

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

HISTORICAL BACKGROUND

- 1990 - Registered to operate Short-term Computer Courses in Legazpi City
- 1994 - Offered 2- year ComTech and CADDTech Courses
- 1995 - Opened 2-year Computer Secretarial Course
- 1996 - Produced first batches of ComTech & CADDTech graduates
- 2000 - Added 2-year Computer Programmer (ComProg) Course
- 2001 - Introduced 1-year Computer Technician (ComTech)
- 2002 - Accredited by CHED
 - Opened 1-year Data Encoder
 - Offered 3-year courses namely: Network Technician (NTECH), Bachelor of Science in Information Management (BSIM), & Bachelor of Science in Computer Science (BSCS)
- 2003 - Opened 6-month Live-in Caregiver Course, Bachelor of Science in Entrepreneurship (BSEntrep), Bachelor of Science in Computer Engineering (BSCoE) and Bachelor of Secondary Education (BSEd)
 - Awarded as 8th place *Outstanding SME Graduate* Sulong Pinoy Program at Ceremonial Hall Malacañang
- 2004 - Became Southern Luzon Technological College Foundation, Inc.
 - * *Scholarship Sponsors:* PESFA, PBN, DOST, CSCDI & SDSAF
 - Pioneered the Call Center Training program in the Bicol Region
- 2005 - Became the recognized training center of the Civil Service Commission (CSC) for IT literacy.
- 2006 - Officially became a school-based Public Employment Service Office (PESO).
 - Recognized by the Business Processing Association of the Philippines (BPAP) and Call Center Association of the Philippines (CCAP) as an advocate for BPO-IT enabled services in the Bicol Region, thus, have participated in different exhibits and conferences to foster IT as the OTOP of Legazpi City
 - Started the Medical Transcription training course
- 2008 - Best performing PESO office in the Bicol Region and nominated as *Best PESO* during the National PESO Congress in Butuan City.
 - Represented Albay ICT Assoc. (AICTA) in the First ICT Summit in Iligan City

- Awarded by DTI as *Outstanding OTOPI MSME Partner*
 - Started the Specialized Free Training Programs for Web Development, Web Content Development, Technical Drafting, On-Line Office Suite
- 2009 - Proclaimed as Best Performing PESO in Bicol Region and nominated as Best PESO during the National Peso Congress in Clark Pampanga.
- Became a member of Animation Council of the Philippines Inc. (ACPI)
 - Catered to PGS (Pangulong Gloria Scholarship) on Carpentry, Consumer Electronics, Tour Guiding, Computer Hardware Servicing (CHS) and Computer Programming
 - Opened two branches in Pilar, Sorsogon and Anislag, Daraga, Albay
 - Opened the BPO Incubation Center in Embarcadero de Legazpi
 - First-runner up in *Parau Festival Street Presentation* (SLTCFI Pilar Campus)
 - Over-all Champion during the *Ibalong Festival Street Presentation*.
 - Over-all Champion during the *Lambat Festival* (SLTCFI Pioduran Campus).
- 2010 - Opened two more branches in Tiwi, Albay and Pioduran, Albay.
- Best Performing PESO in the Bicol Region, thus nominee for Best PESO Award during the National Peso Congress in Tagaytay City
 - Became a member of Healthcare Information Management Outsourcing Association of the Philippines Inc, (HIMOAP)
 - SLTCFI Tiwi Campus was Best in Street Dancing during the *Coron Festival*
 - Over-all Champion during the *Ibalong Festival Street Presentation* (for the second straight year).
- 2011 - Opened CHED courses, BSED and BSCS I in Pilar and Pioduran branches.
- Opened Bachelor of Science in Business Administration (B.S.B.A) Major in;
 - o Financial Management
 - o Human Resource Management
 - o Business Process Service Management
 - Opened BPO Incubation and Training Centers in; Sorsogon City, Virac, Catanduanes and Quezon City
 - Implemented the BPAP-NICP's Training for Work Scholarship Programs (TWSP) for Finishing Course for Call Center Agents (FCCCA) in Albay, Catanduanes, Sorsogon and Quezon City.
 - Implemented BPAP's TWSP for Animation training
- 2012 - Opened specialized courses in Catanduanes, Sorsogon and Metro Manila areas

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**STATEMENT OF BEING AND PHILOSOPHY OF
SOUTHERN LUZON TECHNOLOGICAL COLLEGE
FOUNDATION, INC.**

Change is inevitable. As time changes, the world also changes, and so as the needs of mankind. Technology is by far the most powerful product of change that drives the world in today's modernized age.

Every individual is endowed with inherent gifts – abilities, talents or skills - which others consider as bestowed by the Divine Providence upon birth. These gifts are stagnant, unable to develop itself without the aid of human will in attaining its perfection. As the individual aims for self-development physically, emotionally and intellectually, he strives to attain wisdom, truth and perfection of his God-given gifts. In his desire to achieve his ends, man seeks various channels that would be contributory to his development in order to cope up with the demands of competitiveness and to meet the challenges in this ever changing world. All these can be successfully attained through proper education.

In our effort to provide avenues for the development of individual as a human being through proper education, we incorporate ourselves into an educational institution that could produce human resources who are morally, intellectually and technologically empowered to meet life's challenges and attain the comfort of a better quality of life, by providing quality education for a myriad of career opportunities. Thus, in 1990, SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION INC. was established, geared towards excellence in computer education and is committed to equip graduates with relevant academic armor in their quest for a place under the sun in this highly competitive technology-driven world through the inputs of necessary knowledge and the development of their skills to the fullest.

As an agent of change, SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. is committed to contribute to nation building and socio-economic transformation, by educating individuals to be competent and productive members of society with a sense of moral, spiritual, and social responsibility.

VISION:

A self-sustaining and socially responsible institution with excellence in the fields of computer technology, arts and sciences, technical courses; manpower development and livelihood programs with the state-of-the-art

facilities and modern approaches in global education to produce holistic and globally competitive men and women that would improve the socio-economic status of the community.

MISSION:

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. aims to establish an educational institution with technological services and facilities that offers and maintains affordable quality Degree and Short-Term courses in computer technology, arts and sciences, technical courses, manpower development and livelihood programs; instills values of morality and individual commitment; upholds excellent academic standards and programs that would improve the productivity and competence of individuals; develops effective, efficient and highly professionalized management team and staff; and promotes networking through active social participation.

GOALS AND OBJECTIVES

To carry out its mission SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. adheres to the following goals and objectives:

GOALS

1. Establish and maintain an educational institution and services that will provide venues for excellence in computer technology, arts and sciences, technical courses, livelihood, manpower development, technological and other vocational fields.
2. Equip the young with necessary knowledge and skills of modern technology in accordance with the competitive standards of the global community.
3. Facilitate job placement, opportunities and other services that will help improve the quality of life of the Filipino and contribute to the development of the region in particular and the country in general.

OBJECTIVES

1. To develop and expand academic programs to produce high level of competence and expertise necessary for socio-economic progress.

2. To forge on the services of operating and maintaining institutional venues in computer technology, technical, livelihood, manpower development, technological and vocational fields.
3. To assist in the development of individuals by providing a general education program that could enhance and develop their potentials and skills necessary for their productive participation in the society.
4. To provide manpower training in the required skills that will contribute to the development of the individual and of the region and nation as well.
5. To instill in the individual attitudes of humility, commitment, respect and responsibility, and foster relevant skills and knowledge to be a productive member of the social structure.
6. To promote frontiers of knowledge through dynamic innovations in order to satisfy academic needs and the demands for technological change.

MAIN OFFICE & BRANCHES:

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(Main Office)

Astillero Bldg., Oro Site, Legazpi City

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(Campus)

Ramon Santos St., Brgy 33, Peñaranda, Legazpi City

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(BPO INCUBATION AND TRAINING CENTER)

3RD Floor Embarcadero De Legazpi, Legazpi Port Area, Legazpi City

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(Anislag Branch)

Purok 5, Anislag, Daraga, Albay

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(Tiwi Branch)

2nd Floor Lagman Bldg., Tigbi, Tiwi Albay

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, PILAR, INC.

Marifosque, Pilar Sorsogon.

**SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION
PIODURAN, INC.**

Bonifacio St., Zone 3 Pioduran, Albay

**SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(BPO INCUBATION AND TRAINING CENTER)**

Cavinitan, Virac, Catanduanes

**SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(BPO INCUBATION AND TRAINING CENTER)**

Balogo East District, Sorsogon City

**SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(BPO INCUBATION AND TRAINING CENTER)**

Unit 203 HS Bldg., 22 Matalino St., Brgy. Central, Quezon City

**SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
(BPO INCUBATION AND TRAINING CENTER)**

#28 San Lorenzo St., Brgy Kapitolyo, Quezon City

COURSE OFFERED:

DEGREE COURSES:

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (BSCpE)

Program Design:

Bachelor of Science in Computer Engineering is a program designed to provide students comprehensive knowledge and practical skills in both software and hardware fundamentals. It aims to produce graduates who are team players, quality-oriented and ethical professionals in the field of computer engineering. This multidisciplinary program integrates the fields of

electrical engineering and computer science, teaching students how to write efficient firmware and operating systems that unlock the potential of new hardware systems.

