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OUR LADY OF CONSOLATION





ST. AUGUSTINE



OFFICIAL PRAYERS

University Prayer

Lord God of all wisdom

We pray for the La Consolacion University Philippines that she may be faithful to the purposes of our foundresses, continue to promote the search for truth and knowledge, and be an inspiration for others to follow

May we be a community of scholars sharing this ambition, caring for one another and loyal to the truth revealed to us as your disciples. AMEN.

Prayer for the Beatification of Mo. Consuelo

God of love and compassion, you endowed Mother Consuelo with great love and zeal for your honor and glory. We commend to you her life and example of love of God and neighbor. With faith and trust in your gracious providence, we pray for her beatification so that she may continue to inspire us in seeking your will and living a holy life.

God of mercy,

We also humbly present to you our need, united with the confirmation of the holiness of life of Mother Consuelo. (Mention your intention)

In gratitude for your boundless blessings,

We praise and thank you, Our God, Father, Son and Holy Spirit. AMEN.

Prayer to the Blessed Mother

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence we fly unto you, O Virgin of Virgins, Our Mother. To you we come, before you we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in your mercy hear and answer us. AMEN.

Prayer for Intercession of Our Lady of Consolation

God, our Father, You sent Your holy Son, born of the Virgin Mary, as the consolation of your people. Through the prayers of His Mother, may we find in Him the fullness of Your compassion and share its blessing to all around us. May Mary, Our Mother of Consolation who brought comfort and strength to Monica with the conversion of her son, Augustine, help all those in need and bring consolation to them. AMEN.

Prayer to St. Augustine

God, the desire of every human heart, you moved St. Augustine to seek restlessly for truth and peace. Touch our hearts with his burning desire for wisdom, for the Word made flesh. God of truth and justice, you taught Augustine to love unity and common life. Give us a share in his thirst for unity and make us



one in mind and heart. God, our shepherd, you made Augustine a faithful pastor of your flock. Guide us, like him, to serve all people. As we make our way to Your Kingdom. God, in whom we find our rest, Renew in us the desire to follow Jesus and his servant Augustine. Keep us faithful to our promises until at last we find our rest in You. AMEN.

FOREWORD

Dear Students,

Welcome to LCUP!

We, the Administrators, the Faculty, and Non-Teaching Personnel are truly happy to have you as a member of the Augustinian Family – the LCUP “Community of Friends”.

We offer you this Student Handbook which contains the necessary information, intended to guide and give you direction while you are with us. As a student, you need to understand the university policies and operation, which you are required to strictly follow and abide by.

It is good to know that LCUP, as an institution of higher learning and basic education, has the ultimate goal of bringing out the best in you. This however, needs your wholehearted support. It is only through our cooperative efforts that the real meaning of Christian catholic education can be attained.

Each LCUP student is called to be Consolanian. It was chosen after the school finally named La Consolacion University Philippines coined after the name of Our Lady of Consolacion.

Like Our Lady of Consolacion, every LCUP student is called upon to spread consolation to the weary, the confused, the suffering and those in need and is challenged daily to be Christ-like to serve people in the will and name of God.

It is our dream that any person who looks at LCUP students sees the image of Our Lady of Consolation whose ‘pure heart’ is deeply embedded in the life of our students.

This Student Handbook will be your constant guide as you relate with each other, with your parents, with the Teaching and Non-Teaching Personnel, the School Administrators and the Sisters, Do read and understand the message contained herein. Live your student life guided by it.

Our prayers go with you all the way. God bless

Board of Trustees

Administrators

Teaching and Non- Teaching Personnel

Religious Community of the La Consolacion University Philippines



PART I

BRIEF HISTORY OF THE LCUP

Early Beginning - 1937-1945

The La Consolacion University Philippines, formerly University of Regina Carmeli, and Colegio de Nuestra Señora del Carmen, is a co-educational Catholic school established in 1937 and administered by the Augustinian Sisters of Our Lady of Consolation (ASOLC). The school was founded when Doña Estefania del Rosario Vda. de Jacinto, a sister of Mother Catalina de Jesus, OSA, donated a property for the education of the children of poor families in Barasoain. At that time, it was then the only educational institution in the locality.

In May 1937, five Augustinian Sisters, with Sor Encarnacion delos Remedios as the Superior, took charge of the school when it was formally opened. In June 1937, the school was blessed and dedicated to Our Lady of Mt.Carmel, Patroness of the Parish of Barasoain, Malolos.

Early Childhood Education and Elementary courses were initially offered. In 1940, three special vocational courses: typing, stenography, and dressmaking were opened. The outbreak of World War II forced the closure of the school. However, upon the insistence of the Japanese occupation forces, the school reopened with the offering of the secondary course.

The operation of the school was temporarily put on hold with the arrival of the American liberation forces in 1945. Nevertheless, the school reopened later that year with the addition of the new college courses to the school's curriculum.

1950-1984

In 1950, a two-year course for elementary education was offered. The teaching staff was composed of the intellectuals of the community.

A conflagration in October 1952 reduced to ashes all that was once Colegio de Nuestra Señora del Carmen. The sisters temporarily took shelter in the residence of Mrs. Julieta Santiago. Later, the students occupied the big, old house of Doña Elisa Santiago and the improvised classrooms at the parish convent.

In 1954, a new and better building was constructed. This time, the sisters concentrated their efforts in strengthening and expanding the Elementary and High School Departments. They did this by giving up the College Department and special vocational courses retaining only stenography and typing.

Enrollment continued to increase in the succeeding years. The quality of instruction dramatically improved owing to the constant entry of qualified teaching force. Campus discipline was also strictly enforced; facilities were expanded; and, new buildings were constructed. In 1965, the need was felt to reopen the College Department. More tertiary



level courses were included in the curriculum. Meanwhile, the school management acquired an additional lot meant for the expansion of the College Campus.

In 1967, the school's name was changed from Colegio de Nuestra Señora del Carmen to Regina Carmeli College.

In August 1979, RCC adopted the Catholic School System Development (CS-SSD) program. The Program aimed to promote strongly the formation of personnel, systematize operations, and upgrade the standards in preparation for the long-range plan of the school for voluntary accreditation.

On August 27, 1984, a solemn ceremony took place to celebrate the laying of the cornerstone of the extension building of Regina Carmeli College on a five-hectare lot at Catmon, Malolos, Bulacan. The move manifested the desire of the institution to play a more decisive role in the education of the Bulakeños. By June of 1985, the Catmon Campus was ready for occupancy. The new campus was blessed and dedicated in a solemn liturgical ceremony on July 4, 1985.

1985-1995

In November 1985, the determined efforts of the school in gaining the accreditation of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) took a more decisive turn when the High School and the Grade School Departments had their Preliminary Surveys. PAASCU accreditors visited the school and conducted an intensive analysis and evaluation of the status of the school's readiness to the PAASCU standards. Eight months later, the College Department also had its PAASCU Preliminary Survey.

Responding to the needs of the Commerce graduates from Malolos and the nearby key towns of Bulacan, the CPA Review Center was conceived and realized in May 1986. The Center produced successful CPAs and an alumnus who placed seventh in the CPA Board Examinations.

The year 1987 marked RCC's 50th year anniversary. The blessing of the Sisters' residence in Catmon and an institutional musical presentation entitled, "Color It Gold!" highlighted the celebration of the Golden Jubilee Year. The year-long festivities also brought two monumental projects: the first was the launching of the RCC Outreach in Pandi, Bulacan which signaled the institution's formal entry into its community outreach ministry and the second was the realization of the much-needed Multi-Purpose Hall in Catmon.

School Year 1997-1998 witnessed the introduction of Computer Courses in the College offerings. The Bachelor of Science in Computer Science (BSCS) opened new frontiers in the desire of the school to produce productive and highly employable college graduates. During that time, BSCS ranks second to the College of Commerce courses in terms of enrollment.

As a social institution, RCC was aware of the potentially effective position it held in initiating projects, which could promote the well-being of the communities in its environs. Thus, in 1987, RCC organized the Mother Rita Barcelo Outreach and Livelihood Corporation (MRBOLC) as its community extension service unit. MRBOLC undertook community building projects and organized communities with a view of contributing to their becoming cohesive



and self-reliant. MRBOLC also extended financial, technical, and consultancy services to micro-cottage and small-scale business enterprises in the province.

In pursuance to the institution's thrust for quality and excellence, the Grade School Department had its first PAASCU Formal Survey in October, 1988 followed by the High School Department. Today, both departments have the distinction of being PAASCU-accredited.

In August 1989, the Department passed its PAASCU Formal Survey. Presently, LCUP is the only academic institution in Bulacan that has the much-coveted PAASCU accreditation on all its academic programs from elementary to college.

March 31, 1991 marked a cornerstone-laying ceremony held in Catmon. The Mt. Carmel Building project housed the College Department and the Administrative Offices. The pressure of an ever-growing student population necessitated the construction of a major physical plant in Catmon.

In furtherance of its goal to develop high-level human resources, RCC formally opened its Graduate School Department in June, 1991. For its initial offering, the Department accepted graduate students in the field of Behavioral Science with majors in Anthropology, Sociology and Psychology. Presently, the Graduate School also offers Master of Science in Business Management; Master of Science in Public Administration; and Master of Arts in Education with several majors.

The school also put up a preschool and grade school extension campus at Rosaryville, Guiguinto, Bulacan in 1992.

As evidenced by the constant desire of the institution to meet the needs of the times, impact programs such as Nursing, Computer Engineering and Computer Secretarial were introduced in—during the School Year 1992-1993. As a result of its constant search for ways in translating into concrete realities her pro-people educational thrusts, RCC launched its Adult Night High School program in 1993. The program offered free secondary education, following DECS-approved 5-year night high school curriculum. Beneficiaries of the program are the under-privileged adults who do not have the financial capability to pursue formal education beyond basic elementary schooling. The first batch of graduates was composed of three students conferred in 1998. As of 2009, the URC Night High School had produced 96 high school students.

After years of extensive experience in the delivery of community outreach programs which serviced the community, the MRBOLC launched its most monumental project to date in 1994, the Mother Rita Homes. The program, funded by the Committee of German Doctors for Developing Countries, sought to provide low-cost housing units initially to 200 indigent families of Malolos and Guiguinto.

After more than half a century of service to the community, the Institution felt the need to raise itself to a higher level of commitment to develop Filipino Christian graduates, morally upright and imbued with the ideals of Justice, Freedom, Peace, and Love. This was concretized through its plan of activities and development efforts in the pursuit of the university status.



The first formal attempt to apply for a university status took place in 1993. The President sent a formal letter of intent, together with a project proposal for the conversion of the Regina Carmeli College to a University, to the Secretary of the Department of Education, Culture, and Sports, Hon. Isidro Cariño.

On June 10, 1993, RCC received the initial findings of the Office of the Secretary of the DECS. More documentary evidences were sought on the human and physical resources of the Institution.

Curricular expansion as an on-going long-range goal of the Institution made significant gains in 1994 with the inclusion of four (4) more bachelor's degree programs in the course offerings of the College Department. These courses were: Bachelor of Science in Physical Therapy, Bachelor of Science in Industrial Engineering, Bachelor of Science in Hotel and Restaurant Management, and Bachelor of Science in Tourism.

The Graduate School introduced a new field of specialization in its programs, as well. Beginning School Year 1994-1995, it offered Computer-Assisted Instruction/Programming in its Master of Arts in Education program. To serve as a laboratory and practicum venue for the new undergraduate offerings, the school built a two-storey Our Lady of Consolation Physical Rehabilitation Center and the Mini-Hotel and Restaurant in Catmon. Opened to the general public, the Rehabilitation Center offered competent health care services in the fields of Physical Therapy and Alternative Therapy.

The year 1994 saw a significant redirection of the thrust of the school leadership in the promotion of a deeper sense of Christian spirituality among the personnel and the entire school community. RCC evolved its Integral Spirituality Formation Program inspired by the philosophy of "creative education," the experience of the Catholic Church's "basic ecclesial communities," and the "paradigm shift" sweeping the contemporary faith-life experience of the people. The program provided the needed framework for the spiritual journey of the Carmelian community to meet the challenges of the changing times.

RCC heeded the call for environmental programs through the Reforestation/Greening Program. Spearheaded by the administrators, the students, faculty, alumni, and parents launched the Adopt-a-Mountain Project located in San Miguel, Bulacan on September 8, 1995. The 30-hectare area granted through a Memorandum of Agreement with the DENR served as a venue for environmental projects, where seedlings started to find their roots and the leaves gave hope to the coming generation.

The first formal visit of the newly-formed Commission on Higher Education (CHED) took place on January 4, 1996. A panel of five members chaired by Dr. Roberto Padua carefully and painstakingly examined the readiness of the institution in terms of: (1) compliance of program offerings to the CHED standards, particularly on program accreditation requirements; (2) substantial evidence of recognized strengths in the arts, science, humanities, and social science components of its courses; (3) a continuing quest for excellence and a commitment to a reasonably high standard of instruction demonstrated through the quality of its education programs, outstanding achievements of its students and excellent performance of its graduates particularly in government examinations; (4) a



dynamic research program manned by qualified and competent personnel accomplishing the periodic publication of scholarly journals; and (5) a creditable community extension program involving the community within its immediate area and manned by experienced and service-oriented personnel. Two major recommendations were offered: (1) that the school should have doctorate degree holders in linguistics, mathematics, sciences, business, education, and preferably in all other disciplines, and (2) the intensification of the institution's research program, including the periodic publication of refereed journals.

Management recruited and beefed up the pool of doctorate degree holders in the institution, particularly in the area of linguistics and sciences, during the semester immediately following the visit. The institution, likewise, realigned its research priorities, considering the impact of the institution not only among students but also in the larger community. Community and industry studies were given higher priorities.

The second visit of CHED was on October 17, 1996. The commissioners took cognizance of the evidences of relevant program offerings in the college, high standard of instruction as evidenced by the presence of qualified, competent faculty and the good performance of the graduates in government examination. But they took notice also of the need to further upgrade the adequacy of the physical facilities of the college, its building and façade.

The management acted immediately on the suggestions of the CHED panel members. A comprehensive physical development plan was prepared together with the assistance of consultants. A P40-million physical development plan was submitted to the Board of Trustees for approval. The plan included the construction of a five-storey college building geared to fully meet current and future clientele needs.

The edifice housed administrative offices, classroom and curricular facilities. The plan also included the construction of an access road and a façade designed to help enhance the academic ambiance of the campus.

The CHED Chairman Angel C. Alcala, together with Executive Director Catalino Rivera, took the time to see for themselves the applicant institution. They gave encouraging remarks on the progress Regina Carmeli College made, particularly the extensive community service programs being operated by the institution.

RCC opened its Early Childhood Education Center at Catmon Campus in January 1997. Evolving from the MRBOLC's experience with community-based day care centers and a replication of what had been studied and observed by two RCC faculty members in Canada, the Center caters to children 6 months to 3 years of age. Initially, it catered to the children of RCC personnel. At present, it opens its doors to children of families outside the community. The center is open from 6:30 a.m. to 6:00 p.m.

The third visit of CHED came in February 25, 1997. Dr. Remigia Nathanielz, representing CHED, was joined by a member of the Technical Panel, Dr. Cynthia Rose Bautista. Dr. Bautista noticed the impressive development since the school was last visited by CHED; but, she paid more attention on the status of research in the college. She suggested that the



college further refine its research thrusts and develop the critical mass of researches among the faculty.

RCC management responded immediately to the suggestions. A new perspective of higher education functions for the faculty was articulated operationally and creatively defining how the trilogy of higher education functions would be implemented. The school further expanded its linkages and functional network with fifteen (15) non-government agencies, nine (9) government agencies, eight (8) professional organizations, and nine (9) educational institutions both local and foreign. Among the areas of concern were research collaboration and faculty and student's development.

The year 1997 went down in the history of URC as one of the crucial milestones in its quest for educational distinction. In October 24, 1997, CHED Commissioners Esther Garcia and Kate Botengan visited the school. The Commissioners expressed appreciation of the dramatic physical improvements the college had instituted. Moreover, they expressed that the primary intention of their visit was to look into the research activities of the institution. The management, also, presented the new framework of research, as well as, the types of researches the RDEO had conducted in the last five years.

