iloilo Maritime Academy was born on May 9, 1898 in the coastal town of Silay City, Negros Occidental. He was the third of eight children.

After high school, he took a two-year course in Associate in Nautical Science after winning a scholarship at the Philippine Nautical School. He graduated in 1920 and began apprenticeship onboard "SS Venus" of the Manila Steamship Company.

Capt. Lacson was in the US when World War 2 broke out in December 1941. He joined the US Coastguard as Lieutenant Junior Grade in 1942 and was assigned to the coastal area of San Francisco. Lieutenant Lacson commanded the ship "Bataan" on a suicide war mission. It was this mission that earned him an award, a medal of honor.

Born out of a dream of one man: Captain Juan Bautista Lacson, a well-respected seafarer whose love for the maritime industry spurred him to put up an institution dedicated to making maritime education a solid foundation to a noble profession.

The Captain's dream had humble beginnings in 1948 as the Iloilo Maritime Academy located inside a nondescript nipa building near the city waterfront. What started as a school of sixty cadets has since evolved into what is now **JOHN B. LACSON FOUNDATION MARITIME UNIVERSITY: THE MARITIME VANGUARD** with its campuses: JBLFMU Molo, JBLFMU Arevalo, John B. Lacson Colleges Foundation (JBLCF) Bacolod and John B. Lacson Foundation (JBLF) Training Center with its own practicum training site and an ecological park for research and extension in the island of Guimaras.

Capt. Lacson is remembered for his intellectual prowess as a teacher, a master mariner, and a port pilot.

He was blessed with 6 children. Four girls and two boys. His youngest daughter, Mary Lou, succeeded him in the leadership position at IMA. Eventually the school carried his name, a tribute by Mary Lou to forever honor the captain.

He died on June 15, 1992, leaving a legacy that has changed the lives of thousands of Ilonggo's. He paved the way to make Iloilo a global supplier of world-class seafarers. He gave countless maritime practitioners the privilege of travelling the seas, seeing the world, and providing well for their families.

HUMBLE BEGINNINGS

The beginning of the Iloilo Maritime Academy (now the John B. Lacson Foundation Maritime University) was foreshadowed when a member of the Iloilo Harbor Pilots' Association and a reserved Lt. Commander in the United States Coast Guard Service, Master Mariner Juan Bautista Lacson established in Iloilo City in May 1931 a review School for Marine Officers for higher grades. About 40 reviewing candidates for various grades enrolled, and 95 percent of them passed their respective examinations.

Encouraged by the success of the review class, the school continued with its operation from that year on. When World War II broke out in 1941, the Review School had to close. Captain Lacson was in the United States at that time, but his thoughts were on the fate of the maritime profession in the Philippines especially in the Visayas. He was impressed by the reception of the Review School and had talked of a plan with his brother Frank. But things had to wait for better times.

The war ended. The late 1940s were the days of re-adjustment. There was the desire to forget the scars of war, to live anew in the days of peace. There was the need to build from the ashes of destruction, to hope again for the days of plenty.

This atmosphere was proper to ferment the spirit of adventure among the youth, and adventure is often synonymous with a sailor's life, seeing other places with ease and earning more salary than one could earn on

THE NOMAD DAYS

1949 | IMA was granted permit to operate, with one hundred fifty (150) juniors and fifty-four (54) seniors enrolled. The academy transferred to a three (3) storey building in Rizal Street, Iloilo City. It is now known as Fortuna Ice Plant. Practical classes were held in a building, where the Rotary Park is now located. It must be noted that the old Rotary Park has been converted into a port facility/terminal for inter-island vessel and for local ferry plying the Iloilo-Guimaras-Iloilo



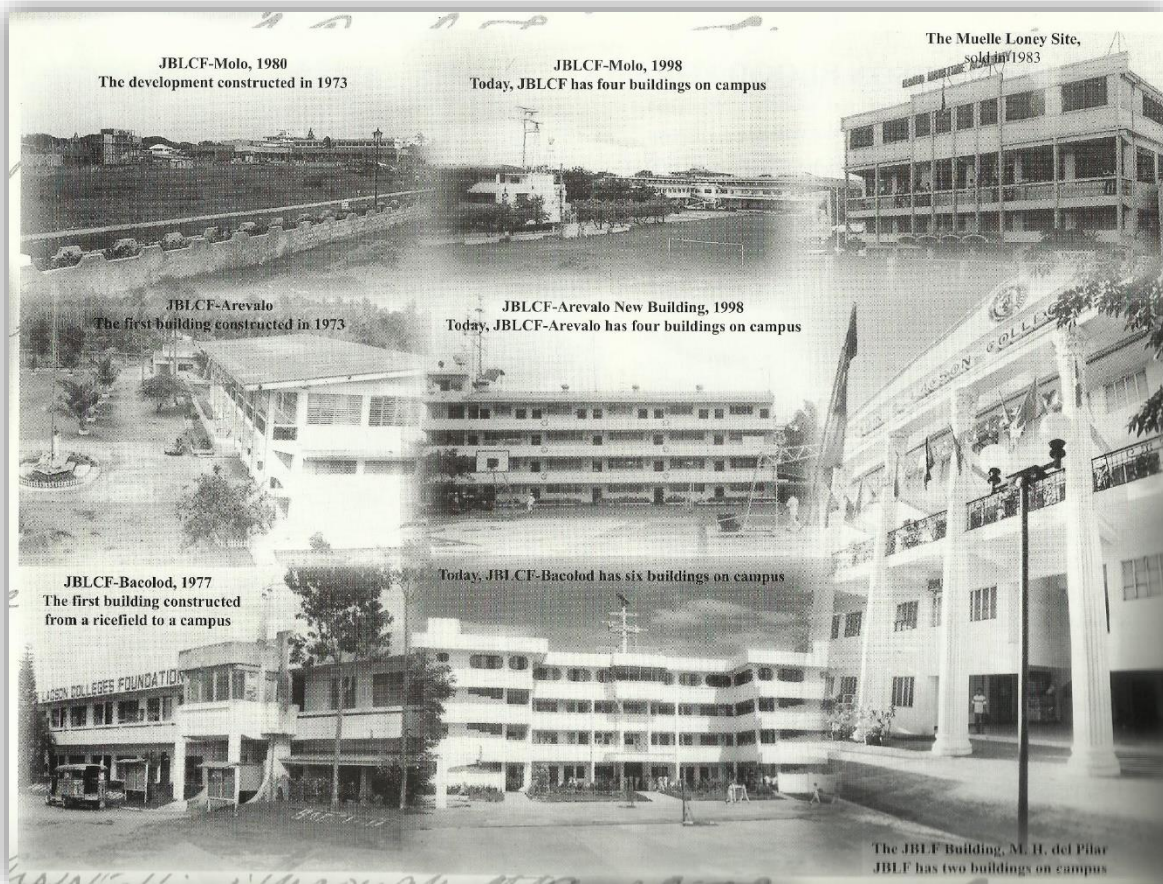
1950 | IMA was granted recognition and was registered as a non-stock corporation by the Securities and Exchange Commission (SEC).

In November of the same year, it moved to a bigger two-storey building in Luna St. Lapaz, Iloilo City, where the

1953 | The academy transferred to Muelle Loney Street, Iloilo City. Muelle Loney used to be a transportation hub for inter-island vessels. It is adjacent to the Negros Navigation Company main office. The nomad days of the school thus ended in this place.



1954 | The Lacson Vocational Institute was opened to vocational high school students. It was a philanthropic venture of Capt. Lacson to be able to help the less fortunate who were not able to proceed to college.





DR. MARY LOU LACSON- ARCELO

THE WOMAN WHO PURSUED THE DREAM

In 1969, Iloilo Maritime Academy (IMA) experienced a period of labor unrest. The beleaguered Captain called on his youngest daughter, Mary Lou to assist him. She was supposed to give it a try for only one year, but she never left. Her commitment to the school her father founded continued.

The union during that time was undermining the legitimate power of the administrator. It was difficult for Capt. Lacson to fully grasp the rising union power and student activism, with their perceived rights. In March 1972, Mary Lou took off her father's burden. She conducted dialogues and meetings with the union members. She was able to make the labor leaders cooperate with her and bring back peace to IMA.

The entry of the young president began the transformation of the Iloilo Maritime Academy into a more progressive institution. Her management style won the hearts of people under her. New campuses were acquired, and structures were constructed. New programs were introduced, and methods and standards of instructions were improved.



OLD SITES OF ILOILO MARITIME ACADEMY/ JBLFMU



1973 | JBLFMU- AREVALO CAMPUS

Iloilo Maritime Academy (IMA) opened its campus in Arevalo, Iloilo City offering the Deck Officers Course. the Bachelor of Science in Marine Transportation (BSMT).

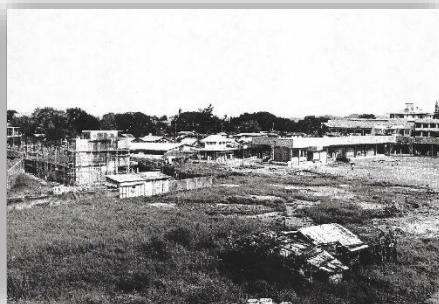
1974 | JBLCF- BACOLOD CAMPUS

Iloilo Maritime Academy opened its new campus in Alijis, Bacolod City.



1976 | JBLFMU- MOLO CAMPUS

Iloilo Maritime Academy opened its campus for Marine Engineering in M. H. del Pilar Street Molo, Iloilo City.



***** QR Code for more information about IMA to JBLF history...**

ON BEING A UNIVERSITY (JBLFMU)



1990

CHED, Commissioners, Chairman Carling Pano, together with Commissioners Saturnino Ocampo, Hadia Larangising Umar, Natalyn Defensor and Neta Nizerfor, and officers who conducted the University Status Verification Visit with the members of the Executive Council: Joaquin G. Evidente, Mrs. Leonora G. Sison, Lorna D. Gollada, Romald Raymond L. Sebastian, Luis G. Evidente, Wilfredo P. Ramos, Peter John Raymond P. Pacheco, Ralph L. Dabog Members of the Board of Trustees: Mariana A. Arcero, Felipe B. Gellada, and representative from Stolt-Nielsen Transportation Group, Bjørne Eide.

1995



DR. MARY LOU LASON ARCELO WAS HONORED AND CONFERRED THE TITLE AS PRESIDENT EMERITUS

THE BALANGAW FOUNDATION WAS ESTABLISHED

It serves as an outreach program of the school which objective is to help the street children live normal lives and find a better future by providing them education which eventually will provide them better jobs in the future.

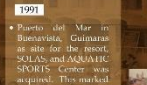

1990

The Maritime High School, the first and only maritime high school in the Philippines is opened.


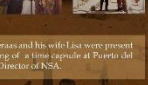



1991

Puerto del Mar in Buenavista, Guzman is site for the first SOLAS and AQUATIC SPORTS Center was acquired. This marked the birth of another unit, the JBLCF-Puerto del Mar.






Norwegian Ambassador Lars Tanggaard and Ms. wife Lisa were present during the inauguration and flagging of a liner repair at Puerto del Mar. JBLCF also invited Erik Riang, Director of NSA.

1997

Seaman's Training Center (STC) was completed. Accreditation of the STC courses by the Department of Tourism.

ACADEMIC BENCHMARKING OF JBLFMU

1996

MISSION STATEMENT WITH THE ACRONYM QUEST FOR:

Quality Maritime Education through Unrelenting quest for Excellence for Sustained supply of global Technical manpower.

The STCW 1996 CONVENTION during the celebration of its 48th Foundation Anniversary was started. On steady helm, JBLCF followed its course which led to the Det Norske Veritas (DNV) CERTIFICATION.

Teachers were trained on the IMO MODEL COURSE 6.00 and IMO pilot classes were implemented.

Quality Management Manuals and Procedures were printed.

ISO awareness and Total Quality Management was introduced.




1997

DET NORSKE VERITAS (DNV) CERTIFICATION

JBLCF is the first maritime educational institution in the Philippines to attain an international accreditation, the Det Norske Veritas (DNV) CERTIFICATION for its Quality assurance system on November 7, 1997.

JBLCF was the first in the Philippines second in Asia and third in the world to have such a distinction.




1998

The Center for Review and Competency and Assessment (CRCA) and the Academic Assessment Office (AAO) in the units were created.

JBLCF was authorized as TESDA Assessment Center for Deck and Engine.

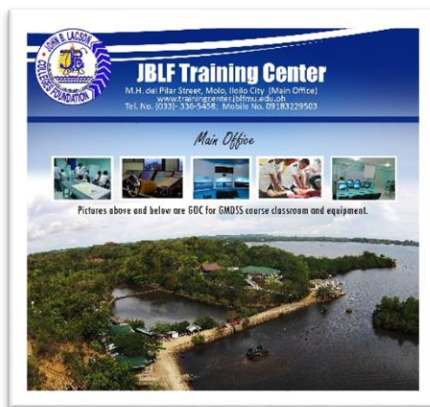
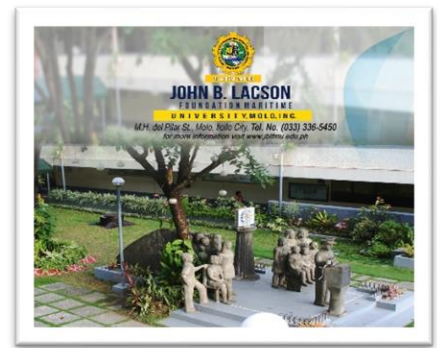



TRAINING SHIP OF IMA



JBLFMU TODAY

Today, the JBLFMU, as an institution for higher learning that has gained recognition as having pioneered in undertakings for the development of maritime education and training, propelled by a strong, dynamic, and proactive leadership, has become a premier maritime institution in the country. Its innovativeness in many ways distinguishes it from the rest of the maritime institutions. It has made remarkable strides as an educational institution particularly in the maritime field through the years, most of which were achieved during the last four decades. Having pioneered maritime education in the Visayas and Mindanao, it has constantly led the way by consistently providing competent seafarers since 1948.





TO MY DEAR STUDENT,

Greetings!

Welcome to John B. Lacson Foundation Maritime University (JBLFMU).

You are now officially a student of this institution. This Student Handbook is the rulebook by which all students turn into Lacsonians and Vanguard.

Hence, this student manual shall be your guide from this day forth till you graduate. These are guidelines and regulations that are required to be followed by all students on how to conduct yourself properly to live up as a Lacsonian and a Vanguard.

We are happy to be at your service as mentors and partners in life. Welcome aboard!
God bless you all.

Very truly yours,

MARY LOU LACSON ARCELO, Ph.D.
President Emeritus and Chairman of the Board
JBLFMU

TO MY DEAR LACSONIAN VANGUARDS:

Greetings!

It is with great pride that I welcome you to the portals of the first and only Maritime University in the country, the John B. Lacson Foundation Maritime University – The Maritime Vanguard.

Your formative academic years with us are as important as your holistic growth to better equip you to take on the world.

For that, your guide to your well-rounded development is this **STUDENT HANDBOOK**.

The Student Handbook is the rulebook by which all Lacsonian students adhere to. As you sail through the pages, you will read policies and regulations that are required to be followed by all students. The manual is a guide on how to comport yourself properly to live up to the Lacsonian Standards.

It is my expectation that you will imbibe the values and culture set by this institution.

All aboard!

Sincerely,

RONALD RAYMOND L. SEBASTIAN, Ph. D.
Chief Executive Officer
JBLFMU



UNIVERSITY / COLLEGE HYMN

We look back to the humble beginning
Of John B. Lacson Maritime University
Whose Founder's dream that of providing
Brave sailors and leaders of the nation.

Oh John B. of our hearts
Our hope is in your sound philosophy
Time - tested values, let the youth uphold
To serve, and honor God and country.

Our ships may sail over the ocean
The tide may sweep us, to shores and seas
Around the globe to lands and nations
Your flag unfurl, Oh JBLFMU

Around the globe to lands and nations
Your flag unfurl, Oh JBLFMU/JBLCF.

Lyrics by: Susan Ramos
Music by: Romulo Pangan
Year Adopted: 1987
Revised: 2007

OFFICIAL MARCH

John B. Lacson Colleges
Our Alma Mater
You who provide us education
To serve Lord God and Country.

Oh! Dear Alma Mater
We salute you for the values
Learned discipline, progress
That made us the best of men.

Chorus:
JBLC, JBLC
College of the Nation be proud
We are now great sailors
And good leaders of the nation.
(Repeat Chorus)

Lyrics & Music by: Mr. Gilberto C. Pirante
Year Adopted: 1988

A Unit may adopt a Unit March, but the Official March shall be used for graduation exercises and official functions where the President Emeritus, Chairman of the Board or the Executive Council Chairman is present.

The Official March shall be played or performed first followed by the Unit March.



UNIT LOGOS AND MEANINGS

THE JOHN B. LACSON FOUNDATION LOGO

The name was adopted in 1985 by the institution to give honor and legacy to its founder, Capt. John B. Lacson, when it was converted from a stock corporation to a foundation.

