

Brokenshire College, Inc.

STUDENT HANDBOOK

New Normal Edition





BROKENSHIRE COLLEGE INC.
UNITED CHURCH OF CHRIST IN THE PHILIPPINES

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Fides et Servitium!

FOREWORD

Making the academic journey of each student meaningful and fruitful is the central idea that inspires the making of this 2021 (New Normal) Edition of the Brokenshire College Inc. Student Handbook. This contains relevant information, developmental policies, procedures, practical guidelines and expected behaviours for the students to be properly oriented and guided in doing and dealing things on and off campus.

This is the finished product of the long and loving labors of the Committee who did a serious research on the recent memorandum orders and issuances coming from the CHED, DepEd and other government agencies as well as of their reading and revision of the 2016 and 2020 Editions of BC Student Handbook. Considered and included in this manual are health protocols issued by the Inter-Agency Task Force (IATF) and the Department of Health (DOH) responsive to the challenges of the COVID - 19 Pandemic. Apparently, you will find in this manual relevant and responsive information necessary to make your academic journey safe, transformative and progressive.

I am therefore encouraging all students to read this manual and comprehend its provisions for by doing so, you will not only be informed but be transformed to a well-disciplined student exemplifying faith and service, expressive of Christian values for which Brokenshire College is living for.

The Handbook is now in your hand. Read on and get the right information and orientation.

REV. OLIVER T. PARAISO, MAT
President, BCI

ACKNOWLEDGMENT

The Office of the Student Affairs, *Mrs. Joyce C. Jasa, LPT, MAEd, CSASS*, would like to express her gratitude to the following dedicated people for taking time to scrutinize and update these policies and guidelines in order to be attuned to the challenges and changes of the new normal, to wit;

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This handbook is another expression of Faith and Service.

To God be the Glory!

27th July 2021
Madapo Hills, Davao City, Philippines

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THE LIFE PURPOSE, VISION AND MISSION, QUALITY POLICY AND CORE VALUES OF BROKESHIRE COLLEGE

LIFE PURPOSE

Brokenshire College fulfills the Evangelical Christian Teaching Ministry of the Church.

VISION STATEMENT

Brokenshire College is the leading learning and transforming Evangelical Christian institution enabling learners to make a difference in the world

MISSION STATEMENT

Brokenshire College is a learning organization engaged in the pursuit and diffusion of knowledge through the highest standards of instruction, research and extension. It leads a life of faith, learning and action that develop people to become intellectually competent, sensitive, spiritually mature, aware and responsive to the needs and aspirations of the community. It manages and develops wisely all resources to ensure sustainable growth of the institution as responsible stewards of God and contributes to the realization of a just, free and responsible Christian social order.

QUALITY POLICY

Brokenshire College is committed to provide value-oriented quality Christian education through continuous improvement and total involvement for customer satisfaction.

THE SCHOOL SEAL

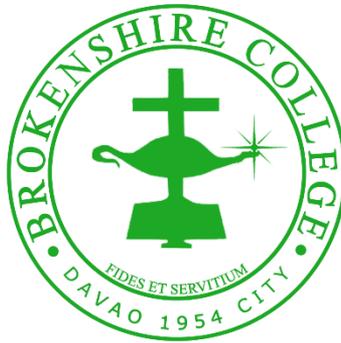


Figure 1

The seal is the symbol of the principles which the institution stands for. The **cross** indicates the commitment of the College to a solid and strong Christian foundation of its educational thrusts dedicated to service. The **open book** which serve as the **light of the lamp**, a **flame** for study and search of knowledge, faith and wisdom so that all who go through the portals of Brokenshire College will go out to the world with faith, personal discipline, and service, characterized by integrity, competence and social responsibility. Further it is based in the Latin words **Fides et Servitium** (Faith and Service), in the year 1954, when the School of Nursing was first established in Davao City.

CORE VALUES

FAITH is the relationship with God manifested through action with utmost confidence that God is always present in all human activities and life's circumstances. (Hebrews 11:1 NIV)

EXCELLENCE means to stand out in everything by being the best and doing the highest quality of work not only for oneself but for others. (2 Timothy 2:15 NIV)

COMPASSION is a sincere and genuine love in action by being sensitive to the needs, feelings and sufferings of others. (Matthew 25:35 & 45 KJ)



Figure 2

INTEGRITY refers to one's commitment to be consistent in words, actions, beliefs, and values anchored in the life and teachings of the Lord. (Philippians 4:8 NIV)

JUSTICE values fairness by considering the welfare of others and doing things justly for fellow humans and for God. (Micah 6:8 NIV)

SERVICE refers to one's sensitivity and responsiveness to the needs of others by offering and sharing our time, talents and treasures without expecting something in return. (Galatians 5:13 KJ)

TRANSFORMATIONAL LEADERSHIP is an act to develop leaders who can influence their followers with a high level of commitments to perform their duties and responsibilities in accordance with the standard of the institution and responsible stewards God's creation. (Romans 12:2 KJ)

BROKESHIRE COLLEGE HISTORY

Brokenshire College is a microcosm of the vision, dreams and labors of a lot of people.

In 1903, the Board of Commissioners for Foreign Mission of the Congregational Churches in the United States of America, now the United Church Board for World Ministries (UCBWM), sent the Rev. and Mrs. Robert Black as missionaries to Davao. They saw the tremendous need for medical service in the area. Mrs. Mary Matthewson an American Red Cross nurse set up the first medical clinic at the bank of The Bankerohan River. The clinic expanded through the work of Dr. and Mrs. Charles Sibley, and become the Davao Mission Hospital.

In 1926, a young and adventurous American medical doctor came and administered with extraordinary zeal the hospital for 15 years until the outbreak of World War II. Dr. Herbert Brokenshire, in whose Honor the hospital and the college were named, died during WWII a prisoner of war.

In response to the need for trained nurses, the Brokenshire School of Nursing was established in 1954 with 28 students. Mrs. Herminia Reyes was the first principal of the school. In 1957, the Brokenshire School of Nursing was registered as non-stock, non-profit educational corporation, related with the United Church of Christ in the Philippines. The Brokenshire School of Nursing continued its growth as more students enrolled in the graduate nursing (GN) course. The College produced 23 students as its first batch of graduates. Later, the college was administered by Ms. Herminia Reyes (1954-1957) and Ms. Desposoria Magdamo (1957-1970).

In 1965 the hospital and the student were distressed with fire and on the following year they were transferred to its present site in Madapo Davao city with a Five (5) hectare area allotted for the school. In 1978, the Board of Trustees decided to expand its program by offering Liberal Arts, and phased out the Graduate Nurse (G.N.) for the Bachelor of Science in Nursing (BSN) and changed its name to Brokenshire College. Meanwhile, the Liberal Arts program was administered by Mrs. Phoebe Reyes (1970-1985) who was succeeded during the year 1985-1986 by Mrs. Delia E. Dango.

In response to the request from the members of UCCP community, the High School program was added in 1984 during the time of the first President Dr. Marcelo P. Satentes with the late Mr. Cresenciano Mosot as the principal. The Preschool and Elementary programs were opened in 1989 as a separate unit of the college and named as child Development Center with the program in Nursery, Kindergarten, and Elementary.

In 1993 three (3) programs were added, the Bachelor of Science in Business Administration (BSBA), Bachelor in Elementary Education (BEED) and Bachelor in Secondary Education (BSED). In 1995 the Nursing, Liberal Arts and High School programs were accredited level 1 by ACCSCU-AAI. Government recognition to offer Bachelor of Science in Business Administration was granted in 1996.

On June 7, 1997, Atty. Samuel R. Matunog was installed as the Second President of the College. Under his Administration, the AB Psychology was changed to BS Psychology, and three new courses were added in the field of Information Science (Bachelor of Science in Computer Science, Bachelor of Science in Information Technology and Bachelor of Science in Information Management). The PAG-ASA School of Theology was merged with the curriculum of the college, and offered Bachelor of Arts (AB) in Theology and Christian Education. Likewise in 1998, the secondary curriculum was enhanced particularly in the field of science, mathematics, technology and research, and this led to the establishment of the Brokenshire Science High School.

In the academic year 2001-2002, Rev. Dr. Leopoldo R. Naïve was installed as the third President of the College. In 2006, through the adherence of having a Quality Management System and to her Quality Policy of providing value oriented quality education through continuous improvement and total involvement for customer satisfaction and to become globally competitive the school applied for ISO Certification, with perseverance, determination and hard work, Brokenshire College was granted ISO 9001; 2008 certification under TUV SUD Philippines Inc. On the same year, the Upward Mobility Program (UMP) or weekend college was offered to cater to the needs of the working class for non-nursing course. In 2008, the Bachelor of Science in Business Administration major in Microfinance was offered in partnership with the Center for Agriculture and Rural Development (CARD) Mutually Reinforcing Institution (MRI). In 2009, the Commission on Higher Education (CHED) granted the permit to offer Bachelor of Physical Education (BPE) major in Sports and Wellness Management and School Physical Education and (BSBA) major in Entrepreneurship.

In 2011, two (2) Graduate Programs were offered, Master of Arts in Theology (MAT) AND Master of Arts in Nursing (MAN). In 2012, new programs were offered namely; Bachelor of Science in Accountancy, Bachelor of Science in Accounting Technology, and Bachelor of Science

in Midwifery. In 2012-2013, the BPE program was granted government recognition by CHED.

The college has several programs with Level III accreditation status granted by the Association of Christian Schools Colleges and Universities-Accrediting Agency Inc. (ACSCU-AAI). These programs are Bachelor of Science in Nursing, BS in Education, BS in Psychology and AB Theology.

In July 8, 2015, Dr. Linell G. Malimbag was installed as the 4th President. She was the VP for Academic Affairs since 2012 and the first woman President of the College. In her first year, she embarked on the repainting of the building façade, construction of the covered path walk, increasing internet speed to 500mbps, and opening of the BC-TESDA Assessment Center (Aug.2015), among others. In the effort to open the School of Medicine, the College was evaluated in October 16, 2015 by a combined team of CHED Manila, Technical Panel for Health program (TPHP), and Technical Committee for Medical Education (TCME) and the Board of Medicine. With a target to be able to open the Medical Degree Program by SY 2016 – 2017, the prospects were hopeful and positive. In May 12, 2016, Brokenshire College now became the 2nd school to offer Doctor of Medicine Program in Davao City. In the same year, the following Master's Degree Programs were also granted as Approved Programs under Delivering Higher Education in the K to 12 Transition Period; Master of Arts in Nursing major in Nursing Administration and Master of Arts in Theology. TESDA was called to open in for skills enhancement with seven qualification NC-II.

In June 2016, a young and energetic Dr. Felix C. Chavez Jr. became the Acting President. Under his leadership new courses was opened in the field of Bachelor in Medical Laboratory Science and Bachelor of Science in Pharmacy. It was during his academic year that the Senior High School were added as prescribed in the Enhanced Basic Education Act of 2013, as Department of Education promote to launch Senior High School (SHS) nationwide, a new level of Basic Education consisting grades 11 and 12.

Being the Chief Academic Officer and the Chairperson of the Adhoc Committee, Dr. Melchorita S. Salvador took the leadership from October 2016 until August of 2019.

The challenge of making the educational mission and the teaching ministry of the Church and Brokenshire College viable and sustainable, the need for qualified, God fearing, loyalty to the cause and wholeheartedly dedicated President of the College. The church has appointed Rev. Oliver

T. Paraiso, MAT as the Interim President of Brokenshire College since August of 2019. He has shown humility and effective leadership as exemplified in his hard work, resourcefulness and creativity.

Brokenshire College continues to strive, to respond and to improve the quality of instruction, infrastructure and quality management system with its competent faculty and staff, appropriate and relevant programs in the tertiary and post – secondary levels of education to meet the demands of the time.

THE EDUCATIONAL OBJECTIVES AND CREDO

The charter of Brokenshire College and the 1987 Constitution of the Philippines provide the impetus, substance and shape of the thought and action of the college.

A. The charter of Brokenshire College commits its educational efforts:

1. To the cause of Christian education, the development of Christian character and values and personal discipline among students;
2. To provide training for the development of the physical, mental, emotional skills;
3. To assist individuals in attaining their potentials as human beings in order to enhance the range and quality of life; and,
4. To train students in rudiments and functions of a democratic society in order to be socially responsible.

B. Brokenshire College shall work and live to develop students:

1. Who are informed and aware of the social, political, economic and cultural forces dynamically working in society;
2. Whose potentials for critical thinking and research are fully developed;
3. Who are intellectually and professionally competent and honest; and
4. Who are morally and ethically sensitive to social concerns.

C. To realize these educational objectives, the college shall pursue towards;

1. The administration, faculty, staff and students who are:
 - a. Knowledgeable of the best thoughts and values of humankind;

- b. Conversant with the economic, political, social and cultural heritage in relation to the realities of Philippine life, in particular, and of the world, in general; and
 - c. Observant with the Core Values such as integrity, justice, service, excellence, compassion transformational leadership and faith.
 - 2. A methodology of teaching, a system of learning and valuation that will:
 - a. Recognize the dignity of every person;
 - b. Develop one's capacity to critical thinking and research; and
 - c. Cultivate social responsibility and action guided by Christian values;
 - 3. A decision-making process that will:
 - a. Make use of the fullest contribution of various sectors; and
 - b. Develop the capabilities for reflection and action in the college community.
 - 4. A curriculum and co-curricular program that foster development towards:
 - a. Creative thinking;
 - b. Human dignity, responsibility and values;
 - c. Social awareness; and
 - d. Involvement.
- D. A policy of service that will:
- a. Reflect the values of justice and equality;
 - b. The dignity of labor, and
 - c. The development of commitment to duty, competence and excellence;
- E. Academic-community actions that are actively involved in solidarity with the marginalized in society for their authentic development and liberation.

ARTICLE I

ACADEMIC PROGRAMS AND POLICIES

SECTION 1. ACADEMIC PROGRAMS

1.2 School of Arts and Sciences

The School is responsible for the general education curriculum of all the students in whatever field of specialization they intend to pursue.