Career Opportunities:

- Network and System Administrators and Support
- Systems and Technical Manager and Engineer
- Hardware and Network Engineer
- Network Administrator and Manager
- Data Communications Engineer
- Project Manager and Engineer
- Systems Analyst
- Layout Designer
- Programmer
- Teaching
- Computer Hardware Engineer
- Engineering Services

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (BSCS)

Program Design:

The main focus of this program is to expose the students to different approaches and styles in developing programs whether they are procedural or the object oriented type of system approach. Students under this program are highly trained for software and system development. In general, Computer Science degree programs emphasize the mathematical and theoretical foundations of computing, rather than teaching specific technologies that may quickly become outdated. A Bachelor of Computer Science degree is normally required in order to work in the field of software development.

Career Opportunities:

- Computer and Information System Manager
- Computer System Analyst
- Computer Software Engineer
- Computer Programmer
- Computer Support Specialist

- Network Systems Analyst
- Software Developer
- Web Developer
- Web Master

BACHELOR OF SCIENCE IN INFORMATION SYSTEM (BSIS)

Program Design:

The Bachelor of Science in Information Systems program is a study of the design and implementation of solutions that integrate information technology with business processes. It prepares students to be experts on design and implementation of IS in business Industry.

The program is designed to produce world class IT professionals that is not only nationally accredited but also globally competitive and who will be professionally competent, morally upright, and socially responsible contributors to national development.

The curriculum is based on the standards set by the Commission on Higher Education (CHED) and is benchmarked from the curricula of leading academic institutions, national and international, offering similar IT programs and addresses the needs of the industry.

The courses in this program will be delivered through interactive discussions in the class room utilizing visual aids and other teaching materials to gain the knowledge and laboratory classes to acquire the required skills and competencies

Career Opportunities:

- Project Leader
- Database Administrator
- Database Designer
- Financial Analyst/Auditor
- Programmer
- Business Process Analyst
- Data Quality Specialist
- Entrepreneur in IT Industry
- Information Systems Instructor

- Systems Auditor
- Business Process Analyst
- Data Quality Specialist
- Quality Assurance Analyst
- Systems Implementation Officer
- Operation Scheduler
- Technical Support Specialist

BACHELOR IN SECONDARY EDUCATION (BSEd)

Program Design:

BSEducation is the program structured to develop high school teachers who plan to specialize in one of the different learning areas in high school such as Mathematics, English, and Filipino. Students combine classes in their area of concentration with core classes, such as educational technology, methods and strategies in teaching, classroom management, curriculum development, and assessment of learning. As part of the curriculum requirement, they complete their student teaching internships in the university's regular high school, business high school, and nearby schools.

Career Opportunities:

- Teachers
- Tutor
- Write/Author
- Manager
- Curriculum Developer
- Tutorial Center Owner

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Financial Management:

The Bachelor of Science in Business Administration Major in Financial Management prepares the students to possess a strong foundation on theory, principles and concepts, as well as analytical tools and perspectives that would provide a sound and competitive basis for financial and investment decision making.

Career Opportunities:

- Credit Analyst
- Treasury Assistant
- Stock Analyst
- Trust Management Staff
- Credit and Collection Assistant
- FX Trader

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Human Resource Development Management:

The BSBA major in Human Resources Development Management aims to prepare students for a career in Human Resources Management in various corporations whether in the manufacturing, marketing and service sectors, or in the different types of industries such as pharmaceutical, semiconductor, food and beverage, banking industries and other types of organizations. The program includes the broad range of activities to develop the human capital of an organization, which covers career path and development, understanding effective and efficient communication within the organization, and the appreciation of the need for organizational development. The program also provides the freedom to make choices and pursue new and unlimited opportunities for professional growth in various corporations whether in manufacturing, marketing, and service sectors, or in the other different types of industries.

Career Opportunities:

- Management Trainee in Human Resource
- Administrative Staff
- Executive Assistant
- Recruitment Assistant
- Training and Development Staff
- Labor Relations Staff

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Business Process Service Management

Career Opportunities:

- Finance & Accounting
- Life Sciences
- Administration & Back Office
- Data Processing & Transportation
- HR Services
- Customer Support and Contact Center Services
- Legal Services
- Publishing
- Logistic/Procurement

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Tourism Management

B.S. in tourism management course is where you'll learn to execute and supervise various areas of tourism operation, including hotel management, banquet and special event planning, and parks and recreation management.

Career Opportunities:

- General lodging manager
- Supervisor of a specific department, such as food and beverages, convention sales, reservations or customer service
- event planner
- Travel agent

POST SECONDARY COURSES

The 2-year Computer Programming NC IV qualification consists of competencies that are required for developing or writing program codes using a personal computer or workstation as part of a systems development team.

The trainees/students are expected to:

- Design program logic.
- Apply program development approach.

- Apply object-oriented program language skills.
- Apply programming skills in a second language.

Course Opportunities:

- Programmer
- Program coder
- Programming support staff
- Programmer-analyst

The trainees/students also should be able to pass the Occupational Qualification and Certification System (National Certificate - Level IV) of Technical Education and Skills Development Authority (TESDA) – a government accrediting institution.

The 2-year Computer Animation NC III Qualification consists of competencies that a person must achieve to produce animation, multimedia and special effects for film and television/video in both production and post-production stages.

The trainees/students are expected to:

- Produce key drawings for animation
- Produce cleaned-up & in-between drawings
- Create 3d digital animation
- Use an authoring tool to create an interactive sequence

Course opportunities

- Clean-Up Artist,
- In-between Artist/In-betweenener,
- Clean-Up Art Checker,
- In-between Checker,
- Animation Checker,
- 3D Character Animator,
- Web Designer, or
- Multimedia Artist

The trainees/students also should be able to pass the Occupational Qualification and Certification System (National Certificate - Level III) of Technical Education and Skills Development Authority (TESDA) – a government accrediting institution.

The 2-Year Computer Hardware Servicing NC II Qualification consists of competencies that must possess to enable to diagnose and troubleshoot problems in personal computer systems, software, replace parts and get the system

The trainees/students are expected to:

- Install computer systems and networks.
- Diagnose and troubleshoot computer systems.
- Configure computer systems and networks.
- Maintain computer systems and networks

Course Opportunities:

- Computer Service Technician or
- Computer Repairman

SPECIALIZED TRAININGS

100-Hour Online Web Marketing / Search Engine Optimization (SEO)

100-Hour Online Copy Writing (Content Writing)

100-Hour Legal Transcriptionist

300-Hour Online Office Suite

300-Hour Web Development Solution (PHP)

3-6 Months Apprenticeship/Learnership Program

(for web programmers, web designers, web marketing analysts and content writers)

Global Call Center Competency Program

100-Hour Finishing Course for Call Center Agents

PROFESSIONAL SHORT-TERM COURSES

356-Hour Computer Hardware Servicing (CHS NC II)

252-Hour Computer Programming NC IV

196-Hour Tour Guiding Services NCII

516-Hour Animation NCII

GENERAL INFORMATION

THE ACADEMIC YEAR

The academic year or one school year is 10 months -- June to March with a total of eighteen (18) weeks each; summer classes last for four to six (4-6) weeks.

Summer classes usually follow a week or two after the last day of classes for the second semester of the current school year.

The opening and closing of classes on a semestral basis is governed by the memoranda and ordinances issued by the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA).

Schedule of all opening and closing of classes are subject to changes in accordance with the CHED/TESDA approved calendar of activities for the school year.

Classes are normally scheduled from Mondays through Saturdays, 7:00 A.M to 12:00 Noon for Morning schedule, 1:00 – 7:00 P.M for the afternoon schedule; Night classes are scheduled from 5:00 to 10:00 in the evening.

CREDENTIALS

Credentials submitted for enrollment become part of the school records. They may not be withdrawn after registration. The Institution has the right not to admit or to dismiss at anytime, any student who submits false credentials.

ADMISSION CREDENTIALS

REQUIREMENTS FOR ADMISSION

The basic requirements for admission are the following:

High School Department

- Graduate of a Dep. Ed. Elementary School
- Form 138 or Elementary Report Card

- Certificate of Good Moral Character
- 2 pcs. 1 x 1 Colored ID Pictures
- Photocopy of NSO Birth Certificate
- Long Brown Envelope

College Department

Freshmen

- Graduate of a Dep. Ed. Secondary School
- Form 138 or High School Report Card
- Certificate of Good Moral Character
- 2 pcs. 1 x 1 Colored ID Pictures
- Photocopy of NSO Birth Certificate
- Long Brown Envelope

Old Students

- Duly accomplished clearance with corresponding signature of different colleges and administrative department concerned.
- Evaluation Form with corresponding subjects taken and grade which is evaluated by the Dean.

Transferees

- Original or certified true copy of Transcript of Records and/or Certification of grades
- Certificate of Honorable Dismissal
- Certificate of Good Moral Character
- 2 pcs. 1 x 1 Colored ID Pictures
- Photocopy of NSO Birth Certificate
- Long Brown Envelope

Cross-Enrollees

- Permit to cross-enroll form from the mother school.