The **BOX** enclosing the logo symbolizes the JBLF System.

The **ARROW HEADS** symbolize the continuous quest of the Foundation for excellence and progress and its commitment to the realization and perpetuation of quality education.

The words **EDUCATION, LIFE, PROGRESS, DISCIPLINE, VALUES** emblazoned in the school logo speak of the process in realizing its objectives.

The **FLAMING TORCH** symbolizes the commitment for Quality Education. It likewise symbolizes the student's quest for knowledge.

The **SUN** symbolizes the rays of hope and the bright future for its graduates.

The letters **JBLFMU** represent the units in the system whose mission to carry out quality education will be the anchor of hope for the youth for their successful voyage towards their profession.

The **SHIP** symbolizes the maritime profession.

The **WAVES** symbolize the hardships and difficulties faced in the profession but with courage and good educational foundation, all hardships shall be overcome.

Color changed to Azure Blue as indicated in the Values Manual written by President Emeritus and Chairman of the Board, Dr. Mary Lou Lacson Arcelo.

THE JBLFMU-AREVALO LOGO



The unit logo adopts at its center the JBLF System logo. The adoption of the System's logo at the center reflects the unit's commitment to pursue the mission and vision of the whole JBLF System.

The distinctive feature of the JBLFMU – Arevalo logo is the crossed anchor which is the predominant figure in the logo. It speaks of the institution's purpose, to train marine deck officers who shall man the merchant marine fleet of the world. The cross anchor, likewise, is reflective of the commitment and stability of the institution and its position in the advancement of the maritime profession.

The Iloilo Maritime Academy (the old name of the University) is retained in the JBLFMU – Arevalo logo to remind the new generation of the history of the institution.

Logo design and concept:

Mdpn. Ronald Legayada (1994)

THE JBLCF-BACOLOD LOGO



The unit logo adopts at its center the JBLF System logo. Its distinctive feature is the combination of the logo of the Arevalo and the Molo units since it is the unit that offers all programs offered by the JBLF System. It has Arevalo's **CROSSING ANCHORS** and Molo's **GEAR**.

The **CROSSING ANCHORS** speak the institution's purpose, to train marine officers who shall man the merchant marine fleet of the world. It is likewise reflective of the commitment and stability of the institution and its position in the advancement of the maritime profession.

The **GEAR** represents the growth and development. It also symbolizes all the components needed for quality.

The adoption of the System's logo at the center reflects the unit's commitment to pursue the mission and vision of the whole JBLF System.

Logo design and concept:

Recommended by the Executive Council Members and the Board of Trustees to make all departments properly represented.

THE JBLFMU-MOLO LOGO



The unit logo adopts at its center the JBLF System Logo. The System's logo at the center reflects the unit's commitment to pursue the mission and vision of the whole JBLF System.

Its distinctive feature is the **GEAR**. It represents growth and development. It likewise symbolizes the marine engineering program as well as the gear for all the programs of the JBLF unit. The gear also symbolizes the components needed for quality.

Logo design and concept:

Mr. Paterno B. Hierro Jr. (1994)

THE JBLF



The JBLF adopts the JBLF System logo. This is because it is under the direct management of the mother unit, the JBLF. It is headed by the director and provides training and upgrades prospective seafarers of the different shipboard functions and departments viz. deck, engine and steward. The courses it offers are in compliance with the training requirements of the -STCW 1978 Convention, [as amended; accredited by the Maritime Industry Authority, and certified by Bureau Veritas \(BV\) for ISO 21001.](#)

Its main objective is to provide competent and skilled graduates, trained and updated to world-class standards, ready and willing to join the ever challenges of the world merchant fleet as disciplined, committed and valued mariners. Equipped with the state-of-the-art facilities for maritime it maintains three venues for training - Molo Site at M. H. del Pilar Street, Molo, Iloilo City where theoretical instructions are carried out; Puerto Del Mar Site at Nueva Valencia, Guimaras for practicum training, [and at JBLCF-Bacolod, Bacolod City.](#)

**MEANING AND SYMBOLISM OF UNIFORM AND DIFFERENT
PARAPHERNALIA**

Be proud of your uniform and its significance!

COLLAR ANCHOR PIN	symbolizes the maritime profession
CLASS PIN	determines the rank of the cadet
NAME CLOTH / NAME PLATE	identification of the student's dignity and pride as a person
SHOULDER BOARDS with an ANCHOR or PROPELLER	symbolizes the department to which the students belong in the maritime profession and the corresponding responsibilities of their profession
PERSHING CAP	authority; symbol of an officer

ACADEMIC PROGRAMS AND ADMISSION REQUIREMENTS

BASIC EDUCATION

JUNIOR HIGH SCHOOL

Admission Requirements

1. Accomplished application form
2. Admission/Entrance Test

Requirements for Enrollment

1. Original Form 9 (Grade 6 Report Card)
2. Certificate of Good Moral Character
3. PSA Birth Certificate (Photocopy)
4. 1 x 1 ID Picture (4 pcs)

SENIOR HIGH SCHOOL

Academic Strand/Tracks

1. General Academic Strand (GAS)
2. Science, Technology, Engineering, and Mathematics (STEM)
3. Accountancy, Business and Management (ABM)
4. Humanities (HUMMS)
5. Pre-Baccalaureate Maritime Specialization (PBMS)
6. Technical-Vocational-Livelihood (TVL)-Maritime Specialization
7. Technical-Vocational-Livelihood (TVL) Track-Home Economics

Admission Requirements

1. Grade 10 Completer from a high school recognized by the government
2. Satisfactory marks on the basic subjects in the strand applied for
3. Ishihara Eye Test for Pre-Baccalaureate Maritime Specialization and TVL-Maritime Specialization
4. Medical Laboratory Examination for Pre-Baccalaureate Maritime Specialization
5. Senior High School Readiness Test/Admission/Entrance Test

Requirements for Enrollment

1. Original Form 9 (Grade 10 Report Card)
2. Certificate of Good Moral Character
3. Certificate of Junior High School Completion
4. Birth Certificate (PSA Photocopy)
5. Recent 1 x 1 ID Picture (2 pcs)

6. Original System Generated ESC Certificate (for ESC grantees only) or QVR Certificate (for Qualified Voucher Applicants only)

MARITIME PROGRAMS

PROGRAM	ACCREDITATION LEVEL STATUS
Bachelor of Science in Marine Transportation (BSMT)	PACUCOA Level IV
Bachelor of Science in Marine Engineering (BSMarE)	PACUCOA Level IV

Admission Requirements

1. Academic Qualifications:
 - a. Senior High School graduate
 - b. Students who graduated in High School on or before June 2016, may undergo bridging program for the general education component in order to ensure college readiness under the new higher education curricula (CMO No. 10, S. 2017).
 - c. First, second, third, fourth, fifth, sixth year college students under the old higher education curricula who stopped schooling and intend to re-enroll by June 2018. (CMO No. 10, S. 2017)
2. Form 9 (SHS Report Card)
3. Certificate of Good Moral Character
4. PSA Birth Certificate (Photocopy)
5. 2 x 2 ID Picture (2pcs)
6. Admission Test
 - a. IQ Test
 - b. Psychological Test (I.Q., Personality, Aptitude)
 - c. Math, Science and English Aptitude (Diagnostic/Entrance) Test
7. Physical and Medical Fitness Test
 - a. Good eyesight with normal color perception (passed Ishihara Test for Color Blindness)
 - b. Pass normal results of the routine Physical Examination which includes
 - CBC
 - Stool Exam/Fecalalysis
 - Urine
 - X-ray
 - c. Negative Hepa-B Test Result
 - d. Meet the requirements under Regulation 1/9, Section A-I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner:
 - have the physical capability, taking into account paragraph 5 below, to fulfill all

the requirements of the basic training as required by section A-VI/1, paragraph 2;

- demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms;
- have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board during the validity period of the medical certificate;
- are not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health and safety of other persons on board; and
- are not taking any medication that has side effects that will impair judgment, balance, or any other requirements for effective and safe performance of routine and emergency duties on board.

BUSINESS PROGRAMS

PROGRAM	ACCREDITATION LEVEL STATUS
Bachelor of Science in Customs Administration (BSCA)	PACUCOA Level III
Bachelor of Science in Cruise Ship Management (BSCSM)	PACUCOA Level III
Bachelor of Science in Hospitality Management major in Cruise Ship Services (BSHM-CSS)	
Bachelor of Science in Tourism Management (BSTM)	PACUCOA Level III

OTHER PROGRAMS

Bachelor of Technology and Livelihood Education
major in-Home Economics (BTLED-HE)

JBLCF - Bacolod

Bachelor of Science in Criminology (BSCRIM)

JBLFMU- Arevalo

Admission Requirements

1. Senior High School Graduate
2. Form 9 (SHS Report Card)
3. Certificate of Good Moral Character
4. PSA Birth Certificate (Photocopy)
5. 2 x 2 ID Picture (2pcs)
6. Passed the Entrance Exam
7. Good scholastic record as reflected in the Form 10/ Transcript of Records, or its equivalent transfer eligibility duly signed by the Principal or Registrar of the school last attended.
8. Certificate of Good Moral Character
9. Hepa-B Test (HRM and CSM)
10. Chest X-ray

Note: *Registration or enrollment in absentia for all First Year students or transferees is not allowed.*

TESDA COURSES

Courses Offered:

- Shielded Metal Arc Welding NC I
- Shielded Metal Arc Welding NC II
- Cookery NC II
- Food and Beverage Services NC II
- Bartending NC II

Admission Requirements:

High School Graduate/High School Level

1. Form 9
2. High School Diploma (Original)
3. Good Moral Certificate
4. NCAE or YP4SC Result (Original)

College Level/Undergraduate

1. Transcript of Records
2. Certificate of Good Moral Character (Original)
3. College/High School Diploma (Original)
4. Certificate of Training
5. Drug Test Certificate issued by DOH-accredited hospital or clinic
6. Medical Results

TESDA enrollees are required to submit the following:

1. White long folder with plastic cover
2. Original PSA Birth Certificate
3. Original Barangay Clearance
4. 9 pcs. Passport Size picture TESDA standard with collar and white background
5. 2 pcs. 1x1 picture with collar and white background
6. Original Police Clearance/NBI Clearance
7. Health Card/DOH Certificate

ENROLMENT PROCEDURE

Enrolment for New Students

1. Issues Enrollment Checklist

Medical Clinic issues Enrollment Procedure.

2. Assigns Student Number

Information System / MIS encodes data for student profile.

3. Gathers Credentials

Guidance Office:

- a. Checks and receives photocopies of credentials
- b. Collects 2x2 ID picture

4. Registers with NSTP

NSTP registers student in either:

- a. ROTC
- b. CWTS
- c. LTS

5. Collect Down Payment & Prints Registration Form

Treasury receives down payment and prints registration form with subject enrolled.

6. Gathers all Requirements and Approves Official Enrollment

Office of the Registrar checks and gathers the following documents:

- a. Form 10 for high school graduate or Certificate of Transfer Credentials for transferee
- b. PSA Live Birth
- c. Medical/Psychological Results
- d. Enrolment Checklist/Procedure
- e. Registration Form
- f. 2x2 ID Picture

7. Issues ID

MIS takes picture and Issues ID.

8. Request for Changing, Dropping, Subjects Adding, and Withdrawal of Subjects

Enrolment for Old Students

1. Submit Grades

Dean's Office issues grades, Student complies deficiencies, if any.

2. Evaluates Credited Subjects

Students on probation shall sign probationary form.

Students who do not meet the retention requirements shall be denied admission.

3. Undergoes Physical Examination

(If not in a Maritime Program, proceed to next step.)

Students who do not comply with medical requirements shall be denied admission.

4. Issues Enrolment Procedure

Medical clinic issues enrolment procedure.

5. Appraises Subject Loads

Dean's office appraises and determines subject loads/sequence. Registrar approves request for overloads, if any.

6. Verifies Old Accounts

Accounting office verifies old accounts.

7. Collects Down Payment and Prints Registration Form

Treasury receives down payment and issues registration form with subjects enrolled.

8. Gather all Requirements and Approves Enrolment

Registration checks and receives the following:

- a. Registration Form and credentials
- b. medical results
- c. enrolment procedure/checklist

Registrar approves official enrolment.

9. Issues/Renews ID

MIS renews ID.

10. Request for Changing, Dropping, Adding, and Withdrawal of Subjects

Enrolment for Transferees

Accredits Subjects

1. Dean's office:

- a. accredits subjects taken from other schools, if any
- b. appraise and determine pre-requisite subjects and subject loads

2. Undergoes Medical/Physical Examination

(If not in a Maritime Program, proceed to next step.)

Students who do not comply with medical requirements shall be denied admission.

3. Issues Enrolment Procedure

Medical clinic issues enrolment procedure.

4. Assigns Student Number

Information System / MIS encodes data for student profile.

5. Gathers Credentials

Guidance Office:

- a. Checks and receives photocopies of credentials
- b. Collects 2x2 ID picture

6. Collects Down Payment and Prints Registration Form

Treasury receives down payment and prints registration form with subject enrolled.

7. Gather all Requirements and Approves Enrolment

Office of the Registrar checks and gathers the following documents:

- a. Form 10 for high school graduate or Certificate of Transfer Credentials for transferee
- b. PSA Live Birth
- c. Medical/Psychological Results
- d. Enrolment Checklist/Procedure
- e. Registration Form
- f. 2x2 ID Picture

8. Issues ID

MIS takes picture and Issues ID.

9. Request for Changing, Dropping, Adding, and Withdrawal of Subjects

ACADEMIC MATTERS

ACADEMIC REGULATIONS

Transferees

All transferees from other schools with acceptable average grade and have met the entry requirements are qualified to enroll.

Cross Enrolment

Cross enrollment is allowed only for graduating students whose requisite subjects are not currently offered in the Unit subject to approval of the Dean and the Registrar.

Foreign Students

As per Manual of Regulations for Private Schools, 4th. Edition, p. 133, “no student coming from a school in a foreign country shall be admitted without the prior authority from the Commission on Higher Education (CHED) for college students and the Department of Education (DepEd) for the high school students”. In addition to the conditions for admission of a foreign student into any degree program provided by law and the policies and rules of the Commission, it must be shown that the foreign student has the means sufficient to support his education or

study in the Philippines (Sec. 82, p. 61 of the CHED Manual of Regulations for Private Higher Education, 2008).

Summer Classes and Summer Studies in Other Institutions

A summer class is open to irregular students who have failed courses in the previous semester or to those who wish to take advance courses with the intention to become a regular student or to graduate on the succeeding semester.

Only a maximum load of nine (9) units is allowed.

Crediting of Subjects

Crediting of courses earned from the previous school shall be governed by the following guidelines:

- a. Only courses which are similar or strongly akin to the course title/ description and units required of the program must be credited;
- b. For Maritime Program, at least Level I accredited status of the program from the school of origin. Failure to meet this requirement shall be governed by the “Back to Zero” policy.

Subject Loads

1. Full Load

A full load means taking the number of units prescribed in the curriculum for the semester

2. Overload

Upon discretion of the Higher Education Institution, a graduating student maybe allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term (Sec. 92, p. 66 of the CHED Manual of Regulations for Private Higher Education, 2008).

Pre-requisite Subjects

Courses with pre-requisite must be taken in correct sequence. Any violation of this regulation shall not earn any credit.

As a general rule, a student shall not be permitted to take any advanced courses until he/she has satisfactorily passed the prerequisite course/s). However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the conditions as follows:

- a. when the pre-requisite is a repeated subject;
- b. when the student has superior scholastic standing;
- c. when a student is graduating at the end of the school term; and
- d. when it is approved by the Dean or any authorized academic (Sec. 91, p. 65 of the CHED Manual of Regulations for Private Higher Education, 2008).

Adding, Changing, and Dropping of Subjects

Changing, dropping, and adding of courses shall be done on the last two days of the second

week of the official start of classes for justifiable reasons. Valid reasons include changes in schedules of subjects resulting in conflicts, failure in prerequisite subjects, and other similar reasons.

Likewise, withdrawal of enrolment shall be done within two weeks after the start of official classes for justifiable reason/s.

A “Changing, Dropping, Adding, and Withdrawal Form” shall be used with the approval of the Dean of the department or college where the student belongs with copy furnished to the Registrar’s and Accounting’s offices.

Retention Policy

(Applicable to Tertiary Programs only; Basic Education Programs, please refer to specific DepEd guidelines)

Any student except graduating who has three (3) failing grades at a time (i.e. within a semester) will not be allowed to continue the program.

Students with failing grade/s shall be deloaded equivalent to the number of course credit units that he/she failed. “Dropped” mark shall not be considered as a ground for deloading of units enrolled.

However, any unit or department, upon its discretion, can raise its retention scheme, but could not lower it below the minimum requirements.