- A. **Bachelor of Science in Psychology** (BS Psych) - Accredited Level III- 5 years by the ACSCU-AAI
- B. **Bachelor of Science in Biology** (BS Bio) – with Government Permit to Operate
- C. **Bachelor in Secondary Education** (BSED) with majors in Mathematics and English - Accredited Level III 5 years by the ACSCU-AAI
- D. **Bachelor of Elementary Education** (BEED) - Accredited Level III - 5 years by the ACSCU-AAI
- E. **Bachelor of Early Childhood Education** (BECED) – Accredited Level III 5 years
- F. **Bachelor of Arts (AB) in Theology** - Accredited Level III - 5 years by the ACSCU-AAI
- G. **Bachelor of Science in Information Technology** (BSIT); Government Recognition No.017, Series of 2002

1.2 School of Business and Management

- A. **Bachelor of Science in Business Administration** (BSBA), with major in Marketing Management - Accredited Level III - 5years, by the ACSCU-AAI
- B. **Bachelor of Science in Hospitality Management**; Government Recognition No.002, Series of 2010

1.4 School of Nursing and Midwifery

- A. **Bachelor of Science in Nursing** (BSN) - Accredited Level IV- 5 years, by the ACSCU-AAI

- B. **Bachelor of Science in Midwifery (BSM)**; Government Recognition No.001, Series of 2016

1.4 School of Allied Health

- A. **Bachelor of Science in Pharmacy**; with Government Permit No. 051 Series 2020
- B. **Bachelor in Medical Laboratory Science (BMLS)**; with Government Permit No. 050 Series 2020

1.5 School of Medicine

- A. **Doctor of Medicine (MD)**; Government Permit No.002, Series of 2016

1.6 Graduate School

- A. **Master of Arts in Nursing (MAN)** major in Nursing Administration; Government Recognition No.005, Series of 2013
- B. **Master of Arts in Theology (MAT)**; Government Recognition No.004, Series of 2011

SECTION 2 ADMISSION POLICIES

Brokenshire College welcomes qualified applicants with good moral character, regardless of sex, civil status, religious affiliation, ethnic group or nationality.

College courses are designed for students who have the ability and who show promise of success in study beyond the secondary level. They should have sufficient maturity to give them some degree of independence, and whose objective is the completion of a college program.

2.2 Criteria for the Admission of freshmen students in all courses:

- A. A graduate of any public or private secondary school recognized by the government or accelerated by the Department of Education

- with PEPT certificate (placement examination for over-aged students);
- B. Had satisfactorily passed the College Entrance Examination by the College Counseling and Psychological and Wellness Center with a stanine score of 4 or above;
 - C. Had submitted all the needed basic documents on time as specified:
 - a. School Form 9 (SF9) or Transcript of Records FOR Transfer Students
 - b. Good Moral Certificate from Previous School
 - c. Medical and Dental Certificates
 - d. Birth Certificate (PSA Authenticated)
 - e. copies 2x2 ID picture
 - f. Marriage Contract (If married; PSA Authenticated)
 - g. Long Yellow Expanding Envelope
 - h. Honorable Dismissal (for Transferees/Professionals)
 - D. Had satisfactorily passed the Physical Criteria for Health Related Program applicants;
 - a. Applicant with hair streaks and vulgar hair color will not be accepted.
 - b. Male student applicant is required to have a barber's haircut.
 - c. Strictly no piercing found in other parts of the body.
 - d. No cross-eyed and harelip applicants.
 - e. Applicants with physical deformities (e.g. polio, limping, lacking and excess fingers) will not be accepted.

2.3 Criteria for the Admission of Arts and Sciences, Business and Management

- a. Must have a GWA of at least 80% and above of at least 80%. In case the WPA is below 80%, the Program Chairperson may accept the student and place him/her on probation for two (2) consecutive semester.
 - b. Had satisfactorily passed the interview conducted by the Program Chairperson.
 - c. Had submitted all the needed basic required documents.
- ### 2.3 Criteria for the Admission of Nursing and Midwifery
- a. Had satisfactorily passed the interview conducted by the Dean or their representatives
 - b. Had submitted all the needed basic required documents.

- c. Had certification by the school physician to be physically fit to study based on the laboratory test results and physical examination
- d. Had satisfactorily passed the following additional physical requirement;
 - i. Height requirement for female is 4'10" and above while 5'0" for male applicant.
 - ii. Obese applicant will only be accepted if clearance by the school clinic is issued.
 - iii. Applicant with dental carries will only be accepted provided that he/she is willing to have them repaired before enrollment.
 - iv. Hepatitis B screening must also be complied.
 - v. Incoming students who is pregnant will not be allowed to enroll under the professional nursing subjects due to risk of pregnancy brought by the exposures to various clinical areas for Related Learning Experiences (RLE).

2.4 Criteria for the Admission of Pharmacy and Medical Laboratory Science

- a. Garnered a general average grade of 80% and above;
- b. Had attained the NCAE results with an average of 80% or above on Science, Mathematics, and comprehension ability;
- c. Had satisfactorily passed the interview conducted by the Program Chairperson;
- d. Had submitted all the needed basic required documents; and
- e. Had satisfactorily passed the physical requirement stated above.

2.5 Criteria and Requirements for enrolment of continuing students;

- a. Student clearance;
- b. Duly signed print-out grades from previous semester with the computed WPA;
- c. Program of study (Yellow Card);
- d. Approval to enroll from the Dean;
- e. And other requirements deemed necessary; and
- f. Laboratory and Physical examination for the Nursing students (Hepatitis B Screening)

2.6 Criteria for Admission of International Students

Foreign student follows the admission procedure for enrollment. It is the responsibility of the foreign students to update and/ or submit all of the required documents as mandated by law and/ or related policies. Documents to be submitted may change from time to time depending on the requirements imposed by law or College.

Basic Requirements:

- A. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence.
- B. Certificate of Acceptance from School
- C. Visa and Passport (photocopy)
- D. Entrance Exam Result
- E. Medical and Dental Certificates from School Clinic
- F. Expanding Long Brown Envelope
- G. Birth Certificate
- H. 3 copies 2x2 ID picture
- I. Marriage Contract (if married)
- J. Permit to study
- K. Personal History with 2x2 ID picture

***Additional Requirements for Minors- below 18 years old (SSP)**

- A. Affidavit of support (Guardianship)
- B. Letter of Request to the Bureau of Immigration
- C. Affidavit of Appointment of Guardian from parents
- D. Local Bank Certificate
- E. CRTS/ACR

*** Additional Requirements for Adults above 18 years old (Student Visa)**

- A. Proof of adequate financial support
- B. Police clearance form country of origin duly authenticated by the Philippine Foreign Post having consular jurisdiction for students who resided in the Philippines for less 59 days.
- C. Police clearance from country of origin and PNP/NBI clearance for students who resided in the Philippines for more than 59 days.
- D. Diploma (photocopy) for professionals
- E. Quarantine Medical Clearance Certificate by the National Quarantine Office

2.7 Criteria for the Admission of Transferees

- A. A transferee who fails in 30% or more of the subjects in the Transcript of Record will be assessed accordingly.
- B. A transferee must have a WPA of at least 80% in all subjects credited for the program.
- C. Had satisfactorily passed the interview conducted by the Dean or a Representative.

2.8 Criteria for Admission to Professional Phase (Apprenticeship/ Internship)

- A. The cumulative WPA should be 80% and above
- B. All the required subjects in the preceding (two) semesters and (one) summer should have been completed.
- C. In the case of irregular students, promotion is possible provided that there is only a maximum of 9 units of non-prerequisites subjects lacking and a minimum of 9 units taken in advance
- D. Must comply the additional requirements as stated in the CMO of each program.

SECTION 3 RETENTION POLICIES

A student under academic probationary status may be required to carry a reduced load of at most 70% of the current semester load. A student under academic probationary status will not be allowed to incur 3 unexcused absences. A student under academic probationary status will not be allowed to represent the school in any public appearance, gathering, activity or office without permission from the dean. (e.g. beauty pageant, dance competition, etc.)

3.5 Retention Policies for Arts and Sciences, Business and Management

- A. Students under Business and Management program with a WPA lower than 80% in a semester shall be placed under academic probation. Academic probationary status is allowed up to two (2) semesters. In the event that the required WPA is not attained, the students will be re – evaluated and or recommended to shift to another course.
- B. Students under Education program must not obtain a grade below 80% in more than 3 professional and major courses. A student with a grade below 80% in four or more subjects is advised to shift to another course.
- C. Student under Psychology program are required to maintain a grade of 80% in all major subjects. A student who failed to meet

the grade of 80% in major subjects and who failed in any major subjects would be placed in a probationary status and has only one semester to meet the required WPA. In the event that the required WPA is not attained, the students will be barred from the program and or recommended to shift to another course.

3.6 Retention Policies for Nursing and Midwifery

- A. A student with a WPA lower than 80% in a semester shall be placed under academic probation. Academic probationary status is allowed up to two (2) semesters. In the event that the required WPA is not attained, the student/s will be barred from the program and recommended to shift to another course. .
- B. A student under probationary status may be required to carry a reduced load of at most 70% of the current semester load.
- C. Students must take pre-requisite subjects first.
- D. If a student fails in the pre-requisite subject/s he/ she will be referred to the (Dean).
- E. Both married and unmarried students who are later found to be pregnant during or after enrollment will be referred to the Dean. Subject, however to related laws and other policies, the Dean may take appropriate actions.
- F. Student must pass the Nursing Service Test with a stanine score of 4 in order to proceed to the level 2 of the BSN program.
- G. Student must pass the comprehensive exam in order to proceed to the next year level.

3.7 Retention Policies for Pharmacy and Medical Laboratory Science

- A. A student with a WPA lower than 80% in a semester shall be placed under academic probation. Academic probationary status is allowed up to two (2) semesters. In the event that the required WPA is not attained, the student will be barred from the program and recommended to shift to another course.
- B. If a student fails in the pre-requisite subject/s he/ she will be referred to the (Dean).
- C. Failed in repeated subject three (3) times will be barred from the program.
- D. A student fails in 50% or more of the course offering for the semester will be barred.

- E. Student must pass the comprehensive exam in order to proceed to the next year level.
- F. No student can enter the internship program unless he/she completed the academic subjects.

3.8 Other Admission and Retention Policies

Barred means that a student cannot be readmitted when:

- A. A student fails in a repeated subject three (3) times
- B. Officially dropped subjects are excluded from the percentage of the failed subjects. In the TOR, it will be reflected that they dropped the subject.

Officially dropped means:

- A. The student went through the process of dropping the subject despite fees has been adjusted or deducted.
- B. The student has not attended classes before midterm despite payment has been made.

Unofficially dropped means:

- A. The student incurred 20% or 11days absences of the total required attendance.
- B. The student has not attended classes after the midterm but continue paying the subject fees.

Please take note that unofficially dropped students are still required to pay the subject classes.

3.5 Late Enrollment

No student will be enrolled 2 weeks after the start of regular class specified in the Annual College Calendar without the approval of the Dean.

A late registration fee of P200.00 will be charged to the enrollee who failed to observe the scheduled date of enrolment.

3.6 Cross Enrollment

The Dean may authorize graduating students to cross-enroll, provided that subject load and pre-requisites are observed.

The total number of credit hours in both colleges must not exceed the normal load per semester or summer of Brokenshire College. No cross-enrolment is allowed for all major cognate subjects.

SECTION 4 ACADEMIC POLICIES

4.1 Academic Load

No student, unless given permission by the Dean, is permitted to take more than the required load as prescribed by the curriculum in a semester for any course. An extra load is granted to the requester is a candidate for graduation but only during the regular semester. Request of opening of subjects is only allowed for graduating students.

4.2 Class Attendance

Students are expected to attend their classes in which they are officially enrolled.

To bridge the knowledge gap in professional nursing subjects, a student is required to undergo make-up session and pay corresponding charges.

Request for excused absences must be made from the Dean of the College and must be processed within a period of three (3) days after the last day of absence.

Excessive absences beyond 20% of the total number of hours for a course in a semester or a summer subject will cause the student to be dropped regardless of reasons.

Tardiness beyond 15 minutes or leaving the class after the checking of attendance and not returning is considered absent. Three incurred tardiness beyond 15 minutes is equivalent to one absent.

In the event that an instructor does not arrive on time, the student will have to wait for 15 minutes, after which the student shall inform the Dean for further instruction.

In the event that the student will be absent related to official academic/extra-curricular, an excuse slip must be secured from the office of the Dean.

4.3 Academic Probation and Dismissal

It is the student's responsibility to meet the academic standards of the college.

A student shall be placed under academic probation when;

- A) a student has a WPA lower than 80% in his 1st year and 2nd year; and
- B) a student has grade lower than 85% in professional subjects in board courses during his 3rd year and 4th year.

Academic probation is only allowed up to one (1) School Year;

A student under academic probation;

- A) may be required to repeat a certain subject and/or carry a reduced load in order to improve performance;
- B) is ineligible to represent the College in any public appearance, activity or office; and
- C) If the student still fails to attain the required WPA, he/she is barred from further enrollment in the same program. However, he/ she may be allowed to enroll in another program.

4.4 Grading System

The grading system of the college for all courses is numerical, ranging from 65% to 100%. A student who obtains a grade lower than 75% will be required to repeat the course to earn credit.

Computation of ratings to represent student performance in any subject is criterion-referenced. "Criterion reference measure" means that student performance is taken by itself without comparing him with other students. To validate the student assessment, the following components shall be taken into consideration in both lecture and laboratory:

Exams	40%
Quizzes	40%
<u>Other Course Requirement</u>	<u>20%</u>
	100%

Overall Grade of a Student for a Subject with Laboratory:

Lecture	60%
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Laboratory	40%
	100 %

Note: Related Learning Experience is computed separately.

Final grades will be the average of Prelim, Midterm, Pre-final and Final.

A student is given five (5) working days after the final examination to settle an incomplete requirement in the given subject; otherwise, the student will be given a failing grade.

4. 5 Weighted Percentage Average (WPA)

Weighted Percentage Average (WPA) is the average of the sum of the ratings multiplied by the number of units, represented by the following formula:

$$\text{WPA} = \frac{\text{Sum of } (R1 \times U1 + R2 \times U2)}{\text{Total Number of Units}}$$

Where: R – Rating; U – Units

For example:

GE 1	93 x 3 =	279
GE 2	90 x 3 =	270
NCM100	90 x 3 =	270
MC 1	89 x 5 =	445
PE 1	95 x <u>2</u> =	<u>190</u>
	16 units	1445
	WPA = <u>1,445</u> =	90.31

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National Service Training Program (NSTP) rating is not included in the computation of the WPA.

Descriptive Equivalent

96 – 100	-	Excellent
91 – 95	-	Superior
86 – 90	-	Above Average
80 – 85	-	Average
76 – 79	-	Below Average

4.6 Dean's List and Academic Scholarship Policy

Every end of semester, the Dean through the Registrar, shall publish a list of honor students for the particular semester (Dean's List).

Criteria:

- A. The student must be enrolled with the regular load in his/her curriculum; and
- B. Has earned a WPA of 90% or above provided that the student has no grade lower than 86% in any subject enrolled.