It was December 4, 1997, when the President and some members of the academic council were invited by the Commission for the much-awaited decision. CHED, in an en banc Resolution 144.97, officially converted Regina Carmeli College to a University under the name University of Regina Carmeli (URC).

The Third Millennium

To live up to its mission of producing competent and world-class learners, the University management reexamined its thrusts of becoming more responsive to the demands of the third millennium. A consultancy group, STREAM (Strategic Technology Research Application and Management Development Foundation, Inc.), was commissioned to conduct a one-year systems review of the University using the College of Commerce as its pilot program.

In 2003, URC embarked in the international accrediting arena - the ISO 9001-2000, with the aim of creating an opportunity to factually review, correct, and further enhance the services it affords to its clientele; establish a concise reference of standardized practices and procedures; maintain a system that continually improves; and deliver a quality Augustinian education to its constituents.

To ensure that working committees would have a good start, a series of orientation sessions were scheduled in August 2, 5, 8, and 9, 2003. Faculty members, deans of the different departments, and the non-teaching personnel were given extensive training sessions by Mr. Arnold David and Ms. Eyra Umali of Fiat Training and Consultancy Corporation to become well versed on the prerequisites of ISO 9001-2000 certification.

As the University enters the third millennium, it started translating its commitment to world class education starting with infrastructure expansion – the BARCIE International



Center; Information Technology build up; streamlining of faculty recruitment retention and promotion standards; enhancing its visibility in the national and local community by taking up active leadership role among CEAP schools, more especially the Augustinian schools in the country and internationally through its promotion of alternative social programs for poverty alleviation. A more extensive five – year (2000-2005) institutional development plan was evolved to assist the University to strategize and position itself in the landscape of educational service in the country. The plan included concrete strategy to move the University toward global positioning of its programs.

On October 27, 2003, the Commission on Higher Education (CHED) granted URC a Deregulated Status which was effective for five school years. URC, together with other selected private education institutions, passed the following criteria for selection set by the CHED: (1) established as Center of Excellence or Center of Development or having the FAAP Level III Accredited programs; (2) outstanding overall performance of graduates in the licensure examinations administered by the Professional Regulation Commission; and (3) long tradition of integrity and untarnished reputation.

In 2004, in compliance with the TUV requirement, URC went through its annual TUV Certification Audit. In December 7, 2004, the University Certification status was renewed for the second time. In addition, the extension program of the University took pride in the completion of its housing projects in Negros and the approval of the multi-sectoral waste management project in Dumaguete City.

The year 2005 had many milestones worthy of note. Sr. Carmeli Marie Catan, OSA ended her 21 years of service as president of URC on May 4, 2005. Sr. Niceta M. Vargas, OSA, was installed as second president of URC on June 4, 2005. In June 12, BarCIE officially launched a mission college, URC-San Rafael, in San Rafael, Bulacan initially offering Commerce and Education courses. URC purchased a piece of property fronting the main gate in July 2005 where BarCIE office is located. The College of Nursing went through Level I formal Visit in August 10-11. A two-storey canteen building was constructed in November. The URC professorial chair was revitalized with the launching of the professorial chair on Justice and Peace in December 3 marked by the inaugural lecture given by Sister Ma. Luz Mijares, OSA. On the same date, the St. Augustine International Institute for Justice and Peace was formally launched with Governor Josefina M. dela Cruz cutting the ceremonial ribbon. URC pursued the Surveillance audit of TUV in December 12-13, 2005.

On February 8, 2006, Dr. Melencio Deauna was appointed as professorial chair holder during the launching of Professorial Chair on Test and Measurement, and the URC Regional Center for Test and Measurement. In July 2006, URC became a recipient of PGMA Study Loan Program amounting to P2,000,000.00.

URC passed the Re-certification Audit of TUV Rheinland Philippines on January 18-19, 2007. The school purchased a lot located at Plaridel, Bulacan intended for the construction of the URC Hospital. The cornerstone laying of the hospital took place on January 20, 2007. The College of Computer Science had its PAASCU Preliminary Survey during the same year. The MSPA and MABS programs of the Graduate School were granted Level II Second Re-



accredited Status, while the MBA and MAED programs were granted Level II First Re-accredited Status, under PACUCOA. It was also on the same year that URC was identified as a CHED's Delivering Higher Education Institution (DHEI) in the two programs: MA in Teaching Mathematics and MA in Teaching Psychology.

Once more, URC passed the ISO Re-certification Audit on November 28, 2008. The University received a Regional Award for Outstanding Research in October 2008. URC Basic Education Department was granted Level III Accredited Status under PAASCU, one of the few programs granted such status in the country. The University, with Dr. Belen de Jesus as project leader, won the Regional Outstanding Award in community extension project with an award of P300,000.00 The title of the project was "The University of Regina Carmeli (URC) Community Development and Extension Program and Its Organizational Feature." In March, 2009, the University bestowed the Doctorate Degree Honoris Causa in Literature to Dr. Virgilio Almario, National Artist from San Miguel, Bulacan.

Meanwhile, Dr. Belen B. de Jesus, Executive-Vice President, was conferred a Doctorate Degree: Doctor of Humanities, Honoris Causa by the Notre Dame of Marbel University in March 2009 for her outstanding services in advancing innovative programs for the education of the members of cultural communities in Cotabato. A first in the history of URC was the granting of Level III status by PACUCOA to the Master of Science in Public Administration program in July, 2009, the second program in the country to be granted such status by PACUCOA.

In October 5 – 6, PAASCU re-surveyed the LACOMED program for its Level II Reaccredited Status. At the same time, the Computer Science was visited for the second time by PAASCU for Level I Status. Moreover, the University was visited for second Re-certification by ISO in November 12-13. In observance of the 12th University Foundation Day, the Foreign Language Center and the Wellness Center located at BarCIE International Hotel were blessed in December 3 at Atis Hall of the Hotel. A milestone in the history of the University was the launching of the URC Coffee Table Book bearing the title "The University of Regina Carmeli A Seventy-Year Journey Toward Educational Excellence," which chronicles the history and development of URC since its birth in 1937. The year 2009 ended with another blessing – the PAASCU formal recognition of the College of Computer Science Program with Level I status.

Mother Imelda A. Mora, OSA was elected the new provincial leader of the Augustinian Sisters of Our Lady of Consolation (ASOLC) in December 2009 replacing Mother Ma. Luz Mijares, OSA. With the change in the congregational leadership, came a search for an innovative model for managing the OSA's HEIs. It was for this reason that a team of 6 experts from CHED visited URC, on March 29 – 30, 2010. It ascertained the level of compliance of the University with the standards set by CHED for University status. As a prospective member of the proposed La Consolacion University System, the result of the visit proved to be an affirmation that URC had indeed done an excellent job as a University. After the LCUS CHED program review, in May 17-19, 2010 another set of CHED monitoring team looked into the management of the University System to test the efficiency and effectiveness of the various



systems operating at URC. By the time this report was written, no results had been forthcoming. In April, 2010, the University was renewed as a Deregulated institution by CHED.

In the meantime, to maintain the University's competitive edge, the management enhanced its academic program by expanding the curricular courses to bring in new sets of students.

The new ten courses are: Bachelor of Science in Psychology (BSPsyc), Bachelor of Science in Biology (BSBIO); Bachelor of Science in Information Technology (BSIT); Bachelor of Science in Information System (BSIT); Bachelor of Science in Social Work (BSSW); Bachelor of Science in Radiologic Technology (BSRT); Bachelor of Elementary Education (BEED-SPED); Bachelor of Science in Office Administration (BSOA); Master of Arts in Nursing (MAN); Master of Information Technology (MIT).

Four programs: Doctor of Business Administration (DBA); Doctor in Public Administration (DPA); Doctor of Philosophy (PHD) and Doctor of Educational (EDD) were added to keep with the desire of the University to be relevant to the students' clamor to have more courses to choose from. At this point, Dr. Reynaldo Cruz, Graduate School Dean and Executive Vice President became a recipient of the "Dangal ng Lipi" Award in Education on September 14, 2010.

Sr. Niceta M. Vargas, OSA ended her five-year presidency of URC on May 3, 2010. Sr. Editha S. Zerna, OSA was installed as the third URC president on June 4, 2010. Her installation forebodes a fresh redirection for the University. Her term started with the blessing of a five-storey building of the Extension of the Plaridel Emergency Hospital on October 2, 2010. URC was confident that under the care of Sr. Editha S. Zerna, OSA, the University would move towards a new horizon.

The exciting events of the third millennium demonstrate URC's ability to sustain its thrusts of giving Bulacan and other provinces of Luzon educational services in the arena of effective instruction, research, functional extension service, and above all, quality Catholic tertiary education - as it is the only Catholic Augustinian University in the province.

Research was given an added impetus in the University as a higher education institution. In SY 2010-2011 alone, LCUP was a recipient of five (5) commissioned/funded researches namely: (1) Water Quality Assessment of the Paombong- Hagonoy Sections of the Angat River and Its Groundwater System: Towards a Sustainable Ecosystem [DOST]; (2) Water Quality Assessment of the Calumpit-Plaridel-Pulilan Sections of the Angat River and Its Groundwater System: Towards a Sustainable Ecosystem [DOST]; (3) Patients' Knowledge and Attitudes on Tuberculosis and the Determinants of Treatment Compliance [DOH]; (4) Manpower Needs and Labor Demand Shifts of Industries in the Subic and Clark Growth Corridors: Perspectives in Academe and Industry Linkage [CHED-UP-ZRC]; and (5) Evaluation of the Maternal and Child Health Services of the Local Health Facilities [CHED-ZRC 3].

On January 8, 2011, by virtue of a congregational decision that schools being run by the Augustinian Sisters of Our Lady of Consolation carry one name "La Consolacion School/College/University" as the case may be, management applied to the Securities



Exchange Commission for the change of name, from URC to LCUP. March 2, 2011, the Commission approved an Amended Articles of Incorporation and By Laws of SEC –CR Reg. No. 7797 officially converting University of Regina Carmeli to La Consolacion University Philippines. With this new name, LCUP commits itself even more to be a provider of world class, professionally competent human resource who can ensure the sustainability of a Christo-Centric Stewardship of his / her community.

In addition, the University innovated the institution's courses by moving into vocational technical programs to promote access and equity to its educational services. There are seven Voc-Tech program strands: Computer Hardware Servicing NC II; Programming NC IV; Contract Center Services NCII; Food and Beverage Services NC II; Housekeeping NC II; Front Office NC II and Finishing Course for Call Center Agents NC II. The Tech-Voc courses opened in June 2011.

In AY 2012-2013 the University has been granted funding for two other researches by the DOST through the Central Luzon Health Research and Development Council (CLHRDC): (1) Level of Implementation and Quality of Child Health Nutrition Programmes in the City of Malolos: An Evaluation, where LCUP was the project leader and (2) Hospital Waste Management of Government/Public and Private Hospitals in Region III.

On December 4, 2012, the University celebrated its 75 years of existence. Among the highlights of the celebration were the: (1) Search and Awarding of the 75 Outstanding Alumni in various disciplines, (2) holding of the International Conference on Interdisciplinary Research Innovations (ICIRI) which was attended and participated by more than 250 presenters coming from renowned academic institutions all over the nation and countries like Malaysia, India, Indonesia, Saudi Arabia, West Africa, Nigeria, Oman, Australia and the United States, among others, (3) Search and Coronation of the Lakan at Lakambini ng LCUP 2012, (4) street dancing and field demonstration and (5) motorcade around Malolos and nearby towns with floats depicting the four phases of LCUP evolution – from Colegio de Nuestra Señora del Carmen to Regina Carmeli College to University of Regina Carmeli to La Consolacion University Philippines.

Programs in instruction and research are standard-driven based on CHED, Accreditation, and ISO requirements. As of AY 2013-2014, LCUP has a total of 9 graduate programs in 20 different disciplines and 25 baccalaureate courses (in different majors), the newest of which are Bachelor of Science in Medical Technology, Bachelor of Physical Education with majors in School PE (BPE-SPE) and in Sports and Wellness Management (BPE-SWM), 3 basic education programs, 15 TESDA and special and innovative courses. The University, through its alternative learning system, has been conferred as an ETEEAP (Expanded Tertiary Education Equivalency and Accreditation Program) Provider in 3 programs: Liberal Arts, Education and Business Administration courses.

LCUP-RDO has, likewise, embarked on international research and publication. A number of its faculty members were paper presenters (two of whom were acclaimed best paper presenters) in international conferences held in Athens, Hong Kong, Malaysia and the Philippines. Faculty researches have been published online through international



publications such as IAMURE: (1) International Journal of Education and (2) International Journal of Ecology and Conservation. Faculty researchers have likewise merited citations in studies conducted by international researches. LCUP-RDO, through its online Journal of Education and Stewardship establishes linkages with international research partners.

LCUP prides of its physical infrastructure build-up. It has 68 classrooms in its two campuses, more than 400 computer units enabling a 1:1 student-computer ratio per session, a nursing lab, an x-ray room, 3 science laboratories (anatomy, physics and chemistry laboratories), 3 fully equipped computer laboratories, 2 HRM culinary laboratories and bar, 2 speech laboratories, a micro-teaching lab and two campuses with Wi-Fi facilities. It also takes pride in its own 89-room hotel - the BarCIE International Center - with 1 penthouse, 4 suite rooms and five function halls, its own 100-bed capacity state-of-the-art tertiary hospital (LCU General Hospital), 2 clinics, a mini-hotel/training hub, two multi-purpose gymnasiums (1,250 and 2,500-seating capacities), a speech lab, a 350-seater cafeteria, 6 student lounges, a cosmic garden, 2 audio-visual rooms, 2 home economics rooms, 4 libraries, a 3-storey 14-bedroom cloister, 2 chapels, a wellness center, a 20m x 25 m mini Olympic-size Pool and an open stage for the holding of commencement exercises and other special university affairs.

Coinciding the celebration of the Feast of St. Augustine on August 28, 2013, was the blessing of the new Doña Estefania del Rosario Vda. de Jacinto Theatre which replaced the former Audio-Visual Room situated at the LCUP Barasoain campus. This was followed by the ground-breaking ceremony of the Proposed Five-Storey Academic Building that will house state-of-the-art laboratories, function halls, offices, classrooms, a centralized library and the future Venerable Mother Consuelo Auditorium.

For Academic Year 2014 - 2015, LCUP has stepped-up its efforts in providing quality education and producing quality and globally competitive graduates.

The University's LACOMED programs (Liberal Arts, Commerce and Education) have been granted a Level III re-accreditation status by the Federation of Accrediting Agencies of the Philippines (FAAP) for 5 years valid until May 2019 while The Bachelor of Science in Computer Science has been granted a re-accreditation status by PAASCU valid for 5 years until November 2019. The Bachelor of Science in Hotel and Restaurant Management received its Level II first re-accreditation status on December 13, valid until December 2019. Likewise, the Master of Arts in Behavioral Science (MABS), Business Administration (MBA), and Education (MAED) were granted Level III Reaccreditation Status by PACUCOA valid until April 2017. Meanwhile, all board courses offered by LCUP (BEED, BSED, BSN, MID, BSA, and AB/BS Psychology) have yielded results which were well above the national passing rate.

Improvements to infrastructures and facilities were also given top priority by the University. The construction of the five-storey College of Medicine building fronting the Administration building had commenced. In addition, the two-storey extension of the Mother Consuelo building which houses a dormitory, male and female restrooms, 2 function halls, a spacious lobby and a rooftop with amenities conducive to informal gatherings and activities for small-sized groups is already fully functional and operational.



Electronic communication systems had been upgraded to a 10-mbps bandwidth to enable faster network connection and enhanced electronic communication between and among departments and offices. Several Closed Circuit Television (CCTV) units were installed at different strategic locations around the LCUP Main Campus to further enhance the school's security.