Returning Students

- Duly accomplished clearance signed by the concerned signatories at the time of his/her stay at SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
- Evaluation Form with corresponding subjects taken and grade which is evaluated by the Registrar.

Old/Returning Students

An old student may be re-admitted upon presentation of his clearance duly signed by the school authorities concerned.

However, SLTCFI reserves the right to refuse re-admission to students who had been dismissed or dropped from the school rolls for violation of school policies, rules and regulations.

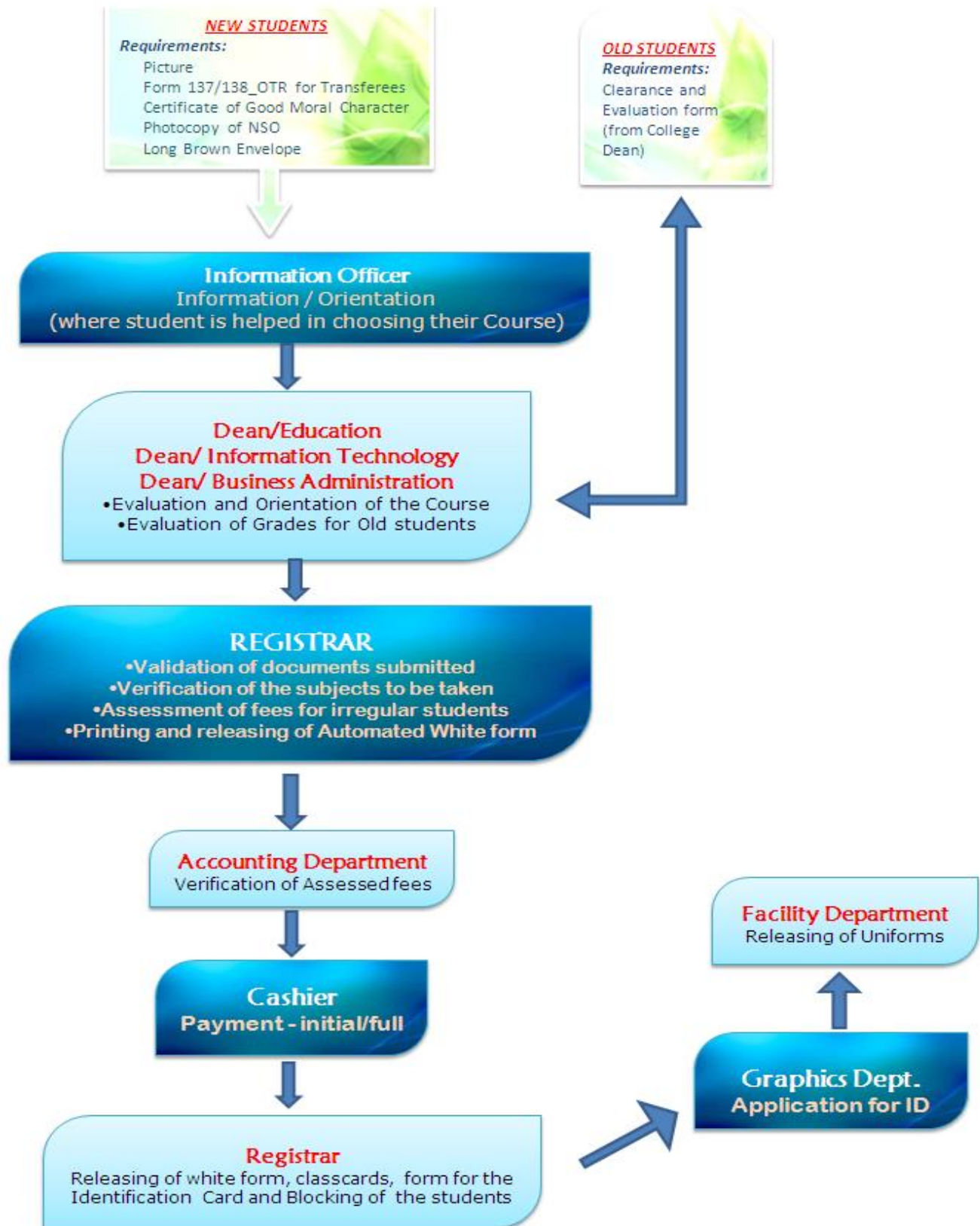
In some instances, enrollees may be required to comply with the following:

Medical Certificate
Barangay/Police Clearance/NBI Clearance
SLTCFI Entrance Examination (SLEE)

Freshmen, new enrollees, and transferees in a four-year degree course shall be required to take the SLTCFI Entrance Examination (SLEE). An aptitude examination for the BSCoE will be conducted and a general average of 80% is required to qualify for the admission. The schedule of such will be dependent upon the discretion of the Administration and shall be prior to the enrollment schedule.

An amount of P100.00 shall be charged as entrance examination fee.

Admission Procedure



Late Enrollment

On valid reasons, late enrollees shall be accepted at SLTCFI upon payment of a late enrollment penalty fee, which shall be one percent (1%) of the total school fees paid for in the semester.

Cross Enrollment

Cross-enrollees from other Colleges, Universities, Vocational-Technical institutions and the like shall be accepted provided they fulfill all the admission requirements for a cross-enrollee at SLTCFI.

ACADEMIC LOAD

The academic load or subject load of every student shall depend on the prescribed load requirements of the course for the semester in which he/she is enrolled.

Full Load. This means the number of units prescribed in the every course for each curriculum per semester.

Over Load. This means the number of units in excess to the prescribed units in the every course for each curriculum per semester.

A graduating student, both at the secondary and tertiary levels, may be permitted to have upon the discretion of the school, an additional subject load of not more than two units and six academic units, respectively, in excess of the normal; load specified by the school year or term(1992 Manual of Regulation for Private School, Sec. 69). Any Student applying for an extra load shall course his application through the office of the Dean of the college, the registrar, and/or CHED. The overload permit is given only once to a graduating student on his/her last semester. Non-graduating students are not allowed to have an overload.

CHANGING/ADDING/DROPPING OF SUBJECTS

1. Changing, Adding or Dropping of subjects shall be allowed only for valid reasons. A student who wishes to change, add or drop in any of his/her subjects may get form from the registrar and a written statement to the Registrar stating his/her reason for the same. The validity of reason shall be determined by the Registrar.
2. No Changing, Adding or Dropping of subjects shall be done after the prescribed period, otherwise, the subject to be changed or substituted shall be considered dropped. Unauthorized changing or substitution of subjects shall not be given credit.
3. A student, for valid reasons may add or drop a subject. Adding or dropping of subject/s shall be done within a period of one week after the start of classes in a given semester.
4. A student who wants to add or drop a subject may do so in writing, addressed to the Registrar, stating his/her reason in doing so. An amount shall be charged proportionate to the unit weight of subject/s to be added.
5. Unauthorized adding of subjects is not allowed. Unauthorized dropping of subjects shall be governed by special rules provided in this handbook.

Prerequisite Subjects

No student is allowed to enroll and earn credit in advanced subject/s unless he/she has passed the respective prerequisite subjects.

NSTP (National Service Training Program)

Male/Female students of STLCFI are given due discretion to enroll in any of the three (3) National Service Programs such as Reserved Officer Training Corps (ROTC), Law Enforcement Service (LES) and Civic Welfare Training Service (CWTS) as a requirement for Bachelor's Degree courses.

ACCREDITATION

Subjects and units earned through other tertiary or vocational institutions shall be credited and recognized by SLTCFI provided that the requirements for admission had been satisfied and the following conditions are met:

- A. That the government duly recognizes the school from which the unit subjects originate.
- B. That the rules on pre-requisites have been duly observed.
- C. That the unit subject taken is of the same description and unit value with the existing curriculum of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

Subjects taken in SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. not officially registered by the Registrar's Office shall not be recognized and shall be given no credit.

STUDENT CLASSIFICATION

Students of SLTCFI are classified into three (3) major categories such as Regular, Non-Regular and Short-Term course student.