4.7 Academic Scholarship

Academic scholarship is awarded to continuing college students with the following requirements/qualifications:

- A. Must be a Dean's Lister
- B. For tuition discount: A student must earn a WPA of:
 - 97 – 100% - one hundred percent (100%) tuition discount
 - 95 – 97 % - fifty percent (50%) tuition discount
 - 90 – 94 % - twenty five percent (25%) tuition discount

SECTION 5. GRADUATION POLICY

5.1 Graduation with Honors

Must be a consistent Dean's Lister with a cumulative WPA of 90% with no grade lower than 86% shall be qualified with honors.

The specific cumulative WPA required to graduate with honors is:

- 90.00% - 93.99% Cum Laude
- 94.00% - 96.99% Magna Cum Laude
- 97.00% - 100.00% Summa Cum Laude

To qualify for honors, the students must have completed four full years residency at Brokenshire College.

In exceptional cases, however, the Honors Committee may recommend to award appropriate recognition to deserving students with three year residency.

5.2 Application for Graduation

Any student desiring to graduate at the end of a semester must apply for graduation at the Registrar's Office two weeks after the beginning of the semester preceding to their graduation. Application forms for graduation are available at the Registrar's Office. Where a thesis is required, a student will only be allowed to graduate upon submission of two (2) approved hardbound and an electronic copy to the Dean.

5.3 Residency Requirement

A two-year residency is required for a student to qualify for graduation. Exceptions to the policy shall be approved by the VPAA in accordance with the CHED Policies.

5.4 College Terms and Examinations

An academic year consists of two (2) semesters and one (1) summer. Semestral work is divided into four (4) grading periods. Periodical examinations are: Preliminary, Midterm, Prefinal and Final. Students must secure an examination permit prior to the examination week.

In case the examination permit is lost, a duplicate copy may be obtained from the Business Office.

Special examination in any grading period may be given to students within a week after the scheduled examination only on the following grounds:

- A) Illness, in which case a medical certificate must be presented; and
- B) Death of an immediate member of the family, i.e., spouse, parents, brothers, sisters or children, a photocopy of the death certificate should be presented.

Should the student failed to apply and take the exam on the scheduled date, a special exam permit must be secured. A student is given seven (7) days grace period to apply and pay for special examination of P100.00 per subject.

5.5 Certificate of Transfer Credential (CTC)

A transfer credential is given to student with good standing and who has voluntarily severed his connection with Brokenshire College. Upon written request of the student or his authorized representative the transfer credential will be issued by the Office of the Registrar. Forms are available at the Registrar's Office. A fee is required for the issuance of a CTC and TOR. A student found guilty of gross violation of the Honor Code shall not be issued a Good Moral Character which is also a component of the CTC issuance.

5.6 Transcript of Records (TOR)

College students desiring to have a transcript of their grades and credits are required to file a written request with the Office of the Registrar. A duly accomplished clearance form is required before the Transcript of Records and diploma shall be released.

- A. Transferring to another school.
- B. The College will forward the requested Transcript of Records (TOR) to the school where the student intends to transfer.
- C. Applying for a job: The requested TOR will be marked "FOR EMPLOYMENT PURPOSES ONLY".

SECTION 6 ACADEMIC MISCONDUCT

Academic misconduct is any form of dishonesty that constitutes any action or attempted action that may result in creating an unfair academic advantage or disadvantage for any other members of academic community.

6.1 Possible Offenses

- A. Cheating, giving or receiving answers
- B. Plagiarism
- C. Fabrication, Falsification or Altering graded work
- D. Academic Dishonesty

6.2 Due Process Procedure

- A. The faculty members and or proctor who catches a student cheating during quizzes or exams will immediately inform the student caught in the act of cheating and write incident report.
- B. The incident will immediately be reported to the College Dean who shall review the incident through the incident report form and supporting evidences made by the proctor/teacher before proceeding to a hearing of the case.
- C. The Departmental Panel shall hear and decide on the case after receiving complete documentary and testimonial evidence and shall explain and indicate in its decision, rationale and penalty applicable.
- D. In case the student or the teacher is not satisfied with the decision, the aggrieved party may file an appeal before the Student Discipline Committee for review. Appeals must be made in writing.

6.3 Possible Sanctions

- A. Letter of Apology;
- B. Invalidation of a quiz, examination, subject requirements or any other class work, in case of cheating or dishonesty confiscations or forfeiture of prohibited item/s;
- C. Cancellation of school scholarship;
- D. Disqualification from holding or seeking any position either by appointment or election; and
- E. Stripping of honors and awards/ Disqualification from honors and awards.

SECTION 7 ETIQUETTE IN THE VIRTUAL CLASSROOM

- A. *Maintain Punctuality.* Student must be early for online live lecture to make sure that the equipment setup is working flawlessly.
- B. *Set up in a Professional Space.* Background must be comfortable setting and the space must be well lighted for clear video output; it should not be distracting in nature.
- C. *Dress Appropriately.* Students must dress appropriately for lectures. It is recommended to wear white shirt during virtual classes. The gentleman's haircut (2'x2') in a natural color is expected for male students while long hair must be brushed up and tied up with a black hair for female students.

- D. *Avoid Multitasking.* Student must keep in mind their responsibilities towards fellow students and avoid multitasking at all cost.
- E. *Be Patient.* Students must be patient in such scenarios and allow the person experiencing problems to fix their issue without being disrespectful and hostile. Avoid inappropriate use of chat functionality.

ARTICLE II

STUDENT WELFARE

SECTION 8 COUNSELING AND PSYCHOLOGICAL WELLNESS

Serves as the College Guidance Center catering to all students enrolled at Brokenshire College. It aims to assist the students develop a deeper and realistic understanding of their personal dynamic and help them transform to be psychologically and spiritually mature , interpersonally

aware and responsive to the needs and aspiration of the community. CPWC offers the following online and face to face services:

- A) Counseling (walk-in, call-in, referral, interviews)
- B) Individual Inventory
- C) Psychological Testing (entrance exam, educational, psycho diagnostic)
- D) Career Guidance Service (group guidance, seminar-workshop)

SECTION 9 STUDENT INFORMATION AND ORIENTATION

Student Orientation Program for the regular students are scheduled every August and January while for foreign students are in July and November. This is to ensure that all of the students are informed of the different student services and policies of the College. Orientation is a mandatory activity for all students to participate or cooperate failure to attain would mean dropping from the roster of students and submission of name to the Department of Foreign Affairs office or the like as undesirable alien.

SECTION 10 CAREER AND JOB PLACEMENT

The CPWC has a program that is designed for the graduating students for them to be exposed to the changing needs of the industry. Students are required/encouraged to attend sessions like career counseling & placement to discuss updates, issues or problems encountered. A bulletin board is also provided for job opportunities which is posted at CPWC.

SECTION 11 STUDENT HANDBOOK DEVELOPMENT

It is important that all provisions of the Student Handbook are updated and constantly reviewed by the committee in order to provide information and reference guide not only to all students but to parents as well. It is re-emphasized that every provision of student handbook may be subject to change every two years or as the need arises. The handbook is available and downloadable at the Brokenshire College website.

ARTICLE III

STUDENT DEVELOPMENT SERVICES

The Office of the Student Affairs provides quality services for transformation and empowerment. It is engaged to deliver the best experience and quality service to the stakeholders. The department aim to provide student centered activities and services while maintaining its lead time efficiently and effectively and to produce servant leaders that are actively engaged and committed in their organizations to maximize their potential as future responsible leaders of the country.

SECTION 12 STUDENT CONDUCT

Each student shall abide the Honor Code. The honor system is based on the philosophy that honor and self-discipline are attributes of an educated person. The code states that each student pledges to:

- A) Behave with decorum in and out of the campus;
- B) Do academic work with integrity;
- C) Respect the rights of others; and
- D) Protect the property of the college.

Any violation of the Honor Code shall be heard and decided by the Conduct and Disciplinary Committee, the composition and function of which are defined in the College Code.

12.1 Student-Faculty Relation

Relationships between students and faculty must be formal and one that accord due respect to both. Each faculty has allotted time for student consultation in the faculty lounge or any offices available.

12.2 Rules in Wearing Identification Card (ID)

- A) The Office of the Student Affairs shall validate on identification cards of students who have been tagged enrolled every semester and who have submitted a notarized general parents' consent.
- B) Late validation constitutes an offense.
- C) The students are required to wear their ID's with official sling all the time.
- D) Only bonafide students with validated ID cards can use the school facilities.
- E) Nameplate, is not a substitute for the ID.
- F) A lost ID should be reported immediately. If the ID is lost a duly notarized Affidavit of Loss is required for the issuance of another ID.
- G) The school ID is non-transferable.

12.3 School Uniform

The college prescribes the following to be worn on Monday, Tuesday, Thursday and Friday.

For female students:

- A) White pants;
- B) Blouse with BC logo, baby collar, and five (5) small pleats on the left side, and five (5) pearl buttons; and
- C) White socks and white shoes.

For male students:

- A) White polo with BC logo;
- B) White pants; and
- C) White socks and white shoes.

12. 4 Rules in wearing the school uniform.

- A) The uniform must be worn within the school premises and during school functions, unless otherwise specified.
- B) Students are strictly prohibited in wearing the prescribed uniform while shopping, watching movies, and meeting or sending of relatives, and attending social functions.
- C) Exception to the wearing of uniform shall be in a case to case basis and subject to prior consent or recommendation by the Dean or Director of Basic Education.
- D) Students should come to school well-groomed and properly dressed. Grooming includes short hair (2x2 inches), no hair color, no earrings among male students and no extra earrings for female for Medical and Allied Health courses.

12.5 Rules in wearing the civilian clothes

- A) Only decent clothes are allowed. Decent means;
FOR FEMALE: no plunging necklines, spaghetti straps, see-through apparels, hanging blouses, very short skirts, athletic or city shorts, tattered jeans, sleeveless blouse/ shirts, bakya, rubber sandals, flip-flops, slippers or slippers-on; and

FOR MALE: no sleeveless T-shirts, walking/ city shorts, wearing of sandals and slippers. Further, men must not go out the campus without under shirts.
- B) Only formal sandals, closed shoes, peep toe sandals, sneakers are allowed.

12. 6 Rules during Internship (RLE, EPP, OJT, Practicum)

- A) A student is expected to report to the clinical or assigned area.
- B) Make-up and extension duties must be rendered within the grading period the absence took place.
- C) Internship clearance is required during enrollment in the succeeding semester or summer.
- D) Only internship/clinical area uniform is allowed.
- E) Ladies are expected to wear light make-up all the time while in uniform.
- F) All cases of negligence and violations shall be dealt with accordingly.
- G) In case of an out of town internship, students are required to stay in the designated and/or pre-arranged dormitory or houses for security reason, unless a duly approved letter of request from the guardian addressed to the Dean is presented. A copy of such letter must also be furnished to the OSA.
- H) Internship extension due to absences and on-call duties for case completion are not covered in the assessment of fees and such will require additional payment.
- I) Students are also required to strictly observe and follow the policies of affiliated hospitals. Industry partners and other institutions.
- J) Tardiness and/or leaving the assembly area before the time shall be considered as an unexcused absence.
- K) Punctuality calls for the presence of the student 15 minutes before the time set.
- L) Pregnant students may enroll but subject to safety consideration.

SECTION 13 STUDENT DISCIPLINE

The college emphasizes the importance of discipline incorporated in its academic thrust. The following biblical passages serve as guide in effectively implementing its rules and regulations, to wit:

- A) To those whom I love I rebuke and discipline. So be earnest and repent (Revelation 3:19).
- B) Train a child in the way he should go, and when he is old he will not turn from it (Proverbs 22:6).
- C) Whoever loves discipline loves knowledge, but he who hates correction is stupid (Proverbs 12:1).
- D) He who ignores discipline despises himself, but whoever heeds correction gains understanding (Proverbs 15:32).

- E) The rod of correction imparts wisdom, but a child left to himself disgraces his mother (Proverbs 29: 15).
- F) Discipline your son, and he will give you peace; he will bring delight to your soul (Proverbs 29:17).
- G) Discipline your son, for in that there is hope; do not be a willing party to his death (Proverbs 19:18).
- H) A fool spurn his father's discipline, but whoever heeds correction shows prudence (Proverbs 15:5).
- I) Do not withhold discipline from a child; if you punish him with the rod, he will not die. (Proverbs 23:13).
- J) Punish him with a rod and save his soul from death (Proverbs 23: 14).

13.1 The Due Process

- A) Complaint in writing;
- B) Opportunity to explain in writing;
- C) Discipline Conference (Fact – finding); and
- D) Decision in writing.

13.2 Due Process Procedure

- A) Violation of the HONOR CODE and others shall be reported in writing to the Program Head for possible mediation.
- B) If the complaint is not resolved, the case will be elevated to the Dean or Basic Education Director.
- C) Should there be a need to elevate the complaint to the Conduct and Discipline Committee, a formal endorsement from the Dean, Principal, or Prefect of Discipline is required and copy furnished the OSA Director(osabrokershirecollege@gmail.com) The endorsement should be in writing with all the pertinent documents such as: the recommendation of the adviser, written explanation of both parties, and other evidences fully attached thereof.
- D) No endorsement of cases shall be done by the Dean/ Prefect of Discipline to the disciplinary committee if the case has not been validated such as but not limited to the following: incident report, written acceptance, witness/es account/s, etc., otherwise the committee shall dismiss it. Once endorsed, the parties, Dean or the Prefect of Discipline shall make no compromise agreement

or avoid discussing the case to avoid preempting the decision of the Committee.

- E) The committee has 10 working days to act on the endorsement with due consideration of the pertinent facts, witnesses and evidences at hand.
- F) Should there be a need for further clarification, the committee may on its own, ask the opinion of any person or institution, whose education, technical skill or expertise could help in solving the case at hand.
- G) The Conduct and Discipline Committee's decision shall state the facts, the policy or rule violated, and the penalty or disciplinary action to be imposed.
- H) If the penalty or sanction as recommended by the committee is less than that of exclusion or expulsion, such shall be considered as deemed final decision and must be forwarded to the Dean, Basic Education Director or Prefect of Discipline for execution. Subject, however, for reconsideration as mentioned in items (k) and (l).
- I) However, should the case merits higher sanction such as exclusion, expulsion or non-readmission, the recommendation is forwarded to the President of the College for approval.
- J) The parties after receipt of the decision of the committee or President have five (5) working days to seek reconsideration.
- K) If no reconsideration is filed and the period has elapsed, the decision becomes final and executory. The President or committee may remand it back to the office/s concerned for execution of the judgment.