Attendance and Tardiness

A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term shall FAIL and earn no credit for the course or subject except in the instances as follows:

When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping-up with lessons, assignments and examination. A faculty member may exempt a student who incurs absences beyond the twenty percent (20%) limit, but with the approval of proper school authority (Section 101, p. 69 MORPHE 2008).

- a. Students are expected to attend all classes regularly. When absent, the student is responsible for all activities and assignments given during his/ her absence.
- b. Students shall be required to submit an appropriate output on the topic missed regardless whether the absence is excused or unexcused.
- c. Students who were sick and treated at home must inform the Office of the Dean or the Guidance Office by all means.
- d. All absentees must present a Letter of Excuse signed by the parents/ guardians or must secure a medical certificate to be presented to the instructor concerned. It is discretionary on the part of the instructor to consider an absence excused or unexcused.
- e. Tardiness is not tolerated. A late of more than 15 minutes in the first period class is considered absent. Class hours missed due to late registration are considered as absences. Anyone who leaves the room without permission is also considered absent.

Policy on Examinations

Quizzes

Quizzes are formative short pre or post lesson evaluations designed to determine the students' progress at the end of the topic or unit, and their readiness for the next lesson or module.

It may also be given to determine the self-learning progress of the student when homework, assignments and researches, or self-study have been required.

These indicators are appreciated by the teacher and are made part of the grade of the student for the period.

Quizzes or formative test should be given at least three times per periodical term to ensure proper monitoring of students' learning.

Periodic Examination

Periodic examinations are summative tests used to monitor learning outcomes. For the regular term, there are three periodic examinations and grading periods; the Prelim, Midterm, and Finals. Unit or chapter test may also be considered as component of summative tests.

During summer term, only midterm and final examinations are given or required. Such examinations are scheduled and are reflected in the school calendar. The schedule should be observed in consideration of the students' study load.

An examination permit, which is secured from the Accounting Office, is required for every periodic examination. This is to be presented to the examination proctor of every subject.

Please refer to the respective Program Manuals for a specific work process.

Special Examinations

Special examinations are given to students who, for valid reasons, failed to take the scheduled periodic examinations. It is scheduled one (1) week after the regular examination dates.

Unless for exceptional cases, no examination will be given other than the regular and the special schedules.

Special examinations are given by the faculty concerned. If for any valid reasons, the faculty is unable to give the special examination, the Dean, the Program Head, the Subject Area Head, or teacher in-charge of the faculty concerned shall administer the test, in that order.

Completion Examinations

Completion examinations are given to college students who failed to take the final examination for justifiable reasons.

Usually an incomplete (INC) mark can be processed anytime the student is prepared to take the completion examination within one year. An INC mark automatically becomes a failing mark after one academic year.

To process the completion of incomplete grade, a form is requested from the Dean's Office, filled-up properly and the established routing is followed. The Dean's Office shall give the student his/her examination and the result will be duly recorded and indicated in the form.

Results of special or completion examinations can be made available only after they are properly recorded and noted by the Dean.

HANDLING OF COMPLAINTS AND APPEALS

Complaints and Appeals

A course of action in resolving complaints/appeals is created in earnest desire for the stakeholders for their awareness and to make preferable discernment in future circumstances. Information is disseminated in order to clarify and guide. The SAS Head shall be responsible for ensuring that the said processes are being followed and all related documents are filed for traceability.

Procedure in Resolving Complaints

Complaints are categorized as:

1. Academic - complaint related to grades and other related academic concerns
2. Behavioral – complaint or violations of the norms of conduct and discipline of the students and other related behavioral concerns.

The Guidance Counselor shall be responsible for monitoring and ensuring that proper action has been taken on the complaints and the complainants are informed of the results.

If complaint is academic in nature:

<u>STEPS</u>	<u>AUDIT EVIDENCE</u>	<u>PERSON RESPONSIBLE</u>
<u>1. Fills up Complaint Form / submits complaint letter (online/walk-in) at the Guidance Office within 5 working days from the commission of the act or grades were received.</u>	<u>Complaint letter or Duly accomplished complaint form</u>	<u>Complainant</u>
<u>2. Complaint is recorded or logged to monitor/track trends of cases.</u>	<u>Record book</u>	<u>Guidance Counselor / Head of Discipline</u>
<u>3. The Guidance Counselor duly noted by the SAS Head forwards the complaint to the Office of the Deans and or the Principal for conciliatory mediation within 2 days upon receipt.</u>	<u>Complaint letter or Duly accomplished complaint form</u>	<u>Guidance Counselor</u>
<u>If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded to the Office of the Administrator.</u>	<u>Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor</u>	<u>Deans/Principal</u>
<u>4. If no settlement is reached, the case is forwarded to the Office of the Registrar for further arbitration.</u>	<u>Complaint letter or Duly accomplished complaint form</u>	<u>Deans/Principal</u>
<u>The Program Heads, Guidance Counselor, UQA Manager, Dept. Heads (if need be) and chaired by the Registrar shall comprise the committee.</u>	<u>Minutes of the meeting</u>	<u>Committee</u>

STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded within 2 working days to the Office of the Administrator.	Settlement Form 1 copy complainant 1 copy Registrar 1 copy Administrator 1 copy Guidance Counselor	Registrar, Chair of the Committee
5 If no settlement is reached, the case is forwarded to the Office of the Administrator within 3 working days. The Administrator decides on the matter, and if settled, the case is considered closed and a settlement form is signed by both parties.	Minutes of the Meeting Findings and Recommendations of the Committee Minutes of the Meeting Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor	Registrar, Chair of the Committee Administrator
6 If no agreeable resolution is reached, an appeal to the CEO can be made. The CEO shall make the final decision on the matter.	Appeal Letter Settlement Form	Complainant CEO

If complaint is behavioral in nature:

STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
1. Fills up Complaint Form / submits complaint letter (online/walk-in) at the Guidance Office within 5 working days from the commission of the act	Complaint letter or Duly accomplished complaint form	Complainant
2. Complaint is recorded or logged to monitor/track trends of cases.	Record book	Guidance Counselor
3. The Guidance Counselor duly noted by the SAS Head forwards the case to the Office of Discipline for conciliatory mediation within 2 working days upon receipt. If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded to the Office of the Administrator.	Complaint letter or Duly accomplished complaint form Settlement Form 1 copy complainant 1 copy Head of Discipline 1 copy Administrator 1 copy Guidance Counselor	Guidance Counselor Head of Discipline
4. If no settlement is reached, the case is forwarded to the Chairman of the conduct Board for further arbitration. If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded within 2 working days to the Office of the Administrator.	Complaint letter or Duly accomplished complaint form Settlement Form 1 copy complainant 1 copy Head of Discipline 1 copy Administrator 1 copy Guidance Counselor	Administrator Chair of the Conduct Board Committee

STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
<p>5 If no settlement is reached, the case is forwarded to the Office of the Administrator within 3 working days.</p> <p>The Administrator decides on the matter, and if settled, the case is considered closed and a settlement form in 4 copies is signed by both parties.</p>	<p>Minutes of the Meeting Findings and Recommendations of the Committee</p> <p>Minutes of the Meeting Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Registrar, Chair of the Committee</p> <p>Administrator</p>
<p>6 If no agreeable resolution is reached, an appeal to the CEO can be made.</p> <p>The CEO shall make the final decision on the matter.</p>	<p>Appeal Letter</p> <p>Settlement Form</p>	<p>Complainant</p> <p>CEO</p>

Policy on Cheating

Honesty and integrity in the conduct and taking of examination is strictly adhered to. As such, policies on and consequences of cheating are discussed as part of the class orientation and classroom guidelines at the start of every semester. All cases of cheating shall be reported to the Dean of the College being the Head of the Cheating Mediation Committee.

For classroom/formative tests, the course instructor reports the cheating incident to the Dean, who will then call the erring student for investigation. If the instructor and the student agree on the sanction in the presence of the Dean, their agreement shall be documented and carried out. However, if they could not settle amicably, the case shall be referred to the Mediation Committee for deliberation. For cheating during periodic/summative examination, the incident shall be reported by the proctor using the Cheating Incident Report Form, in which the case shall directly be referred to the Mediation Committee. For cheating incidents to be deliberated by the Mediation Committee, the parents/guardian of the erring students are informed accordingly and invited during the deliberation.

Results of the committee deliberation shall be documented and shall form part of the students' record.

Mediation Committee on Cheating Incidents

Chairman: Dean of the College

Co-chair: SAS Head

Members:

- Program Head/Course Area Head
- Head of Discipline
- Course Instructor
- Examination Proctor
- President, Department Student Executive

GRADING SYSTEM

(For the High School Department, please refer to their student handbook)

The performance of the student is marked after each grading period. Every periodic examination constitutes one grading period. The grade of the students for every grading period is based on his/her scholastic performance. An instructor may conduct a removal examination/re-sit if he/she finds that the results need reconfirmation or revalidation.

Copies of periodic grades are available at the Dean's Office, ten (10) calendar days after the regular examinations. However, instructors are required to announce the results directly to the students.

GRADING SYSTEM FOR MARITIME PROGRAMS

Bases for Grading

The bases for grading of students is based on JCMMC 01, s. 2023, section 31.2 which states that, "The final grade or rating given to a student shall be based solely on scholarly performance in any course. Any adjustment or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Any final grade given to a student may be reviewed in accordance with institutional academic processes".

Scholarly performance is measured by using the following components:

1. Lecture Component
 - a. Written Examinations
 - b. Oral Examinations and
 - c. Research works
 - d. Outputs such as project, portfolio, and others
2. Laboratory Component
 - a. Scientific and Technical Experiments
 - b. Demonstration of competences acquired

Components for Grading

- **Formative Tests:** Quizzes, Classroom Activities (Recitation/ Seatwork/ Boardwork /Assignments / Projects/ Portfolios), Research Work
- **Summative Tests:** Prelim, Midterm and Final Examinations
- **Laboratory:** Experiments, Performance Tasks/Demonstration of Competence

Bases for Grading of Non-Laboratory Subjects

<u>Components for Grading</u>	<u>Weight of the Components</u>
Formative Tests	40%

Summative Tests	60%
Total	100%

Bases for Grading of Lecture with Laboratory Subjects

Components for Grading	Weight of the Components
Formative Tests	28%
Summative Tests	42%
Laboratory	30%
Total	100%

Bases for Grading of Physical Education (PE) Subjects

Components for Grading	Weight of the Components
Formative Tests	12%
Summative Tests/ Practical Activities	18%
Laboratory/ Practicum	70%
Total	100%

Bases for Grading a Research Subjects

Components for Grading	Weight of the Components
Formative Tests (Quizzes, Required Outputs)	30%
Summative Tests/ Output	70%
Total	100%

Computation of Grades

Formula for the Computation of Final Grade

Regular Contact Courses

Final Grade = (Prelim (20%)) + (Midterm (30%)) + Tentative Final (50%))

Modular/e-Learning Courses

Final Grade = ((Midterm (40%)) + Tentative Final (60%))

Computation of Final Grade in Research Course

Components for Final Grade	Weight of the Components
Tentative Final Grade	50%
Research Output	50%
Total	100%

Summer Grade

Final Grade = ((Midterm (40%)) + Tentative Final (60%))

Percentage (%) is used in determining and expressing a student's raw score in every examination. The table shows the range of percentage marks and their corresponding point grade equivalents.

Percentage Grade	Descriptive Rating	Point Grade
97-100%	Outstanding	1.00
94-96%	Excellent	1.25
91-93%	Very Superior	1.50
88-90%	Superior	1.75
85-87%	Very Good	2.00
80-84%	Good	2.50
75-79%	Fair/Passed	3.0

Below 75% - 5.00

INC – Incomplete

Drpd – Dropped

NG – No Grade

W – Withdrawn

GRADING SYSTEM FOR BUSINESS PROGRAMS

Computation of Grades

Regular Semester

Prelim 100%

Midterm 100%

Tentative Finals 100%

Final Grade 20% (Prelim) + 30 (Midterm) + 50% (Tentative Finals)

Summer Classes

Midsummer 100%

Tentative Finals 100%

Final Grade 40% (Midsummer) + 60% (Tentative Finals)

The passing score of Lecture (Knowledge-based) is 60% while that of the Laboratory (Skills-based) is 75%.

Computation of Grades for BS Cruise Ship Management

Lecture Subjects

CLASS STANDING	20%
ASSESSMENT TASK/S	
• Quiz and other assessments	40%
• Periodic Exams	<u>40%</u>
TOTAL	100% (Note: Passing Grade is 75%)

Laboratory Subjects

CLASS STANDING	20%
LABORATORY	30%
ASSESSMENT TASK/S	
• Quiz and other assessments	25%
• Periodic Exams	<u>25%</u>
TOTAL	100% (Note: Passing Grade is 75%; 85% for Practicum)

Grading Remarks

Incomplete (INC)

An Incomplete (INC) grade/remark is given for non-compliance of course requirements or failure to take the final examination.

Students may take the final examination and/or comply with certain requirements within one (1) year after the date of the final examination.

If the student fails to complete his/her deficiencies within one (1) year, the “INC” mark automatically becomes a “FAILED” mark.

A student with such deficiency shall not be allowed to take the succeeding subject/s in which the subject with “INC” mark is a pre-requisite.

A student is charged a completion fee per subject for the completion of his/her requirements or for the examination.

Dropped (DRPD)

A “DROPPED” mark shall be given to a student who officially drops the subject due to justifiable reasons before the Midterm examination.

A student is not allowed to drop a subject after he/she has exceeded the allowable number of absences. A failing grade shall be given.

Dropped subjects are treated as academic deficiencies and places a student under pertinent policies on retention and admission.

Withdrawn (WDN)

This is applied to students who have officially withdrawn their enrolment any time

before the end of the registration/enrolment period or within thirty (30) days after the start of classes for valid reasons. A remark of “Withdrawn” shall be reflected in the grade sheet.

Withdrawals in the middle of the semester for justifiable reasons may also be allowed. Such withdrawals shall be supported by an official letter subject to the approval of the Dean in consultation with the teachers and with their parents/guardians’ consent for students. In this case, a remark of “Withdrawn” shall be also reflected in the grade sheet, so as not to deprive the student of an academic award.

SEAGOING SERVICE FOR BSMT AND BSMARE PROGRAMS

Onboard training (OBT) is an integral component of the maritime education and training programs. It is a pre-requisite for the assessment of competence required for certification as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Regulation II/1 and as Officer in Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more under Regulation III/1 of the STCW Convention, 1978, as amended.

The Onboard Training and assessment of students shall be administered, monitored and supervised by the Onboard Training Supervisor with the provisions of Annex F, “Revised Guidelines on the Implementation of Onboard Training Requirement” as per JCMC 01, s. 2023. [However, affidavit of undertaking duly notarized should be executed once the student opt not to pursue the OBT.](#)

ENROLMENT OF THE SHIPBOARD TRAINING BEFORE EMBARKATION

1. Submits required documents

Transcript of Records for Shipboard Training Purposes, CAR certification, Certificate of attendance in SBT, TRB, DJ orientation, and other pertinent documentary requirements.

2. Enrolls shipboard training

Students pay down payment for shipboard enrolment; OTS facilitates insurance for domestic shipboard training.

3. Acquires TRB/DJ Reports for final briefing

Cadet is re-oriented on requirements for shipboard training and monitoring

4. Embarks for shipboard training

Parents/Guardians are informed to furnish OTS copies of pertinent documents.

EDUCATIONAL TOURS AND FIELD TRIPS

College of Business

The College of Business has included educational tours, navigational trips and field trips in

the curricula in order to broaden the student's learning opportunities and feel of the real world.
Refer to specific syllabus for each program.

Rules and Regulations for Educational Tours, Navigational Trips and Field Trips

An educational tour, a navigational trip or field trip is an opportunity to explore new places, ideas and cultures. It broadens students' learning opportunities and gives them a feel of the real world. The fun and adventure of travel is experiencing different ways of eating, living, thinking and working. Because of these differences, and for the safety of students, JBLFMU-Molo has set some important rules and guidelines in compliance to pertinent CHED and DepEd policies and guidelines.

Pre-Departure Orientation Seminar (PDOS)

All students and faculty-in-charge are required to attend a pre-departure orientation seminar to be conducted by the concerned Program head and/or OTS/ OJT Coordinator together with the travel agency handling the tour.

The following will be taken up:

- rules and regulations for educational tours, navigational trips and field trips
- tour/trip itinerary
- risk assessment and emergency procedure
- learning journal and trip evaluation to be accomplished by students
- assessment report to be submitted by faculty-in-charge

All students are required to submit their:

- medical release from duly signed by parents and,
- duly notarized parent/guardian consent on or before the pre-departure orientation seminar.

Groupings of students and their respective faculty-in-charge will be set. Bus seating, cabin or bunk on the ship, and hotel rooms will likewise be assigned as applicable.