- 1. REGULAR STUDENT** - is one, who carries the full academic load requirements prescribed of the course in a given semester, and observes the organized program of study for the respective course.
- 2. IRREGULAR STUDENT** - is one, who is officially enrolled in a course but does not carry the full academic semestral load, required of the course in a given semester.
- 3. SHORT-TERM COURSE STUDENT** - is one, who is enrolled in any of the short-term or specialized courses offered by SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

SCHOOL UNIFORM AND ID REQUIREMENTS

1. All students of SLTCFI are required to wear the prescribed school uniform with valid ID hanged around the neck, upon entering and while within the school premises.
2. The Dean, Principal, Instructors, Security Personnel and higher administrative staffs concerned are enjoined to strictly impose this requirement.
3. ID's are validated during the start of every semester. ID's are required for surrender every end of the semester to the office of the registrar for validation.
4. Observance of proper wearing of school uniform is imposed every first week of July for the first semester and for the second week of November, unless otherwise, the student is a transferee.
5. Transferees are only given two weeks grace period for the strict observance of proper wearing of uniform.
6. Transferees and working students are allowed to wear white shirts with or without SLTCFI logo upon submitting the certificate of employment.
7. Wednesdays and Saturdays are considered as "Free Day" which means that all the students are allowed to wear civilian clothes, but the following restrictions must be observed:
 - a. Shirt with loud prints or bold design
 - b. Rugged pants and shirts
 - c. Sleeveless shirts or blouse
 - d. Revealing necklines and see through clothing
 - e. (Transparent) blouses and shirts
 - f. Slippers
8. Dress code and Grooming Policy

FOR MEN

- White polo shirt (with school seal)
- Plain white undershirt

- Prescribed teal colored pants
- Black shoes
- School ID w/ SL lace
- Well-groomed hair must not touch the ears and collar. No hair colors/highlights, and no loose or wispy hair strands.
- Beards and mustache must be clean and shaven at all times.
- Earrings, body piercing and exposed tattoos are strictly prohibited.
- Wear the prescribed PE uniform during PE class only.

FOR WOMEN

- White blouse (with school seal)
- Prescribed skirt/pants (skirt must be in 1 inch above the knee)
- Closed black shoes with heels
- School ID w/ SL lace
- Wear the prescribed PE uniform during PE class only.

ATTENDANCE AND ABSENCES for Tertiary Level

1. Regular attendance at classes is important for academic progress. Student should come to class not only regularly but also punctually.
2. Students who incur absences due to unavoidable circumstances must present an excuse letter duly signed by his/her parent/guardian and duly noted by the Dean/Principal, stating the reason/s, and presented to the instructors concerned.
3. If a student begins to feel ill during the school day, he/she must get a permission signed by the instructor at the moment. If the student is judged too ill to continue his/her classes, the Dean/Principal shall authorize the student to be excused from attending classes for the rest of the day. Any student who claims illness and leaves school without following this procedure will be regarded as truant from his/her class.
4. A student is only allowed a total of nine (9) hours absence in each of his/her enrolled subjects for the entire semester.
5. Students who exceeded the allowed nine hours absence and/or incurred a number of five (5) consecutive absences in any of his/her subjects shall automatically be dropped from the subject if the absences incurred

were prior to the mid-term examinations, and/or a failing grade of 5.0 shall be given if the absences were incurred after the mid-term examinations.

6. A prolonged absence due to illness must be verified by a written note from the parent/guardian together with a doctor's certification.
7. A student who leaves the room with the permission of the instructor/teacher but remains outside for unreasonably long period of time will be marked absent.
8. Students are always held responsible for all the assignments and the entire content of the course regardless of the kind of absence incurred.
9. A student is considered absent from class if he/she is not present within the first fifteen (15) minutes of the scheduled class time.
10. Although members of the faculty are expected to begin their class promptly, sometimes due to unavoidable circumstances, some faculty members are late for classes. In such cases, the student should not leave their classroom until after fifteen (15) minutes. Instructor arriving late but within the time specified shall mark the students absent if they leave the class before the first 15 minutes of the period. The students are requested to inform the Dean in cases of habitual absenteeism and tardiness of their instructors.
11. No student shall earn credit in any given subject unless he/she attends at least 80% of the prescribed number of class hours(1992 Manual of Regulations for Private Schools) A student whose accumulated absences have amounted to at least 20% of the total number of class hours will be marked as DROPPED.

ABSENCES for Secondary Level:

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, the SL BPO Science High School believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious needs.

Further, SL BPO Science High School values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every

attempt to assist families in addressing attendance concerns. The following are the policies regarding this;

1. If a student is absent from a class in the "Block Schedule", they have realistically missed the whole instructional periods.
2. Any time your child will not be in school on any specific day, you must place a phone call or submit an excusal note to the attendance office within 24 hours of the absence.
3. You should contact the immediate superior of your child or the adviser.
4. If your child is excused for a medical or legal appointment, you will need to submit documentation to the adviser.
5. If your child is leaving school early for an appointment, he/she must check out through the Admin Office.

LOSS OF CREDITS:

1. A student who is absent from any given class ten (10) or more times, either excused or unexcused, per quarter may not receive academic credit for that class.
2. An appeal process is in place for those students who have extenuating circumstances.
3. Please note that official documentation, such as doctor's note will be required to file an appeal.
4. Students who are under the age of 16 and have ten or more absences may be cited to court for excessive absences.
5. Parents will be notified by letter when students accumulate 3, 5, 8 and 10 absences.

TARDY PROCEDURE

Students arriving in the classroom after the academic day begins present a significant distraction to the educational process.

1. A tardy for attendance purposes is defined as any student who is **not** inside the classroom when the tardiness bell stops ringing.

2. Students carrying a pass from a school staff member are classified as tardy excused, and will be sent to class.
3. Students that have unexcused tardiness should report to her instructor. Students will be provided with academic activities (skills intervention, etc.) until the beginning of the next class period.

EXAMINATIONS

1. Regular exams are administered through four (4) major examinations such as Prelims, Midterms, Pre-Finals and Final Examinations in college and the periodic examinations in high school. The administration of which follows the schedule of activities of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. in a given semester.
2. The instructors/proctors assigned in a given subject shall administer the respective examinations.
3. A permit is issued by the Accounting Department and signed by the Registrar and the Accounting Officer. The said permit must be presented by the student to the instructor/proctor concerned before the student is allowed to take the examination.
4. No student shall be allowed to take any examination without a permit secured from and signed by the Registrar and the Accounting Officer.
5. Instructors are given due discretion to give oral or practical examinations. Likewise, other examinations may be administered as requirement for a given subject/course provided that it is given within the semester.
6. Students, who were not able to take the regular examinations for whatever reasons, may be allowed to take special examinations only upon payment of a fee as a penalty, which shall be determined by the Accounting Officer. Students who shall take the special examination a week after the schedule of exams shall pay P50.00 per subject to the school cashier. Upon payment, the cashier will issue a receipt as permit to take the special examination. The permit to take the examination shall be presented to the registrar to schedule his/her special examination. The teacher shall provide new set of examination for the student/s who will take special examination.

7. No student may be granted any exemption from any examination. Oral examinations in lieu of written examination are not allowed, unless first approved by the Dean/Principal/Registrar or the Vice President for Academic Affairs.
8. Student who fail to take any of the examinations for any reason or have not completed other requirements of the course are given a grade of INCOMPLETE.
9. Adherence to the schedule of examination avoids both the inconvenience to students and faculty members alike, and the delay in the settlement of the student's financial obligations. Any changes in the general time schedule for examinations should have the prior approval of the Dean/Vice President for Academic Affairs/Registrar.
10. Any student with a grade of INCOMPLETE for a reason of not having taken any of the periodic examinations may take a special completion examination after paying the special examination fee within the first week of either of the following 2 semesters. Any grade of INCOMPLETE not removed during this period becomes a FAILURE.
11. Student who obtain a grade of INCOMPLETE for a reason other than not having taken any of the periodic examinations; otherwise, the student must take the subject again.
12. As a general rule no grade higher than 80% may replace the grade of INCOMPLETE.

What to do if you have Incomplete Grade

First step:

Go to the cashier to pay for a completion form

Present your receipt at the Registrar to secure a completion form

Go to your Instructor to request for a Removal exam /Project assigned then secure a Grade

then present it to the Registrar for approval

Students who have incomplete grades must comply within the semester or will be remarked as failed.

GRADING SYSTEM for Tertiary Level

Highest Possible Grade: 100

Lowest Possible Grade: 70

Lecture Class:

Criteria in Grading:

Major Examination -	30%
Class Standing -	70%
Quizzes -	30%
Recitation/Board works/seatwork	20%
Projects/Presentation	20%

Laboratory Class:

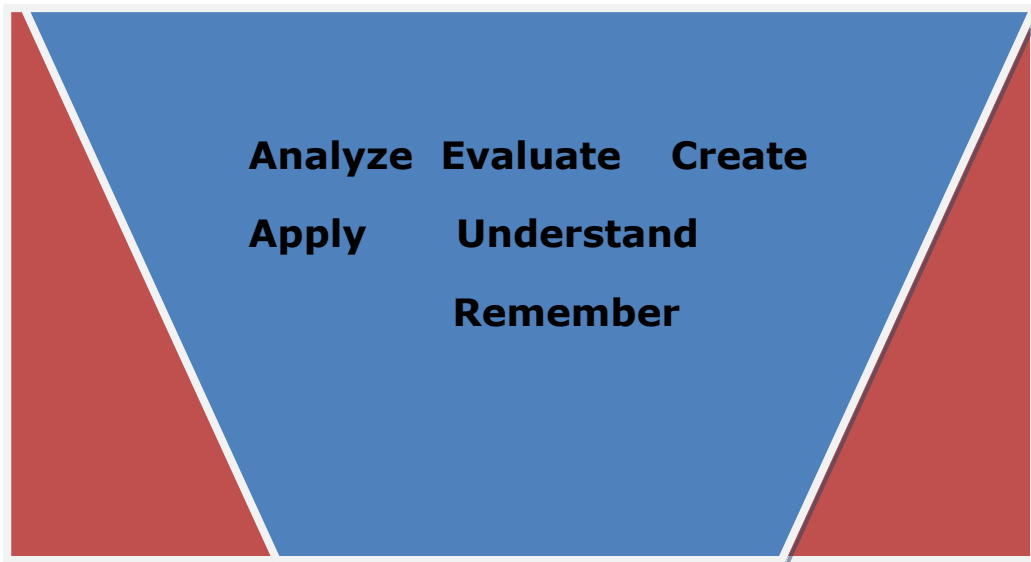
Criteria in Grading :

Major Examination -	30%
Class Standing -	70%
Quizzes -	15%
Lab. Exercises/Board works/seatwork	20%
Projects/Presentation	30%
Attendance	5%

Grading of projects must be based on a rubric (an assessment tool to measure the quality of task done which can be complex and subjective. A rubric can also provide a basis for self-evaluation, reflection, and peer review. It is aimed at accurate and fair assessment, fostering understanding and indicating the way to proceed with subsequent learning/teaching).