13.3 Grounds for Disciplinary Actions

Depending upon the gravity of the offense and the participation of the student, the following acts may result in the following disciplinary actions:

Suspension

- A) Dishonesty;
- B) Vandalism;
- C) Insubordination to authorities;
- D) Taking part in brawls inside and outside the campus;

- E) Smoking within the school premises, within 100 meters from the school, and in Uniform;
- F) Threatening and or preventing any student and/or teacher, personnel from entering the school premises or attending classes;
- G) Extortion e.g. collecting money from the students in and outside the campus without permission from the duly authorize persons;
- H) Refusing/ Failure to appear without valid reason before a school official or a duly constituted body when asked to do so; Refusing /failure to cooperate or disrupt to appear for drug testing (CMO18 Series of 2018);
- I) Publishing or circulating false information, divulging confidential information or posting malicious remarks in social media platforms and other medium about the College, its officials or faculty member;
- J) Lending one's ID to another and the willful possession of two or more ID's and use of fake and barrowed examination permits. Both the barrower and the lender shall be made liable;
- K) Causing public and campus disturbances e.g. causing panic or confusion, harassment, throwing of any object in the gathering, disturbing/disrupting authorized practices and performance, symposia, lecture;
- L) Playing/ bringing gambling paraphernalia inside/ outside the school;
- M) Theft, robbery, physical injuries and/or death committed inside the campus to any student, official, or employee of the College;
- N) Computer security breach: accessing a computer network without authority or beyond authorized access, which includes; altering information, preventing authorized use of information, preventing normal operation, hacking or cracking; and
- O) Other matters, actions or behaviors not herein mentioned but is considered to be in violation of the Honor Code and Manual Rules for Private Schools is analogous thereof.

Exclusion

- A) Gambling in any form inside and outside the campus;
- B) Trafficking "mind altering" drugs within the school campus;
- C) Assaulting physically personnel or student within the campus;
- D) Strikes/demonstration resulting to damage of school property;
- E) Killing a person within the school campus except for self-defense;
- F) Drunkenness and possession of liquor, e.g. entering the campus under the influence of liquor of any amount or dosage; bringing liquor inside the campus;

- G) Hazing, initiation rites resulting to serious physical injury or death, whether inside the campus(RA 8049 Anti – Hazing Act);
- H) Stealing of school property. Securing or using forged and faked schools, terms, and documents and misrepresentation of facts.
- I) Hooliganism (thievery, bullying, cyber bullying, initiating a rumble or fight, etc in a group of not less than three students;
- J) Performing of acts, or series of acts, threats or abuses which result to physical, sexual and/or psychological harm or suffering which includes but not limited to corporal punishment, physical, verbal or cyber bullying (Anti – Bullying Act of 2013);
- K) Instigating or engaging in activities resulting to damage of property vital to school’s operation;
- L) Doing actions that are contrary to good morals in the classrooms/virtual classrooms, in the offices of the campus clubs/organizations and or in the online (social media) platform, i.e. petting, necking orgies, sexual acts, and other indecent acts offensive to public law, (RA11313 - Safe Spaces Act);
- M) Indulging in drugs using and possessing narcotic and prohibited drugs such as marijuana, methamphetamine hydrochloride (shabu), prohibited cough syrup or any halogenic agent (Appendix C, R.A.9165);
- N) Misappropriation of funds of student organization or programs. Any student who fails to account for or turn over funds to his/her care or custody, without any satisfactory explanation, shall be deemed to have misappropriated those funds;
- O) Throwing of stones or using of other hard objects with the intention either annoying and harming a person or destroying the property of the school, the employees, the students and any official of the College; and
- P) Other matters, actions or behaviors not herein mentioned but is considered to be in violation of the Honor Code and Manual Rules for Private Schools is analogous thereof.

Expulsion

- A) Killing a person within the school campus except for self-defense;
- B) Hazing, initiation rites resulting to serious physical injury or death, whether inside or outside the campus;
- C) Strikes/demonstration, resulting to any injury to life;
- D) Immorality or actions resulting to public scandal; and
- E) Rape or attempted rape.

13.4 Sanctions

- A) **Suspension** - a penalty that deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term (MRPS,p.39)
- B) **Exclusion**- a penalty that exclude or drop the name of the erring student from the roll of students immediately upon the resolution for exclusion was promulgated. Transfer of credentials shall be issued upon promulgation (MRPS,p.39).
- C) **Expulsion**- a penalty wherein an erring student disqualified for admission or any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission (MRPS,p.39)

All mentioned offenses shall be elevated to the Conduct and Disciplinary Committee and all recommendations for expulsion, exclusion, and non-readmission shall be submitted before the CEO or President of the College for approval.

13.5 Petty Violations

Effective June 2014, the Prefect of Discipline through the Office of the Student Affairs implemented the “Non – Conformist No Entry Policy”.

Students with the following petty violations are not allowed to enter the campus nor attend classes;

- A) No ID;
- B) No or expired validation sticker; and
- C) Non –wearing of prescribed uniform.
- D) Non – wearing of decent clothes during wash day.

13.6 Procedures of the Conduct and Disciplinary Committee:

- A) The student and the parents/ guardians will be informed in writing of the alleged violation committed;
- B) The student and the parents/ guardians will be required to appear before the Conduct and Disciplinary Committee;
- C) The students will be given the opportunity to explain his/ her side of the alleged violation committed;
- D) After due consideration of the case, all parties of the case must be informed about the decision of the committee;

- E) The parties are given at least 5 school days to file reconsideration before the Committee or the President of the College upon receipt of the decision;
- F) If after the given period no reconsideration has been filed by aggrieved party, the decision shall become final and executory; and
- G) The proceedings in the Disciplinary Committee are purely administrative in nature and not a court of justice. As such, to secure the services of a lawyer is the student's prerogative.

Restitution requires the student to reimburse or pay for damage, destruction of school property, in addition to the other penalties, which may be imposed. In addition to the above sanctions the student shall also be subjected to the following:

- A) Cancellation of school scholarship;
- B) Disqualification from holding or seeking any position either by appointment or election;
- C) Stripping of honors and awards/ Disqualification from honors and awards; and
- D) Invalidation of a quiz, examination, subject requirements or any other class work, in case of cheating or dishonesty confiscations or forfeiture of prohibited item/s.

SECTION 14 STUDENT ACTIVITIES

The mission of the college is expected to be realized not only in academic activities but also in areas such as: athletics, social, cultural, religious and civic activities initiated or participated by students.

The Student Development Office recognizes that there are valuable venues for learning outside the walls of the classroom of which the development of values, character, creativity, and leadership skills are given adequate attention thus it provides diverse selection of activities through development programs, volunteer projects in store for students to optimize their student life experience. It also advocate responsible servant leadership in the student government, student publications, student organizations and other volunteer opportunities.

Thus, students are encouraged to:

- A) Participate in the annual intramural and other athletic activities. However, class hour should not be sacrificed for practice;
- B) Join at least two school organizations;
- C) Attend fellowship activities such as balls and dances held inside or outside the campus ;
- D) Be actively involved during foundation day, orientation program, literary and musical program, cultural and peace forum meetings, student convocation, baccalaureate and graduation ceremonies; and
- E) Other activities and assemblies called by the school officials

14.1 *Seminars and Trainings* are defined as an organized activity aimed at imparting information and/or instructions to improve the student's performance or to help attain a required level of knowledge or skill within or outside the campus.

14.2 *Field Trip* is an educational activity involving the travel of students and supervising faculty outside the school campus usually last for one day and with fewer places of destination.

14.3 *Educational Tour* is an extended educational activity involving the travel of students and supervising faculty outside the school campus which is usually lasting of more than one day and relatively more places of destination.

14.4 *Retreats* are activities that extends to spiritual growth and maturity of students organized and conducted by the Chaplain.

14.5 *Off Campus Activities and International Educational Trips*

Off campus activities should be scheduled at the beginning of the semester and distributed evenly throughout the term. No field trips or retreats should be allowed during the examination week.

Excursion, outings, and other extra-curricular activities should not be compulsory and should not be considered substitute for final examination or basis for additional credit for grading purposes. Student sponsored activities may be suspended if they interfere or are detrimental to a student's class schedule or welfare and students with special needs such as Persons with Disabilities (PWDs) shall be given due consideration in all activities (Appendix D- RA7277).

The Dean shall have supervision and control of all off campus activities of his academic unit and shall keep a calendar thereof. Before endorsing the off campus activity to the OSA for the release of the parental consent, the Dean shall look into matters such as:

- A) Letter of intent of the students to participate with notarized consent. (International);
- B) Curriculum/Calendar of Activities;
- C) Minutes of consultation such as chosen destination, cost, safety, benefit requirements with attendee's signature;
- D) List of participating students with passports and NBI clearance. (International);
- E) Acknowledged/Approved letter from LGU/NGO destination;
- F) Risk assessment plan and preventive measures;
- G) Medical clearance signed by the parent or physician;
- H) The specific academic objectives of the field trips or tour;
- I) Reasonable Expenses(transportation, accommodation and meal arrangements included);
- J) Duration of the trip will take and the number of classes that will be missed;
- K) Safety consideration with respect to transportation and prevailing peace and order situation in the place/s to be visited;
- L) The adequacy of appropriate chaperonage and/or guidance for the number of students involved; and
- M) The written approval or invitation of offices/factories to be visited.

The teacher concerned shall be responsible in securing parental/spouse consent from the OSA. The return slip attached to the consent form must be returned to the OSA at least a week prior to the activity or 15 days before the departure. The adviser in charge of the activity is expected to give a briefing to the group before departure. Aside from the academic objectives of the activity, all students should also be reminded of the following matters:

- A) Student behavior during the trip especially while visiting homes or offices;
- B) Expectations from the places or firms to be visited; and
- C) Should always project themselves as, "ambassador of goodwill" of Brokenshire College.

SECTION 15 STUDENT ORGANIZATIONS

15. 1 Right to Organize

Every student has the right to organize or form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development under the law. Only bonafide Brokenshire students are qualified to become members of student organizations. The Office of the Student Affairs (OSA) undertakes the supervision and coordination of student organizations. Appropriate penalty shall be imposed upon the officers or leaders of any organizations, which shall function without the recognition of and prior approval from OSA after due process has been observed.

15. 2 Criteria for Recognition

Student organizations should meet the following criteria:

- A) Uphold the ideals and traditions of the college as embodied in the College ,Mission Statement and Credo;
- B) Promote academic excellence in the campus;
- C) Develop campus-wide friendships and fellowships, which transcend discrimination; and
- D) Course-related groups that encourage scholarship and further the academic interest and excellence along particular fields.

15. 3 Types of Organizations

- A) Academic Organizations (Program/Departmental);
- B) Civic – Oriented Organizations (Advocacy and Volunteerism);
- C) Religious Organizations (Faith Based); and
- D) Non – Academic Organizations (Culture, Arts, Sports and others).

15. 4 Requirements for Recognition;

New organizations shall be on trial period during the first semester of existence.

- A) Letter of application;
- B) Constitution and By-Laws or History of the Organization;
- C) Program of Activities or Projects;
- D) One-year Operational Plan;

- E) List of Officers and Members;
- F) Evaluation; and
- G) One (1) full time faculty or regular staff of the College to serve as adviser.

15. 5 Requirements for Renewal

Renewal of recognition of student organizations shall be by school year and based on performance.

- A) Letter of intent for renewal of commitment;
- B) A copy of amendments to its Constitution and by-laws (if there is any);
- C) One-year Operational Plan (Program of Activities or Projects);
- D) List of Officers and Members (at least 15 members, excluding officers);
- E) Evaluation of Activities with pictures; and
- F) One (1) faculty or staff members to serve as adviser.

Deadline for renewal of recognition shall be two (2) weeks after the election period of each school year.

15. 6 Qualification of Student Leaders

Student who wants to become an officer of the student organization must possess the following:

- A) Good Moral Character;
- B) With Weighted Percentage Average (WPA) of at least 82% and strictly no failing grades as a regular student;
- C) One (1) school year residency status as a student; and
- D) Must swear to protect and preserve the welfare of Brokenshire College;

15. 7 Privileges of Student Leaders

- A) Shall receive a 10% discount on tuition fee; and
- B) Shall participate in any local, national or international seminars, trainings, conventions or benchmarking activities;

15. 8 Treatment and Approval

The Student Development Office shall review all applications for renewal and recognition of student organization during 2nd week of August. The in – charge should come-up with a recommendation for approval of the Director for Student Affairs. The list of the approved student organization will be posted on the bulletin board. The status of the student organization shall indicate the following:

- A) RECOGNITION means it has completed the requirements and may operate for one school year with all the privileges and supports granted to it to conduct a community project or use the facilities of the school;
- B) PROBATIONARY means an organization has not completed the requirements for recognition. Under this circumstance, non-compliance will automatically make the organization’s status as probationary. Such status may last from one to two semesters. However, failure or non-compliance of the conditions will cause the withdrawal of such recognition; and
- C) NON-RECOGNITION means failure to comply all the requirements.

15. 9 Privileges of a Recognized Student Organization

- A) To be considered an awardee for having contributed the most to campus life (i.e research and extension);
- B) To be included in the official College publication and/ or in the official Website of the College;
- C) May be authorized to raise funds, solicit prizes, sponsors or patrons. All applications for fund-raising project must state the following; Budget of expected income and expenses, and objective/s or purpose/s for holding the fund-raising activity which must be for a worthy cause, upon the approval of the committee; and
- D) To hold social functions, and other activities during the semester. The following conditions must be complied if the activity is sponsored by recognized student organizations;
 - 1. A request letter duly signed by the adviser must be submitted to the Dean for approval;
 - 2. The approved letter must be forwarded to the OSA for the release of parental consent;
 - 3. The return slip attached to the parental consent form must be returned to the OSA at least three (3) days prior to the activity; and

4. The adviser must also accompany the group, otherwise the activity will not be allowed;

15.10 Duties of Student Organizations

The following are the documents to be submitted by the officers prior to the signing of clearance to OSA;

- A) Accomplishment Report with picture signed by the adviser;
- B) Evaluation Result of Activities. Evaluation tool is available at the OSA; and
- C) Audited Liquidation Report signed by the adviser.

For departmental/ religious and other student organizations;

- A) Budget depends on the will of the constituents however solicitation and fund raising requires approval from the concerned offices;
- B) Provision of budget should also be stated in the Constitution and By Laws and the specific items where it will be taken, e.g. membership due, etc.; and
- C) In all budgets (general/ special), the objectives or purposes must be stated and such will be one of the basis in checking the liquidation report.