AY 2015 - 2016 commenced under a new leadership in the person of University President Sr. Imelda A. Mora, OSA, Ph.D. In order to set the direction the University will be taking for the next ten years, Sr. Mora spearheaded a 3-day Institutional Strategic Planning wherein she presented her "ALTER" Strategy in front of the LCUP faculty and personnel. The acronym stands for (1) creating an Ambiance for intellectual and personal growth, (2) developing Leadership with vision, (3) using Technology as a valuable tool for instruction, (4) promoting the University's Extension services, and (5) prioritizing Research excellence.

LCUP has, likewise, taken a significant step towards the preparation for the opening of the College of Medicine. On December 2, 2015, the University signed a Memorandum of Agreement (MOA) with the Bulacan Medical Center which acknowledged BMC as the base hospital for the internship of LCUP's future medical students. This agreement was signed by Sr. Imelda A. Mora, OSA and Governor Wilhelmino Sy-Alvarado, with several university administrators co-signing as witnesses.

On February 18 - 21 of the following year, LCUP was granted the honor of hosting the PRISAA Regional Meet 2016 – an event wherein different private schools from Region III converge to compete in academic and athletic competitions.

In addition, the Graduate School's Master of Public Administration (MPA) has been granted a five-year Level IV Accreditation Status by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) from February 2016 to February 2021, making it the first MPA in the country to be accorded the distinction. LCUP also became a member of several international organizations: the National Catholic Educational Association (NCEA), the International Federation of Catholic Universities (IFCU), and the Association of Universities of the Asia Pacific (AUAP).

May 16, 2016, meanwhile, marked a significant milestone in the history of LCUP. The University was granted an Autonomous Status effective April 2016 to May 2019 by the Commission on Higher Education (CHED) during the 22nd CHED Anniversary Celebration held at the CHED Auditorium, UP Diliman, Quezon City. LCUP joined the other 5 private Higher Education Institutions (HEIs) in Region III to receive such a prestigious privilege and commendation. This also placed LCUP among the ranks of the country's leading schools such as De La Salle University, Ateneo de Manila University and University of Santo Tomas. Dr. Caridad O. Abuan, CESO III, Director IV of CHED Regional Office III announced the achievement the day before, during her commencement speech at the 24th Graduate School and 48th Undergraduate Commencement Exercises held at the Kalinangan Auditorium, LCUP Main Campus.

At the start of the Academic Year 2016 - 2017, LCUP joined the entire country in the implementation of the Senior High School (SHS) program with 2,667 students enrolled for its



pioneering batch. The University has partnered with the Department of Education in providing vouchers for incoming SHS students coming from the nearby public schools. These vouchers allowed the SHS students to enroll in LCUP for free, with DepEd shouldering the cost of enrollment, and LCUP providing the students books needed for each subject.

LCUP, also, subscribed to EBSCO in providing students and personnel easy access to a vast online database of research materials such as journals, books and published researches. EBSCO is an international company which provides leading research databases for academic libraries and is one of the leading providers of quality research content.

LCUP partnered with several colleges such as the Immaculate Concepcion I – College of Arts and Technology in Sta. Maria, Bulacan, La Consolacion College – Manila, and La Consolacion College – Pasig in offering graduate school programs for the 2nd Trimester of AY 2016 - 2017 through extension classes.

Under the innovative leadership of Sr. Imee, the University has radically changed several of its administration practices and strategies to ensure the job satisfaction and improve the performance of its employees. Salaries of administrators and personnel have been increased, service incentives and achievement awards were handed out to deserving employees, 100% graduate school scholarships were offered to all personnel, and significant renovations were implemented to several of the Institution's offices and facilities.

AY 2017 - 2018, meanwhile, started out strong, with a record-breaking 10,436 students enrolled for the school year. Overall, the SHS has seen a 112% increase in enrollees with a total of 5,649 registered students while the Graduate School experienced a 29% surge in enrollment with 2,313 enrollees.

On August 4, 2017, Sr. Imelda A. Mora, OSA, Ph.D. was officially installed as the 4th University President after 3 years of leading the Institution. The LCUP faculty and non-teaching personnel were at their best attires as they witnessed the Installation Rites and Investiture Ceremonies held at the Kalinangan Auditorium of the LCUP Main Campus. Several esteemed guests were present in the event, as well as representatives from the Augustinian Sisters of Our Lady of Consolacion (ASOLC) along with Sr. Imee's relatives and friends.

The College of Medicine (COM) officially opened its doors to LCUP's future doctors on August 14. This is considered as another noteworthy achievement for the University, which is the first ever school in the whole province of Bulacan to offer a course in Medicine. To provide the best quality of education to the pioneering batch of Medicine students, LCUP hired competent and skilled doctors from renowned and established medical schools in Manila to serve as faculty. The facilities of the College of Medicine Building such as the laboratories, lecture hall and library were likewise readily available to the new students at the start of the semester.

Two newly constructed buildings were also added to LCUP's infrastructures in the same year: The Kensho Building situated across the BarCIE International Center which is used as a venue for Culinary Arts classes and institutional events, and the Padre Pio Building which houses 12 classrooms for the Junior and Senior High School students.



Research was likewise given top priority by LCUP, with the University aiming to be at par with the leading research institutions in the country, as well as achieving a 100% research output among its faculty and personnel. To realize this goal, the Research and Publications Office (RPO) has conducted monthly research seminars to equip the personnel with proper knowledge and skills on research writing.

Meanwhile, Dr. Alvin V. Nuqui, EVP/VPAA and Dean of Graduate School, was conferred as a Doctor Fellow of the Royal Institute of Educators in Singapore during the 11th Global Congress and Conferment Ceremony held in Sabah, Malaysia on September 4 - 6 wherein outstanding academicians, achievers, entrepreneurs, professionals, and social workers were honored for their unparalleled contributions to their respective fields. Dr. Nuqui was likewise hailed as the 2017 Dangal ng Lipi sa Larangan ng Edukasyon awardee, one of the highest recognitions given by the Provincial Government of Bulacan, on September 15 at the Hiyas ng Bulacan Convention Center, City of Malolos.

New graduate school programs were also offered by the University in response to the increasing number of enrollees. These are: Master of Science in Social Work (MSSW), Master of Science in Hotel and Restaurant Management (MSHRM), Master of Science in Psychology (MSPSY), Master of Science in Information Technology (MSIT), Master of Library and Information Science (thesis and non-thesis), Master of Arts in Education Majors in Physical Education and Sports, Cultural Education, and Teaching the Arts, as well as Doctor of Philosophy in English Language and Literature, and Doctor of Information Technology. LCUP was given the honor to host the MACIPRISA Meet 2017 on October 4 - 6. The University dominated in the academic and cultural contests with 22 and 8 wins respectively, and was declared the overall athletic champion for 2017.

To date, LCUP is a picture of strength, courage and invincibility. It has remained steadfast to its vision of producing graduates who are globally competent stewards of their communities animated by the teachings of Christ, and by Marian and Augustinian ideals and principles. For more than seven decades, it has established an unparalleled reputation not only in the locale, but also in the global arena as an institution that nurtures not only the mind, but the heart as well.

Part II

Foundational Statement

A. ASOLC FOUNDATIONAL STATEMENT

OSA CHARISM

We, the Augustinian Sisters of Our Lady of Consolation (ASOLC), are called to incarnate with LIVING FAITH, the COMPASSIONATE CHRIST in a COMMUNITY OF FRIENDS and in HUMBLE, ENDURING SERVICE to the needs of the Church especially the POOR through EVANGELIZATION.



VISION-MISSION STATEMENT OF THE AUGUSTINIAN SISTERS OF OUR LADY OF CONSOLATION

Moved by the Spirit of the Risen Christ, ASOLC as a community of women disciples, envision themselves to become prophetic witnesses by their life of action-contemplation.

In solidarity with the Filipino people, especially the poor, ASOLC commit themselves to Christ and His mission through renewed integral evangelization that will effect personal-communal conversion for the transformation of the world and integrity of creation towards the realization of the Reign of God.

VISION-MISSION STATEMENT OF ASAS (ASSOCIATION OF SCHOOLS OF the AUGUSTINIAN SISTERS)

ASAS envisions itself as a community of schools inspired by the Catholic schools' philosophy of education and the ASOLC charism, Vision-mission. Its prophetic and transformative mission is to promote renewed integral evangelization in the schools and larger communities contextualized in the religious, socio-cultural, economic, and political realities of the Philippines, Asia-Pacific and the World.

In view of this Vision-Mission, ASAS is committed to:

- Assist its member schools to achieve their objective of guiding students towards their total human development with emphasis on maturity in faith that will deepen one's love of God and of neighbor; and
- Help member schools strengthen their academic programs with religion as core of the curriculum through renewed integral evangelization in both contents and processes.

B. LCUP FOUNDATIONAL STATEMENTS

EDUCATIONAL PHILOSOPHY

As an Augustinian University, LCUP believes that an Authentic Catholic Filipino has a commitment to prophetic witnessing as manifested through his/her spirit of national and global concern for the Church, his/her land and for other persons.

The La Consolacion University Philippines, through its formal curricular as well as non-formal programs, aims toward the development of the whole person inspired by Augustinian Spirituality and the Gospel values. Through the integration of Christian formation program, research, extension, productivity services, it hopes to produce professionally competent servant leaders who have Catholic nationalist-globalist sense of value to preserve the nation's patrimony, vitalize the human and the Church Community.



VISION STATEMENT

Moved by the Spirit of the Risen Christ, La Consolacion University Philippines aspires to produce graduates imbued with Catholic, Augustinian, and Marian values. The institution strives to be an academic leader in the global community for innovative and quality instruction. It also envisions to provide an enabling environment that promotes research productivity and makes it exemplary in providing sustainable extension services to the marginalized sector of the society.

MISSION STATEMENT

To achieve the above vision, LCUP commits itself to generate and make available to its learners' programs and services that are:

- high quality whose standards are internationally comparable;
- affordable to all deserving learners, regardless of gender, origin, race, creed;
- complementary in partnership and/or in collaboration with higher education institutions, user sectors, and other public and private agencies globally;
- vital to the dynamically changing global environment (such as pandemic); and
- Catholic, Augustinian, and Marian spirit committed to promote Gender Consciousness, Justice and Peace, Patriotism, and Creation-Spirituality.

INSTITUTIONAL GOALS

- To provide basic and higher formal and innovative education programs that are nationalist/globalist in character and responsive to international standards of responsive excellence.
- To generate and diffuse knowledge in the broad range of disciplines relevant and receptive to the dynamically changing domestic and international environment.
- To broaden the access of deserving and qualified students to higher education opportunities.
- To optimize the social, institutional, and individual returns and benefits derived from the utilization of higher education resources.
- To develop and maintain the integrity of the professions or disciplines that will provide steward leaders for the nation.
- To promote the Marian - Augustinian culture of commitment to charity, action, contemplation, and bias towards the service of the Church to the poor and marginalized and the promotion of justice and peace, creation spirituality and gender equality.



QUALITY POLICY

- "Creating Quality Learning, Making Quality a Lived Experience".
- "Quality Learning Doesn't Just Occur, LCUP Makes It Happen".
- "Serving Communities Live Faith, Life and Culture through Action-Contemplation".
- "Continual improvement of the Quality Management System (QMS) to sustain customer satisfaction in accord with ISO standards and applicable statutory and regulatory requirements".

CORE VALUES

Interiority

- We strive to turn inward - a return to our inner self. Encountering the reality of our self and its sinfulness, through prayer, reflection, and contemplative silence for us to transcend to an ultimate encounter with God.

Courage

- We foster the ability to freely express our thoughts and ideas. Bravely speaking the truth in a prudent manner. Having the audacity to give and accept brotherly or sisterly corrections. And doing the right thing that is based on Gospel values even other people are doing the other way around.

Community Oriented

- We foster a spirit of friendship, unity and interdependence based on mutual trust and respect to create a socially responsive environment that would challenge each one to be united and committed in reaching a common goal.

Compassion

- We strive to love and extend our care for others by understanding their feelings, recognizing their needs, and responding to it.

Humility

- We strive to accept our reality and the sacredness in us and of others. Allowing us to recognize and appreciate our strengths and limitations. Willingly accepting feedbacks and/or brotherly or sisterly corrections and taking the opportunity to transcend and learn from those. And for being grateful to God for uniquely creating us for a certain purpose.

Missionary Spirit



- We strive to live a life that touches others. A life witnessing the examples and teachings of Christ. The boldness to respond to the call of time.

BASIC EDUCATION DEPARTMENT

Vision Statement

The LCUP Basic Education Department envisions itself to be a laboratory for the training of faithful stewards who are Christ-centered, competent, community oriented, have strong character and effective-affective agents of change.

Mission Statement

In collaboration with the home, community, the church and other social institutions, the mission of the Basic Education Department is:

1. To provide students with excellent teaching and learning experiences that would enable them to lead and respond to the challenges of a complex society.
2. To create a learning environment which will develop students' critical and analytical thinking skills.
3. To nurture pride for cultural heritage and national identity, deep love for country and willingness to contribute to its development.
4. To become a center for the development of transformative education programs for the school communities I serves.
5. To develop lifelong learners, and prepare graduates for tertiary education, middle-level skills development, employment and entrepreneurship.
6. To provide access to affordable and quality education regardless of gender, origin, race and creed.
7. To establish a community of friends consisting of Administrators, Teachers, Alumnae, Parents, Students and other stakeholders nurtured in and imbued with Catholic Augustinian Spirituality.

GOAL EARLY CHILDHOOD EDUCATION

The overall goal of the Early Childhood Education is to provide a carefully prepared and sequenced learning process and environment geared toward the learners' holistic formation with profound emphasis on the development of their multiple intelligences.

GOAL ELEMENTARY LEVEL



The overall goal of the elementary level is to facilitate the pupil's basic integral formation of mind, body and spirit to prepare them to become responsible stewards of God's creation.

GOALS JUNIOR AND SENIOR HIGH SCHOOL LEVEL

The goal of the secondary education level is to prepare the students for the demands of higher education and train them to become potential servant-leaders and effective-affective agents of change in the larger communities.

QUALITY POLICY

- "Creating Quality Learning, Making Quality a Lived Experience"
- "Quality Learning Doesn't Just Occur, LCUP Makes it Happen"
- "Serving Communities Live Faith, Life and Culture Through Action-Contemplation"
- Continual Improvement of the Quality Management System (QMS) to sustain customer satisfaction in accordance with the ISO standards and applicable regulatory requirements.

SCHOOL MOTTO

*Unity*Charity*Truth*

LCUP HYMN

Refrain:

Beloved LCUP!
Alma Mater dear, we hail
And we shall sing her praise,
Sing her praise to the sky.
As faithful sons and daughters,
Your torch we'll carry
As we shall raise your flag up high,
Beloved LCUP!

Guiding star of our future,
Give us strength forever more
Guide us in our constant journey
As we commit ourselves to oneness,
A call for love...
A call for justice...
A call for peace...
A call for freedom...

Repeat Refrain



Alma Mater dear.
We pledge to be true Consolanians.
Your ideals will be our guide
Where'er our searching may take us.
Faithfully we'll proclaim
The lessons of faith and love
Imbided from your fountain
Of truth and wisdom

Repeat Refrain

ALMA MATER SONG

Through the years, the standard of you
Guide us to goals, even higher and true
Serving each day, guiding our way
Hail Alma Mater, dear LCUP.

Chorus:

Hail Alma Mater, dear LCUP
In hearts and soul;
It will be our goal
To serve thee faithfully
Children of Carmel, praise thee always
Hail Alma Mater, LCUP

Brightly beams in all of our dreams
Your light of service guiding our way
Though we may go, far far away
We'll ne'er forget you, dear LCUP.

PART III

ADMINISTRATION OF THE SCHOOL

In the pursuit of internal efficiency, the University counts on the competent personnel who compose its workforce. The personnel in turn are managed by administrators whose mission is the translation of the goals and objectives of the university into reality.