Students who cannot join the educational tours, navigational trips and/or field trips shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieve other learning objectives. (CMO 17, series of 2012, Article V, Section 8, CMO No. 63, Series, 2017)

Ship, Airplane, and Bus Behavior

All students participating in the tour are expected to follow the norms of conduct and discipline of JBLFMU-Molo and the carrier whether it is a ship, an airplane or a bus. Safety and security is of utmost importance, thus travelling under the influence of alcohol, smoking, gambling and carrying/possession of weapons are strictly prohibited. Cleanliness must be

observed at all times. The ship, airplane, bus and terminals must be kept neat and clean. All garbage shall be disposed of in an appropriate manner. Unruly behavior will not be tolerated. Noise should be kept to a minimum so other passengers will not be disturbed. A student will be held responsible for any all damage he/she causes. Every student has an assigned seat or bunk or room/cabin. They are advised to be in their assigned area whenever the faculty-in-charge makes a headcount or conducts room inspections.

Hotel Behavior

Students must treat their hotel room with respect and keep it neat. Occupants of the room will be held responsible for any and all damage to the room they are using. Be mindful of noise in hotels, especially at night. Do not run in the hallways or slam doors! Other guests are trying to sleep. Except with the expressed permission of the faculty-in-charge, no student is allowed to leave the hotel grounds for any reason, or use the hotel pool, hot tub or sauna.

Lost or Stolen Items

Students are responsible for their own belongings. Keep all valuables with you at all times. Report any missing items directly to the manager of the facility in which you think the item was lost or stolen.

Staying Together

It is imperative that students stay together at all times. No one may go anywhere alone for any reason whatsoever. It is of the utmost importance that your faculty-in-charge knows where you are at all times. Remember you are a part of group. Always be on time for scheduled activities and departures. It is unfair to keep others waiting and you don't want to miss a thing!

Breaking out in Smaller Groups

There are certain parts of your tour when your faculty-in-charge may permit you to break off into smaller groups. If that is allowed, you must stay in groups of at least three or four. The faculty-in-charge will also give explicit instructions as to where and with whom you are going and on the time and place of your return.

Family Visits

Should you wish to visit a family member or friend while on tour, a letter signed by your parents or legal guardian must be in the possession of your faculty-in-charge at the time of the proposed visit. Your faculty-in-charge must also agree to this visit. In all other instances you are expected to take your meals with the group and to participate in all activities. In no case is anyone allowed to sleepover with the relatives. Everyone is expected to strictly follow curfew.

Curfew

All students are required to be in the hotel rooms at a time to be determined by the faculty-

in-charge.

Use of Official Transportation Only

Other than the official ship, airplane, bus or vehicle to be used during the tour or trip, it is not permissible for any student to use private automobile or other carriers during the tour.

Alcohol or Controlled Substances

Any student possessing or using alcohol, or drugs or weapons of any sort will be subject to disciplinary action as determined by the Conduct Board.

Common Sense and Courtesy

You must be mindful of your own safety and well-being throughout the tour and use your own good judgment at all times. You are responsible for your possessions as well as for your behavior and will be held accountable for them.

Debriefing and Submission of Post-Tour Requirements

All tour participants are required to attend the debriefing session and submit filled-up learning journal an evaluation of the trip.

Note: There rules are the minimal guidelines for your trip. Your faculty-in-charge might have additional regulations as well. Except as otherwise stated above, an infraction of the above rules will generally result in a text message to the student's parents and/or filing of a complaint before the conduct board when gravity of the infraction so dictates. Further infractions may result in the student being sent home at parental expense.

GUIDELINES ON CURRICULAR AND NON-CURRICULAR OFF- CAMPUS ACTIVITIES

To supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with the specific degree program requirements, JBLFMU conducts Off-Campus activities.

Local

The activities shall include but not limited to the following:

A. Curricular

- Educational Tours / Field Trips
- Participation and / or attendance in degree program-relevant events
- Field study / experiential learning / related learning experience

B. Non-Curricular

- conventions, seminars, conferences, symposiums, trainings, team building retreat, recollection, and the like
- volunteer work including peer helper programs, relief operations, community outreach and immersion
- advocacy projects and campaigns
- participation in sports activities
- activities initiated by recognized various student groups
- interschool competitions/tournaments or
- culture and arts performances and competitions

Policies and Guidelines on Local Off-Campus Activities (CMO No. 63, Series of 2017)

1. The institution shall designate a personnel-in-charge (PIC) with appropriate qualifications and experiences related to off-campus activities. PIC must be an employee of the Institution. He /she must have an appropriate first-aid and medical emergency training from an accredited service provider.
2. Consultation to concerned students, parents and faculty on the finalization of activities, destination, schedule of activities and fees. This is not applicable to BSMT and BSMarE navigational trips.
3. The PIC shall prepare a risk assessment and emergency preparedness plan.
4. Ensure a 1:35 up to 1:50, PIC to student ratio for the curricular activities.
5. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - Owned vehicle – must have valid and updated registration and insurance coverage. The driver must have an updated and valid driver’s license and roadworthiness assurance.
 - Third party or sub-contracting – must have updated/valid documents of registration, insurance coverage. The driver must have an updated and valid driver’s license and roadworthiness assurance. LTFRB franchise must be updated and valid. Travel and Tour Operator must be duly accredited by the Department of Tourism.
6. Students should be required to submit a written consent of parent/s or guardian and medical clearance, if appropriate.
7. The faculty in charge must provide parallel activities for curricular activity that can provide a similar knowledge and/or competencies to students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities.
8. Students or learners with special needs shall be given due consideration.
9. Conduct of off-campus activities shall not duly benefit or accommodate any establishments owned by the Institution or CHED employees and officials or an owner who is a relative within the third civil degree of consanguinity or affinity.
10. The destination and schedule of off-campus activities should be relevant to the subject

matter and practicability should be considered in deciding for the destination. (CMO No. 11 s.1997).

11. Level II accredited programs are exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance duly notarized, certified correct by the PIC, recommending approval by the dean and duly approved by the Administrator, 15 days before the activity.
12. Submission of reports to CHED shall not be required for non-curricular off-campus activities and field study/experiential learning / related learning experience activities. However, posting of activities in conspicuous places and university's website is required.
13. Imposition of sanctions for non-performance or violation of rules and regulations should be in accordance with the school policies.

Requirements

Steps	Audit Evidence	Person Responsible
A. Before the off-campus activity	Curriculum, Syllabus	Dean
1. Curriculum – should include the off-campus activity with corresponding unit credit and time allotment whether lecture or laboratory hours, specifying course title and unit credit.		
2. Consent of the parents or student's guardian duly notarized / subscribed.	Duly notarized / subscribed consent	PIC
3. Medical clearance of the student – if appropriate only, duly signed by the school physician.	Medical clearance	School physician
4. Designated PIC – designated by the program head duly approved by the dean and administrator. The designation must include the PIC's role and responsibilities before, during and after the off-campus activity.	PIC appointment	Administrator
5. The institution must provide a complete first-aid kit	First-aid kit	PIC
6. Approved fees should have a breakdown of fund.	Schedule of fees	Accounting
7. Insurance provision either	Insurance policy	Accounting

Steps	Audit Evidence	Person Responsible
group or individual.		
8. Transportation owned or franchised.	With updated and valid documents <ul style="list-style-type: none"> • drivers' license • updated vehicle registration • insurance coverage • assurance of road worthiness • certificate from LTFRB • travel and tour operator certificates by DOT • certification from LTFRB if transportation is out of route 	PIC
9. The Institution must coordinate with LGUs / NGOs.	Copy of letter sent to LGUs/NG and the acknowledgement letter	PIC
10. Pre-departure Orientation Seminar (PDOS).	Minutes and attendance sheets	PIC
11. Letter to parents, students, and faculty companion shall be given one month before the scheduled date.	Letter to parents, students and faculty companion	PIC
12. Appointment letter and conformed by the PIC. Or confirmed?	Conformed appointment letter	Administrator/HR
13. Itinerary and handy information materials and standard format of learning journal for/to students.	Brochure, schedule of activities	PIC
14. Emergency Preparedness Plan for students and stakeholders.	Emergency Preparedness Plan	PIC/Safety Officer
B. During the off-campus activity		
1. List of PICs and attendance.	Attendance sheet	PIC
2. List of students and/or attendance.	Attendance sheet	PIC

Steps	Audit Evidence	Person Responsible
3. Contract of service with the third party.	Contract	PIC/ Administrator
4. Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	Program of activities	PIC
C. After the off-campus activity	Learning journal	PIC
1. Duly filled-up Learning Journals of students.		
2. Assessment report by the faculty including the breakdown of expenses.	Assessment Report and liquidation	PIC
3. Report on debriefing program conducted.	Debriefing Program Report	PIC

POLICIES AND GUIDELINES ON STUDENT INTERNSHIP ABROAD PROGRAM (CMO No. 22, Series 2013)

To ensure the safety and well-being of students while providing those learning opportunities and cross-cultural training and skills enhancements in reputable companies and establishments in various parts of the world guiding principles are determined.

Student Requirements:

1. He/She must be a Filipino and a bonafide student of John B. Lacson Maritime University.
2. For BS degree, he/she must have completed 75% of professional units or graduating student.
3. The student with associate degree must at least have 50% of total credit units.
4. The student must have passed the pre-practicum/internship requirements.
5. The student must have passed the physical and psychological examinations as certified by DOH accredited clinics or hospitals.
6. The student must have the written consent from parents/guardian.

Student Responsibilities:

1. The student must sign and comply with the provisions of the internship contract, including the rules and regulations of the CHED, the school, and Foreign Host Establishment /

Organization;

2. The student undergoes the required orientation internship program conducted by JBLF and FHE/O;
3. The student must report personally to the Visa or Consular Officer of the nearest Philippine Foreign Service Post within a week upon arrival;
4. The student must keep a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on a monthly basis to the faculty member or any authorized coordinator.
5. He/she must complete the agreed duration of his/her internship.
6. He/she must submit to the school the terminal report and other school requirements upon completion of the internship training; and
7. He/she must report to CHED through the nearest Philippine Foreign Service Post any complaints or grievances.

Parent/guardian Responsibilities:

1. The parent/guardian must co-sign the Internship Contract to manifest approval or consent.
2. He/she attend the pre-departure seminar or orientation together with the student.

Violations of student:

1. Any act in violation of the school's rules and regulations;
2. Any act in violation of the FHEs/Os rules and regulations in accordance with the internship program; and
3. Any act in violation of the laws of the host country.

Sanctions:

Any violations made by the student maybe subjected to sanctions in accordance with the school's rules and regulations.

ACADEMIC HONORS AND AWARDS

To qualify for academic honors, a student must obtain a General Weighted Average (GWA) grade of at least 85% with no grades lower than 85% in any of his/her academic course, and 80% in NSTP.

A committee on Honors and Awards is created as part of graduation committees to handle the computation and deliberation of high performing students.

The complete list of special awards for graduating and non- graduating students, its criteria and the manner of computation are found in Honors, Awards, and Citations Manual.

Graduation Honors are given to graduating students who completed 100% of the required subjects of the program in the college.

The appropriate graduation honors, the prescribed general weighted average grade, and the

minimum final rating in any subject for the entire duration of the course, shall be:

- a. **SUMMA CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 95% - 100% with no grades lower than 93% in any of his/her subjects.
- b. **MAGNA CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 90% - 94.9% with no grades lower than 90% in any of his/her subjects.
- c. **CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 88% - 89.9% with no grades lower than 85% in any of his/her subjects.

For students with Completed Academic Requirements (CAR), the equivalent distinctions shall be used:

- a. **WITH HIGHEST HONORS** – the candidate must have a General Weighted Average (GWA) grade of 95% - 100% and above with no grades lower than 93% in any of his/her subjects.
- b. **WITH HIGH HONORS** – the candidate must have a General Weighted Average (GWA) grade of 90%-94.9% with no grades lower than 90% in any of his /her subjects.
- c. **WITH HONORS** – the candidate must have a General Weighted Average (GWA) grade of 88% - 89.9% with no grades lower than 85% in any of his /her subjects.

ISSUANCE OF ACADEMIC RECORDS

1. Secures Request Form

Registrar's office issues request for school records form

2. Process Clearance

Cleared by the following offices:

- Deans Office
- Library
- Laboratory
- Publication
- Alumni
- Accounting
- Treasury

3. Secures Statement of Accounts

Accounting office assesses fees and issues statement of accounts

4. Pays Account

Office of the treasury issues official receipt

5. Submits Request for School Records

Registrar's office checks and verifies student's records and schedules its release

6. Releases Records

Registrar's Office releases records

TUITION FEES AND OTHER FINANCIAL MATTERS

POLICY ON REFUND

A student who transfers or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other schools fees in full or for any length longer than one month, maybe charged twenty-five percent (25%) of the total amount due for the term if he withdraws within the first week of classes, or fifty (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.

INSURANCE PLAN

Scope and Coverage

- Accidental Death & Disablement Permanent & Total Disability Unprovoked Murder & Assault Motorcycling Cover
- Medical Reimbursement due to Accident Burial Benefit due to Natural Causes
- Daily Hospitalization Benefit due to Accident (Maximum of 31 Days) Daily Hospitalization Benefit due to Natural Cause (Maximum of 15 Days) Ambulance Assistance due to Accident
- Fire Cash Assistance

How to Process Insurance Claims

Claimant may notify Insurer incase loss or injury occur within 30 days after the incident. Below are requirements for filing a claim.

For *Bodily Injury and Medical Reimbursements*;

- Statement of Account
- Doctor's prescription / Medical Certificate
- Police Report / Incident Report / Affidavit of Loss
- Official Receipt of Medical Expenses
- Medical Certificate
- Birth Certificate
- Photocopy of Student ID

For *Death*;

- Doctor's Prescription / Medical Certificate
- Police Report / Incident Report / Affidavit of Loss
- Death Certificate
- Beneficiaries Requirements

- * Birth Certificate of the immediate dependent
- Birth Certificate of the Insured
- Funeral Receipt
- Photocopy of Student ID

STUDENTS' RIGHTS AND RESPONSIBILITIES

In addition to those provided from under the existing laws, every student shall:

1. exert his utmost efforts to develop his potentials for service, particularly undergoing an education suited to his/her abilities in order that he/she may become an asset to his/her family and to society;
2. uphold the academic integrity of the school and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
3. promote and maintain the peace and tranquility of the school by observing the rules and discipline, and exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel;
4. participate effectively in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;
5. exercise his/her rights or responsibilities in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others (Sec. 2, Rule III, p.13, BP No.232); and
6. responsible use of social media.
7. abide by and live the core values of JBLFMU -Integrity, Perseverance, Leadership, Excellence, Discipline and Equity(IPLLEDGE) and internalize the JBLFMU culture of Resilience, Excellence, Agility, and Leadership (REAL) to ultimately contribute to the harmony and progress of society

GENERAL CONDUCT AND DISCIPLINE

The Foundation is committed to produce graduates having the attributes, core values, and culture of a Marine Officer and a professional.

Norms of Conduct and Discipline

The students, in the exercise of their rights and in the performance of their duties shall comply with the ideals of a gentleman and/or officer. All students shall comply with the rules,

regulations, and instructions set by the school authorities. Students shall be duly notified of any change in the school Rules and Regulations.

Dress Code

The uniform represents the school; hence, it must be worn by every student with pride and dignity. Proper uniform includes the headgear, prescribed haircut, and complete and properly shined paraphernalia for the maritime students.

Non-maritime program students should wear their prescribed uniform properly. White undershirt is required provided it should not protrude outside the sleeve of the uniform. Dyed hair, fashion haircut, fashion earrings, pointed shoes for males, and the like, are not allowed except during school events. Pants should be of the prescribed cut.

Haircut Code

Maritime students must maintain the standard haircut of three inches side, five inches back and one inch top, white side wall (3" x 5" x 1"). Haircut inspection is conducted every first week of the month.

All male students of non-maritime programs are required to wear the two inches side, three inches back and two inches top hair cut (2" x 3" x 2"). Colored or dyed hair is not allowed.

Students who are not in their proper uniform and not in compliance with the proper haircut code are NOT allowed to enter the campus nor attend their classes.

Identification Cards

Students should wear their identification card when inside the campus. ID's are non-transferable. In case of loss, a notarized Affidavit of Loss or clearance from the Head of Discipline, Laboratory Head and/or Chief Librarian shall be submitted for re-issuance. School ID's should be surrendered to the Guidance Office after graduation.

Punctuality in Attending/Reporting to Classes

Students have 15 minutes allowance for lates/tardiness in the first period and five minutes in between periods thereafter. After the allowable time, they are marked absent.

Other School Rules and Regulations

1. Students must behave properly inside and outside the school campus and in their classes.
2. Students are expected to be respectful, courteous and polite to all school officials, teachers, employees, visitors, and fellow students/midshipmen. Students are not allowed to attend their classes under the influence of liquor.
3. Students must maintain cleanliness of the classroom and surroundings. Vandalism and spitting are strictly prohibited.
4. Smoking/vaping inside the school campus is strictly prohibited. Students caught violating

the anti-smoking policy shall be dealt with accordingly.