SECTION 16 ACTIVITY PERIOD

To carry out all the activities of the organizations set for the year, the college assigned an activity period 4 hours every week.

- 1st Friday of the Week – Spiritual Activity
- 2nd Friday of the Week – Departmental Activity
- 3rd Friday of the Week – Organizational Activity
- 4th Friday of the Week – Institutional Activity

SECTION 17 LEADERSHIP TRAINING

The Student Development Office conducts annual leadership training to all student leaders from different organizations to develop leaders to translate Core Values of the College and to enhance their leadership skills and become effective and efficient servant leaders of tomorrow. It oversees the formation of the student government and organizations by

providing assistance, support and advice necessary to the effectiveness and efficiency of the organizations.

SECTION 18 STUDENT COUNCIL AND GOVERNMENT

There shall be one and only student government that shall have jurisdiction over the whole studentry and it shall be officially known as the Brokenshire College Supreme Student Council. (BCSSC). A student development fee of P800.00 shall be collected upon enrollment however the amount is subject to change upon the approval of the executive council.

SECTION 19 ECONOMIC ENTERPRISE DEVELOPMENT

Pursuant to the desire of the student organizations/student government in partnership with the Office of the Student Affairs hereby carry out a particular project in the acquisition of lockers to generate funds for the students' welfare and to manage the resources wisely.

18.1 Handling of the Lockers and the Funding it will generate.

- A) The locker renter will file an application at the OSA. Locker renter means any student or pupils who wish to avail of the locker amenity after paying the full amount of the rent and signing the right to occupy.
- B) The lockers will be acquired through the allotted budget and/or savings of the student organization headed by the BCSSC and BC Counterpart.
- C) In order to secure the generated income from the rents paid by the locker occupants the sharing shall be in the following; the sharing of the income shall be 70 – 30, 70 percent shall go to the student fund and 30 percent shall go to the School (Administrative Cost).
- D) The amount of rent must be paid directly to the Business office and the receipt shall bear the name of the renter and the purpose of the payment.
- E) The student fund shall be put in separate account where the signatories are the Director of Student Affairs, the Finance Officer and the Prime Minister of the BCSSC or its equivalent official.
- F) The funding shall be exclusively used for scholarship, projects, seminars and research or others as maybe determine by the committee.

SECTION 20 THE LAMP

The Brokenshire College student shall have an official publication which shall be called “THE LAMP”. The Lamp shall published at least one tabloid per semester. The student publication ensures the students to express and access information.

The Lamp operates to serve as a forum wherein the students can freely express themselves and shall advance their level of consciousness on significant issues and on matters of general concern. It serve as vehicle of idea between the students, the faculty and administration, and between the academe and the larger societal milieu and vice versa.

The Lamp develops the students’ potentials and skills in journalism without prior censorship provided if preserves and promotes the ethics of journalism (Appendix E-RA7079).

SECTION 21 THE BROKENSHIRIAN

The Brokenshire College Yearbook shall have an official publication which shall be called “THE BROKENSHIRIAN”. The office strive for excellence in all its endeavors, specifically in the field of yearbook making and shall strive to produce an annual souvenir that will best embody the school’s character and atmosphere for the particular year.

SECTION 22 THE LIKHA (DANCE TROUPE)

Brokenshire College develop and enhance talents, abilities and values for appreciation and conservation of national culture and multi – cultural heritage through the art of dancing. The Likha (Dance Troupe) promotes expression of Filipino history, culture and music by actively participating in school activities.

SECTION 23 SPORTS AND DEVELOPMENT PROGRAM

The College promotes the physical and skills development of the students through various sports activities. It is designed to inculcate the values of fair play, teamwork and sportsmanship. This is realized through the annual intramurals and participation in PRISAA, DACS and other meets. Courts and playground for basketball and volleyball are available within

the campus. Academic integrity is one of the basic element in the conduct and performance of the student-athlete. This will ensure that educational values set are complied with to produce a disciplined, scientific and academically responsible athlete. Thus, all student-athletes shall exhibit attitudes of responsibility, commitment and integrity and shall be accountable for his own actions.

SECTION 24 NON ACADEMIC AWARDS

24. 1 Guidelines in Granting the Awards

All applications for any awards shall be submitted and validated by the OSA Director and the result will be endorsed to the Honors and Awards committee. The committee will determine the granting of awards and must consider the following;

- A) The facts and/ or documents presented as reason for the endorsement with due consideration as to the approved tools;
- B) Must be in good academic standing with strictly no failing grades;
- C) Of good Moral Character;
- D) And others as maybe prescribed by the committee either to break the tie or to insure that only those worthy can receive the award; and
- E) In case of tie, the committee will consider the WPA.

It is the duty of the student-awardee to submit all pertinent documents as proof of all his or her accomplishment. Form for award application is available at the OSA.

Further, the student-awardee before being considered for an award, must have settled or been cleared of any obligations as an officer of the student organization, otherwise, endorsement or application shall be considered forfeited.

The College reserves the right to grant any other awards not mentioned but is considered worthy of recognition.

24.2 The Non-Academic Awards and its Criteria

A. DR. HERBERT BROKENSHERE LEADERSHIP AWARD is given to an outstanding graduating student who has shown leadership skills leading

to a school or community project worthy of emulation by the students while serving officer/ member of the student organization.

- 1) The candidate must have established a four (4) year residency status; and
- 2) He/ she must be an elected or appointed member of a duly recognized student organization or a campus student organization.

B. PRESIDENTIAL CITATION AWARD is the highest award given to a graduating student who brought honor to the College.

- 1) He or she has brought honor to the College by: noble deeds, winning a national or international contest or competition, inventing a highly acclaimed product or thing.

C. COMMUNITY SERVICE AWARD is given to a student who has been a consistent volunteer to any Community Extension projects organized by the school for at least three (3) consecutive years, of which service is exemplary.

- 1) The candidate must at least be a third year student of Brokenshire College;
- 2) The candidate has officially organized any project activities either school or community-based; and
- 3) He/ she got the highest rank or point in the evaluation tool.

D. THE LAMP AWARD is given to a member of the editorial staff who actively and consistently contributes written articles which has shown strong positive impact to the school and to the community.

- 1) The candidate must at least be a third year student of Brokenshire College;
- 2) The candidate must be a staff of the official student publication for at least three (3) years;
- 3) He/ she has not violated the Honor Code and the Code of Ethics in Journalism; and
- 4) He/ she got the highest rank or point in the evaluation tool.

E. AMBASSADOR OF GOODWILL AWARD is given to a student who has demonstrated a consistent and excellent performance in any contests/ competitions represented by him/ her either inside or outside the campus.

- 1) The candidate must have established a four (4) years residency status;
- 2) Such residency means being a full time student in the school year;
- 3) He/ she must possess a good moral character;
- 4) Must have won in at least five (5) contests, competitions or conferences; and
- 5) Have demonstrated a consistent and excellent performance on any contests or competitions represented by him/ her either inside or outside the campus.

F. OUTSTANDING STUDENT ORGANIZATION AWARD is given to an individual or to a recognized student organization whose service is exemplary.

- 1) The student organization must be a recognized organization;
- 2) Has rendered service beyond what is expected of them as required in the functions and duties of any student organization;
- 3) Such service could be a research or a community project recognized by the College; and
- 4) The research or community project undertaken is considered to be exemplary based on its ranking or points in the evaluation tool.

G. ATHLETIC AWARD is given to an athlete who participated and brought awards in the various sports program in the local, regional/national competitions.

1. Must be a bonafide student of the College participating in a particular sport event;
2. Satisfy his/her coaches and teammates including attendance in all games and training sessions, appearance and behavior on and off the field and to satisfy stipulated requirements); and
3. Academic general average must be 80% and must have no failing grade.

H. DR. MARCELO P. SATENTES AWARD is given to outstanding student assistant who has shown excellent performance in the SA evaluation while serving the College as working student.

- 1) The candidate must have established a three (3) year residency status as SA with regular load in a semester;

- 2) Must maintain good academic standing with a general weighted average of 83%; and
- 3) Has rendered service beyond what is expected of them as reflected in the evaluation tool.

ARTICLE IV

INSTITUTIONAL STUDENTS PROGRAMS AND SERVICES

SECTION 25 LEARNING RESOURCE AND MULTIMEDIA CENTER (LRMC)

The Brokenshire College Learning Resource and Multimedia Center provides interesting and pleasant environment, up-to-date and well-organized collections, accommodating and well-trained staff who are committed in fulfilling our vision. Our objectives are; provide comprehensive, adequate & updated resources to support the research needs of the clientele, enhancement of physical & technological infrastructure, provide access of resources via print, online & web page, ensure that resources available are currently appropriate and accessible, provide databases that supports the academic curriculum, conduct library instructions and programs to instill in students to be life-long-readers and have the ability to search answers independently.

25.1 Circulation Policies and Guidelines

- A) Students can borrow three (3) books a time and may renew it for another 3 days if no one has placed a reservation.
- B) Loaning period is from 8:00 am to 5:00 pm.
- C) Using other Identification Card and authorizing someone in his/her behalf is not allowed.
- D) Books in the Reserve and General Reference Sections shall be read in the library premise only.
- E) Magazines, newspaper, journals and other periodicals and rare collection shall not be taken out of the library.
- F) When book is lost, the borrower is given one (1) week after notifying the librarian to replace or pay for the lost material/s according to prevailing price plus current expenses for ordering, purchasing . After the lapse of the given time and nothing is done, a fine shall be charged according to policy until the borrower complies with his/her obligations. In case when a book that is reported as lost is found and returned to LRMC, the cost of the book will be refunded but there will be a surcharge of 10%.
- G) Penalties and fines will be implemented to all overdue materials according to approved policies.
- H) Borrowing of library materials must be done at the charging/information desk.
- I) Borrowed materials are subject to recall upon expiration of the of the loan period.
- J) Borrowers with overdue accounts and unreturned materials will not be allowed to borrow until such obligations are settled.
- K) Clearance from the LRMC shall be secured one (1) week before final examination and before release of Transcript of Records, certifications and other school documents.

25.2 Internet Policies

- A) Internet in the library is exclusively for bona fide students of Brokenshire College.
- B) Each student is entitled to an unlimited access per semester.
- C) Students must present his/her identification card to the internet in-charge for proper documentation.
- D) The internet is only used for surfing and research. Accessing social network is discouraged.
- E) Students are allowed to bring USB for de loading. They can ask the in-charge for assistance.
- F) Viewing slut websites or sex sites is absolutely prohibited. Students caught will be penalized according to approved policy.

- G) One computer one student should be implemented.
- H) First come, first serve basis. No reservation is allowed.

25.3 LRMC Use and Conduct Policy

- A) To fulfill its purpose as a learning center, the LRMC must provide quite surroundings conducive to learning. Hence, **SILENCE** must be observed. The library staff has the right to impose the rules and regulations and as such are authorized to confiscate identification card of the students doing inappropriate behaviors and will be asked to leave the area.
- B) Using mobile phone and laptops are allowed in the library but this communication devices should be in silent mode while inside the premise.
- C) Leaving waste paper and other scrap materials on the tables and floor is forbidden. Trash cans are provided intended for this.
- D) Students under the influence of liquor, prohibited drugs are not allowed to enter.
- E) Users must handle LRMC materials carefully so that they are not defaced or damaged in any way. Writing, tearing, cutting out of any page from a book, magazines, journals, newspapers, etc. or destruction of any materials is strictly prohibited. Any violators to this rule shall be obliged to pay a sum equal to the full value of the materials and all library privileges shall be suspended for one (1) semester commensurate to the offense.
- F) LRMC materials must not be concealed for the exclusive use of individuals or groups.
- G) LRMC materials must not be taken from the premise without proper check out. All materials must be returned on or before the expiration of the loan period. See the Circulation Policies and Guidelines.
- H) Books used should be placed at the book track provided beside the charging counter.
- I) Conducting classes/lectures inside the premise is absolutely prohibited.
- J) LRMC reserves the right to exclude from the premise those who have ignored verbal warning from the staff. Further, disciplinary action like suspension of library privileges will be undertaken for serious offenses. (E.g. refusing to present ID upon entry, refusing to submit things for inspection upon exit, indecorous behavior).

Violations defined:

- A) Deface, mutilate, vandalizing or otherwise damage LRMC property.
- B) Ignore or fail to respond to overdue or recall notices.
- C) Removing or attempting to remove LRMC property without proper authorization.
- D) Stealing and knowingly possess stolen LRMC materials.
- E) Refuse to show identification upon request of the LRMC personnel.
- F) Writing, tearing, cutting out of any page from a book, magazines, journals, newspapers and other reading materials.
- G) Playing audio equipment that can disturb others.
- H) Creating disturbance by making noise, talking loudly or engaging in other disruptive behavior.

Disciplinary Procedures:

Violations listed are subject to probation, reprimand, penalties, suspension or dismissal through college judicial system. Mild cases will be handled by LRMC Head and Library Committee. Serious cases will be referred to the Office of Student Affairs Conduct and Discipline Committee. The Learning Resource and Multimedia Center considers all offenses listed sufficiently serious to warrant from disciplinary action, regardless of the monetary value of the property involved. The LRMC will closely work with the concerned office/s to assure prompt and equitable adjudication.

25.4 Control Procedure

- A) Users should leave their bags, packages, etc., except other valuables at the baggage counter.
- B) Students should wear their validated BC Identification Card upon entering and during stay. In the premise.
- C) Users are required to show the contents of their folders, envelopes and other kinds of receptacles to checker. This is a normal operating procedure in an open stack system. Failure to do so will merit disciplinary action.
- D) LRMC installed security system at the entrance and exit point for security purposes. Any Materials that are not properly checked out in your name will kept by the library personnel and they are

authorized to ask you for your identification and to search bags, knapsacks, envelopes, folders or other receptacles that you are bringing.

- E) Penalty will be imposed to all unclaimed items at the (see library manual).

25.5 General Policies for Alumni Users

- A) Alumni users shall be allowed to enter the premise and use any LRMC facilities and resources upon presentation of validated Brokenshire Alumni ID.
- B) Alumni not wearing appropriate dress code will not be allowed to enter the premise.
- C) Alumni are allowed to use reading materials within the premise only.
- D) Alumni will not allowed to borrow any reading materials for home use.
- E) Photocopying of manuscript such as thesis, case presentation are not permitted.
- F) Clearance from the LRMC will be secured before the release of Transcript of Records, certification and other school documents.
- G) Students currently enrolled will be given priority thus, Alumni will be accommodated and allowed to use the LRMC facilities and resources provided if there is available and vacant seats.