The passing score for all examinations and quizzes must be 30% of the total number of items which will earn an equivalent grade of 75%. Zero score will be given an equivalent grade of 70% and perfect score will earn 100% equivalent grade.

The preparation of the test questions for the major exams should conform to the Blooms taxonomy cognitive domain: knowledge, comprehension, application, analysis, synthesis or affective domain):



The Final Grade will be computed by averaging. That is:

$$(Prelim + Midterm + Prefinal + Final)/4 = \text{FINAL GRADE}$$

No Grade of 72, 73 or 74 must be given as final grade. If FAILED the Final Grade must be 70. If PASSED the grade should be 75 or above.

CRITERIA IN GRADING A SCHOOL COURSE PROJECT					
Criteria	Advanced Thoroughly, Effectively	Proficient Sufficient, Satisfactory	Acceptable Adequate, Passable	Not Acceptable, Incomplete, Ineffective	Comments
Visual Aides (10)	Engaging, creative, and thought provoking (10)(9)	Relevant prepared and clear. (8)(7)(6)	Somewhat relevant and not entirely clear. (5)(4)(3)	Not relevant or clear (2)(1)(0)	
Delivery and Style (10)	Engaging, delivery of subject. (10)(9)	Effective delivery of subject. (8)(7)(6)	Adequate delivery of subject (5)(4)(3)	Delivery of subject is confusing (2)(1)(0)	
Coordination and Collaboration (10)	All group members actively participated.	Effective delivery of subject (8)(7)(6)	Group members may not equally participated	All group members did not participate	

			(5)(4)(3)	(2)(1)(0)	
Content (20)	Demonstrates informed exploration of the research problem. Findings directly address the issue and are presented in an engaging way. (16-20)	Research problem is explored. Finding presented (11-15)	Research problem partially explored. Findings only partially relevant. (6-10)	Not enough research has been completed to address the research problem. Findings are not relevant. (0-5)	
Organization (20)	Presentation has excellent organization that complements research plan (16-20)	Presentation has clear organization. Main points are recognizable. (11-15)	Presentation is somewhat disorganized, main points need clarification. (6-10)	Presentation is disorganized. Main points are difficult to recognize. (0-5)	
Research (15)	Presentation demonstrates exceptional level of reflection and engagement with sources. (15)(14)(13)(12)	Presentation demonstrates reflection and engagement with sources. (11)(10)(9)(8)	Presentation demonstrates some reflection and engagement with sources. (7)(6)(5)(4)	Presentation demonstrates little or no reflection and engagement with sources. (3)(2)(1)(0)	
Time Limit (15)	Adhere to time limit (15)(14)(13)(12)	Somewhat adheres to time limit (11)(10)(9)(8)	Does not adhere to time limit (7)(6)(5)(4)	Greatly exceeds or falls short of the time limit (3)(2)(1)(0)	

Grading System for Secondary Level

GRADING PROCEDURES/PROGRESS REPORTS/REPORTS CARD

Measurement of students' achievements includes the following:

LEVELS OF ASSESSMENT

Knowledge.....	15%
Process and Skills.....	25%
Understanding.....	30%
Products/Performances.....	<u>30%</u>
	100%

The levels are defined as follows:

1. "Knowledge" refers to the substantive content of the curriculum, the facts and information that the student acquires.
2. "Process" refers to cognitive operations that the student performs on facts and information for the purpose of constructing meanings and understandings.
3. "Understanding" refers to enduring big ideas, principles and generalizations inherent to the discipline, which may be assessed using the facets of understanding.
4. "Products/Performances" refers to real-life application of understanding as evidenced by the student's performance of authentic tasks.

LEVELS OF PROFICIENCY

Beginning.....	74% and below
Developing.....	75-79%
Approaching Proficiency.....	80-84%
Proficient.....	85-89%

Advanced.....90% and above

At the end of the four quarters, the Final Grade for each learning area shall be reported as the average of the four quarterly ratings, expressed in terms of the levels of proficiency. The general average shall be the average of the final grades of the different learning areas, also expressed in terms of levels of proficiency with the numerical equivalent parenthesis.

Promotion and retention of students shall be by subject. Students whose proficiency level is Beginning (B) at the end of the quarter or grading period shall be required to undergo remediation after class hours so that they can immediately catch up as they move to the next grading period. If by the end of the school year, the students are still at the Beginning level, then they shall be required to take summer classes.

As a matter of policy every learning deficiency should be bridged even for those students whose level of proficiency is above the Beginning level.

Honor Students shall be drawn from among those who performed at the Advanced Level. Subsequent guidelines shall be issued as basis for ranking of honors.

SCHOLASTIC DEFECIENCY

One Subject Failure

Student, who at the end of the semester, fails in any one of his/her subjects shall in the succeeding semester, carry an academic load less the weight of the subject that he/she failed.

Probation

A student who at the end of the semester fails in any five (5) of all his/her subject/s shall be on probation. The probation shall take effect upon

enrollment and shall commence in the mid-term examination of the semester. While on probation, the probationer must act in accordance to the rules, terms and conditions set forth in the Probation Form and/or must not incur a failing mark in any of his/her enrolled subjects while probation is in effect.

Failure to comply with the terms and conditions set forth in the probation shall result in automatic dropping of the probationer from the rolls of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

Probation may be cancelled upon fulfillment of the conditions provided in the rules on probation.

Dismissal of Students

A student may be dropped / dismissed from the rolls of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. on the following grounds:

- Failure to comply with the probation conditions
- Gross misbehavior
- Delinquency
- Recidivism (Regression, reaction)
- Willful violations of the provisions of this manual.

Honorable Dismissal

A bonafide student who wishes to transfer to another school shall be granted honorable dismissal upon request addressed to the office of the registrar provided that the student/s concerned is of no pending case or record involving character misdemeanor or grave misconduct.

Students who have been dismissed on the grounds enumerated in the preceding article on dismissal shall be entitled to the transcript of records but not to an honorable dismissal.

SUSPENSION OF CLASSES

1. The announcement of suspension of classes must be approved by the President through the VP for Academic Affairs. This announcement

shall be made before the first class in the morning. In case of special occasion, the same should be conducted.

2. In case a typhoon is announced in the middle of the day, undergraduate and graduate classes will continue, unless an announcement of suspension is made by the President through the VP for Academic Affairs.
3. If typhoon Signal No. 2 is hoisted before the beginning of classes in the morning, graduate and undergraduate students should come to class unless told otherwise by CHED or the City Mayor through radio and television.
4. If typhoon Signal No. 3 or 4 is up, classes are suspended.
5. In cases of other disastrous phenomena like earthquake or severe flooding, etc., the President shall suspend classes even in the absence of a typhoon signal.
6. The automatic suspension of classes does not apply to school personnel, including teachers. They are to report to their respective schools except when the Office of the President or its authorized counterpart in a region has declared that all government offices have been closed. In the case of private schools, the suspension of work by school personnel shall be at the discretion of the school head.

GRADUATION REQUIREMENTS

A student shall be recommended for graduation only upon passing all the academic requirements in the course taken, and upon completion of the additional requirements below.

A graduating student should file the following necessary documents one semester before applying for graduation:

For SECONDARY LEVEL

1. NSO birth certificate
2. Form 137 or OTR if transferee
3. Honorable Dismissal if transferee

For TESDA COURSES:

4. Evaluation form indicate the Complete subject taken and with grades
5. NSO birth certificate
6. Form 137 or OTR if transferee

7. Honorable Dismissal if transferee
 8. OJT requirements includes
 - a. *DTR*
 - b. *Certificate of completion*
 - c. *Evaluation sheet*
 9. CARS (Competency Assessment Result Summary)
- For CHED COURSES:
1. Evaluation form indicate the Complete subject taken and with grades
 2. NSO birth certificate
 3. Form 137 or OTR if transferee
 4. Honorable Dismissal if transferee
 5. OJT requirements includes
 - a. *DTR*
 - b. *Certificate of completion*
 - c. *Evaluation sheet*
 6. Undergraduate thesis/Feasibility study

A graduating student should file an application for graduation to the Office of the Registrar four (4) weeks after the first day of classes on his/her last semester in the school. The application form for graduation is available upon request the Registrar's Office.