1. **BOARD OF TRUSTEES** - This is composed of Augustinian Sisters and highly competent lay persons who formulate and determine the basic and essential institutional policies.
2. **PRESIDENT**- She is the chief Executive Officer of the institution. As chairman of the Administrative Council, she has the final responsibility and authority in carrying out all decisions pertaining to the governance of the school. She animates, facilitates and unifies the school community to undertake the courses of action with accompanying wholesome educational atmosphere along the school's thrust.
3. **VICE-PRESIDENT FOR ACADEMIC AFFAIRS** - She/he is responsible for the over-all program management of a comprehensive and integrated academic affairs program including enrollment management. She/he leads the different academic departments through systematic planning, budgeting, evaluation, coordination and administration.
4. **VICE-PRESIDENT FOR RESEARCH AND PUBLICATIONS**- He/She is expected to direct institutional planning, development, assessment, and resource allocations across the research-development units to articulate goals to achieve the RPO vision. He/She is expected to represent the University to funding agencies, research organizations and will provide leadership in administering the University's internationally sponsored and externally funded research-development and training programs. He/She will work closely with the President, other executive officers, and Deans and Directors of colleges, and institutes and government agencies.
5. **DIRECTOR, COMMUNITY EXTENSION SERVICES AND OUTREACH PROGRAMS**- He/She plans, organizes, implements, controls and evaluates the activities and projects of the Office of the Extension Services. He/She identifies linkages with government and non-government organizations and formulates extension programs in line with the University Vision and Mission.
6. **DIRECTOR, INTEGRAL EVANGELIZATION PROGRAM**- He/She is tasked to develop a faith community supportive of the growth and development of Christian life in the academe by making each one aware of the Church's evangelizing involvement and Christian witnessing.
7. **REGISTRAR** - She/he organizes, coordinates and controls activities that concern student registration, transfer, graduation, and the maintenance and safe keeping of student records. He/she keeps himself/herself abreast with the DepEd and CHED policies that concern the educational requirements of all students in all levels.
8. **DEAN** - As an educational leader of the school and as the Administrative Head of the Department, the Dean undertakes the delicate task of an administrator, a supervisor and an animator. While he/she attends to the demands of quality education responsive to the aspirations of the Filipino people, in line with the OSA Mission and Thrust, he/she likewise directs his/her efforts towards the creation of an atmosphere conducive to effective learning and community building.
9. **PRINCIPAL** - As an educational leader, he/she undertakes the delicate task of becoming and being Administrator, Supervisor and Animator. While he/she attends to the demands of quality education responsive to the aspirations of the Filipino people, in line with the OSA Mission and thrust, he/she likewise directs his/her efforts towards the creation of an atmosphere conducive to effective learning and community building.
10. **ASSISTANT PRINCIPAL**- In the spirit of collegiality, subsidiary, teamwork and shared leadership, he/she assists the principal in the exercise of various tasks related to the academic administration, supervision, and animation



11. **CHIEF LIBRARIAN** - He/she ensures that the library becomes a Resource and Learning Center that delivers services and facilities for relevant and responsive education.
12. **DIRECTOR, STUDENT AFFAIRS AND SERVICES**- He/She reports to the Vice-President for Academic Affairs and serves as a member of the Academic Council. He/She is responsible for planning, organizing, controlling and evaluating the Student Affairs and Services in view of integrating theory and practice in accomplishing the mission and implementing the thrust of the institution towards the promotion of a caring and nurturing learning environment.
13. **COORDINATOR GUIDANCE AND COUNSELLING SERVICES**- He/She is responsible for the overall coordination, unification and direction of the different guidance programs and activities of the Basic Education (Grade School, Junior High School and Senior High School) and College Departments to ensure effective delivery of services.
14. **COORDINATOR OF STUDENT DEVELOPMENT SERVICES** - He/She is responsible for the coordination and direction of the organizational and school-related activities in the Basic Education Department to ensure the smooth and well-balanced implementation. Also, he/she looks into the general discipline, order and behavioral routine and healthy relation, harmony in view of integrating academic learning and practice, witnessing the mission and vision and implementing the thrusts of the school.
15. **COORDINATOR FOOD SERVICES** - The one in charge of overseeing the plans, organization, supervision and coordination of the activities and operation of the university canteens.
16. **COORDINATOR HEALTH SERVICES** - He/she is responsible for planning, supervising, evaluating the operations of the Health center in consonance with the goal and objectives of the institution in general and Health Services Section in particular.
17. **COORDINATOR, SPORTS DEVELOPMENT PROGRAMS**- He/She coordinates the sports activities of the institution likewise, students' participation in athletics and sports competitions in and off campus are also his responsibility.
18. **DIRECTOR, FINANCE**- He/She serves as the Chief Financial Officer of the University. He/She is responsible for planning, managing and directing the University's financial operations. In this respect, he/she assumes the responsibility of formulating and implementing financial strategies that enhance revenues and efficiency leading to more cost-effective financial practices. He/She directs the annual budget development process that includes preparation of enrollment and revenue estimates, compensation plan recommendations and strategies for the most efficient allocation and use of all the financial and material resources available to the University and exercises supervisory responsibility over the units/departments under him/her.
19. **UNIVERSITY TREASURER** - She manages school's finance, as well as, all temporal goods of the school and oversees the achievement of the goals of the apostolate as an expression of the Charism and Mission Statement.
20. **DISCIPLINE OFFICER** - He/she is assigned to look into the general discipline, order and regularity among students in view of integrating theory and practice, accomplishing the Mission and implementing the Thrust of the school.
21. **COORDINATOR, ADMISSION** - She/he is responsible for contributing to the selection, and enrollment of students to the university.
22. **DIRECTOR, MANAGEMENT INFORMATION SERVICES** - He/she is responsible for the overall preparation of the computer system including the computer center. This includes maintenance, planning, improvement of the services, its physical facilities and equipment.



23. **GUIDANCE COUNSELOR/ WELLNESS OFFICER** - He/she assists the students in attaining the maximum development of their potentials, abilities, making wise choice and decision in life through the different Guidance services.
24. **PSYCHOMETRICIAN / TESTING OFFICER**- He/she is responsible for the Testing Program of the Guidance Center to help improve instructions and help instructors know their students better.
25. **FACULTY** - He/she is responsible for the delivery of efficient and effective teaching and learning process, and the proper management of classroom/laboratory activities. He/she has the responsibility of creating a classroom atmosphere conducive to learning.
26. **ADVISER** - He/she is responsible for guiding the students in their academic studies and in matters affecting their personhood.
27. **CLUB MODERATOR** - He/she is responsible for the organization and supervision of the club assigned to him/her. He/she plans and implements activities together with the club officers and members that will contribute effectively to their development.
28. **CHIEF OF RECORDS/CHIEF EVALUATOR** - Under the supervision of the Registrar, He/she evaluates credits/units earned by the students for appropriate placement in the specific curriculum year and all records for graduation. He/she examines academic credentials, controls the flow, safety and security of students' academic files/records.
29. **INSTITUTIONAL LABORATORY COORDINATOR** - He/she is responsible for the availability of the laboratory resources and aids necessary for formal and informal teaching. He/she is also in-charge of maintaining the laboratory and all its appurtenances.
30. **DIRECTOR, ALUMNI AFFAIRS** - He/she provides the school with inspirational support by keeping in touch with the alumni/alumnae and fostering close relationship among alumni/alumnae and the school personnel.

PART IV

GENERAL INFORMATION AND PROCEDURES

ADMISSION

All applicants for admission to the university must accomplish the application form secured from the Admission Office. New enrollees are on probation for at least one (1) year as the case may be. All students /pupils are obliged to obey the university rules and regulations and to comply with other policies and requirements as may be deemed necessary.

REQUIREMENTS FOR ADMISSION

Grade Level	Requirements (NEW STUDENTS)
Nursery 1	-PSA(Photocopy) -2x2 picture -Online Registration
Nursery 2 and Kinder	-PSA(Photocopy) -Form 138 (Report Card); -2x2 picture -LCUP Entrance Exam Result* -Online Registration
Grade 1 to 6	-PSA(Photocopy) -Form 138 (Report Card);



	-2x2 picture -Good Moral Certificate (Grade 4-6 only) -LCUP Entrance Exam Result* -Online Registration
Grade 7	-PSA(Photocopy) - Form 138 (Report Card); -2x2 picture -Good Moral Certificate -LCUP Entrance Exam Result* -Online Registration
Grade 8 to 10	-PSA(Photocopy) - Form 138 (Report Card); -2x2 picture -Good Moral Certificate LCUP Entrance Exam Result* -Online Registration
Grade 11	-PSA(Photocopy) - Form 138 (Report Card); -2x2 picture -Good Moral Certificate -Online Registration -Drug test result
Grade 12 (Transferees)	PSA(Photocopy) - Form 138 (Report Card); -2x2 picture -Good Moral Certificate -Online Registration -Drug test result

1. Foreign Students

As stipulated in the DECS Order No. 67 s. 1993 foreign students who may be admitted are:

- Those who have completed the Sixth or seventh grade abroad are eligible for admission to the Grade 7 Junior High School; however, graduates of five-year elementary curriculum are eligible only for admission to Grade 6.
- Those who have completed the Eight Grade abroad are eligible for admission to the Grade 8 of Junior High school but shall take Filipino I and Social Studies I (Philippine History and Government)
- Those who have completed the Ninth Grade abroad are eligible for the Grade 9 Junior High School but shall take Filipino I and Social Studies I and then take Filipino II in the Grade 10 of Junior High School.
- Those who have completed the Tenth Grade abroad are eligible for the Grade 10 of Junior High School but shall take Filipino I and Social Studies I. They need not take Filipino II, III or IV in order to graduate.
- Those who have completed, the Eleventh and Twelfth grades abroad are eligible for admission to the tertiary level depending on the course they will pursue, and the results of qualifying examinations.



Foreign students who seek admission to LCUP must comply with the following:

- a. Written evaluation by the DepEd of the studies done abroad.
- b. Photo copy of the Alien Certificate of Registration (ACR) duly verified by DepEd, the Immigration Certification of Residence (ICR) and Birth Certification.
- c. BI Student Visa Permit; and

Note: *If the student-applicant is a foreigner, he/she shall proceed to the office of International Student Affairs for checking of proper documentary requirements. Upon completion of such, the student applicant proceeds to the Admissions Office for the usual admissions procedure after proper endorsement has been made by the International Student Affairs.*

- d. Drug test result

2. Students Returnee

All students who have stopped or withdrawn from the roll and wish to return must:

- a. Secure clearance from the Finance Office.
- b. Present the clearance to the Principal to be able to secure Permit to Enroll; and
- c. Undergo the same requirements of the New/Transferee students/pupils.

3. Old Students/Pupils

- a. In general, old students are automatically reserved for admission in the following school year except those who are irregular in attendance, habitual late comers and those with academic deficiency. These students/pupils must first secure the approval from the Coordinator of Discipline
- b. Accomplish online registration.
- c. The Report Card (F-138) must be submitted / presented upon enrolment.

ENROLMENT PROCEDURE FOR OLD STUDENTS/PUPILS

1. Present Original Report Card (F-138) (preceding school year) to the enrolment section for updating your online registration and assessment.



2. Proceed to the Finance Office for the payment of school fees.
3. Proceed to the BED library for ID picture taking.
4. Proceed to the clinic for medical and dental check-up.

ENROLMENT PROCEDURE FOR STUDENTS RETURNEE/NEW STUDENTS/PUPILS /TRANSFEREES

1. Secure requirements: PSA (photocopy), 2x2 picture, Good Moral Certificate, LCUP entrance Exam Result* and online registration at the Admission Office
2. Take the LCUP entrance examination at the BED Guidance Office. *Note: Kindly bring the result at the admission office for documentation.
3. Proceed to the Principal's Office for evaluation and interview.
4. Proceed to the Enrollment section for the assessment.
5. Proceed to the Finance Office for the payment of school fees.
6. Proceed to the BED library for ID picture taking.
7. Proceed to the clinic for medical and dental check-up.

LEARNER PROMOTION AND RETENTION

	Requirements	Decision
For Grades 1 to 3 Learners	1.Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2.Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3.Did Not Meet Expectations in three or more learning areas	Retained in the same grade level
For Grades 4 to 10 Learners	1.Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2.Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3.Did Not Meet Expectations in three or more learning areas	Retained in the same grade level



For Grades 11 to 12 Learners	4.Must pass all learning areas in the Elementary	1.Earn the Elementary Certificate 2.Promoted to Junior High School
	5.Must pass all learning areas in the Junior High School	1.Earn the Junior High School Certificate 2.Promoted to Senior High School
	1.Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
	2.Did Not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject
	3.Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise the learner must retake the subjects failed.
	4.Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

DISMISSAL

1. At the end of the school year, the school has the right to re-assess the academic performance and behavior of its students especially those who were previously forewarned, subjected to probation and suspension. A student, who after a series of careful objective evaluation by school authorities has proven to be incorrigible, will be advised to transfer to another school.
2. A student who fails in any subject will not be eligible for re-admission on a permanent basis regardless of whether he/she enrolls in summer class or not.
3. A student who fails in 2or 3 subjects, equivalent to 3 units will not be eligible for re-admission on a permanent basis regardless of whether he/she enrolls in summer class or not.

PART V

SCHOLARSHIP AND OTHER PRIVILEGES

Scholarship Grant	Beneficiary	Benefits
Academic Scholarship	Kinder to Grade 10	Rank 1 - 100% free Tuition Fee Rank 2 - 50% free Tuition Free Rank 3 - 25 %free Tuition Fee



		Additional Requirement for new students/ pupils/ transferees: Certification from the Principal of the school where the student last attended indicating their rank number.
PEAC (DepEd Subsidy)	Junior High School (Grade 7-10)	c/o PEAC Note: PEAC Subsidy can be deducted from the Tuition fees and or Miscellaneous fees if the students ranks 1 st , 2 nd or 3 rd in Academic Performance
DepEd Voucher	Senior High School (Grade 11 – 12)	DepEd School Graduates – 17,500Php. Peac – ESC Grantees – 14,500Php
ASAS Scholarship	Junior High School (Grade 7-10)	10% discount Requirements: LCUP Elementary Graduate and maintain General Average of 82 and above
Siblings	Nursery to Grade 10	5 siblings – 100% free Tuition Fee for the eldest child 4 siblings – 50% free Tuition Fee for the eldest child 3 siblings – 25% free Tuition Fee for the eldest child
Employee's Benefit for single Personnel	Nursery to Grade 12	100% free Tuition Fee for one nephew/ niece
Employee's Benefit for married Personnel	Nursery to Grade 12	100% free Tuition Fee for one child
Immediate Family/ Relatives of OSA Sisters	Only one (1) from among the sisters and brothers, nephews/ nieces of any OSA Sisters.	100% free Tuition Fee and School Fee discount

Note:

- For Senior High School students – No Scholarship Grants/ Privileges/ Discounts will be given except for the (1) **DepEd Voucher**, (2) **Benefits for Varsity Players and Members of selected student organizations** and (3) **Employees Benefits**.
- For Senior High School students with **DepEd Voucher** and **recipients of Employees benefits**, DepEd Voucher can be deducted from the **miscellaneous fees**.

Private Education Assistance Committee (DepEd Subsidy)

The Private Education Assistance Committee scheme, or PEAC, is a program provided for by Republic Act 8545 (amending R.A. 6728), or the “Expanded Government Assistance to Students and Teachers in Private Education, or GASTPE. Its main objective is to decongest public secondary schools by



“contracting” the excess capacities of private high schools through the provision of subsidies for students who, otherwise, would have gone to the public high schools.

Source: DepEd Order No. 6, s. 2015

POLICY ON SCHOLARSHIP GRANTS AND BENEFITS FOR VARSITY PLAYERS AND MEMBERS OF SELECTED STUDENT ORGANIZATIONS

I - Varsity Players

A. Grade School and Junior High School:

1. Exempted to attend Physical Education and Swimming subjects as long as he/she is an active member of the varsity team.
2. A Student-athlete scholarship is awarded to all GS and JHS varsity every School Year through 50% tuition fee discount and 100% discount on swimming fee.
3. A Student-athlete is officially excused from their class, if the training schedules conflict in the class hour.
4. The scholarship program is good only for a period of 1-year and is renewable.