SECTION 26 HEALTH AND WELLNESS CENTER

The Brokenshire College Health and Wellness Department provides holistic, quality and cost-effective health care services and wellness programs to ensure and preserve the highest quality of life. This clinic is maintained to promote the health and well-being of the Brokenshire College Inc., community. It performs both preventive and curative functions to students and employees. A part time physician, dentist and a full time nurse cater to the needs of the College community. Medical and dental examinations are yearly undertaken as part of its services to students.

26.1 Consultation.

The clinic is open from 8:00am to 5:00pm, Monday to (either a nurse/doctor is on duty).The doctors/nurses will evaluate the patient and ensure that the parents and guardians are notified regarding the condition of the patient. Parents/guardians are advised not to send their sick child to school to prevent the spread of the disease. Minors taking medication should be endorsed to the clinic. Minors are not allowed to administer medication to fellow minor student.

26.2 Emergency Conditions

Activate code or notify the clinic prior to arrival or while in transit. Doctors/nurses apply first aid or life-saving measures then activate code or notify hospital. Package and transport patient as soon as possible. Inform parents/guardians. Starter dose (1-3 doses) for alleviation of condition/s will be given free.

26.4 Annual Medical and Dental Examination

Annual examination will also be conducted for the students seeking consultation. This is to ensure that the clinic will be able to screen as many patients as possible. The school nurse will coordinate the schedule for annual/periodic medical and dental screening. Results of the screening will be given to the teacher-in-charge who will in turn be responsible for releasing the results to the parents for Basic Education students while results of the screening for the College will be released to the students. Significant findings that need immediate action may be transmitted to the parents/guardians to ensure compliance. College students who were not able to comply with the schedule of their annual PE/Pre- enrollment examination will be fined P100.00 to be paid directly to the cashier of the school. Students should present their medical and dental certificates during clearance signing. If in case the said certificates are lost they should present an affidavit of loss and letter stating the reason why they lost their certificates. No certificates; clearances will not be signed.

SECTION 27 COMMUNITY EXTENSION PROGRAMS

The Community Extension Service Office aims to organize, and implement opportunities for the College faculty, staff and students through service-learning and community outreach activities. The Community Extension Service Office provides opportunity to Associates and students to demonstrate their commitment in sharing their expertise in their respective professional fields to communities and organizations

Brokenshire College Inc., as a leading Christian Institution of higher learning in the Davao City, is committed to carry out its community extension service function with the creation of the **H**ealth, **E**nvironment, **L**iteracy, **P**roduction and **E**mergency **R**elief (HELPER) program components, all under the Office for Community Extension Services (CES), with the primary goal of achieving sustainable partnership with the government and private organizations in poverty alleviation, people's empowerment and sustainable development of communities. The College can now respond more adequately to the training needs of communities, industries, public and private agencies/ organizations and to the members of the academe- the students, faculty and staff.

It is envisioned that the people of the community, the main focus of the College's community extension services program, can be uplifted from helplessness to self – reliance, from ignorance to increased awareness, from indifference to positive involvement, and from aimlessness to commitment. These shall be realized through the effective implementation of the College's Extension Service Program, under the program of HELPER.

27. 1 Program Components

- A) Promotive, preventive and curative health services- its emphasis: promotion and use of traditional medicines, maternal and child health, family planning, safe water source, health education and sanitation.
- B) Education Training for community level and institutional level.
- C) Community Organizing in Health- Health is used as an entry point for development work.
- D) Participatory Action Research
- E) Income Generating Projects (IGP) are encouraged to help improve the people's income through development of the community organizations and group livelihood projects. Certain percentage of their net profit from IGP goes to support their health program.
- F) Advocacy work in defense of civil liberties, environmental concern through tree planting, lectures, write-ups and other forms of solidarity support.

- G) Networking and Linkages Formation- the locally trained community leaders know where to link for resources so that the projects they have developed will be sustained.

Section 28 FINANCIAL POLICY

28.1 Rules in Transacting Business at Any of the College Offices

- A) No student shall transact business at any of the school's office/s if he/she is not wearing the prescribed uniform or is not decently dressed (during civilian day) or not wearing a school issued ID.
- B) Student must be prudent, formal, and observe proper decorum while transacting business in such offices.
- C) Students must secure prior appointment or visit in a “first come come first serve basis” before he/she can be entertained
- D) Student must refrain from loitering or staying at any of such offices if he/she has no other official business transaction.

28.2 Tuition and Other Fees

Tuition and other fees are subject to change yearly but in accordance to the rules and regulations set by the Commission on Higher Education (CHED). Solely at its discretion, the Administration may prescribe a pre-registration prior to the enrollment proper of the incoming school year and require a down payment fee set by the management.

28.3 Terms of Payment

Student shall only be allowed to take the scheduled examination if the amount due for the examination is paid. Promissory note is discouraged in all scheduled examinations. Those who pay on installment are subject to the following rules:

- A) An initial payment identified by the institution of the total assessment for the semester or term upon enrollment is required.
- B) The second installment will be paid a week before the preliminary examination.
- C) The third installment will have to be paid a week before the midterm examination.

- D) The full payment of the balance will be paid a week before the final examination.

28.4 Dropping and Refund

Should a student decide to drop out within the period prescribed by the Registrar, he/she should formally notify through writing the Dean, Registrar, and the Business Office and immediately file a drop card within 7 days. The date of dropping out shall be the date upon which the drop card and the notification was received.

Pre-registration fees and down payments are not transferable or refundable regardless of reason or circumstances.

Refund on tuition shall be granted to those who paid in full and on the following instances: eighty percent (80%) if the student drops out within a week after the date of registration; and fifty percent (50%) if the student drops out after a week but not more than a month from the date of registration; beyond the given period, student will be required to pay the balance for the entire school term.

If the student enrolls after the start of scheduled class, the date of his/her registration shall be the first day of class schedule according to the calendar of activities.

28.5 Rights of the School

Despite making schools considerate to students who are unable to immediately pay tuition, they also have the right to ensure that students will eventually be able to settle their fees. Under the law, schools can;

- A) Withhold the release of grades until tuition and other fees are fully paid;
- B) Deny admission or enrollment of any student with unsettled tuition and other fees; and
- C) Refuse issuance of a school clearance until all fees are paid.

SECTION 29 SCHOLARSHIP AND FINANCIAL ASISTANCE

Brokenshire College offers scholarship grants and discounts to students who excel in both academic and non-academic fields which are available to deserving students, especially to the under-privileged. Hence, the College shall, likewise, acknowledge and implement state-supported scholarship and other private agencies.

29.1 Discounts

All discounts must be applied for within the prescribed period. Discounts not applied during the aforementioned period will be forfeited in favor of the administration. Application forms for discounts are available at the Scholarship Office. Application for discounts should be filed upon enrolment.

No student shall be allowed to enjoy two or more discount/scholarship granted by the College. The student must only select the one which can give the maximum benefit.

In the event that a student is qualified for more than one discount and scholarships from both internal and external grants, the Business Office will adjust first the external grant followed by the internal grant. Only academic grantees will be refunded in case there is an excess.

All discount will be within the four-year degree program.

- A) Honor Student Discount – is given to entering freshmen College students who are awarded as
 - a. With Highest Honor - 100% discount on tuition fee;
 - b. With High Honor – 50% discount on tuition fee; and
 - c. With Honor - 25% discount on tuition fee.

- B) Academic Discount – is given to continuing and Dean's Lister students with no grade below 86 in all earned subjects.
 - a. WPA of 98-100% can avail 100% tuition fee discount;
 - b. WPA of 95-97 can avail 50% tuition fee discount; and
 - c. WPA of 90-94% can avail 25% tuition fee discount.

- C) Scholarship Exam – is given if the student got the stanine score;
 - a. Stanine Score 9 can avail 100% tuition fee discount;
 - b. Stanine Score 8 can avail 50% tuition fee discount; and
 - c. Stanine Score 7 can avail 25% tuition fee discount.

- D) Faculty and Staff Discount – All employees under collective bargaining unit shall enjoy a discount. Maximum of two (2) dependents will be enrolled with the following discount in every academic year except in the Doctor of Medicine program;
- a. 100% tuition fee discount and miscellaneous fees under the consanguinity or affinity specifically describe as their child;
 - b. 75% tuition fee discounts under 2nd consanguinity specifically refer to brother, sister and grandchild (consanguinity); and
 - c. 50% tuition fee discount under 3rd consanguinity refer to niece and nephew (consanguinity).
- E) UCCP Discount – Students who are in good standing UCCP members as certified to and endorsed by the local church pastor are entitled to a 20% discount on tuition, provided that the beneficiary is not already enjoying or qualified to enjoy other scholarship granted by the College. A WPA of 80% is required with no failing grade per semester. This discount is subject to verification from the Conference Minister.
- F) Pastor’s Child Discount – Children of Pastors of UCCP who are in active service. Certification from the Conference Minister is required to avail the discount.
- a. 1st child is entitled to a 75% tuition fee discount;
 - b. 2nd child is entitled to a 50% discount on tuition fee; and
 - c. 3rd child is entitled to a 25% discount on tuition fee.
- G) NCCP Pastor’s Child Discount- Children of NCCP Member Churches may avail 20% tuition fee discount. Certification from the Conference Minister and/or the equivalent office is required.
- H) Family Discount – A 50% tuition fee discount is given to the student in the lowest curriculum or educational level for every 3rd child studying at Brokenshire College and supported by one and the same parent or guardian. Other relatives supported by the same parent or guardian and those receiving scholarships or assistance are excluded.

- I) Full Payment Discount – a 10% tuition fee discount is given to those who will pay in full cash and in full upon enrolling.
- J) UCCP Affiliate and CREATE Schools – students from these schools can enjoy 20% tuition fee discount. Certification from the Affiliated or CREATE Schools is required.
- K) Loyalty Discount – 20% discount is given to the loyal graduates of the Basic Education Senior High who will enter as college freshmen

Procedure:

1. Submit credentials through the Scholarship Office and copy furnished to the Assessment Office.
2. All the necessary documents of forms to be filled-up must be presented, submitted or complied in the mentioned office.
3. Discounts shall be forfeited once the student failed in any subjects of the given semester.

29.2 Scholarships

- A) Student Assistance Program – is offered to deserving students designed to work in the offices or assigned area. This program will cultivate in them positive work ethics and values. A WPA of 83% is required with satisfactory performance.
- B) Brokenshire Alumni International Nursing Scholarship (BrAINS) – is granted to deserving and qualified student who wanted to enroll in BS Nursing with WPA of at least 90%, with no grade below 86% in all subjects in Grade 12 and obtained a Stanine score of atleast 6 in the Admission Exam.
- C) Dance Troupe/Marching Band/Choir – these are talented students who passed the criteria and audition and maintained their membership in good standing. A WPA of 80% is required with satisfactory performance.
- D) Varsity – refers to the student athlete who is enrolled in any degree for the current academic semester under the Sports or Cultural Scholarship Program of the school to complete at the highest

competition available in the tertiary level under the various sports program.

- 1) The College level player shall carry a regular load prescribe in the curriculum in a 4-year college course.
- 2) To maintain scholarship grant, the grantee should not have any failing grade per semester.
- 3) A player or member authorized to participate in any meet, game or competition must be given an opportunity to make-up for any academic deficiency in subjects s/he is officially enrolled with no corresponding conditions other than submission or passing the requirement. Such opportunity must done within a week after the representation.
- 4) In case any untoward incident happened to a player or member while participating to any authorized meet, game, competition by the College, the institution shall be liable to take care of the medical expenses beyond what the insurance can provide. Thus, when as a result of which the player or member drops out or is marked as dropped, s/he shall not be liable to refund fees in the tuition or privileges enjoyed including school records.
- 5) The above scholarship grant shall be given provided the student player and/o member maintains his/her status in good standing as evaluated and/or recommended by the Scholarship Screening Committee. In no case shall such scholarship be extended to a player or member who has already earned one academic degree.
- 6) The discount rate shall be determined by the Management thru the recommendation of the Committee composed of the VFA, VPAA, OSA, Scholarship Coordinator, LIKHA Artist Director, Coaches and the Sports and Athletics In-Charge considering the financial capability of the College.
- 7) The screening shall be per school year and such decision shall take effect immediately.
- 8) In case of suspension or expulsion due to disciplinary action, the grantee shall refund all school fees or privileges enjoyed before any clearance/certificate of transfer shall be issued.

Procedure:

1. Submit credentials at the Scholarship Office.

2. All necessary documents or forms to be fill-up must be presented, submitted or complied in the mentioned office.
3. Further, no application will be processed unless a certificate of compliance duly issued by the SOGA/Scholarship Coordinator is attached to the application.

Requirements:

1. Intent Letter
2. Parental Consent
3. Good Moral Certificate
4. School Form 9/ Report Card
5. Barangay Clearance
6. Latest Income Tax Return
7. Duly accomplished Application Form
8. Admission Exam Result (for BrAINS only)
9. Long Expanded Green Envelope

29.3 Termination

Brokenshire College reserves the right to withdraw the scholarship and discount anytime for unsatisfactory performance, serious violations of school policies, and inability to maintain academic grades. Likewise, the College can terminate any scholarship and discount for non-availability of funds.

Any of the aforementioned guidelines may be set aside in exceptional cases upon the recommendation of the Scholarship Committee and approval of the Management Committee. Any previous contrary to these guidelines are hereby declared null and void without effect.

SECTION 30 SAFETY AND SECURITY

The Campus gate opens at 6:00AM and closes at 10:00PM. Students are prohibited from staying inside the campus beyond the closing hour except during approved activities.

30.1 Security in the Campus

- A) The College has a security force such as Covid Task Force, Crisis Management Team and to help in securing the whole campus.

- B) They are allowed to enter the school premises and/ or visit the office, provided that they have presented their DQR Code for scanning, with not more than 37.5oC body temperature, and filled up the Health Declaration Form.
- C) Only visitors with valid reasons shall be allowed inside the campus, otherwise, a representative of the school accompanies them or upon verification by the guard on duty the administrator, faculty or personnel of the College acknowledged or consented to his/ her entry. They shall be required to sign in the logbook of the security service.
- D) No students or visitors shall be allowed inside the school building and the premises after the last class period has ended, except if there is an approved letter request or the purpose is to fetch the pupil child or ward enrolled in the basic educations of which instance shall only be allowed after confirmation by the security with the basic education faculty, Director or Dean of such scenario.
- E) Students with vehicles must secure a gate pass sticker upon entering the campus for identification from the Security Officer with a minimal fee. The vehicle may be subject to inspection when required for security reason.
- F) In case of on the spot security concerns, such as: lost items, fighting in the campus, threat, accident, etc., where immediate attention are required the following offices may be informed verbally: the security officer, the OSA and the Clinic.
- G) Complaints affecting security matter must be in writing and filed at the Security Officer's office copy furnished the Student Affairs Office.