5. Students having no classes are not allowed to loiter around the corridors. They are encouraged to stay in the library, study benches or in the Student Center/Lounge during their vacant periods.
6. Observance of the traffic rules and regulations is highly encouraged. Tattoos are prohibited.

GUIDELINES ON SOCIAL MEDIA DECORUM

- *The following guidelines apply to both bonafide employees and students, of the JBLFMU community*
- *The guidelines applied to all social media networks (Facebook, Snapchat, Twitter, Instagram, etc.)*

All employees and students who have social media accounts are hereby require to adhere to the following guidelines for all their social media accounts:

A. EXHIBIT PROPER DECORUM ON HIS/HER SOCIAL MEDIA ACCOUNTS

**Exercise prudence and propriety in uploading posts and social media commentary*

1. We shall not use foul language in posts or commentaries.
2. We shall not obviously lambast the institution and actively name co-employees or fellow students we may have personal grudges with. Furthermore, we shall not also refer to any known personality within the institution through blatant insulting descriptions or pseudonyms.
3. We shall not **post** photos or videos of one's self in, or **share other posts** of lewd poses (ex. Nude photos or videos) and uncompromising positions (ex. Photos and videos depicting overt sexual tones).
4. We shall not post photos or videos of oneself exhibiting brazen behavior.
 - Applies to other analogous circumstances

B. EXHIBIT REVERENCE FOR THE SCHOOL BRAND AND SCHOOL IDEALS

1. We shall practice prudence when using official hashtags (#maritimevanguard, #themaritimevanguard, #jblfmu, #iamlacsonian, #tataklacsonian) to highlight school activities or campaigns.

Please be aware that school campaigns one uploads and promotes on his or her persona account must first be approved by respective administrators.

2. We shall not promote on social media, school campaigns that have not passed the approval of respective administrators.
3. We shall NOT TAMPED WITH or REDISIGN official logos and seals.
4. We shall NOT tamper with official logos and seals to create one's personal, organizational, or departmental logo without the approval of respective administrator.
 - *Applies to other analogous circumstances*

C. RESPECT THE UNIFORM, RESPECT THE PROFESSION

The JBLFMU community exercises equality across gender recognizing impartial opportunities for all. However, as working professionals and as students who will eventually cater to the maritime industry, respect for the uniform is ABSOLUTE. Regardless of personal sexual orientation or gender preference, employees and students must always comport him/herself in a manner befitting the profession.

1. We shall not post photos or videos of oneself in cross-dressing mode;
2. We shall not post photos or videos of one's self **IN UNIFORM** (applied to all versions of office and school uniforms, all versions of the uniforms of the maritime profession) showing blatant disregard and disrespect of the ideals of the profession;

Ex.

- a. photos or videos showing oneself in uniform, in cross dressing style
 - b. photos or videos showing oneself in uniform getting wasted in the bar
 - c. photos or videos showing oneself in uniform partying
- *Applies to other analogous circumstances*

At the end of the day, whatever one's personal choice may be, remember to show that the profession the school promotes also advocates that one must be **AN OFFICER AND A GENTLEMAN, AN OFFICER AND A LADY** and must behave in manner befitting at all times, even on social media.

Violators will be subject to sanctions stated in the employee or student manual. Sanctions applied will depend on the gravity of the offense as deemed appropriate by the employee manual and or student manual. Repeat offenders may be subject to dismissal (for employees) or expulsion (for students)

Disciplinary Measures

Any midshipman/student who has committed infraction/s of the Rules and Regulations outlined in the preceding sections shall be brought before the Conduct Board and his/her case shall be duly heard.

Conduct Board

The Conduct Board is tasked with the following functions:

1. To take cognizance of and hear cases of infractions of the rules and regulations of the school.
2. To recommend sanctions to students found to have violated the rules and regulations of the school.
3. To observe due process in the discharge of its functions.

The Conduct Board is composed of a minimum of six (6) members to form a quorum

chosen depending on the nature of the case:

- | | |
|----------|--|
| Chairman | - to be appointed by the Administrator |
| Members | - Academic Deans |
| | - Registrar |
| | - Student Activity Coordinator |
| | - Head of Discipline |
| | - SSG/SEC President |
| | - SSG/SEC Adviser/s |
| | - PTA Representative |
| | - NROTC Commandant |
| | - Class Adviser/s of concerned student/s |
| | - SAS Head/Guidance Counselor/Observer |
| | - Chief of the Security Personnel |

Sanctions:

1. **Expulsion.** A student may never be admitted to any college. This requires the approval of CHED/DepEd.
2. **Non re-admission.** The school reserves the right to refuse admission in the next semester/school year any student who frequently violates the Rules and Regulations and deliberately repeats an offense.
3. **Dropping.** A student may be dropped from the roster of students when after due investigation, he/she is found to have violated the Rules and Regulations of the school and the Commission on Higher Education/ Department of Education and the Laws of the Land.
4. **Non-issuance of the Certificate of Good Moral Character.** The school reserves the right to refuse the issuance of the Certificate of Good Moral Character to students who on record have committed any offense under Class A.
5. **Suspension.** The student may not be allowed to attend his/her classes for a number of days, not to exceed 20% of the prescribed school days. The parents or guardian shall be informed accordingly. He/she will report to the guidance office during the suspension.
6. **Make-up work.** An erring student may be given an extra work but allowed to attend his classes as usual.
7. **Warning.** A student who commits a minor offense for the first time is made to realize the grievousness and the consequences of the offense. Warnings are either made through:
 - a. Verbal warning or reprimand; and
 - b. Written reprimand, which becomes part of the student's official individual record.
8. **Demerit System.** A student found guilty of an act may be deprived of privileges such as invalidation of quizzes or examinations and disqualification from the enjoyment of certain privileges.

Category of Offenses:

Class A - Punishable by suspension 11-15 days suspension, dropping from the roster of students, non-re-admission, expulsion, or non-issuance of the Certificate of Good Moral Character.

1. Distribution and/or possession of prohibited/restricted drugs
2. Illegal possession of deadly weapons

3. Fighting resulting in serious physical injuries
4. Theft including stealing of school records, school property or personal belongings
5. Infliction of physical, emotional or moral harm on a person, assault of the teacher or any school authority within the school campus; hazing of fellow students; any public scandal, and the like.
6. Instigating and/or leading in concerted activities resulting to damage on school property, facilities, or injury on persons
7. Falsification/Misrepresentation like forging or tampering of school records and misrepresentation of the school in any outside activity and the like
8. Extortion and/or Bribery
9. Computer hacking and/or similar cyber offenses
10. Misconduct/insubordination/discourtesy including habitual disregard or willful violation of established school policies and disrespect to and non-compliance of orders issued by the school authorities and the like.
11. Instigating or joining in subversive activities includes possession and distribution of subversive materials; organizing fraternities or gang's contrary to law and order; and provoking boycott or any other rebellious act against the management
12. All acts resulting to criminal offenses
13. Negligence resulting to loss of life and property
14. Other analogous cases

Class B - Punishable by suspension 6 -10 days and/or make-up work and in extreme cases, non re-admission or dropping from the roster of midshipmen/students

1. Immorality/Act of lasciviousness or malicious mischief
2. Possession or use of alcoholic drinks
3. Possession and distribution of pornographic materials
4. Fighting resulting in slight physical injuries
5. Drunkenness and attending classes under the influence of liquor
6. Vandalism, that is, damage to school property, facilities, posters, walls, etc., or writing graffiti on walls including name/s of school authority/ies
7. Deliberate display of rudeness to school authority and/or employees or by directly or indirectly insulting them by the use of malicious and foul language.
8. Having left behind during Navigational / field trips with no justifiable reasons
9. Gambling within school premises
10. Unauthorized use, abuse, or mishandling of school facilities beyond the knowledge of the school authority
11. Dishonesty/plagiarism/cheating which includes submission of fake documents in any official transaction, cheating during periodic examinations and during quizzes, or similar offenses
12. Misrepresentation or use of other student's identification card, representing another person in any major examination of the school and the like
13. Smoking/vaping
14. Other analogous cases

Class C - Punishable by demerits, warning, make-up work, suspension 1-5 days) and in extreme cases, non re-admission.

1. Misconduct like dirty jokes and vulgar actions or exhibiting obscene act; malicious and open use of foul language; and howling and wolf whistling to female faculty members, students and/or visitors
2. Littering like throwing of garbage anywhere, spitting in classrooms, corridors and alleys; urinating and defecating within the school premises other than the comfort rooms; or similar offenses
3. Malicious filing of complaints
4. Rumor mongering
5. Other analogous cases

Class D - Punishable by warning, demerits, make-up work and in extreme cases, suspension

1. Verbal fight or assaulting fellow students
2. Not wearing of proper uniform or sporting unauthorized haircut
3. Making noise leading to disturbance of some classes
4. Any form of unauthorized entry to the school campus like over the fence
5. Use of cellphones inside the classroom and electronic gadgets not related to instructional purposes
6. Wearing of earrings for male students
7. For maritime students, wearing the unnecessary trinkets while in school uniform
8. Other analogous cases

Justifying Circumstances

1. Self-defense. The following circumstances must be present.
 - a. Unlawful aggression
 - b. Reasonable necessity of means to prevent or defer
 - c. Lack of sufficient provocation
2. Defense of brothers or sisters or relatives or strangers provided there is no ulterior motive

Mitigating Circumstances

1. The offender had no intention to commit so grave a wrong as that committed.
2. Sufficient provocation or threat on the part of the offended immediately preceded the act.
3. Acted upon on impulse so powerful as naturally to produce passion and confusion.
4. Voluntary surrender or voluntary confession before the presentation of evidence(s).

Aggravating Circumstances

1. Advantage of position in student government or student clubs
2. Committed in contempt of or with insult to school authority
3. Committed inside the school classroom or office or laboratory
4. With abuse of confidence or obvious ungratefulness
5. Recidivism
6. Previously punished for an offense of same or greater class or for two or more lesser offenses
7. Committed in consideration of a price or promise of a reward
8. Evident premeditation
9. Where there are more than two offenders who committed the act and hence considered as

- both liable to such commission having facilitated the act together.
10. Dishonorable/degrading/humiliating actions
 11. Intoxication
 12. Educational status for higher years

Students subjected to the Conduct Board proceedings and found guilty of an offense are automatically placed under probation.

Students' Complaints

A complaint may be made by a student by filling up a complaint/incident report form which can be secured at the SAS-Guidance office. A copy thereof shall be submitted to the Head of Discipline.

HANDLING OF COMPLAINTS AND APPEALS

Complaints and Appeals

A course of action in resolving complaints/appeals is created in earnest desire for the stakeholders for their awareness and to make preferable discernment in future circumstances. Information is disseminated in order to clarify and guide. The SAS Head shall be responsible for ensuring that the said processes are being followed and all related documents are filed for traceability.

Procedure in Resolving Complaints

Complaints are categorized as:

1. Academic - complaint related to grades and other related academic concerns
2. Behavioral – complaint or violations of the norms of conduct and discipline of the students and other related behavioral concerns.

The Guidance Counselor shall be responsible for monitoring and ensuring that proper action has been taken on the complaints and the complainants are informed of the results.

If complaint is academic in nature:

<u>STEPS</u>	<u>AUDIT EVIDENCE</u>	<u>PERSON RESPONSIBLE</u>
<u>1. Fills up Complaint Form / submits complaint letter (online/walk-in) at the Guidance Office within 5 working days from the commission of the act or grades were received.</u>	<u>Complaint letter or Duly accomplished complaint form</u>	<u>Complainant</u>
<u>2. Complaint is recorded or logged to monitor/track trends of cases.</u>	<u>Record book</u>	<u>Guidance Counselor / Head of Discipline</u>
<u>3. The Guidance Counselor duly noted by the SAS Head forwards the complaint to the Office of the Deans and or the Principal for conciliatory mediation within 2 days upon receipt.</u>	<u>Complaint letter or Duly accomplished complaint form</u>	<u>Guidance Counselor</u>
<u>If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded to the Office of the Administrator.</u>	<u>Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor</u>	<u>Deans/Principal</u>

<p><u>4. If no settlement is reached, the case is forwarded to the Office of the Registrar for further arbitration.</u></p> <p><u>The Program Heads, Guidance Counselor, UQA Manager, Dept. Heads (if need be) and chaired by the Registrar shall comprise the committee.</u></p>	<p><u>Complaint letter or Duly accomplished complaint form</u></p> <p><u>Minutes of the meeting</u></p>	<p><u>Deans/Principal</u></p> <p><u>Committee</u></p>
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STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
<p>If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded within 2 working days to the Office of the Administrator.</p>	<p>Settlement Form 1 copy complainant 1 copy Registrar 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Registrar, Chair of the Committee</p>
<p>5 If no settlement is reached, the case is forwarded to the Office of the Administrator within 3 working days.</p> <p>The Administrator decides on the matter, and if settled, the case is considered closed and a settlement form is signed by both parties.</p>	<p>Minutes of the Meeting Findings and Recommendations of the Committee</p> <p>Minutes of the Meeting Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Registrar, Chair of the Committee</p> <p>Administrator</p>
<p>6 If no agreeable resolution is reached, an appeal to the CEO can be made.</p> <p>The CEO shall make the final decision on the matter.</p>	<p>Appeal Letter</p> <p>Settlement Form</p>	<p>Complainant</p> <p>CEO</p>

If complaint is behavioral in nature:

STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
<p>1. Fills up Complaint Form / submits complaint letter (online/walk-in) at the Guidance Office within 5 working days from the commission of the act</p>	<p>Complaint letter or Duly accomplished complaint form</p>	<p>Complainant</p>
<p>2. Complaint is recorded or logged to monitor/track trends of cases.</p>	<p>Record book</p>	<p>Guidance Counselor</p>
<p>3. The Guidance Counselor duly noted by the SAS Head forwards the case to the Office of Discipline for conciliatory mediation within 2 working days upon receipt.</p> <p>If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded to the Office of the Administrator.</p>	<p>Complaint letter or Duly accomplished complaint form</p> <p>Settlement Form 1 copy complainant 1 copy Head of Discipline 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Guidance Counselor</p> <p>Head of Discipline</p>

<p>4. If no settlement is reached, the case is forwarded to the Chairman of the conduct Board for further arbitration.</p> <p>If it is settled, a settlement form in 4 copies is signed by both parties and a copy of which together with a report forwarded within 2 working days to the Office of the Administrator.</p>	<p>Complaint letter or Duly accomplished complaint form</p> <p>Settlement Form 1 copy complainant 1 copy Head of Discipline 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Administrator</p> <p>Chair of the Conduct Board Committee</p>
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STEPS	AUDIT EVIDENCE	PERSON RESPONSIBLE
<p>5 If no settlement is reached, the case is forwarded to the Office of the Administrator within 3 working days.</p> <p>The Administrator decides on the matter, and if settled, the case is considered closed and a settlement form in 4 copies is signed by both parties.</p>	<p>Minutes of the Meeting Findings and Recommendations of the Committee</p> <p>Minutes of the Meeting Settlement Form 1 copy complainant 1 copy Dean/Principal 1 copy Administrator 1 copy Guidance Counselor</p>	<p>Registrar, Chair of the Committee</p> <p>Administrator</p>
<p>6 If no agreeable resolution is reached, an appeal to the CEO can be made.</p> <p>The CEO shall make the final decision on the matter.</p>	<p>Appeal Letter</p> <p>Settlement Form</p>	<p>Complainant</p> <p>CEO</p>

MANDATORY POLICIES ON STUDENT WELFARE

ALCOHOL

The school recognizes that alcohol is detrimental to the health of students. To ensure the health and safety of the learning environment, programs are established to increase awareness about alcohol and its effects.

All students will receive education about alcohol use and alcohol issues through the curriculum. If a student is found under the influence of alcohol, appropriate sanctions shall apply based on school rules and regulations

ANTI BULLYING

Bullying is the use of force or coercion to abuse or intimidate others. The behavior can be habitual and can involve an imbalance of social or physical power.

This refers to any severe or repeated use by one or more students in written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and

substantially disrupting the education process or the orderly operation of a school; such as, but not limited to the following:

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

Procedure in Handling Bullying Accidents

1. All bullying incidents shall be reported to the guidance counselor/head of discipline/principal.
2. After receiving a complaint, the guidance counselor/head of discipline/ principal shall inform the parents or guardian of the victim and the offending child in a meeting called for the purpose.
3. Impose non-destructive measures in accordance with the principles of positive and non-violent discipline for first offense.
4. If bullying is committed for a second or subsequent time, a penalty of suspension from three to five days is given. During suspension, the offending child is required to attend counseling.
5. If bullying results to serious physical injuries or death, the case shall be dealt in accordance with the provisions of Republic Act 9344 and its implementing Rules and Regulations.