NOTE: (Renewal of Scholarship grant)

A Varsity player who received (Regional Meet):

GOLD – 50% tuition fee discount, 100% discount in swimming fee, exemption in Physical Education and Swimming subjects

SILVER – 25% tuition fee discount, 100% discount in swimming fee, exemption in Physical Education and Swimming subjects

BRONZE – 10% tuition fee discount, 100% discount in swimming fee, exemption in Physical Education and Swimming subjects

Note: Qualifiers for Palarong Pambansa and other National Meet – 100% Tuition fee discount, 100% discount on swimming fee and exempted to attend P.E and Swimming Classes

B. Senior High School:

1. Exempted to attend Physical Education subject as long as he/she is an active member of the varsity team.
2. A Student-athlete allowance is awarded to all SHS varsity every month (500php/month).
3. A Student-athlete is officially excused from their class, if the training schedules conflict in the class hour.
4. The Student-athlete allowance program is good only for a period of 1-year and is renewable

NOTE: (Renewal of Scholarship grant)

A Varsity player who received (Regional Meet):

GOLD – student allowance of 500php/month, exemption in Physical Education subject

SILVER – student allowance of 300php/month, exemption in Physical Education subjects



BRONZE – student allowance of 200php/month, exemption in Physical Education subjects

Note: Qualifiers for Palarong Pambansa and other National Meet – student allowance of 500php/month, exemption in Physical Education subject and exempted to attend P.E and Swimming Classes

II – Members of Selected Institutional Student Organizations

- LCUP Singers / LCUP Usbong Himig Chorale
- LCUP Sandayog Dance Troupe
- LCUP Zohar Dance Crew / LCUP Kinetics Dance crew / LCUP Prime movers
- LCUP Orchestra
- LCUP Teatro Kolehiyo
- LCUP Bamboo Ensemble

A. Grade School and Junior High School

1. Exempted to attend Physical Education and Swimming subjects as long as he/she is an active member of the above-mentioned organizations.
2. Are given Student scholarship every School Year through 50% tuition fee discount.
3. The scholarship program is good only for a period of 1-year and is renewable.

NOTE: (Renewal of Scholarship grant):

Members of Selected Institutional Organizations who received Performance Evaluation of:

Excellent – 50% tuition fee discount, exemption in Physical Education subjects

Very Satisfactory – 25% tuition fee discount, exemption in Physical Education subjects

Satisfactory – 10% tuition fee discount, exemption in Physical Education subjects

B. Senior High School

1. Exempted to attend Physical Education subject as long as he/she is an active member of the above-mentioned organizations.
2. Are given Student Allowance every month (500php/month).
3. The Student-athlete allowance program is good only for a period of 1-year and is renewable

NOTE: (Renewal of Scholarship grant):

Members of Selected Institutional Organizations who received Performance Evaluation of:

Excellent – student allowance of 500php/month, exemption in Physical Education subject

Very Satisfactory – student allowance of 300php/month, exemption in Physical Education subjects

Satisfactory – student allowance of 200php/month, exemption in Physical Education subjects

PART VI

GENERAL UNIVERSITY DIRECTIVES

DAILY UNIFORM



The uniform represents the school. It is required that all bonafide students wear the proper uniform at all times.

For Boys

Grade School Level

- White polo, short sleeves with school patch
- Navy blue short pants (Nursery to Grade 3)
- Navy blue long pants (Grades 4-6)
- Closed black leather shoes, white socks

Junior High School Level

- White polo without slit
- Polo worn tucked out of the pants
- LCUP patch placed on the left pocket
- Plain white T-shirt used with the white polo (tucked in)
- Navy blue long pants (low waist and baston style are not allowed)
- Plain white socks

Senior High School Level

- White polo with slit
- Polo worn tucked out of the pants
- LCUP Senior High embroidered on the upper left side of the polo
- Plain white T-shirt used with the white polo (tucked in)
- Navy blue long pants (low waist and baston style are not allowed)

For Girls

Grade School Level

- White blouse with short sleeves and baby collar
- Navy blue skirt with strap and school patch on the upper left strap
- Closed black leather shoes
- Plain white socks

Junior High School Level

- White blouse with long sleeves and baby collar
- Navy blue skirt with strap – length: 2 inches below the knees
- LCUP patch placed on the upper left strap
- Closed plain black low heeled leather shoes
- Plain white socks

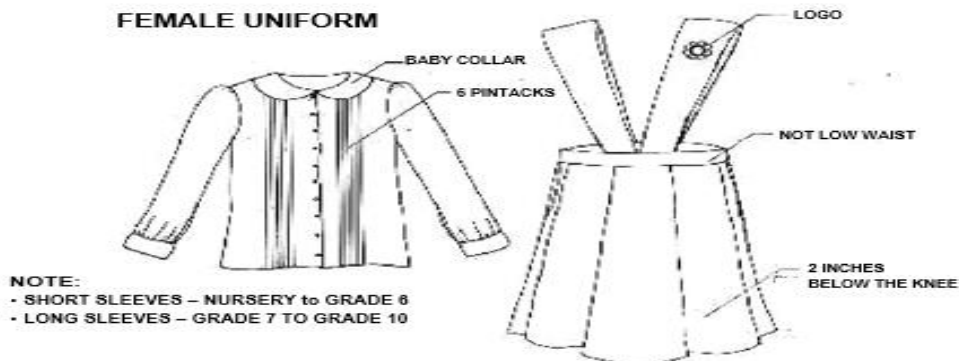
Senior High School Level



White blouse
Polo worn tucked out of the pants
LCUP Senior High embroidered on the upper left side of the polo
Plain white T-shirt used with the white polo (tucked in)
Navy blue long pants (low waist and baston style are not allowed)

K-10 Uniform

FEMALE UNIFORM



MALE UNIFORM



SHS Uniform



PROPER GROOMING

A Consolanian wears his/her uniform with dignity and pride. He/She observes proper grooming, hygiene and simplicity at all times.



1. All students must report to class during school days in the prescribed uniform. The uniform must be clean and well pressed. During instances they are allowed to report in casual wear, their attire should always be simple, modest and appropriate for the occasion.
2. Hair care is part of good grooming. It should be well-combed and neat at all times. In keeping with good taste and propriety, fancy haircuts are not allowed. All students are obliged to sport a well-trimmed boy's cut, commonly known as barber's cut. The use of gel, pomade, oil, hair spray or dye is not allowed. It is presumed that proper and decent haircut would not warrant the use of such.
3. Students are not permitted to wear body accessories except a simple and inexpensive wrist watch.
4. The prescribed P.E. uniform should be worn during the P.E. classes: cotton shirt with school logo, blue jogging pants and plain inexpensive pair of white rubber shoes.
5. Students are advised not to keep large amount of money in their wallets and spend their allowances wisely.

IDENTIFICATION CARD

A student enrolled in the university is issued an official identification card duly signed by the Principal.

1. I.D. card is a part of school uniform and is required upon entering the campus.
2. I.D. card should always be worn. It should be free from trimmings, writings and stickers.
3. Lost I.D. should be reported to the proper authorities. A charge of seven hundred pesos (P700.00) for second issuance shall be paid at the Finance Office. No I.D. card will be issued next time unless as Affidavit of Loss has been presented.

LIBRARY CARD

1. The library card is required to all students. It is a requirement to be able to enter the library.
2. No student is allowed to bring out a book from the library unless he/she presents the library card.
3. The card is non-transferable. No student is allowed to use other's library card otherwise both of them will be subject to disciplinary action.
4. Lost library card must be reported to the Chief Librarian or her staff, and a new one must be applied for immediately.

CLASS ATTENDANCE AND ABSENCES

1. LCUP students are expected to attend their classes regularly and punctually.
2. Absences incurred due to late enrollment are counted as absence.
3. As a general rule, in no case shall a student receive a passing grade in any subject from which he/she has been absent for more than 20% of the required class or laboratory hours. The Principal, however may use his/her discretion in cases where a student belonging to the upper half of the class is concerned.
4. A student who leaves the class after the attendance has been checked and comes back only at the end of the period is considered absent from that class. Therefore, the student is required to submit an Excuse letter from the parent/guardian to the teacher concerned on the next meeting.
5. A student is responsible for the lectures and assignments given during his/her absence.



6. Any student who, after having been absent, returns to class without an Excuse letter from the parent/guardian shall still be marked absent.
7. A medical certificate is required if absence was incurred due to illness.
8. Three tardiness is equivalent to one absence.
9. Student who will come to school 1 ½ hours late or during the second period of class will not be allowed to attend his/her class; instead, he/she will just stay at the Student Development Services office (SDS) or be fetched by his/her parents/guardians.

SUSPENSION OF CLASSES

1. Only the President or her authorized representative may declare the suspension of classes.
2. In case of typhoons:
 - **SIGNAL #1** – Only the Early Childhood Education (ECE) classes may be suspended, and the pupils are allowed to go home; otherwise, if the announcement comes before the child leaves for school, the pupils should not go to school anymore.
Classes in Grades 1 to 10 will go on as usual
 - **SIGNAL #2** – If announcement is early in the morning or before the classes begin, all High School and Grade School students should not go to school anymore.
 - **SIGNAL #3** – If announced, students in all levels are not required to come to school.

REGULATIONS ON PROHIBITED DRUGS

Any student who shall possess, prepare, administer, deliver, distribute, dispatch in transit, transport, use, encourage others to use any prohibited or regulated drug, or shall frequent places where any prohibited drug is used in any form; shall after due investigations and findings of guilt, be suspended and expelled, as circumstances may warrant, provided, however, that the penalty herein imposed shall be without prejudice to the proper filing of charges before the competent courts, should the University authorities so decide.

“Prohibited Drugs”. As herein above referred to, shall include opium and its active components and derivatives, such as heroin and morphine, cocaine, hallucinogenic drugs such as mescaline, lysergio drugs such as acid diethyl amide (LSA) and other similar effects. Indian hemp and its derivatives, all preparations made from any of the foregoing and other drugs, whether natural or synthetic, shabu, and ecstasy with physiological effects or narcotic drugs, self-inducing sedatives, such as secobarbital, phenobarbital, barbitol, amobarbital and other drugs which contain salt or derivatives of salt or barbiturate acid, any salt, isomer, or amphetamine, and hypnotic drugs such as methaqualone or any other compounds producing similar physiological effects.

If a student shall be convinced by a Regional Trial Court for any offense arising under Republic Act No. 9165, otherwise known as the “Comprehensive Dangerous Act of 2002”, an automatic suspension shall



be issued and shall continue until such time the judgment be one of conviction. Expulsion shall follow as a matter of course and shall be retroactive to the data of suspension.

Students are supposed to undergo drug test if required by the school.

USE OF CELLULAR PHONES

The use of high-tech gadgets specifically cellular phones are strictly prohibited during class hours and school-related activities, particularly during examinations to prevent cheating, as well as, disruption of classes. However, the students may bring their gadgets but the school will not be accountable for any loss. In case of lost gadgets, the department will do the necessary actions.

PART VII

ACADEMIC POLICIES

GRADING SYSTEM

In the computations of grades of the pupils/students in the Basic Education Department, the University follows the DepEd Order No. 8, s. 2015.

POLICIES AND REQUIREMENTS IN EXAMINATIONS

For K-10:

1. Monthly and Periodical Examination

- a. Every pupil/student is required to take the four (4) major periodic examinations and the four (4) monthly examinations during the school year.
- b. Permit to take the examination is required for each periodic and monthly examination.
- c. No pupil/student is allowed to take the periodic or monthly examination earlier than its schedule.
- d. Any students/pupils who fail to take the monthly/periodic examination will get zero in the test. He/She will be given a grade computed based on the class standing only in each subject for that grading period.

2. Final Examination

Students/Pupils can only take the Final Examinations if their Clearance Forms are duly signed by the Finance Office and the Subject teachers

3. Special Examination



- a. Parents/Guardians of a student who cannot take the exams on schedule due to valid/justifiable reasons must immediately see the Principal.
- b. Only the Principal has the authority to schedule a special examination that will be administered by the class adviser / subject teacher.
- c. No special examinations are scheduled for those who missed the Monthly and Periodic Tests
- d. No special examinations are given for missed quizzes.

For SHS:

1. Midterm (1st and 2nd Semester) and Final Examination (1st Semester and 2nd Semester)
 - a. Every student is required to take the four (4) major periodic examination during the school year.
 - b. Permit to take the examination is required for each midterm and final examination.
 - c. No student is allowed to take the midterm and final examination earlier than its schedule.
 - d. Any student who failed to take the midterm or final examination will get zero in the test. He/She will be given a grade computed based on the class standing only in each subject for that grading period.

2. Final Examination (2nd Semester)

Students can only take the Final Examinations if their Clearance Forms are duly signed by the Finance Office and the Subject teachers.

3. Special Examination

- a. Parents/Guardians of a student who cannot take the exams on schedule due to valid / justifiable reasons must immediately see the Principal.
- b. Only the Principal has the authority to schedule a special examination that will be administered by the class adviser / subject teacher.
- c. No special examinations are scheduled for those who missed the Midterm and Final Examinations.
- d. No special examinations are given for missed quizzes.

BEHAVIOR DURING EXAMINATION

1. It is expected that examinees report to the testing room / classroom punctually.
2. Examination days are class days so that examinees are expected to be in their complete uniform, and with their school IDs.
3. All are expected to maintain silence while taking the examination. They must listen to and obey all instructions given by the teachers or proctor. A student/ pupil with clarification/question from the proctor should raise his/her hand and remain seated until the proctor approaches him/her.



4. Examinees are expected to observe honesty at all times during the examination. Any student caught cheating, or in the act of cheating shall have his/her paper quietly marked "Failed" and confiscated by the adviser/proctor. Any other evidence of cheating will also be confiscated; then, he/she will be asked to proceed to the Guidance Office for counselling. The teacher will then report the case to the Coordinator of Discipline for disciplinary actions.
5. During the examination period no student/pupil is allowed to leave the classroom without surrendering the examination paper. A student/pupil leaving the classroom without surrendering his/her work shall get a mark of "Failed". The proctor will then report the case to the adviser, then to the Coordinator of Discipline.
6. No students/pupils may leave the classroom or be dismissed by the adviser/proctor before the set schedule.

ENHANCEMENT CLASSES

1. Regular Enhancement

Enrollment to Regular Enhancement classes are required of students/pupils from Grade Four to Grade Ten who get a failing grade in English, Math and Science subjects for the 1st Grading Period and 2nd Grading Period; and of students from Grade 11 and 12 who get a failing grade in English, Math and Science subjects for the Midterm and Final grade of the 1st Semester.

2. Summer Enhancement

Enrollment to the Summer Enhancement classes are required of the Grade Four to Grade Nine students whose Final Grade Point Average in English, Math and Science is 75 to 77%; and of the Grade 11 and 12 students whose Final Grade Point Average in English, Math and Science is 75 to 77%.

GUIDELINES IN THE SELECTION OF HONORS

The University strictly applies the guidelines in the selection of honor students/pupils as stipulated in DepEd Order No. 36 series of 2016.

GUIDELINES IN THE SELECTION OF AWARDEES

1. Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/ or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:

1. Have no failing grades in any of the learning areas;



2. Have not committed any offense punishable by suspension or higher sanction according to the Department's service manual and child protection policies in the current school year; and
3. Be a class officer or an active member/ officer of any recognized school club, team, or organization.

Candidates will be evaluated by at least 30% of their peers (group, team, and class or club mates), as well, as their class or club advisers. Only those learners who have met at least 90% of the criteria shall be awarded.