30.2 Rules during Activity beyond the Campus Curfew

- A) The request must be in writing duly signed by the teacher and is accompanied by a parental consent.
- B) Reasons, objectives, number of participants, specific venue of the activity must be stated in the request.
- C) The teacher/ student leader concerned must police his/ her rank (students) and is responsible in briefing the participants to confine themselves in the designated place and avoid loitering in the campus.
- D) The teacher/ student leaders must be responsible in restoring the designated area immediately after the activity

30.3 Policy on Lost and Found item/s

All lost items found inside the campus by any constituent of Brokenshire College are required to be surrendered to the Office of the Student Affairs. The Lost and found item/s shall be in the custody of the OSA only for one (1) year.

For turning over of the lost and found item/s, the finder must:

- A) Surrender the items to the Office of the Student Affairs for safekeeping;
- B) Voluntarily endorse the items by writing his/ her name in the log book for inventory and/or documentation;
- C) Allow the posting of the lost and found item/s for at least One (1) year;
- D) Show his/ her intentions to claim the lost and found item/s a day after the lapse of the given period. If no claimant would come, the item/s shall be auctioned (the proceeds will go to the Student Reserved Funds)
- E) Failure to surrender the item/s to the OSA would create a presumption that the finder has the intention to treat it as his/ her possession, even if found inside/ outside the campus. Such presumption would warrant a disciplinary action against the finder after due process.

For claiming the lost and found item/s, the claimant must:

- A) Fill-up the request form to show his/ her intention to claim the lost and found item/s;
- B) Show proof of ownership of the lost and found item/s;
- C) Be able to show cause how and why it was lost; and
- D) Identify some important mark/s or distinguishing sign/s to prove his/ her claim;
- E) If all the requirements are complied with, the claimant must sign in the logbook that he/ she had claimed and received the item/s in good faith. Further, the claimant must observe the “where is, as is” basis in claiming the item/s. The OSA will not be held liable for whatever condition the item was found.

30. 4 Publicity on Campus

Student organizations are urged to use the school's bulletin boards for any announcements. Unauthorized bulletin boards and billboards are not allowed.

Posters must bear the approval of the Office of the Student Affairs and must be removed by the concerned organization immediately after the conclusion of the announced activity.

Failure to remove the posted announcement requires the officers of the organization to explain in writing, with the assurance that the same will not happen again.

SECTION 31 STUDENT HOUSING

While the school is waiting for the approval of the proposed dormitory building for the meantime, the College provides List of Boarding Houses and Dormitories that were accredited from the City Mayor's Office while waiting for God's provision in the construction of the new dormitories. The dormitory manager shall be responsible in maintaining order in the dormitory. The occupants must observe the rules and regulations imposed by the College relative to its in-house service.

The Chaplain of the College heads this office, which caters to the faith component of the life of the school. It adopts programs and activities which will develop and promote in the students a deeper awareness of one's office and instill higher level of commitment to the education credo

32.1 The Chapel. The chapel is built in order to strengthen the college's vision and mission being an evangelical institution.

- A) The chapel is open for all employees and students of Brokenshire College. However through pre-arranged agreement the UCCP members or other activities organized by it may use such.
- B) All activities that need the use of the chapel must be coordinated with the Chaplain's Office.

- C) The Chapel's surrounding being a place for worship must be solemn and student should refrain from disturbing its peace and serenity.
- D) During religious services students must observe silence.

32.2 Campus Ministry. The campus ministry program caters with the spiritual activities of the students. Activities may include religious convocations, devotions, retreats and others. It aims to promote spiritual growth of the school and to promote interfaith understanding and cooperation.

32.3 Monthly Convocation. This will be scheduled every first Friday of the month for the College and CDC. For the Junior High students it will be every first Thursday of the month while Senior High students will be every first Wednesday of the month. Students are notified by their respective advisers if there are changes in the given schedule. Students are requested to submit reflection paper to be submitted to their subject teachers or RS teachers. Attendance is a must and to be checked by their respective advisers.

32.4 Spiritual Retreat. All graduating students are required to attend Spiritual Retreat.

32.5 Religious Life Emphasis Week. This will be conducted during Advent season. (The month of December) The whole week celebration basically focuses on the spiritual aspect of a person. Its main objectives are to familiarize the book of the Bible, its character, event and to learn cooperation towards the other. The whole community will meditate, reflect and activities are grounded biblically. Students are required to bring bible for the different activities.

32.6 Family Ministry. The family ministry program deals with the relationship between the home and the school. Activities in the ministry include the promotion of the parental involvement in the study habits and lifestyle of the students. It aims to promote partnership between home and the school towards a holistic development and students and to promote strong family ties.

SECTION 33 INTERNATIONAL STUDENTS

Brokenshire College established guidelines for the use of the admission office for transnational students and foreign desk unit. All concerned offices are hereby promulgates the rules and regulations to effectively and conscientiously carry out the acceptance, treatment and handling of foreign students while enrolled.

A) Foreign Desk Unit (FDU) is a unit located in the Registrar's Office that is tasked to accept, check, monitor, coordinate, preserve, guide, represent and report to any related activities of the foreign student;

B) Functions of Foreign Desk Unit (FDU);

1. To observe and implement CHED Memo Order No. 53, Series of 1997, particularly on submitting reports to Bureau of Immigration copy furnished CHED through the HERO and NICA;
2. To check all the necessary documents of the foreign students seeking admission in the College;
3. To monitor all activities and needs of the foreign students with emphasis on government concerned;
4. To coordinate with other offices in the College and government offices regarding the plight of the foreign students;
5. To keep and preserve the above necessary documents and information for the college;
6. To provide assistance to foreign students.

C) Specific Guidelines for Foreign Students – In furtherance of the Declaration of Policy, the following standards and guidelines shall be observed by the College

:

1. In case, a complaint is filed against foreign students that would require the court intervention of other quasi-court outside the jurisdiction of the College, it shall be the duty of the FDUI to inform the Dean, the VPAA, the Embassy where they are citizen and the other government offices concerned and other government agencies as mentioned in the CHED memo No. 53, series of 1997. The assistance shall only be in referring them to the concerned offices or persons.
2. The same assistance will be given in letter A, if the foreign students are the one filing the case.

3. However, if the violation/s involved the policy of the college and the section is non-readmission, exclusion or expulsion the assistance mentioned in letter A again applies.
4. The college may randomly visit and check into their respective abode or dormitory to check their well-being and safety.

SECTION 34 SERVICES FOR STUDENTS WITH SPECIAL NEEDS

Brokenshire College respect the rights of persons with disability (PWD), indigenous people, and solo parents, LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and Pansexual) thus, academic accommodation shall be made through testing and endorsement from the Counseling and Psychological Wellness Center (CPWC).

SECTION 35 THE FACILITIES

35.1 *Brokenshire Canteen.* A school canteen is available in the campus to provide comfortable, affordable and fast food service to the students.

35.2 *Computer Laboratory.* The computer laboratory provides students with opportunities to learn and apply computer skills.

35.3 *Audio Visual Center (AVC).*The center is equipped with television sets, CD & Video Players, Audio Recorders, LCD, overhead and slide projectors. The Property Custodian has to be notified a week prior to the availment of the audio-visual services.

35.4 *The BaldomeraSexon Auditorium.* The auditorium has 500 seating capacity and is equipped with sound system to cater big gatherings and other school functions. The property custodian has to be notified a week before the use of the facility.

35.5 *The Amphitheater/The Robert Black Covered Court.* The amphitheater and the covered court have a seating capacity of 2,000 and 1,000, respectively. It is equipped with sound system to cater big gatherings and other school functions. Reservation must be made with the Business Office at least a week before the event or activity.

Brokenshire Community may use the above-stated facilities to stage any activity. A formal letter-request to the Dean is a requisite if it is a bonafide

student activity. The Dean or its equivalent officer, before endorsing the activity should take in consideration the following:

- A) Letter-request;
- B) Specific academic or non-academic objectives of the activity;
- C) The number participating students;
- D) Briefing done by the adviser relative to student's behavior on the use of said facilities;
- E) Parental consent is needed should the activity fall beyond school hours.

Rules in the use of the auditorium/ amphitheater/ covered court

- A) If the activity is beyond school hours, the guard on duty must be furnished with the noted letter-request for security reason.
- B) Outsiders may use the covered court for a fee. Reservation may be made with the General Service Office (GSO).

35.6 *The Student Center.* The student center is where the student Council, the student publication and other student organizations hold office.

- A) It is an ideal place where students can stay either to watch TV, play indoor games, interact with each other, discuss important issues, etc.
- B) It is required, however, for all students to refrain from creating too much noise that would disturb the serenity of the area and of the campus.
- C) The Student Center was conceptualized primarily to be used as an alternative area where the students may meet and do the following:
 - (1) Office area for the BCSSC and other student organizations;
 - (2) Study Center;
 - (3) Meetings;
 - (4) Seminars (for small activities); and
 - (5) Others for the welfare of the student and not in contrary to the Rules and regulation of the College and the Manual Rules for Private School (MRPS).

35.7 Rules in the use of the Student Center. Students are expected to observe the following:

- A) Silence at all times;
- B) Tables and chairs must be returned to its proper place;

- C) Use the appliances properly ;
- D) Strictly no dating/ sleeping;
- E) Maintain cleanliness; and
- F) Proper decorum of the Core Values and the Honor Code

35.8 Rules in the use of the Corridors and Lobby

- A) Student must at all times refrain from staying in the corridors or in the lobby while classes or activities are going on.
- B) If queuing cannot be avoided, students must refrain from creating noise or any form of behavior that could disturb the serenity of the College
- C) As an alternative, the students can stay in areas such as: study table booth, student park field (near the basketball court or clinic), and amphitheater or in the student center.

35.9 Rules in the use of Stairs. Students either going down or going up the stairs must always keep himself/ herself at the right side. Stairs must be free from any barriers such as crowding and loitering. Students must refrain from running down, making it as playground, creating too much noise and making it as a meeting place.

35.10 *Science and Nursing Skills and Nutrition Laboratories.* Well-equipped laboratories for science, nursing skills and nutrition subjects are provided for students' experiments and other laboratory activities. Rules and regulation for the use of these laboratories must be strictly observed

35.11 *Auxiliary Service Center.* The College has an ASC which caters the following services such as: bookstore, photocopying and releasing area for other student materials or equipment.

SECTION 36 THE ALUMNI OFFICE

The Alumni Office serves the college in attaining its ideals and promoting a spirit of unity and loyalty among graduates. It provide linkages, services and venue for active involvement of graduates in the college.

SECTION 37 THE NEW NORMAL SERVICES 9(SAS)

STUDENT WELFARE SERVICES	Online Services
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Information and Orientation		Online General Orientation for Freshmen and Transferees (AM) – Student Services (PM) – Departmental Orientation
Guidance and Counseling		Online Guidance and Counseling a. Routine Interview b. Intake Interview c. Online Group Guidance d. Zoomustahan
Career and Job Placement		a. Needs Assessment b. Online Career Guidance c. Online Career Placement d. PEWLA (PreEmployment Webinar for Local Applicants)
Student Handbook Development	Hard copy is available at the OSA.	E-Handbook is available at the Brokenshire College Website
STUDENT DEVELOPMENT PROGRAM		
Student Activities	Activity period is schedule every Friday.	Calendar of Activities is available at the Brokenshire College Website
Leadership Training	Servant Leadership Training module is being printed and available for facilitators.	Virtual Leadership Training Attend Leadership Webinars conducted by DACUN, PACSA, PAPSAS and others.
Student Council	Consultation meetings are done as the need arises.	Online Election. Virtual Meetings. Elected Officers are posted at the BC Website (billboard)
Student Discipline	Constant review and update of the policies for the new normal. Accepts walk – in request for Certificate of Good Moral	Grievances or complains shall be sent through online at osabrokenshirecollege@gmail.com Student Discipline Committee shall also meet virtually depending on the gravity of the offense or case. Certificate of Good Moral can also be requested online through Google Form and requests were posted at the FB account
Student Publication "The Lamp"	Limited face to face meetings/write-ups.	Available at "The Lamp" social media account
Student Yearbook	Yearbook is compulsory for graduating students. Fill-up printed forms.	Personal Information Sheet (PIS) is being collected through Google Sheet by the Brokenshirian Office.
INSTITUTIONAL STUDENT DEVELOPMENT AND SERVICES		
Admission Services	On site Application Print Ad or Infographics Radio Ad Information	Online thru website, facebook page, Edukasyon.ph and other social media Pages/sites http://olsen.brokenshire.edu.ph Email: admission@brokenshire.edu.ph Call or Text 227-2105 local 106 Mobile #0932-373-4421
Scholarship and Financial Assistance	On site Application Print Ad or Infographics	Online Application www.brokenshire.edu.ph Email: scholarship@brokenshire.edu.ph Call or Text 227-2105 local 106 0932-373-4421
Health Services	Call 227-2105 local 119	Online Consultation posted via FB page Prescription through SMS
Safety and Security Services	Covid Protocol Print Ad	Post updates through website.
Multi Faith Services	Offer Short Meditation and Prayer	Virtual monthly convocation every 1 st Friday of the month.

Foreign/International Student Services	Cater walk-in request; Visa, Grades, Conversion Documents, TOR, Extension Documents and Certifications Transfer Credentials	Online prayer meeting. Online communication: brokenshire.registrar2@gmail.com
Cultural and Arts Program	Infographics	Online Webinars
Sports Development Programs	Module making for Intramurals	Virtual Intramurals E-sports games
Social and Community Plan	Provided new guidelines and responses to the unprecedented situation brought by pandemic by creating: -COVID Task Force -Community Pantry -BC Bungalow Project for BC Employees and adopted communities -Livelihood projects (Coffee enterprise, PPE, and face mask sewed by our mothers) Monitoring and evaluation of the HELPER Programs	Telemedicine Consultation with BC Health and Wellness Dept. Provide access to the Zoom/Google Meet platforms with a larger capacity Hosts virtual social hours for colleagues, students, partner communities Drop Off Donations Webinars

ARTICLE V

BROKENSHERE COLLEGE INC. POLICIES on FACE TO FACE CLASSES

SECTION 38 POLICIES ON FACE TO FACE CLASSES

38.1 Students who shall be attending limited face-to-face classes;

- Doctor of Medicine Students
- Nursing Students

38.2 Students doing flexible learning but not limited to:

- approved appointments;
- pick-up learning materials;
- submit academic requirements;
- consult their professors;
- access learning facilities for a limited time;
- defend their theses/dissertations;
- take final examinations.