ANTI SMOKING

The Institution shall uphold the right of every citizen to breathe clean air, thus prohibiting smoking inside the school campus. This shall apply to all stakeholders, and in all places within the school campus and 10 meters from the front gate and front fence areas of the institution.

Smoking shall cover lighting and/or puffing of all tobacco products and use of electronic device systems.

Any individual violating the no smoking policy shall be penalized according to established school rules and regulations.

DRUG-FREE CAMPUS

In support of the government's call on the war against illegal/dangerous drugs, the institution adopts and promulgates the following policies and guidelines:

1. The Institution shall conduct an annual orientation on RA 9165 "Comprehensive

Dangerous Drugs Act of 2002”.

2. Strengthen its collaboration effort with PNP, PDEA, and DOH.
3. Establish a health and wellness program to promote healthy living among students.
4. Drug testing shall be mandatory for all students, provided, it has gone through the necessary consultation process and approval from the Board of Trustees. Mandatory random drug testing shall be conducted as per RA 9165 to secondary, tertiary, and technical-vocational students.
5. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing.
6. If the student is found to be positive with confirmatory, the institution shall not be precluded from admitting the student-applicant subject to its rules and regulations. The Drug Testing Coordinator shall inform the parents and student.
7. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the student handbook and other school policies.
8. The refusal of the student to undergo mandatory drug testing shall be subject to the relevant sanction as provided in the student handbook.
9. All information shall be held with strict confidentiality.

Drug-Free Committee (DFC):

The committee shall be responsible in formulating the Institution’s drug testing program to ensure the promotion of a “drug-free campus”.

Composition:

- | | |
|----------|---|
| Chairman | - Administrator |
| Members | - Academic Deans |
| | - SAS Head |
| | - Guidance Counselor |
| | - School Physician/Nurse |
| | - Head of Discipline |
| | - Representative from: students, faculty, and parents |

A Drug Testing Coordinator (DTC) shall be appointed by the administrator to handle the drug testing program.

HIV-AIDS

(Source: RA 8504 -Philippine AIDS Prevention and Control Act of 1998)

The HIV Committee chaired by the Health Officer shall be responsible for the formulation of programs to promote awareness about the risk of HIV transmission.

Policies for an AIDS/ HIV Free Campus

1. Massive HIV and AIDS awareness and prevention campaign should be carried out to students. The school’s Health Officer shall oversee the anti-HIV and AIDS campaign.

2. Compulsory HIV testing is prohibited by law, voluntary testing is encouraged for individuals with high risk of acquiring the virus, provided, a written informed consent must first be obtained. Such consent shall be obtained from the person concerned if he/she is of legal age or from the parents or legal guardian in the case of a minor or a mentally incapacitated individual.
3. The school should partner with DOH – accredited centers or hospitals. The result should be kept confidential. Release of result will only be allowed to person tested, parent or guardian for minors, or Supreme Court in legal proceedings.
4. The school curriculum must include HIV/AIDS education drive.
5. Program implementers, occupational safety and health personnel, HR officer and students shall continuously receive education and training on HIV/AIDS.

Social Policy

1. Students found to have or suspected to have HIV should not be discriminated in the campus. It should not be a ground for expulsion or non-readmission.
2. Access to personal data relating to student's or worker's HIV status should be bound by the rules of confidentiality.
3. School accommodation measures to support students with HIV and AIDS shall be made with the teachers.

Referral Mechanism

1. Students suspected to have HIV should be referred to either guidance office or medical clinic for referral to DOH accredited center or hospital.
2. The school shall maintain confidentiality of all information and records pertaining to the students' health status.
3. Students with or are suspected to have HIV may be encouraged to inform the school physician of their health status to prevent the increase of risk of HIV infection and transmission or put the HIV positive at risk for aggravation.
4. The school shall ensure non-discriminatory practices.
5. The school shall provide appropriate protection equipment to prevent HIV exposure, especially for those handling blood and other body fluids.
6. School Physician/Guidance Counselor may encourage students with or suspected to be HIV positive to visit the clinic/guidance office regularly for monitoring of health status and for Voluntary Confidential Counseling.

PREGNANT STUDENTS

(adapted from <http://birmingham.ac.uk/Documents/university/legal/extenuating-circumstances.pdf>)

The Foundation believes that becoming pregnant should not, in itself, prevent any student from finishing her studies. The school is committed to make sure that no student is disadvantaged and academic standards are not compromised.

The health and safety of a pregnant student shall be of paramount importance at all times, and should be dealt with in a sensitive, on-judgmental and confidential manner.

Mechanisms and Procedures:

The institution shall accommodate any student who becomes pregnant during her period of study as long as it is practical to allow her to complete her study, provided academic standards are upheld.

1. Require the student to submit a medical certificate and the necessary waiver duly signed by the parent or guardian and medical certificate. The student must be accompanied by the parent or guardian during the submission of these requirements.
2. Risk assessment must be done by the school physician in close coordination with the Academic Dean to ensure the health and safety of the pregnant student and the unborn child.
3. Inform concerned teachers regarding her condition especially in subjects requiring strenuous activities that may be potential to cause harm to her and the unborn child.
4. Offer and implement an unbiased, non-judgmental support favorable to the student's condition.
5. Conduct an orientation and dissemination of the policy to all students.

Committee:

The committee to handle cases of students who get pregnant during their studies shall be composed of the following:

- | | |
|---------------|---|
| Chairman | - Dean of the College where the student is enrolled |
| Vice Chairman | - SAS Head |
| Members | - Guidance Counselor |
| | - Program Head |
| | - Class Adviser |

SEXUAL HARASSMENT

Sexual harassment is the unwelcomed or inappropriate promise of rewards in exchange for sexual favors. It violates the dignity of students and their right to humane, just, and safe school environment, defeats; impairs morale and efficiency in the school; and violates the merit and fitness principle in the civil service.

Forms of Sexual Harassment:

The following are illustrative forms of sexual harassment:

- (a) Physical
 - i. Malicious touching;
 - ii. Overt sexual advances; and
 - iii. Gestures with lewd insinuation.
- (b) Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks;
- (c) Use of objects, pictures or graphics, letters, or writing notes with sexual underpinnings; and

(d) Other forms analogous to the foregoing.

Persons liable for sexual harassment:

Any person, regardless of sex, is liable for sexual harassment when he/she:

- (a) directly participates in the execution of any act of sexual harassment;
- (b) induces or directs another or others to commit sexual harassment;
- (c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished; and
- (d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

Ad Hoc Committee for Sexual Harassment Cases

Composition:

- Department Heads duly selected by the Administrator
- Subject Area Head / Program Head where the complainant and respondent belong
- Student representative, either president of SSG or SEC duly selected by the Administrator (optional)
- Head of Discipline HR Head
- SAS Head

The Committee shall perform the following functions:

- (a) Receive complaints of sexual harassment;
- (b) Investigate sexual harassment complaints in accordance with the prescribed procedure;
- (c) Submit a report of its findings with the corresponding recommendation to the Administrator for decision; and
- (d) Lead in the conduct of discussions about sexual harassment within the Institution to increase understanding and prevent incidents of sexual harassment.

When a member of the committee is the complainant or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the committee.

Procedure in Filing of Complaint

The complaint may be filed at any time with the disciplining authority of the school. Upon receipt of the complaint by the disciplining authority, the same shall be transmitted to the Administrator who in turn shall immediately create Ad Hoc Committee to investigate.

a. Preliminary Investigation

The Ad Hoc Committee shall issue a memo directing the person complained of to answer the charge/s in writing under oath in not less than 72 hours from receipt thereof.

The preliminary investigation involves the ex parte examination of documents submitted by the complainant and the person complained of.

After thorough investigation of the documents presented, the Ad Hoc Committee shall submit the Investigatory Report to the administrator including the recommendation for a formal investigation if prima facie case is established.

In the absence of a prima facie case, the complaint shall be dismissed within the same period.

b. **Conduct of Formal Investigation**

The investigation shall be held not earlier than five days not later than ten days from receipt of the respondent's answer.

The Ad Hoc Committee may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from the service.

c. **Hearings shall be conducted on the hearing dates set by the Ad Hoc Committee. The parties, their witnesses, if any, shall be given a notice of at least five days before the scheduled hearing specifying the time, date and place of the said hearing.**

If the respondent fails to appear during the scheduled hearing despite due notice, the investigation shall proceed ex-parte and the respondent is deemed to have waived his right to be present and to submit evidence in his favor during those hearings.

At the start of the hearing, the Ad Hoc Committee shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant

d. **Formal Investigation Report.**

Within 15 days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the Ad Hoc Committee to the Administrator. The complete records of the case shall be attached to the Report of Investigation.

The party adversely affected by the decision may file a motion for reconsideration to the Administrator. However, an appeal shall not stop the decision from being executory.

Classification of Acts of Sexual Harassment

Sexual harassment is classified as grave, less grave and light offenses.

A. Grave Offenses shall include, but are not limited to:

1. Unwanted touching of private parts of the body like the genitalia, buttocks, and breast;
2. Sexual assault;
3. Malicious touching;
4. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
5. Other analogous cases.

B. Less Grave Offenses shall include, but are not limited to:

1. Unwanted touching or brushing against a victim's body;
2. Pinching not falling under grave offenses;
3. Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
4. Verbal abuse with sexual overtones; and
5. Other analogous cases

C. Light Offenses shall include, but are not limited to:

1. Surreptitiously looking or staring a look of a person's private part or worn undergarments;
2. Telling sexist/smitty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
3. Malicious leering/smiling or ogling/staring;
4. The display of sexually offensive pictures, materials, or graffiti;
5. Unwelcome inquiries or comments about a person's sex life;
6. Unwelcome sexual flirtation, advances, propositions;
7. Making offensive hand or body gestures at an employee and student;
8. Persistent unwanted attention with sexual overtones;
9. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and
10. Other analogous cases.

The penalties are as follows:

- A. **For grave offenses:** Dismissal
- B. **For less grave offenses:**
First offense – Suspension (without pay) of not less than thirty days and not exceeding 6 months
Second offense – Dismissal
- C. **For light offenses:**
First offense – Reprimand
Second offense – Suspension without pay not exceeding 30 days
Third offense – Dismissal

If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count, and the rest shall be considered as aggravating circumstances.

SAFE SPACE ACT (RA No. 11313)

The school recognizes that both men and women must have equality, security and safety. It takes into account RA 11313 (Safe Space Act “Anti Bastos Law”) making sure that it covers all forms of gender-based sexual harassment (GBSH) committed in public spaces, educational or training institutions, workplace, as well as online space was followed.

ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (RA No. 9262)

The school adheres to Republic Act No. 9262 an act defining violence against women and their children, providing for protective measures for victims, prescribing penalties therefore and for other purposes.

GENDER EQUALITY

Gender equality is a fundamental human right. The school ensures that gender equality is employed in all critical areas of a healthy society, from reducing poverty to promoting the health, education, protection and the well-being of male and female enrolled in the university.

ANTI-HAZING ACT

In compliance with the Anti-Hazing Act of 2018 and its implementing Rules and Regulations, the university has set up guidelines on the registration of student organizations and application for approval to hold any activities that may involve initiation rites. The following documents needs to be submitted:

1. Organizations Constitution
2. Membership guidelines and defined application process
3. Organizational Directory

STUDENTS WITH SPECIAL NEEDS AND PERSON WITH DISABILITIES

The school ensures that equal opportunities and academic accommodation is made available to learners with special educational needs, though it's the policy of the school not to accept learners with disability with its maritime education and maritime related programs.

In the commitment of JBLFMU to address learners with special needs, the school conducts consultation and conference with the learner's parents/guardian, teachers and other professionals when necessary. Special educational needs are identified during assessment of a student which would serve as basis for determining an appropriate educational program (including necessary resources) for the learner based on CHED CMO No. 09, s. 2013.

1. The school may require the learners with disability to meet the minimum admission requirements of the school.
2. The school shall provide lifelong educational experience to learners with special needs like:
 - a. Classrooms that are accessible and facilities compliant with the universal designs
 - b. Setting up reasonable accommodations on activities, services, and other programs

- c. School personnel sensitive to the needs of learners
3. The school shall provide a coordinator for learners with special needs equipped with expertise or skills required thereof and can perform the following functions:
 - Attend to all inquiries pertaining to the programs of the school
 - Coordinate with the different offices of the school
 - Coordinate with the teachers of learners with Special Needs
 - Work hand-in-hand with the different department heads for academic and extracurricular activities
 - Meet regularly with the learners
 - Visit different schools for students with special needs to market the different programs
 - Meets with prospective applicants and parents within the school year regarding the program
 - Assist students with their academic work by providing group tutorials
 - Attend to the needs and queries of learners
 - Coordinate with parents of the learners
4. The school provides necessary in-service training for teachers and other employees for better understanding of learners with special needs and additional training skills.

DISASTER RISK REDUCTION AND MANAGEMENT

The school ensures that learners are aware of the Disaster Risk Reduction and Management program of the university in anticipation of natural and man-made calamities. Through simulation and cascading information by the committee on health, safety and security a culture of prevention and resilience was established through the following strategies:

1. Avoid the construction of new risks
2. Address pre-existing risks
3. Share and spread risk to prevent disaster losses being absorbed by other development outcomes and creating additional poverty

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

GENERAL RULES GOVERNING SCHOLARSHIPS/ PRIVILEGES APPLICABLE FOR THE TERTIARY AND BASIC EDUCATION PROGRAMS.

1. Privileges and/or scholarships are non-transferable.
2. Privileges and/or scholarships can be availed only during regular semesters to students with no academic deficiencies. No students can avail of scholarship and/or privileges during summer.

3. Institutional scholarship cannot be refunded, except trust funded and service scholarship.
Ex. If a student is:
Academic Scholar – 100% (tuition)
Publication Scholar – 100% (service scholarship)
Company Sponsored – 100% (tuition and miscellaneous fees)
SSG President/or SEC Governor – 100% (service scholarship)

Only the Publication and Student Council President Scholarship can be refunded equivalent to 100% of regular tuition fee.

4. The maximum amount that can be refunded to a student is equivalent to 100% of regular tuition fee.
5. Multi-scholarships can be cumulative up to 100% on tuition, miscellaneous and laboratory fees.
6. For employees' privilege, the student is entitled only to one discount.

Example:

Student A: If both parents are employed at JBLF, the student can avail only of a 50% discount on tuition fee.

Student B: If a parent and brother/sister are employed at JBLF, the student can only avail 50% discount on tuition fee.

Student C: If a parent or sister/brother is employed and he/she has a brother or sister enrolled at JBLF, the student cannot avail of an additional 25% of family discount. However, each of the succeeding younger siblings can avail of the additional 25% family discount, making the discount of 75% for the succeeding younger siblings.

Note: If the child of an employee is an Academic Scholar enjoying 100% tuition fee discount, the amount equivalent to the 50% tuition fee discount of employees' privilege can be applied to the miscellaneous fees. However, if the total discount is more than the miscellaneous fees, the excess could not be converted to cash.

7. For company-sponsored or external support scholars availing only less than 100% tuition fee discount, the student can avail of academic scholarship up to the amount of tuition and/or miscellaneous fees not covered by his/her company or external scholarship.
8. A company-sponsored scholar enjoying only a 100% tuition fee discount can still avail other scholarship discounts.
9. Once a working/student aide becomes a company-sponsored scholar enjoying full scholarship, he is automatically dropped from the roster of working/student aide.
10. Tuition fee privileges enjoyed by the children or brother/sisters of employee shall be shouldered by the unit where the employee belongs.
11. Renewal of scholarship and privileges is done at the end of every semester depending on the scholars' performance, head's recommendation, and academic grades. He/she should have no failing grade in any subjects.

Student Assistance Program

Any bonafide and qualified student can avail of scholarship under the Foundation Scholarship and Financial Assistance Program. These assistance programs/scholarships are composed of scholars who are deserving and qualified.

Student Assistance / Grant-in-Aide

Work students are given assignments in the maintenance/janitorial department while student aides are given assignment/s in the different offices of the school. A maintaining average of 80%, with no failing grade, and a satisfactory performance rating is required for retention.

INSTITUTIONAL SCHOLARSHIPS

Entrance Scholarship

This scholarship is extended to incoming Junior and Senior High School and First Year College students who have graduated with academic excellence.

Incoming Grade 7 – must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Incoming Grade 11 - must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Incoming First Year College - must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Rank 1 – avails 100% Tuition Fee discount for one year

Rank 2 - avails 50% Tuition Fee discount for one year

If the student maintains high academic grades, he/she can apply for academic scholarships in the succeeding year.

Requirements for Entrance Scholarship

1. Certificate of Ranking from the Principal
2. Photocopy of report card; and\
3. Application Letter

Academic Scholarship for College Students Only

This scholarship is extended to students who, after one year of academic work, consistently maintain high academic grades since first year.

Tuition fee discounts are as follows:

- A. **A 100% tuition fee discount** is given for those who obtain a general weighted average of 90% and above with no grades lower than 88% in any subject. (never start a sentence

with figure)

- B. **A 50% tuition fee discount** is given for those who obtain a general weighted average of 88% and above with no grades lower than 85% in any subject.