Criteria for Leadership Award

Criteria	Weight	
	Advisers	Peers
1.Motivational Skills (40%) a. Communicates effectively b. Shows initiative and responsibility c. Engage group and / or club mates to participate actively d. Establishes collaborative relationships e. Resolves conflicts	24%	16%
2.Planning and Organizational Skills (40%) a. Plans and designs relevant activities for the class, club and / or school b. Implements planned activities effectively and efficiently c. Monitors implementation of plans and tasks d. Manages and/ or uses resources wisely	24%	16%
3.Contribution to the School and / or Community (20%) Renders service and / or implements activities relevant to the school population and / or community	12%	8%
Total	60%	40%

2. Loyalty Award

This is given to any graduating student who has been in LCUP or any of its branch school from Preparatory to High School. Awardee must show exemplary conduct indicative of strong moral values and consciousness and loyalty to the school beyond reproach.

3. Service Award



This award is given to a high school graduating student/pupil, who shows outstanding cooperation in all school activities, and has been recommended by the teachers, coordinators and approved by the principal.

4. Mother Rita Barcelo Award

This is a special honor granted to a graduating student for his/her active and dedicated services rendered, making concrete option for the less-privileged members of the outreach communities.

5. Awards of Academic Excellence are conferred to graduating students who excelled in the following fields:

- a. Mathematics
- b. Science
- c. English
- d. Filipino
- e. A.P.
- f. E.P.P./ TLE
- g. MAPEH

Note: *Level of participation, rank and place in competitions are merits to be considered and applied in the selection. Nominees must not be subjected to any major disciplinary actions within the current school year.*

6. Awards of Recognition are given to deserving graduating students who excelled in Religion/Department.

- a. Best in Religion
- b. Best in Department

7. Special Awards are given to outstanding graduating students/pupils in recognition of their meritorious performance and active involvement in the different existing co-curricular and extra- curricular activities of the department.

- a. Drama
- b. Dance
- c. Sports
- d. Arts
- e. Music
- f. Campus Journalism
- g. Work Immersion (Grade 12)
- h. Research or Innovation (Grade 12)

Note: *Recipients of the different awards should have exemplary conduct and have never been involved in any form of violations of the university rules/regulations and policies. Award will not be given to the student/pupil if he/she has violated any of the University rules, regulations and policies regardless. All rules, regulations, policies and other requirements stated in this student manual are equally important*



PART VIII

CODE OF CONDUCT

It is the school's concern to provide each student/pupil with the proper training with the sincere hope that he/she will become unique Christian, ready to serve the home, the school, the community, and the country. On the other hand this uniqueness must be reciprocated by the student/pupil through active involvement in the implementation of concerns that directly affect him/her.

While it is true that each one is entitled to his/own rights/ privileges, it must be remembered likewise that in the exercise of every right goes the corresponding responsibility.

STANDARDS OF DEPARTMENT AND BEHAVIOR EXPECTED OF LCUP STUDENTS/ PUPILS

1. Relationship between the Department and the Students

Enrollment at LCUP is contractual in nature. Upon applying for admission to Basic Education Department, the student/pupil binds himself to; "...recognize, accept, and comply with the existing rules and regulations, policies, and requirements laid down by competent authority on all matters involving admission and enrollment, the use of the libraries, laboratories, services and facilities, payment of tuition fees, campus activities and classroom conduct, class attendance, changing/dropping and other requirements as stated in the student handbooks, Bulletin of Information and papers of the Department..." and pertinent provision in the Manual of Rules and Regulations for Private Schools and those of DepED Orders and Memoranda.

2. Administrators

The school administration exists because of you. It is their earnest desire to give the best training you need. For the same reason, you are expected to:

- a. Obey the rules, regulations of the school and administrators' constructive suggestions;
- b. Show sincerity in dealing with them and give them respect;
- c. Manifest an attitude of self-reliance and openness in the pursuit of learning in the belief that the administrators are exerting all efforts for your welfare;
- d. Live up to the good name of the school and its expectation.

3. Teachers

The student – teacher relationship should be bound by mutual respect and cooperation. You are expected to:

- a. Show respect, obedience, thoughtfulness, and love to your teachers;
- b. Seek the advice of your teachers regarding personal and academic difficulties;
- c. Desist from asking undue favors or considerations from them especially in matters of grades.

4. School Personnel



The LCUP personnel performs various service functions which make student's/pupil's learning easier and more convenient. Hence, the students/pupils should show respect, courtesy, and cooperation that is due them. Therefore, you are expected to:

- a. Maintain a respectful and cheerful disposition in dealing with them;
- b. Say polite expressions like "thank you" and "please" for any assistance given by them;
- c. Ask permission when borrowing or using school property and facilities;
- d. Avoid idle talk with them so as not to waste useful time needed in their work.

5. **Fellow Students**

Augustinians should treat each other as friends, sisters, and brothers; therefore, you are expected to:

- a. Give due respect for the rights and property of your fellow students;
- b. Extend help willingly for any good cause; and
- c. Speak gently and kindly with one another.

6. **With Parents**

Your parents are partners of the school in your education. You are therefore expected to:

- a. Keep your parents constantly informed about your academic performance and activities;
- b. Seek their advice and help regarding academic and non-academic problems and make them feel free to consult with school authorities if necessary;
- c. Look up to them for inspiration and guidance;
- d. Give them the highest degree of esteem and respect.

STUDENT/ PUPIL DAILY ACTIVITIES AND GENERAL REMINDERS

You are now an Augustinian imbued with values that must be lived out at all times, in and out of school, thus; as students/pupils, you are expected to purposely participate in the following:

1. **Morning Prayer.** All students/pupils are required to attend this. The bell is rung at exactly 6:45 o'clock to give time for the prayers.
2. **Angelus.** The Angelus bell rings at 12:00 noon and 6:00 PM. Everybody must stop in whatever he/she is doing and join the prayers in response to the reminders of God's Incarnation and our own obligations.
3. **The Three O'clock Prayer Habit.** This is our devotion to the Divine Mercy.
4. **On Campus.** The school is your second home. It provides you with the facilities to serve your purpose. You have the responsibility of taking care of them and make your school a happy place to stay. You are expected to:



- a. Wear your identification card properly at all times.
- b. Keep the premises clean and tidy by disposing trash in the proper garbage can. Take the initiative to pick up litter and dispose them properly.
- c. Greet or acknowledge sisters, school administrators, teachers and personnel, as well as, guests and fellow students.
- d. Take care of all school properties. You must pay or replace any damage you cause the school property.

5. Inside the Classroom

- a. Come to class prepared with the necessary materials for class work.
- b. Show due respect to your teachers, as well as, to your fellow students at all times.
- c. Respect the property of others. Label all your personal belongings. No one should get or use other things unless, granted permission by the owner.
- d. Refrain from talking unnecessarily, roaming around and laughing boisterously in between class periods.
- e. Keep the classroom clean and orderly.

6. Along the corridors and stairways

- a. Keep right while walking along the corridors and stairways.
- b. Observe silence along the corridors and stairways. Avoid shouting and talking loudly.
- c. Avoid loitering along the corridors during class hours and in between periods.
- d. Keep the corridors clean.
- e. Refrain from playing and running around.
- f. Avoid obstructing or blocking the corridors and lobby.

7. At the Cafeteria

- a. Line up and observe the "First come, first serve" rule in buying food.
- b. Be courteous in dealing with canteen personnel.
- c. Consume the food bought.
- d. Return plates and utensils after use in the designated area. Throw waste in appropriate garbage cans.
- e. Leave the tables and chairs clean and orderly.

8. Off Campus

- a. Wear the uniform for school purposes only and not for shopping, watching movies, eating at restaurants and engaging in recreation. Use of the uniform off campus is allowed only if one is officially representing the school in approved activities.
- b. Refrain from acting as a representative of the school, unless, authorized to do so.

DEFINITION OF SANCTIONS:



Any student who has been found guilty of the following violations enumerated in the following Table of Sanctions shall be meted the corresponding sanctions after due process:

1. **VERBAL WARNING** – A verbal advice calling the attention of the student. This is done if the rule violated is considered a minor offense and there was no inconvenience caused by such simple infraction.
2. **WRITTEN REPRIMAND** – A written reprimand is a formal letter or notice to the student concerning his/her violation of the University rules and regulations. The student, in turn, will submit a letter of explanation regarding his/her acts.
3. **CONFERENCE WITH THE PARENTS/GUARDIANS** – This is a conference in which the parent/guardian of the student is informed and asked to have an appointment with the Coordinator of Student Development to discuss the matters concerning the student.
4. **RENDERING OF COMMUNITY SERVICE** – This is an agreement between the parent/s and the school discipline officer that holds the erring student to render obligatory service in the offices or wherever the place within the school campus as designated by the Discipline Officer. The number of hours to be rendered depends solely on the degree of the infraction made.
5. **BEHAVIORAL CONTRACT** – Behavioral Contract is a written contract issued to a student who is found to have committed infractions as stipulated in the Student Handbook. The Behavior Contract indicates the offense/s committed by the students and is issued as a final warning. Thus, committing another infraction of similar nature or another offense would prompt the school to impose a graver penalty or not to readmit the student after the process.
6. **SUSPENSION** – Suspension is a penalty, in which the University is allowed to deny or deprive an erring student's attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year. The above-mentioned sanction is based on the recommendations made by the grievance committee and approved by the University President.
Note: Suspension may be converted to community service upon the recommendation of the SAS Director.
7. **PREVENTIVE SUSPENSION** – A student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the University premises, if the evidence of guilt is strong and the Principal (or Executive Vice-President) is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction on the normal operations of the University, or poses a risk or danger to the persons or property within the University.
8. **EXCLUSION** – Exclusion is a penalty in which the University is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and to issue transfer of credentials immediately. No prior approval by the Department of Education is required, but that a summary investigation should first be conducted in the imposition of the penalty.

Note: Final Actions involving nos. 6, 7, & 8 are all subject to the approval of the University President.

TABLE OF SANCTIONS:



The following offenses have been established and classified according to the gravity and frequency of offenses of students in the area of discipline at the end of each grading period thereof, in consonance and pursuant to the immediately preceding section. However, the enumeration stated hereunder is not all inclusive, such that if the student commits an offense, infraction or omission detrimental to the interest of the University but is not punishable in this Code of Conduct, the University reserves the right to impose the appropriate penalty commensurate to offense, infraction or omission. Furthermore, where the student commits multiple offenses, or where a single act is a violation of two (2) or more offense, the next higher in degree shall be imposed.

Only the students who commits major offenses is subject for withholding awards/recognition, certificate of good moral and not allowing the student to attend the graduation rites.

The school reserves the right to increase or decrease or give additional penalties as may be warranted under the circumstances and/or as it sees fit.

No	NATURE OF OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE
IRREGULARITIES:						
1	Tardiness	(3) accumulated tardiness Verbal Warning	(4 – 6) accumulated tardiness Written Reprimand	(7 – 9) accumulated tardiness Conference with the Parents/ Guardians	(8 – 12) accumulated tardiness Community Service for 5 hours	(13 – above) accumulated tardiness Community Service for 10 hours or more
2	Cutting Classes	Written Reprimand	Conference with the Parents/ Guardians	Community Service for 10 hours	Community Service for 15 hours	Community Service for 15 hours and Behavioral Contract
3			Community			



	Leaving the school campus during class hours	Conference with the Parents/ Guardians	Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours and Behavioral Contract	
4	Loitering	Verbal Warning	Written Reprimand	Conference with the Parents/ Guardians	Community Service for 3 hours	Community Service for 6 hours
5	Abuse, misuse and unauthorized use of electronic gadgets: digital camera, cellphones, and the likes during classes and any related school activities	Written Reprimand	Conference with the Parents/ Guardians	Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours and Behavioral Contract
6	Bringing and using of toys not related to school activities like playing cards, pellet guns, and other harmful objects	Written Reprimand	Conference with the Parents/ Guardians	Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours and Behavioral Contract
7	Entering and staying in the faculty room, laboratory rooms, and	Written Reprimand	Conference with the Parents/ Guardians	Community Service for 3 hours	Community Service for 5 hours	Community Service for 10 hours and Behavioral Contract



	offices without permission					
8	Failure to comply with the clearance towards the end of the school year	Conference with the Parent/Guardian	Community Service for 5 hours	Community Service for 10 hours and Behavioral Contract		
IMPROPER UNIFORM:						
9	Failure to wear his/her identification card (ID)	Written Reprimand	Conference with the Parents/Guardians	Community Service for 3 hours	Community Service for 5 hours	
10	Failure to follow the correct style of uniform	Conference with the Parents/Guardians	Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours and Behavioral Contract	
11	Improper haircut /excessively unnatural hair color or highlight	Written Reprimand	Conference with the Parents/Guardians	Community Service for 5 hours	Community Service for 10 hours	
12	Wearing of more than a pair of earrings for female and an earring for male student	Conference with the Parents/Guardians	Community Service for 3 hours	Community Service for 5 hours	Community Service for 15 hours and Behavioral Contract	
13	Use of nail polish and make-up	Written Reprimand	Conference with the Parents/Guardians	Community Service for 3 hours	Community Service for 5 hours	



14	Using non-validated identification card.	Verbal warning	Written reprimand Conference with the parents	Behavior Contract Community Service for 15 hours	10-day suspension	
15	Lending one's student ID to another individual	Written reprimand	Conference with parents	Behavior Contract. Community Service for 15 hours	10-day suspension	
IMPROPER BEHAVIOR:						
16	Bullying, instigating troubles, quarreling and participating in rumbles	Conference with the Parents/ Guardians and Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours and Behavioral Contract		
17	Destroying or tampering of any school property	Conference with the Parents/ Guardians	Community Service for 20 hours	Community Service for 40 hours and Behavioral Contract		
18	Dishonesty such as misuse of funds or cheating in personal dealings with members of the school	Conference with the Parents/ Guardians and Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours	Community Service for 20 hours and Behavioral Contract	
19	Posting, distributing or disseminating notices,	Conference with the Parents/	Community Service for 10 hours	Community Service for 25 hours	Community Service for	



	posters, leaflets, broadsheets, opinionaires, and pop-sheets, surveys of similar material without prior approval from the Office of Student Affairs.	Guardians and Community Service for 5 hours			60 hours and Behavioral Contract	
CHEATING DURING QUIZZES AND EXAMINATIONS:						
20	Cheating or any attempt to cheat during examinations	Failing marks in the test and Conference with the Parents/ Guardians	Failing marks in the test and Community Service for 10 hours	Failing marks in the test, Community Service for 20 hours and Behavioral Contract		
21	The accomplice or the other person in the said act of cheating during examinations	Failing marks in the test and Conference with the Parents/ Guardians	Failing marks in the test and Community Service for 5 hours	Failing marks in the test, Community Service for 10 hours and Behavioral Contract		
22	Tampering of scores during test paper evaluation	Failing marks in the test and Conference with the Parents/ Guardians	Failing marks in the test and Community Service for 10 hours	Failing marks in the test, Community Service for 20 hours and Behavioral Contract		
INDECENCY:						