ON-THE-JOB TRAINING (OJT) and Evaluation of Graduating Students

- Every graduating student is required to undergo on or off-campus on-the-job training or OJT with 300 hours. Their theoretical and practical knowledge gained should be applied in actual practice to their respective industry.
- Each student is assigned to firms, offices, business establishments, and other agencies where they can actually practice the knowledge they gained. The head of the firm where OJT has been conducted shall evaluate the performance of the student.
- Degree Courses OJT
 - The OJT for Degree Courses is conducted on the summer of their third year level except for the BSSED.
- Two – Year Courses

The OJT for non-degree course is conducted on the third semester of last year term in the institution.

Process of Special Order

TESDA

First, the office must report to TESDA the MONET (List of all new students enrolled in the respective courses)

Second, the office must also report to TESDA the Terminal Report (List of students that took the assessment (NC II, NC III and NC IV))

Application of Special Order should include:

- Transmittal letter - notarized
- Permanent Record
- Form 9 of the students from first year to second year
- NSO birth certificate
- Form 137 or OTR if transferee - remarks should be: *Copy for SLTCFI*

OJT requirements includes

- DTR
- Certificate of completion
- Evaluation sheet
- CARS (Competency Assessment Result Summary)

CHED

First, the office must report the Enrollment list per semester (list of students with their respective courses and their subjects taken)

Application of Special Order should include:

- Transmittal letter - notarized
- Permanent Record
- Form 9 of the students from first year to second year
- NSO birth certificate
- Form 137 or OTR if transferee - remarks should be: *Copy for SLTCFI*

OJT requirements includes

- DTR
- Certificate of completion
- Evaluation sheet

SCHOOL DOCUMENTS AND CREDENTIALS

1. All student records are strictly confidential. To ensure confidentiality of student's records, Transcript of Records, and other documents related to the student, shall only be issued upon the request of the concerned student or to any person duly authorized by the student manifesting such request.
2. The party requesting for records shall present a duly accomplished request form, available at the Office of the Registrar, and including a receipt of payment made for such request.

Any document/record requested shall not be issued to students who have pending obligations to SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

PROCESS IN REQUESTING DOCUMENTS (CREDENTIALS)

First, secure a request form or application for issuance of records **FROM THE OFFICE OF THE REGISTRAR** then accomplish the **FORM** together with the following required documents :

1. 2 x 2 picture with white background
2. If a graduate of a **TWO-YEAR COURSE**:
 - OJT Evaluation, OJT Certification and OJT DTR
 - CARS (Competency Assessment Results Summary)
 - NSO Birth Certificate
 - Form 137
3. If graduated (**FOUR YEAR & FIVE YEAR COURSES**)
 - OJT Evaluation, OJT Certification and OJT DTR
 - NSO Birth Certificate
 - Form 137
4. Under Grad.
 - NSO Birth Certificate
 - Form 137
5. **SHORT-TERM COURSES/SPECIALIZE COURSES**
*no requirements needed.

Second, secure a signature from the following Dept Heads:

1. Registrar/Assistant Registrar
2. Librarian
3. Student Affairs Officer/Guidance Counselor

Third, proceed to the **Cashier** for payments of the requested documents.

Fourth, after accomplishing and paying the requested document /credentials , submit the form to the assigned **admin support** from the office of the registrar for processing. The request will be processed in two weeks time.

Fifth, present the receipt to the person **in charge of releasing documents** upon claiming the requested credentials. In the absence of the requesting party, **authorization letter and valid ID** must be presented.

NOTIFICATION TO students and parents

A. In the absence of any required document, the admin. support/assistant registrar will not entertain the request until such time that the said lacking requirements be complied.

B. Correct contact number must be indicated.

C. If the account officer finds out that the requesting party still have accounts to be paid, the requested document will not be processed/released until the said balances are paid.

D. In the absence of special order number (S.O.) coming from TESDA OR CHED; we may process the Official Transcript of Record (OTR) temporarily. TAKE NOTE THAT BEFORE THE GRADUATION DAY YOU MUST ACCOMPLISH ALL THE DOCUMENTS NEEDED.

E. The issued documents are only based from the documents submitted by the instructors .

F. If there are no deficiency and financial obligations, issuance of records will be released two weeks after the approval.

G. Deficiency in grades and incomplete credentials or lacking necessary documents shall be the reason for delay of the release.

SCHOLARSHIPS

1. The following students shall enjoy scholarship from SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. ;
 - High School Valedictorian – Free tuition fee
 - High School Salutatorian – Fifty percent (50%) tuition fee discount
 - First Honorable Mention – Twenty Five percent (25%) tuition fee discount.
2. Student who wishes to avail such scholarship should, upon enrollment, present a certificate signed by the Principal/Director of the High School where he/she graduated, certifying that he/she received such an Award/Honor qualified for scholarship at SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
3. Such scholarship may be extended provided that the student concerned maintains a minimum grade of 90 and without a grade below 83 in any of his/her academic subjects in a given semester.

OTHER SCHOLARSHIPS

Among the benevolent individuals and organizations who extend scholarship grants are the following: AHECS, Cong. Bichara, AKB, Mayor Rosal Scholarship, TESDA/PESFA, PBN Foundation, Child Sponsorship and Community Development International (CSCDI), Sto. Domingo Fund Assistance, Inc. and SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

Those who wish to be a scholar from the scholarship grants stated may visit the marketing office of the institution to be able to avail of such.

The SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. scholarship is called, The President's Scholar and is granted to deserving students, and shall remain in effect provided the grantee/scholar shall not violate, encroach or jeopardize the terms and conditions set forth in the memorandum of agreement signed by the scholar and SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. reserves its right to approve, disapprove, or revoke any scholarship grant extended to its student.

SCHOLARSHIPS OFFERED:

PROFESSIONAL SHORT-TERM COURSES

- Training For Work Scholarship Program (TWSP) of TESDA
- 100-Hour Finishing Course For Call Center Agents – NC II

516-HOUR ANIMATION NCII

SPECIALIZE TRAINING

300 HOUR ONLINE OFFICE SUITE

100 HOUR ONLINE WEB MARKETING (SEO)

SCHOLARSHIP GRANTS FOR DEGREE AND POST SECONDARY COURSES:

- AHECS (PGA-EQUAL) (Starting 2014)
- Congressman Bichara Scholarship
- Congressman Lagman Scholarship
- AKO BICOL Scholarship
- LGU Legazpi Scholarship
- CHED Study Now Pay Later Program
- PBN Foundation
- Child Sponsorship and Community Development International (CSCDI)
- SLTCFI In-House Scholarship Grant

GRADUATING WITH HONORS

The VP for Academic Affairs will conduct a deliberation for the graduating students of the different colleges. The attendees are the VPAA, Dean/Principal, Guidance Counselor/ Students Affair Coordinator, Registrar and Instructor of the different subjects of the graduating students.

The Registrar may present the qualified students based on the record submitted to the Office of the Registrar.

In giving an award to the graduating students, the following criteria must be followed;

1. They should follow the required minimum requirements based on the student's handbook.
2. The Guidance Counselor/Student Affairs Coordinator may present his or her comments to the students the behavior of the students(if any).
3. An instructor may also recommend a student that was not on the list presented by the registrar that he/she feel is capable to be given honor based on his/her record.

Degree Courses

Below are the minimum grade requirements for students from Bachelor Degree courses and Non-Degree courses to graduate with honors.

HONOR	MINIMUM AVERAGE	LOWEST GRADE	RESIDENCE	AWARD
Summa Cum Laude	95	93	All course units	Gold Medal
Magna Cum Laude	93	90	Last three years	Silver Medal
Cum Laude	92	85	Last two year	Bronze Medal
With Academic Distinction	85	82	Last two year	Bronze Medal

Non-Degree Courses

The awards given to non-degree courses are:

HONOR	MINIMUM AVERAGE	LOWEST GRADE	RESIDENCE	AWARD
With High Honors	90	85	All course units	Gold Medal
With Honors	88	83	Last three years	Silver Medal
With Academic Distinction	85	82	Last two year	Bronze Medal

Candidates for honor should have clean records, that is, no grade of DROPPED or INCOMPLETE or WITHDRAWN. (Any decision not in accordance

with this provision could be justified by the provision stating that the granting of honors is a privilege of the institution notwithstanding the criteria provided.

SPECIAL AWARDS

During the commencement exercises, the institution grants a special award to the following;

1. The most outstanding graduate in their own field of specialization.

Example:

TWO YEAR COMPUTER HARDWARE SERVICING

*Technician of the year

TWO YEAR COMPUTER ANIMATION

*Animator of the year

2. SERVICE AWARDEE

This award is given to the student who had rendered service to the institution without expecting any reward. Qualifying student for this award must be enrolled from one to two semesters.