Athletic/Sports Scholarship

Athletic/sport scholarships are extended to students who qualify for the benefits after they have shown and proven exemplary performance in sports competitions. Tuition fee discounts range from 25% to 100% and, in some cases including allowances and miscellaneous fees, depending on the sports played and qualifications. The coaches and the Students Activity Coordinator on Sports recommend those who are entitled to the benefits.

Performance of Athletes for Mandated Sports

Class A - National Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 100% discount in tuition fees and miscellaneous fees.

Class B - Regional Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 100% discount on tuition fees only.

Class C - Provincial Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 75% discount on tuition fees only.

Other Sports

Class 1 - National Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 100% discount on tuition fees only.

Class 2 - Regional Level (WVRAA, ISAA, ILOPRISAA, NOPSSCEAA), with no failing grade in any of his/her subject/s

- 75% tuition fee discount, a maintaining average of 80% and no failing grade/s or 100% tuition fee discount if the general average is 85% and above with no grades lower than 80%

Expenses for athletics or sports scholarship shall not exceed the athletics or sports fund, and shall not sacrifice the fund for athletics or sports activities of other students.

If the sum of athletics or sports scholarship coverage exceeds the available fund, the athletics or sports scholarship coverage shall be prorated accordingly.

Privileges:

1. Scholarship
2. Uniform
3. Athletic shoes depending on the availability of athletic fund
4. Academic make-up work

Note:

- Of the total athletic fee, 70% of will go to other non-mandated sports or competition,

30% of the total athletic fee will go to mandated sports.

- The 10% of 70 and 10% of 30 will go to the development of sports facilities and equipment for students' general athletic use.

Cultural Scholarship

Cultural scholarships are extended to students who qualify for the benefits after they have shown and proven their worth in their respective field in different cultural activities. Tuition fee discounts range from 25% to 100%.

Class A - National Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 100% discount in tuition fees and miscellaneous fees.

Class B - Regional Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 100% discount on tuition fees only.

Class C - Provincial Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s

- not exceeding 75% discount on tuition fees only.

Expenses for cultural scholarship shall not exceed the cultural fund, and shall not sacrifice the fund for cultural activities of other students.

If the sum of cultural scholarship coverage exceeds the available fund, the scholarship coverage shall be prorated accordingly.

Publication Scholarship

1. Editor in Chief - 100% discount on tuition only
2. Managing Editor - 100% discount on tuition only
3. Editorial Assistant - 50% discount on tuition only
4. Associate Editor - 50% discount on tuition only
5. Feature Editor - 50% discount on tuition only
6. Literary Editor - 50% discount on tuition only
7. Filipino Editor - 50% discount on tuition only
8. Sports and News Editor - 50% discount on tuition only
9. Staff and Layout Artist - 50% discount on tuition only

The Editorial Staff enjoys scholarship commensurate to the position he or she holds subject to the availability of the publication fund for the year.

The adviser/s receive a monthly honoraria equivalent to three hours teaching load.

Employee's Privilege/Family Discount

Special Scholarship for Employees Immediate Family Members

Children of permanent employees from any of JBLF Units may apply for special scholarship.

The following family members of employees may apply for the special scholarship as follows:

- Spouse – Up to 50% of tuition fee
- Children – Up to 50% of tuition fee
- Brother or Sister – Up to 25% of tuition fee

Application Requirements

1. Birth Certificate
2. Application letter duly signed by Parents
3. Transcript of Records/Form 137/Form 10

Criteria

- equivalent)
1. Academic Grades (General Average not lower than 75% or its equivalent)
 2. Interview
 3. Written Exam

Family with two or more children enrolled in any JBLF Unit are entitled of family discount as follows:

- 2 siblings - only the younger sibling can avail of the 25% tuition fee discount
- 3 or more siblings - the second and succeeding siblings can avail of the 25% tuition fee discount

Student Council/Government

President/[Governor](#) of the student council/government shall avail 100% tuition fee discount.

NROTC Scholarship

Corp Commander shall avail 100% discount in tuition fees and miscellaneous fees. S1 to S4 shall avail of 50% discount on tuition fees and all other staff shall avail of 25% discount on tuition fees. Budget is sourced from the NROTC fees and subject to sufficiency of funds.

NROTC trust fund should prioritize cadet officers' scholarship in the program of expenses (POE).

Grant-In-Aid Scholarship

Student assistants shall avail of tuition fee discounts ranging from 25% to 100% depending on the nature of their job and number of duty hours rendered during the regular semester. They must have a general average of 80% and above with no failing grades.

Scholarship grants to student assistants and the continued enjoyment thereof shall be granted only to those who have no disciplinary records and no academic deficiencies. Grantees can enjoy multi-scholarship cumulative up to 100% on tuition fees and miscellaneous fees.

Note: All scholarships should conform and abide with the General Rules Governing

Scholarships.

COMPANY-SPONSORED SCHOLARSHIP

Different shipping/manning companies which take shipboard manpower supply from the Institution extend the following benefits:

Company-sponsored scholars are chosen by the sponsoring companies which likewise determine the benefits to extend, and it is dependent on their discretion what type of scholarship to give. Benefits enjoyed by the scholars are stipulated in the Memorandum of Agreement agreed and signed by the benefactor, the scholar, and the School.

ASSOCIATION-SPONSORED SCHOLARSHIPS

PTA and Alumni Association Scholarships are also made available to qualified students depending on the availability of funds of the association.

STUDENT SUPPORT SERVICES

DORMITORY

A Dorm Master supervises and ensures that the students staying in the dormitory complying with the Units' dormitory policies. The Dorm Master shall coordinate with the SAS Head on matters that concern the students who are staying in the dormitory.

FOOD SERVICES

The SAS Head is responsible for ensuring that food served in the canteen within the premises of the school campus are nutritious, clean and affordable to the students.

HEALTH SERVICES

Health Services are provided to the students and personnel of the institution. The school clinic is being staffed by a doctor, a nurse, a dentist and assisted by student aides.

1. Medical Services provided such as:
 - a. Medical consultation/check-up
 - b. Minor surgical procedure
 - c. Medical referrals and requests
 - d. Annual physical examination
 - e. Participatory physical examination for athletes/entering freshmen
2. Dental services provided such as:
 - a. General consultation and treatment
 - b. Routine dental examination
 - c. Simple extraction

Note: Procedures in carrying out the Medical and dental services shall strictly follow the medical and dental procedures as prescribed by their professions.

LIBRARY SERVICES

Circulation Guidelines

This will assist the library clientele in their library needs and problems. It gives services such as borrowing and returning of books, providing books for research, and assisting researcher's information needs.

General Guidelines

- All books to be circulated must be processed completely with call number, an accession number, with attached book pocket and book cards, and covered with plastic
- Only students with Library Borrower's card can borrow books.
- All employees of the institution are given privileges to borrow library materials with some limitations.
- Books in the Circulation Section can be borrowed for home use.
- Books which are intended to be taken home are to be checked by the person in charge.

Inter-Library Loans are accepted as long as they have the following requirements:

- » Library Borrower's card/ School ID of their respective schools
- » A letter duly signed by their Head/ Chief/ Director of Library
- Alumni can use the library resources upon presentation of their alumni identification card.

Books and Other Print Materials

- Reference books (atlas, almanacs, dictionaries, encyclopedias, yearbooks) and serials(journals, newspapers, magazines) shall be read in the reading room only.
- Professional, General Education, Filipiniana, and Fiction books can be taken out of the library for photocopy and overnight use
- Fiction books are lent out for a week and can be renewed for another week. Books in great demand maybe recalled anytime or be limited to a shorter circulation period.
- Theses and research outputs shall not be photocopied nor taken out of the library.
- Professional and CAMSSHE books with multiple copies can be taken out for overnight and can renewed for another day. Single copy book is for photocopying and library use only.
- Each student is allowed to borrow only one book for overnight and three books at a time for inside reading.
- Faculty are allowed to borrow five books for a maximum period of one month and should

be renewed for another month unless recalled by another user.

- Textbook/reference books usage is prioritized to the faculty handling the subject.
- Staff is allowed to borrow five books for a maximum of one week.

Media Collections and Equipment

- Media collection such as audio, video, and audiovisual materials in various formats such as tapes, optical discs such as CDs, VCDs, CBIs, and DVDs can be borrowed for classroom instruction and not for overnight.
- Media equipment such as projectors, DVD players, projector screens, cameras, computers, and others can be borrowed for classroom instruction.
- Computer -controlled integration of text materials (ejournals and ebooks) can be accessed through the provision of username and password.
- Media collections and equipment should undergo preview and inspection prior to its discharge for classroom instruction.
- Upon return of the borrowed medium, physical condition should be properly checked.
- In case of damage/loss of the medium or equipment, the borrower will be charged depending on the amount.

Filipiniana

Filipiniana collection should include materials belonging to one or all of the following categories:

- All materials about the Philippines written by authors of any nationality;
- All book written by Filipinos; All materials published in the Philippines; and
- All books by any one author of published anywhere else which have substantial part or discussions about the Philippines.

Library Hours

- For regular class days, the library opens from Monday to Friday, 7 am to 6 pm, with No Noon Break. In the case of Graduate School when classes are held on a Saturday, libraries will open during class hours and as per request.
- For summer and semestral break, the library opens from Monday to Friday, From 8 am to 5 pm.

Authorized Users

The facilities and services of the library are available to the following:

- All registered students of the JBLF System
- All academic and administrative officers, faculty, members, and employees of the college/university
- Alumni
- Researchers and students of other schools with proper identification, but subject to the

following:

1. Present their Library Borrower's Card/School ID;
2. Present recommendation letter from their respective school librarian;
3. Allowed to use one book at a time in the research room; and
4. Not allowed to borrow books for overnight use. However, they are allowed to photocopy the materials they need through the facilities within the campus.

Library Borrower's Card

- Every student is required to have a Library Borrower's Card which he/ she will present at the entrance every time he/she enters the research room.
- The library card is valid only for the current semester or summer term.
- Library cards are non-transferable.
- Lost library card shall be re-issued provided the student shall secure clearance and pays the corresponding amount for replacement.

Lost and Damaged

- Fines may be terminated at the request of the student concerned after he/ she reports a lost book. Lost or badly damaged books shall be replaced at the cost. The original book remains the property of the library.

Fines/Penalties Students

- Fines and penalties shall be charged from students with overdue books according to fines imposed as posted.
 - » Professional Books - Php 2.00/hour
 - » General Education Books - Php 1.00/hour
 - » Fiction Books - Php 1.00/day
- Failure to return for one day of a General Education book is charged Php 10.00 and a Professional Book for Php 20.00

Faculty and Staff

- Faculty and staff shall be subjected to fines and penalties for overdue books according to imposed fines with rates above.
 - » Professional Books
 - » General Education
 - » Fiction Books
- Monthly monitoring of overdue books of faculty and staff . In case of lost book incurred by faculty or staff, they should replace the same book or pay the corresponding cost at the accounting office.

GUIDANCE SERVICES

Guidance programs are generally intended for individuals using integrated approaches for the maximum development of their potentials. The guidance counselor establishes rapport with the counselee to create an environment of trust. He/she must, at all times, safeguard all information in strict confidentiality. It offers the following:

Appraisal

Provide students with information and tools for self-understanding and decision-making based on test results.

Referral

Referral services are extended to students with academic and behavioral problems. This service helps provide necessary assistance to students in resolving their problems.

Counseling

Individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.

Gender sensitive individual and group counseling shall be provided by a licensed counselor done in the counseling room using appropriate and pro-active intervention programs to attend to every student's needs.

Follow-Up

A systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

CAREER AND PLACEMENT SERVICES

The Career and Placement Services aim to assist students for possible employment by providing information about job opportunities. Recommended students for the in-campus recruitment are given assistance through review classes and mock interviews. Graduates who were not placed during their stay in the institution are given recommendation letters to enhance their employability.

Career path of students per program are referred to specific program manual.

ALUMNI SERVICES

The Unit Alumni Services is being manned by the Unit Coordinator for Alumni Services, a Guidance Counselor, a Student Aide and a Coordinator from the Foundation.

Functions

1. Update the unit with board examination results of alumni every examination.
2. Collate examination results of the alumni as to the year graduated.
3. Closely coordinate with the office of the Alumni Affairs matters concerning

performance of graduates onboard different shipping companies and/or business enterprise.

4. Maintain an updated record of all graduates.
5. Coordinate with the Alumni Association.

STUDENT ACTIVITIES

CULTURAL ACTIVITIES

Cultural and Arts Program

Cultural activities are avenues for students' physical, artistic and holistic development in the form of literary and musical activities and competitions.

Students' skills are unfolded and enhanced through different activities of the school. A Cultural Coordinator facilitates all cultural activities.

Functions of the Cultural Coordinator

1. Identifies students with talents and potentials and encourage them to project themselves and develop their talents
2. Develops students' cultural awareness through dances, songs, and literary activities
3. Represents the school as part of its cultural outreach activities when invited to perform during programs
4. Represents the school in any competing bodies both local and national levels
5. Prepares annual report to include its programs and activities to be implemented

SPORTS ACTIVITIES

Mandated Sports

Swimming, rowing and sailing are given priority over all other sports due to the nature of the profession. Contests, exercises and exhibitions are encouraged.

Team Sports

- Basketball
- Volleyball
- Football
- Sepak Takraw
- Softball
- Dragon Boat

Individual and Dual Sports

- Swimming
- Athletics
- Table Tennis

- Lawn Tennis
- Chess
- Taekwondo
- Beach Volleyball

Policies

1. Try-outs are scheduled for every event.
2. Final list of players are prepared by the coaches.
3. Approval is made by the Sports Coordinator.
4. Qualified athletes are recommended for scholarships.
5. Athletes shall represent the school to the different competing bodies of the DepEd and CHED.
6. Participation in other national competitions and invitational tournaments will depend on the approval of the administrator and the availability of funds.

Sports Coordinator

The Sports Coordinator is in charge of the sports activities of the students with the assistance of coaches and trainers.

Functions:

- Coordinates and directs the operations of the sports activities in accordance with the objectives of the school.
- Plans, organizes and supervises the sports program and activities of the University both in and off campus.
- Submits monthly and annual report concerning sports activities to the SAS Head.
- Recruits potential athletes. Recommends/endorsees scholarships for athletes.
- Prepares annual budget for sports activities, equipment, etc.
- Represents the school in any competing bodies both local and national levels.
- Represents the school in meetings of different Sports Organization/ Affiliation.
- Upgrades coaches/athletes through seminars and training in local, national and international level.
- Prepares calendar of activities.

Coaches

Coaches are hired to train the athletes. Honorarium shall depend on the availability of funds subject to the recommendation of the SAC and approval of the unit administrator.

TRAININGS AND SEMINARS

Trainings and seminars are conducted to enhance self-confidence and self-esteem, advocate teamwork and good leadership among students. The following are conducted to attain this objective:

- Values Orientation/Clarification
- Leadership Training
- Peer Facilitators' Training
- Pre-Employment Seminar/PDOS

INSTITUTIONAL EVENTS

Co-curricular activities are avenues for students' physical, artistic, spiritual and holistic development. Activities such as sports, literary, musical and campus leadership competitions and the spiritual development of the students are encouraged in co-curricular activities of the school. These co-curricular activities are programmed, monitored and supervised.

All student activities not specified maybe considered at the discretion of the administrator who will be accountable for security of students, students' behavior and security of school properties, but should under no condition be contrary to the mission objective of the school and its policies.

Evening social activities should not exceed two per school year. Written request should be submitted at least a week before clearance and approval of the activity requested.

All students are required to show their ID. before they are allowed to enter the campus.

Activities not scheduled or included in the school calendar maybe allowed upon the approval of the Executive Council. A written request must be submitted to the Executive Council with the recommendation of the Unit Administrator. Practices that disrupt classes are not allowed. Rehearsals should be held after classes. Co-curricular activities have allotted time in the school calendar and do not encroach the allotted number of hours for academic programs.

Mission Objective Week / Departmental Intramurals

The Mission Objective Week is a week long celebration which started in School Year 1990-1991. This is celebrated yearly. The activities focus on the mission objective of the Foundation. Teachers, employees, and students are encouraged to participate in activities that develop awareness of their individual role in the institution. Activities such as: seminar-workshop and friendship games for employees and academic, cultural, and sports contests for students are encouraged to promote the development of desired values.

Plans and schedules of student activities are done through the recommendation of the students and faculty advisers to the administrator for approval. Other activities maybe included depending on the theme.

Administrators may have the option to shorten activities but not to exceed allowable period in the approved calendar of activities.

Activities

A. Sports

Mandated sports should first be engaged in before higher priority or lower priority events are exercised.

B. Academic Contests

Academic contests should be given top priority in contests during mission-objective.

Week/Intramurals and Foundation Week.