23	Bringing and viewing pornographic materials inside the school campus	Conference with the Parent/s, Behavioral Contract and Community Service for 10 hours	10 Days Suspension and Behavioral Contract	Exclusion		
24	Public display of affection or indecent/ scandalous acts which lead to dispute the school community and contribute to unbecoming of students in a Catholic Institution	Conference with the Parent/s, Behavioral Contract and Community Service for 10 hours	10 Days Suspension and Behavioral Contract	Exclusion		
25	Demonstrating, drawing and performing any malicious and sexual acts	Conference with the Parent/s, Behavioral Contract and Community Service for 10 hours	10 Days Suspension and Behavioral Contract	Exclusion		
26	Acts of immorality including but not limited to illicit relationship, engaging in	Exclusion				



	pre-marital relationship, exhibitionism and other acts of lasciviousness supported with actual evidence					
27	Getting pregnant out of wedlock, causing the pregnancy during the course of stay in the school	Exclusion				
28	Persuading another to commit any sexual act or act of harassment or who cooperates in the commission of such act by another without which it would not have been committed	Conference with the Parent/s, 10-Day Suspension and Behavioral Contract	Exclusion			
29	Direct or indirect participation in the commission of a rape.	Exclusion				
30	Involvement in an indecent act in any form of on and/or off-	Behavior Contract.	Exclusion			



	campus training, practicum/ Immersion or educational exposure.	10-day suspension				
FORGERY OR ANY FRAUDULENT ACTS:						
31	Dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Conference with the Parents/ Guardian and Behavioral Contract	Community Service for 10 hours	Exclusion		
32	Forging, tampering, altering, misinterpreting, misusing school documents or records. Allowing or causing the school documents or records, credentials, excuse letters, student handbook, clearance or certification to be forged; furnishing false information in	Conference with the Parents/ Guardian, Behavioral Contract and 10- day Suspension	Exclusion			



	connection with official documents, publishing, circulating or disseminating false information about the school administrators, faculty members, personnel and students					
33	Falsifying signature of school authorities, teachers, parents or guardians	Conference with the Parents/ Guardian and Behavioral Contract	Community Service for 10 hours	10-Day Suspension		
34	Lending / borrowing of school ID and library card	Conference with the Parents/ Guardian	Community Service for 5 hours	Community Service for 10 hours	Community Service for 15 hours	Behavioral Contract
VIOLATION AGAINST PERSONS, SCHOOL AUTHORITIES AND SCHOOL:						
35	Instigating / organizing /participating in boycott or disruption of classes, which lead to impeding, obstructing, preventing or defeating the right and obligation of the teacher to teach his/her	Behavioral Contract and 10-day Suspension	Exclusion			



	subject, or the right of any student to attend classes					
36	Threatening, coercing, intimidating, compelling, encouraging or convincing any student to be absent from class or to participate in any unauthorized activity.	Conference with the Parents/ Guardian	Community Service for 10 hours	Behavioral Contract	Exclusion	
37	Insulting, using obscene language, showing disrespect and offensive acts (either verbal, written, Internet uploads, or physical) to any student, faculty member, non-teaching personnel, administrator and any other person connected with the school or visitors and guests	Conference with the Parent/s and Community Service for 15 Hours	Community Service for 30 Hours and Behavioral Contract	Exclusion		



38	Posting and / or uploading pictures, notes, videos and the like, in the Internet, particularly social networking sites, that are pejorative to the name of the University as a Catholic-Augustinian-Marian Institution, to its personnel and students	Conference with the Parent/s and Community Service for 20 Hours	10- day Suspension and Behavioral Contract	Exclusion		
39	Cyberbullying or cyberstalking, and improper use of social media and/or social networking sites to the prejudice of others.	Conference with the Parent/s and Community Service for 20 Hours	Behavioral Contract and 10 Days Suspension	Exclusion		
40	Doing / Showing disrespect or irreverence towards people of the religious affiliation, and to things or objects valued as sacred by	Behavioral Contract and 10- day Suspension	Exclusion			



	our religion/beliefs					
41	Self-inflicting, instigating/engaging in activities resulting to injury to person or oneself	Conference with the Parents/ Guardian and Community Service for 20 Hours	Behavioral Contract and 10-Day Suspension	Exclusion		
42	Engaging in personal, or with others, acts that tend to corrupt the moral life of the students like discrimination of others with reference to one's physical appearance, weakness and status of any sort; and others in the exercise of their school life	Conference with the Parent/s and Community Service for 15 Hours	Community Service for 30 hours	Behavioral Contract	Exclusion	
43	Vandalism	Conference with the Parents/ Guardians	Community Service for 5 hours	Community Service for 10 hours	10-Day Suspension	Behavioral Contract
44	Going to unauthorized activities/ public places like malls, cinemas,	Conference with the Parents/ Guardian	Community Service for 10 hours	10-Day Suspension	Behavioral Contract	



	food chains and the likes, in school uniform during class hours					
45	Stealing, shoplifting, extorting money and property of students and/or school personnel	Conference with the Parent/s, Community Service for 25 Hours and Behavioral Contract	Exclusion			
46	Student, in school uniform, caught stealing, shoplifting, extorting money and property of others, outside of the school	Conference with the Parent/s, Community Service for 25 Hours and Behavioral Contract	Exclusion			
47	Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, and pop-sheets, surveys of similar material without prior approval from the Office	Verbal warning.	Written reprimand Conference with the parents	Behavior Contract. Community Service for 25 hours	10-day suspension	Exclusion



	of Student Affairs.					
48.	Using the name of the University without prior notice and permission from any LCUP authority in any ticket, invitation, programs, announcement or any similar printed or non-printed materials and in other activities, unauthorized collection of money and tickets/ goods in relation thereto.	Conference with parents. Behavioral Contract	Community Service for 60 hours	10-day suspension	Exclusion	
49	Patronizing indecent or questionable places or activities, doing acts that lead to public scandal and disrepute to the university and its faculty/ students/ personnel.	Conference with parents. Written reprimand	Community Service for 60 hours Behavioral Contract	10-day suspension	Exclusion	
50	Patronizing gaming and/or questionable establishments, wearing the university	Conference with parents. Written reprimand	Community Service for 60 hours Behavior Contract.	10-day suspension	Exclusion	



	uniform, during regular class hours/days.					
51	Dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Failing marks in the presentation/ activity/ projects/ work Conference with the Parents/ Guardians	Failing marks in the presentation / activity/ projects/ work Community Service for 10 hours	Failing marks in the presentation / activity/ projects/ work Community Service for 20 hours Behavioral Contract	10 – day suspension	Exclusion
52	Cheating one's parents/ guardian by misusing the money meant to pay for one's financial obligations in school	Conference with the Parents/ Guardians Community Service for 10 hours	Community Service for 60 hours Behavioral Contract	10 – day suspension	Exclusion	
53	Rumor mongering against a person, a religious or any official.	Conference with the Parents/ Guardians Community Service for 10 hours	Community Service for 60 hours Behavioral Contract	10 – day suspension	Exclusion	
POSSESSION, BRINGING, USE OR SALE OF GAMBLING PARAPHERNALIAS, PROHIBITED DRUGS/SUBSTANCES, ALCOHOL/LIQUOR, AND DEADLY WEAPON:						
54	Smoking (Cigarettes) and Vaping (E-Cigarettes) in any of the school premises and during school	Conference with the Parent/s, Community Service for 20 hours and	Exclusion			



	related activities outside: like field trips, retreats, recollections and the likes	Behavioral Contract				
55	Possessing / using gambling paraphernalia inside the school premises	Conference with the Parents/ Guardian and Community Service for 10 Hours	10-Day Suspension And Behavioral Contract	Exclusion		
56	Possession of / or using deadly weapon such as, but not limited to hand gun, paltik, balisong or pen knife, ice pick or explosives of any kind	Exclusion				
57	Bringing in and/or dispensing liquor or any intoxicating beverage, or coming to school under the influence of the same, bringing or taking alcoholic drinks during out-of-school related activities	Behavioral Contract and 10- day suspension	Exclusion			
58	Using, pushing, bringing,	Exclusion				



	possessing and trafficking, and dispensing or administering shabu, rugby, marijuana, angels trumpet or any other illegal prohibited and/or regulated drugs and all derivatives					
59	Membership in secret or illegal associations or organizations wholly or partially organized for the purpose of committing any of the crimes punishable under the Revised Penal Code or for some other purpose contrary to law, public policy or public morals	Exclusion				
60	Joining and being a member of a fraternity inside, or outside the campus, community hazing or initiations.	Behavior Contract 10-day suspension	Exclusion			



61	Any student with a pending case in court.	Preventive suspension	Exclusion			
62	Having been convicted of a criminal offense before the court of law during the duration of his/her academic stay at the University.	Exclusion				

GRIEVANCE COMMITTEE

When a student commits offenses with suspension and exclusions as the sanctions, this body will ascertain whether a student is guilty or not after going through due process. The case shall be deliberated upon by the following; Subject Teacher, Class Adviser, Principal, Student Affairs and Services Director, Coordinator of Student Development Services, Discipline Officer, Vice President for Academic affairs. The committee may deliberate on the final sanction at the level of the EVP. However, if the case merits suspension or expulsion, this will be elevated to the President of the University.

CONDUCT OUTSIDE THE SCHOOL

Every student/pupil is always identified with the school to which he/she belongs. It is his/her responsibility to help maintain the good image of the school by conducting himself/herself in a manner befitting a Catholic student/pupil and Augustinian. Consequently, he/she should be aware at all times that his/her behavior is reflective of the training he/she gets in the school. While outside the campus/school, he/she should observe generally the accepted rules of conduct and norms of behavior as such, he/she is called upon:

1. To uphold the academic integrity of the school protecting at all times its name, reputation and ideals.
2. To conduct himself/herself with dignity and honor and to abide by all instructions of the authorities representing the school in any authorized activity, likewise, he/she should conduct himself/herself in the same manner when using the name of school.
3. To participate in religious, civic, social activities/programs/projects approved by the school.
4. To keep away from establishments of ill repute, such as gambling joints, sauna parlors, drinking place, pot session dens and other similar places; and to avoid associating with persons of questionable character and conduct.
5. Not to use, without prior notice and authority, the name LCUP in any ticket invitation, program announcement or similar printed matters.



6. To inhibit himself from pushing, trafficking, administering, using or possessing regulated or prohibited drugs and its derivatives.

NOTE: *Although the school cannot be held responsible for the conduct of its students outside the school premises/campus, these can still be causes for disciplinary action.*

In its general view, there are instances when the school might be called upon to exercise its power over its students. For acts committed outside the school and beyond school hours in the following:

- a. *In case of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus*
- b. *In case where the misconduct of the student involve his status as a student/pupil and/or affects the good name or reputation of the school.*

PART IX

CHILD PROTECTION POLICY

La Consolacion University Philippines abides by the Child Protection Policy under DepEd Order No. 40, series of 2012. The best interest of the child shall be the paramount consideration in all decisions and actions of the school involving children. Similarly, all students and pupils must comply with and abide by the child protection policies and guidelines enforced by the State, particularly by the DepEd, and implemented by and within the school. As much, they have the following duties and responsibilities:

1. Refrain from:
 - 1.1. Engaging in discrimination, or leading a group of students or pupils to discriminate another, with reference to one's physical appearance, weakness and status of any sort;
 - 1.2. Doing any act that is inappropriate or sexually provocative;
 - 1.3. Participating in behavior of other students and pupils that is illegal, unsafe or abusive;
 - 1.4. Marking or damaging school property, including books, in any way;
 - 1.5. Engaging in fights or any aggressive behavior;
 - 1.6. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material; and,
 - 1.7. Performing other similar acts that cause damage or injury to another.
2. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
3. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone's moral and physical integrity; and,
4. Observe the Code of Conduct.

PART X



ANTI-BULLYING PROGRAM

ANTI-BULLYING STATEMENT

LCUP believes that students can achieve their full potential in an environment that is free from intimidation and fear. For this to be achieved, all members of the school community must show mutual respect towards each other while upholding our institution's core values of interiority, humility, courage, missionary spirit, compassion, community-oriented.

Bullying is strictly prohibited in La Consolacion University Philippines. It has no place in our institution.

WHAT IS BULLYING?

Bullying is a form of aggressive behavior that is intentional, hurtful, and repeated. The person who bullies has more power than the person who is targeted.

TYPES OF BULLYING

PHYSICAL BULLYING	VERBAL & WRITTEN BULLYING	RELATIONAL BULLYING	CYBER BULLYING
a. Hitting b. Slapping c. Elbowing d. Shoving e. Kicking f. Pinching g. Restraining h. Taking, stealing, damaging, or defacing, a person's belongings or property i. Sexual harassment j. Other analogous acts	a. Name-calling b. Making insulting, racist, or rude remarks c. Repeated teasing d. Harassment, threats, and intimidation e. Mean or intimidating notes f. Mean or intimidating graffiti g. Whispering behind someone's back h. Other analogous acts	a. Destroying status within a peer group b. Destroying reputations c. Humiliating and embarrassing someone d. Gossiping or spreading malicious rumors or lies e. Exclusion (social rejection or isolation) f. Stealing a boyfriend or girlfriend to hurt someone g. Negative body language (glaring, dirty looks, turning your back to someone) h. Threatening gestures i. Passing mean notes j. Circulating hate petitions (promising to hate someone) k. Other analogous acts	a. Spreading gossip, rumors, and lies electronically b. Sending or posting defamatory or embarrassing photographs and video recordings c. Sending insulting or threatening emails d. Sending malicious code e. Sending pornography and other junk emails and instant messages (IMs) f. Impersonating someone online to make them look bad g. Sending or posting cruel jokes electronically



			<ul style="list-style-type: none">h. Sending or posting malicious gossip electronicallyi. Creating a website designed to humiliate and embarrass someonej. Other analogous acts
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ANTI-BULLYING POLICIES

Rationale

In LCUP, it is affirmed that every student has a right to be in a school which is safe and secure. As an educational institution, we advocate peace and support non-violent means of conflict resolution.

In this context, our school has put anti-bullying policies in place to continuously fight this anti-social behavior and at the same time mold our students towards becoming dignified, respectful, and peace-loving citizens.

Guidelines

1. All members of the school have a responsibility to recognize bullying and to take the necessary action.
2. All teachers, staff and personnel should treat any report of bullying seriously.
3. The concerned teacher, staff or personnel should listen to the student or students, and make such inquiries as may be necessary to clarify exactly what has been happening.
4. The student(s) should be assured that they have acted correctly in reporting the bullying. The staff member should make a written summary of the information and pass it on to the Coordinator of Discipline.
5. The emphasis must be on changing the behavior of the bullying student(s), while providing support for the student(s) whom has been harassed.
6. An effort should be made to contact the parents of all involved students.

Procedure for Reporting of Cases

1. The incident must be reported immediately to the Discipline Officer.
2. The Discipline Officer will notify the parent/guardian of the student bullied.
3. In the presence of the parent/guardian, the complainant will be made to write an incidence report that contains the details of the incident. A formal complaint will then be filed in the Child Protection Committee (CPC).
4. The Principal will then schedule a case conference in the presence of the members of the CPC, the complainant and his/her parent/guardian, and the defendant and his/her parent/guardian.
5. During the case conference, all possible course of action will be adopted to resolve the bullying case.



6. If the bullying is not resolved, the CPC will meet again to decide what should be done.
7. After a resolution has been agreed upon, a report will be written and filed.
8. Follow up interventions will be made by the Guidance Center to make sure that the bullying has stopped.

Source: Republic Act No. 10627 (Anti-Bullying Act of 2013)

PART XI

POLICIES ON CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

LCUP aims to develop in the students a well-rounded personality. It recognizes the fact that this cannot be achieved solely within the normal classroom setting but has to be complemented with various activities, which form part of the community life of the students. It is hoped that participation in duly authorized co-curricular and extra-curricular activities will further enable the students to become more socially conscious, value oriented and responsive Filipino Christians.

Every LCUP student therefore is expected to balance academic life and co-curricular and extra-curricular activities.

Students are required to attend all school activities, such as:

- Holy Masses
- Confessions
- Convocations
- Exhibits
- Club Meetings
- Cultural Presentation
- Mission and Christmas Drive
- Symposia
- Academic Contests
- Field Day Activities
- Intramurals
- Educational Tour
- Recollections
- Retreat

Co- and extra-curricular activities are done outside class hours, and participation in those activities is a requirement subject to the provision in Section 79 of the Manual of Regulation for Private Schools and Article 218 of the Family Code.

CAMPUS ORGANIZATIONS/CLUBS



The following organizations are expected to complement the school's classroom instruction. Each organization is directly supervised by a moderator or adviser.