3. LOYALTY AWARDEE

Qualifying student/s must be a degree holder wherein he must not shift from one course to another, must possess good reputation and must have an average of 80 or above.

SLTCFI Leadership Award – Given to students who showed the best leadership ability in on/off campus curricular and extra-curricular activities.

The criteria for the SLTCFI Leadership Award are the following:

A. Academic Excellence	40%	
B. Leadership Ability	30%	
a. Responsibility	10%	
b. Executive Effectiveness.....	10%	
c. Communication Skills.....	10%	
C. Extra-Curricular Activities	<u>30%</u>	
		100%

Guidance Service Office

The Guidance Office of the Southern Luzon Technological College Foundation, Inc. is a support department of the school that aims to help the students to become aware of their worth and potentials through services that aid such development.

The Guidance Office lets students experience the academic, social, emotional, physical, and spiritual aspects of their personality in an integrated approach in order for them to attain total human development and become more valuable participants in the development of the society.

The office, ensuring the precise, and ethical delivery of its services, devices guidelines for adherence and respect by the academic, non-teaching personnel, parents, and the community in general.

GENERAL OBEJECTIVES:

- To help the students in discovering, understanding and actualizing distinct moral values, beliefs and principles which are crucial to attain a balanced life.
- To assist the students in accepting, appreciating and strengthening the value of a support system amidst inevitable conflicts and difficulties.
- To motivate the students in becoming agents of social transformation towards building a culture of peace and unity.
- To help the students identify and develop their potentials, abilities, and interests so that they may be able to make wise choices and judgments.
- To help the students develop their ability to communicate and relate themselves to others effectively.
- To help the students develop effective learning skills in preparation for career life.

SERVICES:

1. Counseling

The office helps the students identify their capabilities and realize their self-determined goals. Individual and group sessions are offered to students who have concerns concerning their academic, career, family or personal life in general.

2. Individual Inventory

This involves the compilation, maintenance and analysis of student information essential in identifying and providing the necessary assistance such as counseling, close monitoring, or follow-up through a variety of testing and non-testing activities.

3. Testing

Through tests, evaluation of individual strengths and weaknesses in the areas of personality, intelligence, aptitudes, values, interests and job preferences are being offered. Test results are interpreted for the student's self-awareness, growth and development.

4. Career Guidance/Placement

The office provides an honest feedback to students regarding their strengths and weaknesses based on interviews. Moreover, it conducts and organizes activities that help students for their job placements.

5. Peer Counseling

The office serves to train interested and selected students to help implement guidance-oriented projects at their level.

6. Research and Evaluation

The office makes an analysis of guidance data for the improvement of existing school programs, including the effectiveness of the Guidance Office.

COLLEGE STUDENT COUNCIL ORGANIZATION (CSCO)

SLTCFI recognizes CSCO and other school organizations which pursue objectives that are in accord with that of the College and the community, and which are not contrary to law, morals, public order and existing rules and regulations of the college.

A College Student Council Organization (CSCO) is an independent student body, designed primarily to train students in the conduct of self-governance, and to promote the high standards of character, leadership, scholarship and service. The CSCO shall likewise serve as the bridge between the Administration and the Studentry, and shall be the primordial agent for the

students' cooperation and support to the school and/or for the redress of students' grievance.

The CSCO must have an established constitution and bylaws which are respected and recognized by the college. However, the college does not recognize constitution and bylaws of organizations which implicitly or explicitly violates or contradicts the regulations of the college.

The CSCO shall be governed by its constitution and bylaws promulgated for the purpose of its establishment.

A faculty adviser shall be appointed by the Administrator to supervise the affairs and activities of the CSCO.

GUIDELINES FOR OTHER SCHOOL ORGANIZATIONS

1. No student organizations, clubs, societies, academic or otherwise shall be allowed without the implicit or explicit approval of the administration.
2. For such student organization to be recognized by the school, the organizations concerned must present their constitution and bylaws, list of its members and activities to the administration, at least a week before it is formally organized.
3. The school, as a policy, strongly renounces hazing as a form of initiation to incoming members of any recognized school organization.
4. Clandestine school organizations are prohibited.

STUDENT AFFAIRS GUIDELINES

Collective student activities, on and off-campus, such as educational tours, outing, excursions and the like, shall be conducted only with a faculty/s concerned and shall receive approval from the President.

A duly recognized school-based organization should present their calendar of activities in a given semester to the Administration, at least a month after the start of the semester.

FIELD TRIP

For Field Trips or any similar activity conducted, involved individuals should submit a proposal to the Office of the President together with the budget that may be collected from the students and the expenses that they may incur. An approval must be waited for the execution of the said activity. *A Field Trip is a visit (as to a factory, farm or museum) made (as by student and a teacher) for purposes or firsthand observation.*

Nature:

Educational:

1. Field trip must be a curricular requirement.
2. It must be relevant to the course of the participants.

If ever school officials may wish to accompany the groups in such activities, they may do so in their personal capacity and not as employee or officials of the institution.

Authorization:

Only class/council/department or organization's officers and advisers are authorized to organize field trips. The parent's consent and waiver, in an appropriate form, should be obtained by all prospective participants. The Dean's/Principal's consent/permission is also a requirement before the activity is organized.

Funding

Any funding for different activities shall be coursed through the cashier and the cashier will be in-charge of the release of the said funds but only with the approval of the President.

Liquidation

At the latest, two (2) weeks after the activity, a Financial Statement of receipts and disbursement prepared by the Treasurer and attested by the Auditor and Adviser, should be presented to the participants. The Dean, VP for Academic Affairs and the President should be furnished a copy of Financial Statement.

Procedure:

1. The parent's consent and waiver for the interested participants should be solicited and turned over to the Dean/Principals office for safekeeping.
2. The List of Names of the participants, as well as the names of the faculty members who shall serve as chaperons for the field trip, shall be submitted to the Dean's/Principal's Office at least 48 hours before the schedule of departure.
3. Maximum safety and security measures should be included in the planning of the activity.
4. At the latest, two weeks after the activity, a Financial Statement of all receipts and disbursements are prepared by the participants.
5. A copy of financial statement should be submitted to the office of the Dean/Principal and of the President.

FINANCIAL INFORMATION

Tuition Fees

Except for students who enjoy scholarship, all students shall be required to pay the tuition fee and other school fees upon enrollment.

Other School Fees

Laboratory
Entrance
Insurance
School ID
Athletic
Student Development
Library
Building Plan and Facilities Development
SCO
Medical/Dental
Student Manual
Others

Mode of Payment

Payment of tuition fee and other school fees may be made to the Cashier's Office in full or on installment scheme.

Students who wish to pay on installment scheme are required to pay 30% of the total fees upon enrollment. The remaining balance shall be distributed to 25%, 20%, 15%, 10% payments during the prelim, midterm, pre-final and final examinations respectively.

A student is considered officially enrolled upon payment of the required fees.

Nature of Payment

Required fees shall be paid only in cash of the existing legal tender.

No checks, bonds, promissory notes and the likes shall be used as an instrument to transact payment on the cited payables.

REFUNDS/WITHDRAWALS

A student who drops/withdraws a subject or all of his subjects shall be entitled to a refund of tuition and laboratory fees paid except, miscellaneous fees, in accordance with the following schedules:

- Within one (1) week from the opening of classes... 90%
- Within the second week..... 75%
- Within the 3rd week 50%
- Within the 4th week 25%
- After the preliminary examinations no refund

Withdrawal of subjects done after the midterm examinations shall not be honored and shall be deemed that a full semester is consumed, and the student shall be liable for the full payment of his/her tuition fee in a given semester.

LIBRARY RULES AND REGALATIONS

The **SLTCFI** Learning Resource Center aims to support the learning, teaching, and research needs of learners, in such a way to meet its requirements and expectations and achieve the highest professional standards in upholding quality Education. Members of the **Southern Luzon Technological College Foundation Incorporated** who wish to avail of the Learning Resource Center facilities and materials are hereby enjoined to observe the following Rules and Guidelines.

All bona fide students of SLTCFI are entitled to use its library facilities provided they have a validated Library Resource Card.

Application for Library Resource Card

- Students shall secure an application form from the Librarian by presenting the white form or the official receipt of payment.
- The library card are issued in due time after the students have submitted the duly accomplished form with 2 copies of recent 1x1 ID pictures.

Library Resource Center Hours

The Library Resource Center is available from 8:00 A.M. to 8:00 P.M. Monday to Saturday. It is usually closed during Christmas vacation, legal holidays and special holidays.

How to Avail Library Materials/Facilities

- ❖ A student who wishes to borrow any library materials shall present their validated library resource card.
- ❖ All general reference materials such as dictionaries, encyclopedias, periodical, magazines, term papers, thesis and dissertations are strictly for library/ room use only.