These contests include:

Math	Proficiency in Navigation
General Information	Proficiency in Seamanship
Maritime Trivia	Proficiency in SOLAS
Spelling	Proficiency in Shop

C. Literary/Musical

Vocal Solo Vocal Duet	Essay Writing
Role Play	Comedy Skit
Lip-synchronization	Declamation
Extemporaneous Speaking	Folk Dance
Oration (English)	Modern Dance
Talumpati	Creative Dance
Poetry Writing	

D. Model Cadet Selection (Departmental Selection)

E. Model Student

F. Values Clarification Activity

G. Other Contests

Poster-Making Contest	CBT-Making Contest
Slogan Contest	Ecological & Marine Preservation
Logo Contest	Environment Preservation
Painting	Personality Contest
Drawing	Bulletin Board Display Contest

Foundation Week

This is to commemorate the foundation date of JBLF. This is celebrated yearly spearheaded by the Executive Council.

The venue of the Foundation Week Celebration is rotated among the four units of the JBLF System.

Plans and schedules of activities are done by the Executive Council. Other activities maybe

included depending on the theme.

Flag Ceremony

Flag ceremonies are conducted by all units on the first Monday and third Tuesday of the month. Activities should not exceed 15 minutes and shall be spearheaded by the Academic Department.

Activities

- Flag Raising
- School Hymn
- Information Dissemination
- Talk on Core Values

Community Service Day

This is done for the development of students' civic awareness and ecology consciousness. Their participation and completion of the obstacle activities manifest perseverance and discipline.

It is being conducted yearly spearheaded by the SAS department. In case of natural calamity, the date maybe postponed upon clearance from the Executive Council.

Activities

Coastal Clean-Up

Symposia

Blood Letting Exercises/Obstacle activities

Street Cleaning

Tree Planting

Campus Beautification Activities

Imposition of the Shoulder Boards

The imposition of the shoulder boards is the symbolic wearing of uniform for the students enrolled in the maritime program. It aims to develop the students' aptitude towards the maritime profession.

It is being done on the next Monday after the Community Service Day and it is spearheaded by the Academic Department.

Ceremony

Higher class midshipmen impose shoulder boards on freshmen.

Attire

Official school uniform with proper accessories:

Pershing cap

Black socks

Black shoes

School patch

Anchor pin

Class pin

Name cloth

Recognition Day

Recognition Day is conducted to recognize and honor deserving students both in academics and co-curricular for graduating and non-graduating students. It is done one day before graduation.

Activities

- Mass
- Awarding Ceremony

Parents/guardians of the awardees are invited to escort the awardees during the awarding.

Department Heads and Club Advisers assist in the awarding. Administrators assign members of the program committee from among the faculty and guidance office personnel.

It is being spearheaded by the Academics Department for academic activities and SAS for co-curricular activities.

Recollection

This activity is conducted to facilitate the spiritual readiness of the graduating students as they recognize their personal strengths and enhance their choices and decisions in life anchored on their personal relationship with God. It upholds Godliness as one of the core values of the institution.

The activity spearheaded by the SAS-Guidance is open to all graduating students regardless of their religious affiliation.

Graduation Day

Graduation day marks the completion of academic requirements of students. In this activity, the institution recognizes its valued partnership with shipping companies and business establishments as providers of scholarship, placement and on-the-job training. The institution also recognizes the company-sponsored scholars and placement passers.

It is spearheaded by the Academics Department.

CLUBS AND ORGANIZATIONS

GENERAL GUIDELINES IN FORMING STUDENT ORGANIZATIONS

1. Any student group of at least 15 members may apply in writing, at the office of SAC to form a new organization. The application letter must state the organization's mission, vision, and objectives and must be accompanied by three copies of its constitution and by-laws for approval.
2. All student organizations are required to submit a calendar of activities to the Student

Activity Coordinator for approval.

3. A student organization shall be included in the list of recognized clubs and organizations upon compliance with the above-mentioned requirements.
4. Any student organization which does not abide with its constitution and by-laws and violates school policies is subject to the revocation of its recognition.
5. Each student organization shall have an adviser to be recommended by the organization concerned. The adviser must be an employee of the school and must not be an adviser of more than two organizations.
6. Application for the yearly renewal of recognition shall be done in writing within sixty (60) days after the official opening of the regular classes for the school year.
7. Recognition of student's organizations including the SEC/SSG does not automatically bestow the organization the right to freely use the school facilities without clearance from the school authorities.

Student Government

Student Supreme Government (SSG) is the alliance of the Student Executive Councils of the different programs of the unit.

Objectives:

1. The SSG is the parliamentary, functional, and non-partisan body. It is the highest student governing body of the institution whose officers and members shall commit themselves for the whole studentry
2. To promote socio-civic consciousness through organizational involvement
3. To renounce the use of violence and other illegal means in carrying out its objectives
4. To maintain honesty and integrity in the student services and take positive and effective measures against graft and corruption
5. To adopt and implement a policy of full disclosure and transparency of all transactions involving student's interest subject to responsible conditions prescribed by law
6. To take a proactive role in the school's policy-making

Student Executive Council (SEC)

The Student Executive Council is the student body duly elected by the students of the different programs of the unit.

Objectives

1. To develop students political, cultural, spiritual, and moral potentials to the fullest
2. To facilitate student needs and foster the interest of the studentry in order to acquire quality education
3. To serve as the student vital mouthpiece of ideas and sentiments on matters affecting the activities of the unit

4. To promote students awareness in academic freedom
5. To safeguard and promote the rights and general welfare of the students.
6. To unify and develop a responsible studentry who will put educational opportunity to optimal use
7. To promote, enhance and/or maintain a safe and orderly environment in school, conducive to effective teaching and learning
8. To foster a spirit of shared purpose and cooperation among and between members of the academic community and other sectors of society to achieve the goals and objectives of education
9. To develop good moral character, maintain proper behavior and conduct
10. Must adopt policies and conduct student activities that are not contrary to law and rules and regulations of the school

SCOMEL

Section 1. There shall be a Student Commission on Elections (SCOMEL) to be composed of the Chairman, Vice-Chairman, and three commissioners from each department.

1a. There shall be SCOMEL adviser/s to be recommended by the Student Activity Coordinator.

Section 2. The SCOMEL officers shall have the following qualifications:

- a. He/She shall be a natural born Filipino citizen.
- b. He/She shall be a bona fide student of any units of the JBLF System
- c. He/She shall have been elected as section adviser.
- d. Once elected as SCOMEL officer, he/she is disqualified to run for any elected position in the SSC and SEC.

Section 3. The SCOMEL officer shall have the term of office for a period of one school year.

Section 4. SCOMEL election shall be held every second Friday of July.

Section 5. The SCOMEL shall have the following functions:

- a. Enforce and administer laws and regulations relative to conduct a proceeding during elections and plebiscites.
The SCOMEL may formulate additional guidelines.
- b. Formulate policies and procedures for smooth operations of elections and plebiscites.
- c. Register after sufficient publication political parties, organizations or coalitions which in addition to other requirements must present their platform or program of government. Those who seek to achieve their goals through violence or unlawful means, or refuse to uphold and adhere to this constitution, shall likewise be refused registration.
- d. Call upon competent authorities to assist as technical advisers for the purpose of ensuring a clean, orderly, and honest conduct of election.
- e. File upon a verified complaint or in one's own initiative, investigate and where appropriate, prosecute cases of violation/s of the provisions of the article; including acts

or omissions constituting election frauds, offenses, and malpractice.

- f. Entertain election protest.
- g. Submit results of elections and plebiscites to the office of the Student Activity Coordinator (SAC).

Section 6. The SCOMEL may sit en banc or in two divisions, and shall promulgate its rules and expedite pre-proclamation controversies. All such election cases shall be heard and decided in division, provided that motions for reconsideration of decisions shall be decided by commission en banc.

Section 7. A free and open party system shall be allowed to evolve according to the free choice of the students, subject to the provision of this article.

Section 8. Bonafide candidates shall be free from any harassment and discrimination.

Section 9. Funds certified by the SCOMEL as necessary to defray the expenses for holding regular and special elections, plebiscites, and referenda shall be provided in the regular or special appropriations and once approved shall be released automatically upon certification by the Chairman of the Commission.

Section 10. The manner of election of the SSC and the respective SEC of the different departments shall be governed by the rules of the SCOMEL.

Section 11. The candidates for SEC shall have the following qualifications:

- a. He/She must be a Filipino citizen.
- b. He/She must be a bona fide student of JBLFMU – Molo, Inc. (Of molo only?)
- c. He/She must not have any failing mark in the previous year/semester. (no limit as to lowest grade? Can he qualify if his lowest rating is 75%?)
- d. He/She must be of good moral character.
- e. All candidates shall have undergone a Leadership Training Seminar conducted by the Guidance Office. A certificate of attendance must be submitted to the SCOMEL.

11a. All candidates for SSC shall have the same qualifications except that they should be non graduating students. (Let us not have 11a if no 11b follows)

Section 12. Every candidate shall submit the following documents to the SCOMEL:

- a. Certificate of good moral character from the Guidance Office
- b. True copy of grades/Form 138, 137 during the preceding semester/year
- c. Application Form

Section 13. The electors must be bona fide students of JBLFMU – Molo, Inc. (of Molo only?)

Section 14. The conduct of election shall be as follows:

- a. Date of regular SSC election shall be on the third Wednesday of February.
- b. Date of regular SEC election shall be on the second Friday of August.
- c. All candidates shall be represented or presented in the Grand Rally a day before the election.
- d. Room to room campaign shall commence upon the approval of the Department Heads which shall not exceed a period of five school days before the election.

e. Campaign during NROTC instructions is strictly prohibited.

Section 15. Streamers, sample ballots, bookmarks, leaflets, pins, and T-Shirts shall be allowed as campaign materials provided that their sizes and designations are approved by the SCOMEL.

Section 16. The following shall be observed during the Election Day:

- a) Classrooms duly designated by the SCOMEL shall be considered as voting centers.
- b) To cast a vote, the elector must present his/her ID or registration form and submit the ballot.
- c) The voting shall start at 8:00 A.M. to 2:00 P.M. with no noon break.
- d) Candidates are not allowed to stay within (50) meters from the polling place except when he/she casts his/her vote.
- e) Counting shall start after 2:00 P.M.
- f) Administrative staff and members of the faculty shall refrain from campaigning against or in favor of any candidate/s or party.

Section 17. Canvassing of votes shall be within the full responsibility of the SCOMEL.

Section 18. In case of a tie, the SCOMEL officers and advisers shall call all class head officers who will vote directly to break the tie. The schedule shall be set by the SCOMEL.

Section 19. The following shall be observed in case of an election protest:

- a. The election protest shall be in writing stating the ground for protest and shall be attested by the affiant by affixing his/her signature.
- b. All protest shall be filed to the SCOMEL Chairman not later than two school days after the election.
- c. The Student Activity Coordinator together with SCOMEL officers and advisers shall gear the protest and decide on the matter.
- d. The decision shall be final, executory, and non-appealable.

Section 20. The SCOMEL shall post the official tabulation of the election results and shall proclaim the winners upon the completion of the tabulation if no protest had been filed.

Section 21. Nicknames, first names, and interchange of names and positions are considered invalid votes.

Section 22. A valid vote shall contain the thumb mark of the voter and the family name of the candidate.

Section 23. Any willful violation of SCOMEL guidelines as contained in this Constitution is a ground for disqualification or removal from office.

Student Publication/Yearbook

The School Publication is an avenue for students who have the skills and talents in the field of journalism.

Objectives

1. To develop student skills in writing
2. To have an avenue for students to express their ideas, views, and opinions

Editorial Policy

The School Publication is published twice every semester. Articles contained are the personal views of the author, and do not necessarily reflect official thought or endorsement of the administration. Articles are published to stimulate thought and/or provide open forum for discussion.

The School Publication accepts original articles from students, faculty and staff. Comments regarding issues are welcome.

Selection Process

A. Student Staff

The Editorial Staff members are chosen through competitive examination facilitated by the school publication adviser and senior publication staff.

B. Adviser/s, Moderators, Critic/s, and Consultant/s

Recommended by the Student Staff to the Activity Coordinator to the SAS Head to the HR who in turn endorses the recommendations to the Administrator for approval.

Student Staff Editor/s in Chief (to be discussed)

- Supervises the editorial staff of the paper
- Writes? the editorials of the organ (not all the time does the editor in chief writes the editorial)
- Edits? all articles preparatory to submission of the same to the adviser for final editing and approval for publication
- Supervises the preparation of the layout and paging of the paper in coordination with the Managing Editor
- Causes the timely accomplishment of all assignments properly
- Acts as liaison officer between the Advisers
- Calls meeting of the staff in consultation with the adviser

B. Managing Editor

- Brings articles to the press for typesetting
- Checks articles for typographical errors
- Prepares the layout and paging of the paper in consultation with the editor in chief
- Proofreads galley proofs before these are finally approved by the adviser for printing

C. Associate Editor

- Edits the articles in coordination with the editor in chief
- Writes editorials of the organ when requested.
- Prepares assignments of section editors in consultation with the editor in chief
- Coordinates in the preparation of the paper with the editor in chief and managing editor

D. Feature Editor

- Gives out assignments to feature writers
- Receives and edits feature articles preparatory to submission of the same to the editor in chief
- Writes regular feature articles or column

E. Literary Editor

- Gives out assignments to literary writers
- Receives and edits literary articles preparatory to submission of the same to the editor in chief
- Writes regular literary articles or column

F. Filipino Editor

- Gives assignments to Filipino writers
- Receives and edits Filipino articles to be submitted to the editor in chief
- Writes regular Filipino articles

G. News and Sports Editor

- Assigns reporters to cover events relevant to the school activities
- Writes straight news articles on assignment from the editor in chief or through his own initiative in consultation with the latter
- Edits all straight news articles received preparatory to the submission of the same to the editor in chief
- Gives out assignment to reporters to cover sports events in which the school is a participant
- Writes sports articles unassigned to reporters

H. Contributors

- Give other information related to the articles
- Contribute related facts to the column
- Coordinate with the other staff members to make a good output

I. Layout Artist

- Plans the layout of the paper
- Makes the arrangement and packaging of types and photos on a page

J. Staff Artist

- Plans the arrangement and design of the article
- Coordinates with the layout artist
- Prepares photographs, cartoons, illustrations, diagrams, and specially produced lettering for chapter heading or jackets

RENEWAL OF RECOGNITION

Requirements for Renewal of Recognition

The application for renewal of recognition shall be done sixty (60) days after the official

opening of the school year. The application for renewal must be accompanied by:

1. List of new members and officers
2. Calendar of activities for the current school year
3. Accomplishment report/Evaluation of calendar of activities
4. A copy of amendments to the existing constitution-and-by-laws, if there is any

Composition of Clubs and Organizations

1. Adviser
2. Officers and Members

USE OF FACILITIES

The facilities of the school are for the free use of the students with certain provision and under certain rules and regulations as may be provided by the Head of Services and Facilities.

Students should never abuse the school facilities. They should be handled with care and regarded with respect. Buildings and campuses shall likewise be kept clean. Any damage done to school properties and equipment shall be charged against the person responsible of the damage.

All permits for the use of school facilities should be addressed thru the Head of Services and Facilities and/or department head concerned and approved by the Administrator. Such facilities or equipment's include:

1. Computer/Typing Room
2. Sound System
3. Chapel
4. Video Viewing Room /Audio Visual Room
5. Student Center
6. Shop
7. Laboratory facilities
8. Transportation facilities
9. Bulletin Boards
10. Grounds
11. Swimming Pool
12. Covered Court
13. Hall/Function Rooms

Student-related Laws, Administrative Acts and Implementing Guidelines

Republic Act No. 9165 (Dangerous Drugs Act of 2002) An Act instituting the comprehensive dangerous drugs act of 2002, repealing Republic Act No. 6425, otherwise known as the dangerous drugs act of 1972, as amended.

Republic Act 11313 (Safe Space Act) An act defining gender-based sexual harassment in streets, public spaces, online workplaces, and educational or training institutions, providing protective measures and prescribing penalties.

Republic Act No. 11053 (Anti-Hazing Act of 2018) An Act Prohibiting and regulating other forms of initiation rites of fraternities, sororities, and other organizations, and providing penalties for violations thereof, amending for the purpose republic act No. 8049, entitled “An act regulating hazing and other forms of initiation rites in fraternities’ sororities and organizations and providing penalties.”

Republic Act No. 9262 (Anti-Violence Against Women and Their Children Act of 2004) An Act Defining Violence against Women and their Children, providing for protective measures for Victims, Prescribing Penalties Therefor.

Republic Act No. 7877 (Anti-Sexual Harassment Act of 1995) An Act Declaring Sexual Harassment unlawful in the employment, education, or training environment, and for other purposes.

Republic Act No. 10173 (Data Privacy Act of 2012) An Act protecting individual personal information in information and communications system in the Government and the private sector, creating for this purpose a national privacy commission and for other purposes.