I. Organizations

- a. Student Coordinating Board (SCB). This is composed of the officers voted by the student body. It takes charge of coordinating the activities of the recognized organizations in the Department. The Head of Student Activities acts as the adviser.
- b. Ministry of Lectors, Commentators & Ushers. They are the ones who serve during class masses, Feast days and first Friday mass.
- c. Ministry of Altar Servers. The organization aims to develop a sense of duty and deep respect for the rites of the Catholic faith.
- d. Citizenship Advancement Training. The club aims to encourage the students to contribute in the improvement of the general welfare and quality of life of the community, and instilling patriotism, moral, virtues, respect for the rights of civilian through citizenship training.
- e. The Augustinian Chronicle. As the training ground for campus journalists and those who find joy in writing self-expression, the organization provides students opportunities to hone their writing skills. Those contemplating journalism as a serious endeavor in the future usually join this organization.
- f. Honors Society. Sharing their knowledge and skills with their peers and schoolmates, is the primary activity of this campus organization. The club develops the values of social responsibility and self-reliance as the engage in sharing activities as peer tutors and facilitators of class activities.
- g. Scouting. This club is designed to develop students who have a high degree of self-reliance, initiative, courage, helpfulness, integrity, sportsmanship, and resourcefulness. Scouts should be helpful; understand their society, heritage, and culture; have respect for the rights of others; and be positive leader-citizen.
- h. The organization aims to provide the young Christian formation typically Augustinian- in the communal study of the Word of God, meditation, liturgical celebrations, and the experience of common life.

II. Clubs

- a. Science Club. This club caters to those students who are scientifically inclined and provides the members with venue for scientific exchange and exploration.
- b. Math Club. It aims to cultivate the mind, the body and spirit through enhancement of the students' mathematical skills.
- c. English Club/Filipino Club. These are co-curricular clubs that promote love for language. Both aims to develop the communicative competence of the member through various classroom and outside activities.
- d. Computer Club. A community of IT (Information Technology) learners that aims to develop the Individual Skills and Abilities in Computer and build up Self-Confidence,



Friendship, and as one family, in pursuit of information and knowledge in the never ending change of technology.

- e. Sports Club. This club aims to develop camaraderie among the students and at the same time opportunities to enhance their physical and mental reflexes and well-being.
- f. Little Artists Club/Artists Circle. A club which aims to discover and enhance the students' hidden talents and potentials in the field of arts, more specifically in designing and lettering that could make them become productive and responsive students who can contribute to the beautification of his/her school and the larger community.
- g. Bulilit. This club provides a venue for LCUP students with special inclination towards arts and drama. It aims to enhance the artistic talents of its members.
- i. Ambassadors of Health. This club is supervised by the school clinic. The members are given training on first-aid and emergency drills.
- j. SULYAP (Social Science Club). This club aims to inculcate and promote desirable Filipino social values among the students. It aims to broaden students' perception and perspectives on national issues and problems affecting the country so as to contribute to their becoming responsive Filipino citizens.
- k. Peer Facilitator's Club. This group aims to assist the Guidance Center in their various Guidance activities, as well as promote spirit of friendship and unity among the students.
- l. Usbong Himig/Cherubim. The campus choir aims to train the musically inclined in the rudiments of music and songs. Club members sing during religious and social gatherings, they also perform in school-sponsored programs and shows.
- m. Stepmasters. Members of this club dance for the beauty of what the physical fitness dancing brings. This is what Stepmasters offers its members. They perform during school programs and shows and other social gatherings.
- n. Book Lovers Club. It is a club of students with common interest in books and reading books and other printed materials. It encourages the students' great interest in the use of books and the learning resource center. It also provides activities that will develop and enhance students' reading interest and love for books.
- o. Cultural Dance Troupe. This club is designed for students who are interested in discovering and appreciating the Filipino traditional dances. It also helps member to develop their skill in folk dancing.
- p. Young Homemakers' Club. This club serves as an extension of the home. The members of the club are trained to be good homemakers of the future.
- q. Acoustics. This is the official band of the department. This is the club for students whose talents are in singing and playing different musical instruments.

GUIDELINES ON ACTIVITIES

1. The club shall regularly meet every 2nd Friday of the month. The schedule is defined by the Coordinator of Student Development Services.
2. Members of the recognized clubs/organizations are required to be present in all meetings. Three absences mean suspension from the organization/club.



3. Students who receive the privilege of representing the school in off-campus activities are obliged to live up to the expectations of the school.
4. Using the name of the school in whatever activity/project is only allowed if written permission is granted by the Principal.
5. LCUP, being a Catholic institution, sets religious activities that must be participated by all students and personnel.
6. Activities scheduled during or within a class period requires the attendance of all concerned. Absence from the activity will automatically mean absence of the students from the particular class.
7. Activities sponsored by clubs/organization/department must be approved by the Principal. Such activities must not affect the regular classes.
8. A written waiver is required for activities which are held outside of the school and outside of the school days. Students who join activities without any proper waiver will not be allowed to participate in said outside activity.
9. Any student who attends activities of clubs and/or organizations not recognized by LCUP shall be responsible for his/her own actions. The school will not be responsible for the student for any circumstance that may affect him/her during the activity.
10. A student organization's cause should not run counter against the philosophy, goals and objectives of the university, nor to the law, public policy, morals or public order.
11. All school activities should be in accord with the regulations of the school and of DepEd.
12. School facilities may be used by any student organizations upon due application with the school authority; subject to the rules and regulations prescribed by the school, and that such facilities shall be used only for the purpose stated in the permit/application/request form.
13. Club/Organizations are not allowed to undertake fund raising activities, unless, approved by the University President.
14. Application for the use of any school facilities shall be filed by the president of the organization and approved in writing by the Department Head.
15. Any club/organization shall be held liable for the loss, damage or destruction of facilities or properties of the school covered for its use.
16. The posting, distribution or circulation, within the school premises of any literature, posters, bills, or the like, whether commercial or otherwise, shall be done only in appropriate places after the written approval of the Office of Principal. No one is allowed to use any bulletin board that is not designated/assigned to them.

POLICIES ON STUDENT ORGANIZATIONS

1. The student organization/club is open to all pupils/students.
2. All pupils/students are required to have only one club membership.
3. Officers of the different clubs and organizations are elected at the beginning of the school year under a club adviser recommended by the Office of the Coordinator of Student Development Services and approved by the Principal.
4. Students may apply for the membership in any organizations by filling up a form provided by the Office of the Coordinator of Student Development Services.



5. The goals and objectives of each recognized club/organization must clearly be defined through their constitution and by-laws and achieved under the spirit of unity and sincerity.
6. Regular attendance and active participation in all school activities is required. Any member/officer of the organization who incurs three (3) absences from their meeting/activity shall be suspended.
7. All pupils and students must only have one club membership, except for the SCB Officers which is the Department's Arm Organization, wherein they can have one more club membership.

PART XII

SCHOOL FACILITIES AND STUDENT SERVICES

1. The Chapel

The Chapel is found near the Sisters' Residence. Grade School and High School year level or class masses are celebrated here.

2. The Home Economics Room

This is the venue for students to practice their skills in cooking and food preparation and preservation. It is an ideal seedbed for future homemakers. The HE Room is located at the 1st floor of the Mother Rita Building.

3. Audio-Visual Room (BED AVR)

This is conducive for varied purposes like student seminars and activities, Administrative and Faculty conferences, seminars, workshops, etc. The BED AVR is found on the 2nd floor of the St. Augustine Building. This is for the use of the Basic Education Department.

4. The Gymnasium

The Cassiciacum Sports Center is available for the use of the students and faculty. It is a roofed gymnasium conducive for various physical education activities.

5. Kalinangan Auditorium

It is a fully air-conditioned facility with a capacity of thousands. It is conducive for varied functions like student seminars, retreats, assemblies, administrative and faculty conferences, workshops and others. It is equipped with modern facilities, audio and video equipment and facilities for control lighting.

6. The Library

The library operates under the following rules and regulations:

- a. The use of the library is only for duly enrolled students or reviewers.
- b. Every student/reviewer is required to apply for a Master Card to enjoy borrowing privileges.
- c. Borrowers should surrender everything for inspection when getting out of the library premises.
- d. The library staff is authorized to enforce silence, as well as the library rules and regulations.
- e. Any discourtesy towards the Library Staff enforcing library rules and regulations will be noted and reported in writing to the office of the Coordinator of Discipline for future references on future violations.



- f. A student is entitled to borrow one (1) reserved book and two (2) general circulation books at a time within a specified period.
- g. Reserved books may be borrowed on an overnight basis only after five o'clock and to be returned at eight o'clock the following morning.
- h. Defacing, tearing, damaging or mutilating a book, periodicals, pamphlets or other reading materials are serious infraction of the rules and regulations. This is to be reported to the Office of the Coordinator of Discipline for disciplinary action.
- i. The school library service is from 7:30 a.m. to 5:00 p.m. from Monday to Friday.

7. The Guidance and Counseling Center

Guidance and Counseling is an integral part of the educational program of LCUP. It is designed for everybody. It aims to promote the student's personal, educational, social, emotional and vocational well-being as well as to establish self-awareness.

The program will help students to discover their abilities, potentialities and limitations which will enable them to become better persons.

8. Computer Laboratory

The Computer Laboratory is provided with modern equipment where the students can simultaneously perform activities using the computer units.

The Computer Lab is located at the 2nd floor of the MR Building.

9. Science Laboratory

The Science Lab services both the Grade School and High School level. Proper standard operating procedures are observed when it comes to the use of materials, equipment and apparatus in the laboratory. The Science lab is located at the 1st floor of the MR Building.

10. Clinic/Health Services

It is supervised by physicians, dentist and school nurses. It conducts annual general physical and dental check-up. Clinical services are available to students daily during the specified hours.

In case of major illness, the medical staff (whoever attends to the student) will issue and endorse "Consultation/ treatment/ advice Slip" to parent/guardian. The slip must be duly signed and approved by the Principal. However, the clinic applies first aid treatment to minor ailments.

11. Food Services

There are a number of canteens in the campus that cater to the food requirements of the BED students.

12. Registrar's Office

The office is located at the ground floor of the Administration Building. It safeguards the students' records.

13. Security Services



The University is physically secured and protected by a reputable Security Task Force. They monitor the coming in and out of people in the two gates of the campus.

14. Finance / Cashier's Office

This office, which takes charge of all the financial transactions of the University, is found at the ground floor of the Administration building.

15. La Consolacion University General Hospital

The hospital serves as a referral hospital for the school's community extension services. At the same time, the hospital provides LCUP complimentary medical services to students and personnel

PART XIII

CODE OF CONDUCT FOR COLLEGE STUDENTS UNDER NEW NORMAL SITUATION

Netiquette Guide for Virtual Classes/Activities

SECURITY

Remember that your password is the only thing protecting you from troubles or more serious harm.

1. Don't share your password with anyone.
2. Change your password if you think someone else might know it.
3. Always log out when you are finished using the system.

GENERAL GUIDELINES

When attending virtual classes/activities, you should always:

1. Treat your instructor and classmates with respect in email or any other mode of communication.
2. Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms. / Sir or Ma'am.
4. Unless specifically invited, don't refer to your instructor by first name.
5. Use clear and concise language.
6. Remember that all college level communication should have correct spelling and grammar.
7. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
8. Use standard fonts such as Ariel, Calibri, or Times New Roman and use a size 10 or 12 pt. font.
9. Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
10. Limit and possibly avoid the use of emoticons like or :).
11. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
12. Be careful with personal information both yours and other's.
13. Do not send confidential information via e-mail and the like.

EMAIL NETIQUETTE

When you send an email to your instructor or classmates, you should:

1. Use a descriptive subject line.
2. Be brief.
3. Avoid attachments unless you are sure your recipients can open them.
4. Avoid HTML in favor of plain text.
5. Sign your message with your name and return e-mail address.



6. Think before you send the e-mail to more than one person. Does everyone really need to see your message?
7. Be sure you REALLY want everyone to receive your response when you click, "reply all."
8. Be sure that the message author intended for the information to be passed along before you click the "forward" button

MESSAGE BOARD NETIQUETTE

When posting on the Discussion Board in your virtual class, you should:

1. Make posts that are on topic and within the scope of the course material.
2. Take your posts seriously and review and edit your posts before sending.
3. Be as brief as possible while still making a thorough comment.
4. Always give proper credit when referencing or quoting another source.
5. Be sure to read all messages in a thread before replying.
7. Don't repeat someone else's post without adding something of your own to it.
8. Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
9. Always be respectful of others' opinions even when they differ from your own.
10. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
11. Do not make personal or insulting remarks.
12. Be open-minded.

PART XIV

PSYCHOSOCIAL SUPPORT POLICY

The school environment has experienced one of the greatest threats brought about by the COVID 19 crisis. Educational institutions are facing a tremendous challenge to adapt to the changes and requirements of the new normal. The months of community quarantine has affected the lives not only of the students but also their parents, teachers and school personnel. Even in normal situations, good mental health is critical to students' success in personal and school life. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life's challenges. Left unmet, mental health problems may result to negative outcomes and most serious problems.

Alongside with the new normal approaches in the teaching-learning process, the Student welfare Services of La Consolacion University Philippines defined strategies that would respond to the psychosocial needs primarily of students and their parents. In addition, specific actions are planned to provide assistance and support to the teaching and non-teaching personnel as well. Psychosocial support helps people cope up with a crisis that disrupted their lives. The basic premise is, if people are empowered to understand and care for themselves and others, there will be improved self-confidence and strengthened ability or capability to deal with the current and future challenges. The target will be to help the individuals develop resiliency in the face of the pandemic and other challenging life situations.



To assist the students, parents, teachers and non-teaching personnel, the SWS unit will provide services centered on curative and preventive approaches. These would involve the following:

1. Initial engagement through routine checking of physical and psychosocial states Initial activity would involve a conduct of individual routine check interviews to determine current states and needs – physical, familial, social, daily functioning, coping mechanisms .and general well-being.
 - b. On line routine check interviews targeting all students
 - c. On line routine check interviews targeting the parents of the students
 - d. Routine interviews of school personnel

2. Need assessment, identification of at risk individuals and interventions needed

From the initial engagement, needs, nature and level of assessment will be determined. Persons will be categorized according to level of coping or non-coping. Specific guidance or psychological interventions will be scheduled and implemented.

- a. The Student Welfare Services personnel will continuously review documented responses from each student to identify particular concerns of students/parents.
- b. Students' responses will be categorized according to their specific needs to assure that those at risk will be given necessary interventions.

3. Formation of a social support system

Support groups (family, friends'/classmates' circle, school) will be created. This group support will enable the affected individuals to get on with their daily tasks and demands. Social networking may also be used to follow up teachers, personnel and students' daily routine and monitor their psychosocial needs.

- a. The Student Welfare personnel will work closely with the advisers and parents to guarantee the efficiency of the program thru interaction with the people involved in the daily routine of students.
- c. The unit will conduct a weekly follow up system from advisers and parents to identify improvements and achievement in every conducted follow up.

4. Conduct of online (or face to face if already permitted) individual and group counseling sessions

Counseling is necessary to probe the overt feelings, perceptions, fears and anxieties. Its aim is to put into surface the suppressed emotions and other conflicts that the counselees may have failed to recognize. This is also to ensure that persons with concerns will be observed (if face to face) or monitored (on-line) and given the necessary action/s.

- a. The SWS will prepare pre counseling activities that will make the students and parents develop rapport and get more engaged in the activity.
- b. The SWS will review categorized documented routine interview results to identify particular approach suitable to a particular person or group of persons.
- d. Enough time for processing should be observed to maintain good relationship with students/parents/personnel.



5. Referral of serious cases to external mental health professionals

Individuals who have pre-existing psychological disorders, exhibited severe personality disorders of have manifested strong and very strong reactions to the crisis will be assessed and referred to psychologists or psychiatrists.

- a. Guidance counselors will identify persons who need assistance from mental health professionals based on individual assessments
- b. Consent of the concerned person will be solicited whenever referrals are deemed necessary

6. Follow up activities

Constant monitoring and periodic follow up will be done to ensure improvement in the psycho-social well-being of the target individuals. (students, parents, faculty and personnel).

- a. All SWS personnel will maintain updated monitoring and follow up records.
- b. Follow up will be a continuous activity for all.

7. Conduct of Online Psycho-social Education/Webinars

Periodic inspirational on line webinars will be made available to all based on the expressed needs.

Notations:

1. Strict confidentiality in all transactions and services made will be ensured for all.
2. The services identified will be provided in coordination with the University Health Services unit who will look into the medical conditions, physical and mental health of the individuals. Their advices and recommendations will also be considered.



La Consolacion University Philippines
Basic Education Department (K-12)