- ❖ Any library material shall not be drawn out of the library without prior permission from the Librarian.
- ❖ Students are only allowed to borrow one book at a time.
- ❖ Any student who fails to return the borrowed book shall be imposed a fine in accordance with the appropriate rate approved by the school administration.
- ❖ Any student who will be found guilty of mutilating, defacing or stealing any library material/s shall pay the replacement fee plus the processing fee.
- ❖ All library users are enjoined to observe silence, cleanliness, orderliness and proper decorum, within the library premises.
- ❖ Eating, smoking, drinking and loitering are strictly prohibited inside the library.
- ❖ All bags and other belongings should be deposited at the designated area near the entrance before entering the library, only writing pad or notebook and valuable things are allowed. The library is not responsible for any losses.

Borrowing Procedures

SLTCFI Library adopts an open shelf system. Student must have a Library Resource Card for borrowing any library materials and students are only allowed to borrow one book at a time.

- ❖ Request from the librarian to be allowed to enter the stack area.
- ❖ Fill-out the book card found at the book jacket and present it with your library card to the one in charge or to the Librarian.
- ❖ Before taking a book, be sure to check it for any defect or damage. Report to the librarian any found defect or damage.
- ❖ Check your books carefully or the last borrower will be held liable for any defect or damages.
- ❖ Some books are allowed to be borrowed overnight or weekend use. Borrowing time start at 3:00- 6:00 pm Monday to Saturday, and should be returned on or before 9:30 am the following day.
- ❖ Fines are imposed for non-observance of library rules for the following rates: Reference books – 15.00/ hour, 120.00/day(exclusive of Sunday and Holiday)

Laboratory Policy & Procedure

1. The Computer Laboratory shall be open every day from Monday to Sunday from 7:00am to 10:00 p.m.
2. There must be an official attendant assigned at the Computer Laboratory.
3. It is the duty of the attendant to submit daily report of the activities at the computer laboratory to his superior. The attendant shall likewise be in-charge of the security and safety of the computer laboratory;
4. Every person entering and going out of the computer laboratory should sign personally at the official logbook designated for the computer laboratory;
5. There shall be computers set-up at the library installed for research purposes only;

6. Instructors are obliged to oversee and supervise his/her students during laboratory schedule;
7. Student/s is/are not allowed to use any computer without the approval and permission from his/her Instructor. During Instructor's absence at scheduled laboratory period, students should inform and seek approval from the Dean;
 - ❖ The Dean shall likewise appoint an authorized person to supervise the students.
8. In case of loss of any of the computers or equipment at the Computer Laboratory, the Instructor who permitted the student shall be jointly liable;
9. Any untoward incident or acts committed by the student at the Computer Laboratory shall be on account of the Instructor;
10. Self-discipline shall be observed like proper logging in and turning off of the computer after use. Personal things like bags shall not be allowed at the Computer Laboratory. It shall be left at the locker.
11. No eating and drinking of any beverage at the Computer Laboratory;
12. Always observe silence.
13. Any concern regarding Computer Laboratory shall be reported outright to the attendant for proper solution and disposition;
14. After every use of the computer, the user shall inform the attendant and the attendant shall put remarks at the Computer Laboratory Access Card;
15. Computer Laboratory Access Card shall be surrendered to the attendant before leaving the Computer Laboratory.

RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. obliges every student to observe proper behavior as bona fide member of the academic community. A student of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. must behave in accordance with the policies, rules and regulations imposed by the school and must not be an hindrance to the school in carrying out its academic functions, so as to effectively and efficiently fulfill its educational mission.

The right of the school to regulate student conduct and to impose due sanctions on student's improper behavior rests in consonance and inherent to its primordial obligations to wit:

1. Promote, maintain and improve the high levels of its academic standards.
2. Protection of property, promotion of health, and safety assurance, as well as the property of the members of the academic community.

MISCONDUCTS AND OFFENSES

Classification of Misconducts

Students who commit misconducts and offenses shall be subjected to disciplinary actions only after a proper and reasonable hearing. Misconducts and offenses to which students are subject to disciplinary action after proper and reasonable hearing shall fall under the following categories:

Serious/Major Offense

- Serious threat, physical inflictions or assault to any person within the school premises, preventing and/or threatening any student or school personnel from entering the school premises or restraining students or school personnel through physical or mental violence from attending classes or from discharging their duties and functions, and any other personal acts or instigations which lead to the stoppage of classes or school functions.

- Gross misconduct, defamation, disrespect and discourtesy, implicitly or explicitly committed against any student, faculty and staff of SLTCFI or any of its authorized representatives.
- Fraudulent gathering of information or documents from SLTCFI in relation to official matters, and/or circulating falsities about the school, its administration, faculty, staff or its students.
- Performing/Engaging in acts of immorality, lewdness, and obscenity, and/or engaging in any form of gambling within the premises of SLTCFI.
- Engaging in any form of gambling within the college premises.
- Plagiarism, forgery, alteration, misuse or tampering of school documents, records or credentials.
- Unauthorized or forcible entry to SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. premises or unauthorized use of its services and facilities.
- Hazing in any form, inflictions of any physical or mental harm; ordeal on any person, which acts injures, degrades, defames or disgraces; or acts that tend to injure, disgrace, defame or degrade any individual in the school.
- Vandalism, theft or intentional damage to property of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. and/or its constituents which include, but not limited to, tearing off or defacing any library material such as books, journals, periodicals, magazines and the like, writing, drawing or posting any unauthorized notices on walls and furniture, breakage of glass windows, doors, fire alarms, cabinets, chairs, showcases, locks, etc., mechanical or electronic devices and laboratory facilities.
- Possession, illegal use, transport or distribution of narcotics, prohibited drugs or chemicals such as, LSD, marijuana, shabu, heroin, cocaine or amphetamines in any form within the premises of SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC.
- Violation of any existing penal statutes, or rules, regulations and policies promulgated by SOUTHERN LUZON TECHNOLOGICAL COLLEGE FOUNDATION, INC. or any valid order by legitimate authority.
- Intoxication due to alcoholic beverages, hallucinogens or prohibited drugs within the school premises.

- Illegal possession or use of any form of deadly weapon and other incendiary devices, smoking and/or drinking at anytime inside the classroom, laboratory, library and other places within the school premises that prohibit such acts.

Less Serious/Minor Offenses

- Dishonesty, such as cheating and/or inducing or helping someone to cheat during examinations.
- Spitting, littering or throwing of waste materials such as papers, cigarette butts, and any rubbish form within the College premises.
- Disrupting or disturbing classes, persons and/or making excessive noise.
- Posting and/or distribution of literatures, pamphlets, pictures, news items, announcements and any other similar materials without the expressed or implied approval of SLTCFI authorities.
- Improper use of uniform, habitual tardiness, cutting classes and/or leaving the room without permission from the instructors concerned.
- Use of abusive or vulgar languages and/or actuations, minor violations of this manual as well as, library rules and regulations.
- Consistent or habitual failure to give parents letters of notice from the school.
- Unauthorized removal of official notices, announcements or posters from the bulletin boards and other similar acts.

ADMINISTRATION OF STUDENT DISCIPLINE

GENERAL RULES

Any violation of the rules and regulations set forth in this student manual shall be subject to disciplinary actions and shall be acted upon and given due course in accordance with the provisions of the manual, regardless if such violation/s are also punishable under applicable laws and penal statutes or that legal proceedings are pending or have been pending in court involving the very same act.

BOARD OF DISCIPLINE

The board of discipline is composed of a Chairman and at least four members. The Chairman is a lawyer-faculty member or Administrative officer member whose period of residence in the institution is at least five years.

Members:

1. Guidance Counselor
2. Students Affair Officer
3. VP for Academic Affairs
4. Dean of Counselor of the College/Principal
5. President of Student Council

Staff:

1. Secretary
2. Stenographer

PROCEDURE FOR DISCIPLINARY ACTION

1. Referral of Cases

All violations of the provisions herein mentioned shall be referred to the Student affairs officer who shall immediately schedule an initial meeting of the case with the student concerned, notifying him/her of the date set for such meeting.

2. Initial interview

During the Initial interview with the student concerned, the guidance counselor/ and student affair officer shall, among others;

- 2.1 Inform the student of the nature of the misconduct and/or offense committed and the policies and/or regulations of the institution.
- 2.2 Explain to the student the procedure to be followed in the meeting and investigation of the case.

3. DISPOSITION OF LESS SERIOUS/MINOR OFFENSES

Should a student be found guilty after due meeting, the Administrator/Student Affair Officer, together with the Board of Discipline and/or the Guidance Counselor may impose the following penalties for less serious or minor offenses:

- Warning (Oral or written)
- Reprimand (Oral or written notices)
- Suspension from classes the duration of which shall depend on the gravity of the offense.
- Reimbursement, Restitution or Replacement of property in case the offense constitutes damage to or loss of SLTCFI property

PENALTIES FOR SERIOUS/MAJOR OFFENSE

Students who, after due hearing, shall be found guilty for the commission of the herein enumerated serious/major offenses shall be imposed with the following penalties:

- 1.Exclusion – is the dropping of the name of the student from the school rolls for being undesirable. Transfer credential is immediately issued.
- 2.Expulsion – is an extreme penalty for erring students, consisting of his exclusion from admission to any public or private schools in the Philippines.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the DEPED/TESDA/CHED Regional Offices, fourteen (14) days from the imposition of penalty.