38.3 General Policies, Guidelines and Procedure;

- Upon entry personal hygiene is strictly observed such as foot disinfection and hand washing. Wearing of face mask and face shield. 70% alcohol is provided to all entrances and exit

points. Taking of temperature is also done. Fill out contact tracing;

- Observe one-way traffic to limit human intersection, contact or interaction;
- Follow the markings on the floors for the right directions and to maintain proper distancing;
- One Entry, One Exit per day is strictly observed. Student entry point will be at the CDC Gate while the exit point is at the Gate C
- Employees and students are not allowed to loiter/hang around outside of the classroom and corridors.
- Faculty and students are advised to leave the campus immediately after classes or work to avoid congregating through the designated entrance and exit gate;
- Spread-out or staggered break time is employed to avoid crowding and to maintain the required physical distance of 1.5 meters;
- 1.5meters between other person is rigorously observed in all areas of the campus, offices, laboratories, classrooms, cafeterias and other common areas to avoid close contact and intersection;
- Safety Officers will be doing regular roving (every 2 hours) to ensure strict implementation and observation of the health and safety protocol
- Student ID must be wear at all times while inside the classroom, laboratory and in the campus
- Filling-out Health Declaration Form and QR Code scanning is required upon entry.
- Students must stay at designated student's area only.
- Students with vehicle must secure Gate Pass from the GSD office. NO GATE PASS NO ENTRY POLICY.

38.4 Health and Safety Measures

All stakeholders are expected to strict adherence to the following practices:

A. Hand Washing

- Upon entering the campus thorough hand washing with soap and running water is deemed essential. This is mandatory to all stakeholders and visitors entering BC premises.
- Hand washing facility is provided with adequate amount of soap and water.
- Alcohol based hand rub is available for frequent hand disinfection for employees, students and visitors.
- When water or soap are not readily available due to water interruption and or other reasons, hand hygiene using 70% alcohol.

B. Disinfection

- Upon entry disinfect footwear using the foot mat with disinfectant provided at all entrances of the campus.

C. Health Check Screening/Temperature Check

- Temperature of employees, students and visitors arrives in campus will be check by school personnel using thermometers.
- Employees, students, visitors with temperature 37.5 degrees Celsius and or above will not be allowed to enter the campus. He/she will be temporarily be placed in the isolation room for 10 minutes and or further screening with the school nurse or physician. Wait for any further instructions if it needs to be transported to his/her house. Parent or guardian of the student will be notified of his/her condition.

D. Protective Equipment

- Wearing of face mask and face shield upon entering the premise at all the times is strictly observed.
- Always wear face mask and face shield securely and properly to protect yourself and others and to stop the spread of COVID19 virus.

E. Use of Comfort Rooms

- There are designated exclusive Comfort Rooms for students. *Please read information posted right at the entrance of every comfort room.*

38. 5 Health and Safety Protocols during Classes

- Only students who have scheduled classes will be allowed to enter the school
- Instructors and students are required to complete the daily health check prior to arrival on campus.
- Face coverings are required by all students, instructor and teaching assistants in the classroom
- Develop single-use , non –shared stations and materials for items that cannot be cleaned/disinfected between users.
- Ensure that shared equipment, items or spaces are cleaned/disinfected between different users.
- Consider, where feasible, preparing individual sets of materials for students to use instead of having multiple students dispense items from a single source.
- Ensure there is no eating and drinking in class.
- Before class begins, disinfect the instructor work area and commonly touched surfaces (A/V equipment, desk, door handle, laboratory/studio equipment, etc.).
- Remind students to disinfect their spaces before class begins and after class ends.
- Direct any student exhibiting symptoms of COVID – 19 to the school clinic.
- After class ends, make sure the space is set up to support social distancing for the next class.
- Review the classroom and classroom laboratories public health requirement flyers, posted in each classroom.
- Ensure social distancing guidelines are followed;
- Students and others should remain at least six feet apart when possible.
- Follow traffic flow patterns and seating patterns to maximize distance between individuals and ensure students are instructed on maintaining these patterns.
- Consider, where feasible, having all needed materials for labs, studios or other activities at students' workstation to minimize the need for students to move around to secure items.
- Relocate commonly used shared equipment away from work areas.
- If students must work in groups, ensure the same students always work together to minimize the possibility of cross-group transmission.

- Put in place a protocol to answer questions coming up at once and congregating together without appropriate social distancing in place.
- Adhere to maximum public health occupancy limits.
- Visitor access should be limited. If having a visitor to the class is necessary, keep a log of who and when for later contact tracing if necessary.

38. 6 Individual Health Protocols

Learners, teachers, and school personnel be required to strictly observe individual health protocols including;

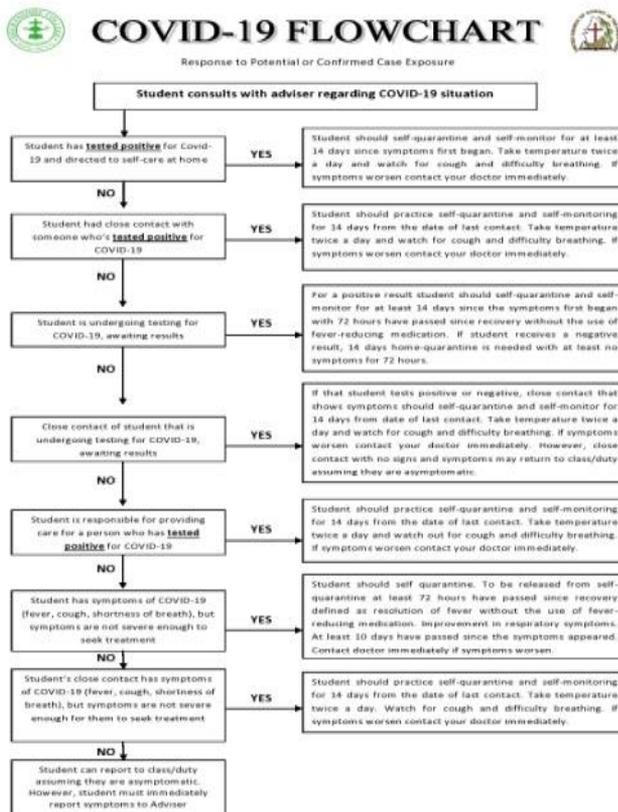
- Respiratory etiquette (When sneezing/coughing, use of tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover mouth with the hand.)
- Physical distancing(atleast 1 meter apart) at all times
- Frequently clean hands by using alcohol – based hand rub or by proper handwashing with soap and water.
- Proper use of face masks at all times. Both nose and mouth must be covered. Those with symptoms may use cloth/washable face masks.
- Proper disposal of tissue and non – reusable masks after use.
- Teachers shall allot a specific period for regular and thorough hand washing with soap and water, subject to the strict observance of physical distancing.

38. 7 Clinical clerkship, internship and/or practicum

- Students completed the physical examination by the school with hepatitis B vaccination
- Students are not allowed to go on duty when they are sick
- Students during clinical learning experiences will not see any patients or standardized patients who screen positive for COVID-19 symptoms, nor any patients who are probable, suspect, or confirmed positive for COVID -19.
- Student will not participate in aerosol generating medical procedures (AGMP) on COVID – 19 positive patients (e.g. endotracheal intubation, protected code blue, etc.) AGMP participation on non- COVID 19 patients will be rotation – specific.

- Patients can be positive for COVID -19 and can be asymptomatic or have mild symptoms. It is important that students use PPE and frequently wash their hands.
- Students are encouraged to go home after clinical rotation, body wash their hands.
- Students are encouraged to go home after clinical rotation, body wash, segregate and disinfect duty uniforms.

38.8 Any potential or confirmed COVID -19 cases on students refer to Brokenshire College Students COVID-19 Flow Chart





SELF-QUARANTINE GUIDE



COVID-19 TASK FORCE / HEALTH AND WELLNESS

If you have been identified as a contact to someone diagnosed with COVID-19 or you have been instructed to self-quarantine by your employer, follow these guidelines for 14 days from your last potential exposure to COVID-19:

How to self-monitor:

Step 1

Do health checks every morning and every night or anytime you feel like you might have a fever:

1. Take your temperature with a thermometer and/or that of family members who are being monitored and cannot do so for themselves. You should do this at least two times a day.
2. Watch for other symptoms such as fever, respiratory illness (cough, sore throat, runny nose, shortness of breath), mild flu-like illness (fatigue, chills, muscle aches) and/or loss of taste or smell.
3. Write your temperature and symptoms in the log.
4. Protect others!
 - Stay home from school and work
 - Do not take public transportation, taxis, or ride-shares
 - Do not have any visitors to your house during this time
 - If you must have visitors, tell them that you are under quarantine
 - Keep your distance from others (about 6 feet or 2 meters)
5. If you need to seek medical care for other reasons **call ahead** to your healthcare provider and tell them you are under COVID-19 quarantine.

If you have a medical emergency, **call 911**. Tell them your symptoms and that you are under COVID-19 quarantine.

Step 2 If the health department asks you to report your temperature and any symptoms, please follow their instructions.

Contact 227-2105
Local # 119 (school clinic)

12/15/2020

APPENDICES

APPENDIX A LINKAGES

The college is a member of the Association of Christian Schools, Colleges, and Universities, Inc. (ACSCU), the Church Related Educational Action Towards Empowerment of the United Church of Christ in the Philippines (CREATE-UCCP), the Coordinating Council of Private Educational Association (COCOPEA R-XI), Davao Association of Colleges and Schools (DACS), Davao Association of Colleges and Universities Network (DACUN), Association of Private and State Colleges and Universities in Region XI (APSCUR) and the Consortium of Christian Organizations in Urban Development (CONCORD). It is also an educational partner of the United Board for Christian Higher Education in Asia (UBCHEA), United Church Board for World-ecumenical Scholarships Program (ESP), Brokenshire Alumni International Foundation, Carl's Deusberg of Germany (CDG), Okumenisches Studienwerk (OSW) – Germany and the International Christian Scholarship Foundation (ICSF).

APPENDIX B EXCERPTS FROM ANTI – VIOLENCE AGAINST WOMEN AND CHILDREN ACT (RA9262)

Sec. 5. Acts of Violence Against Women and Their Children. The crime of violence against women and their children is committed through any of the following acts:

- (a) Causing physical harm to the woman or her child;
- (b) Threatening to cause the woman or her child physical harm;
- (c) Attempting to cause the woman or her child physical harm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compelling harm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:
 - (1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
 - (2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;
 - (3) Depriving or threatening to deprive the woman or her child of a legal right; and
 - (4) Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties.
 - f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;
 - (g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or

through intimidation directed against the woman or her child or her/his immediate family;

(h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:

- (1) Stalking or following the woman or her child in public or private places;
- (2) Peering in the window or lingering outside the residence of the woman or her child;
- (3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;
- (4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
- (5) Engaging in any form of harassment or violence.
 - (i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children or access to the woman's child/children.

"VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW."

Sec. 44. Confidentiality. – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter's consent, shall be liable to the contempt power of the court.

Approved: March 08, 2004

APPENDIX C EXCERPTS FROM THE REPUBLIC ACT NO. 9165, OTHERWISE KNOWN AS THE "COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002"

ARTICLE IV Participation of the Family, Students, Teachers and School Authorities in the Enforcement of the Act

SECTION 42. Student Councils and Campus Organizations. — All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence. The student governments/councils and legitimate school organizations of all private and public schools shall:

- a) include dangerous drug abuse awareness and prevention in the objectives, programs and projects provided for in their respective Constitution and By-Laws;
- b) have detailed plans of action of their projects duly approved, with the implementation of the same, monitored and evaluated by the school heads/teacher-advisers;
- c) participate actively in drug abuse prevention programs and training activities initiated by government organizations (GOs) and non-government organizations (NGOs) in the community; as part of their extension services/co-curricular activities;
- d) implement programs/projects focused on, but not limited to, information campaigns, peer counseling, life skills and leadership trainings; and

- e) coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

SECTION 43. School Curricula. — Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- a) Adverse effects of the abuse and misuse of dangerous drugs on the person the family, the school and the community;
- b) Preventive measures against drug abuse;
- c) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- d) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- e) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

The Department of Education (DepEd) shall:

- 1) integrate drug abuse prevention concepts into such subjects as, but not limited to, Science and Health and Makabayan at the elementary level, and Science and Technology and Makabayan at the secondary level;
- 2) integrate such concepts in the Non-Formal Education Program, particularly functional education and literacy, continuing education and values education;
- 3) continuously develop, update and adopt learning packages to support the existing drug education concepts/contents in the textbooks and other instructional materials;
- 4) support the National Drug Education Program (NDEP), with the school head fully responsible for its effective implementation; and
- 5) mobilize the school health and nutrition personnel to supplement and complement classroom instruction by communicating drug abuse prevention messages to the students, teachers and parents.

The Commission on Higher Education (CHED) shall continue to enrich and update the integration of dangerous drug prevention concerns, in the general education components of all higher education course offerings, as well as in the professional subjects particularly that of Health-related, other Science and Teacher Education courses.

The Technical Education and Skills Development Authority (TESDA) shall:

- 1) integrate drug abuse prevention concepts in the technical, vocational and agro-industrial courses; and
- 2) include such concepts in appropriate instructional materials for technical education and skills development.

SECTION 44. Heads, Supervisors, and Teachers of Schools. — For the purpose of enforcing the provisions of Article II of the Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

a) The school heads, supervisors and teachers:

- a.1) shall effect the arrest of any person violating Article II of the Act inside the school campus and/or within its immediate vicinity or in other places as provided for in Section 44 of the Act, and turn over the investigation of the case to the PDEA;
 - a.2) may summon the services of other law enforcement agencies to arrest or cause the apprehension or arrest of persons violating Article II of the Act;
 - a.3) shall be trained on arrest and other legal procedures relative to the conduct of arrest of violators of the Act along with student leaders and Parents Teachers Association (PTA) officials; and
 - a.4) shall refer the students or any other violators found to be using dangerous drugs to the proper agency/office.
- b) A Special Unit or Task Force from existing school personnel, student leaders and PTA officials shall be organized in every school and trained to assist in the apprehension or arrest of violators of Article II of the Act within their areas of jurisdiction.
- c) Appropriate protection of the concerned school officials shall be put in place to ensure personal security and peace of mind among them, such as free legal assistance, police protection and any other assistance as may be deemed necessary.

APPENDIX D EXCERPT RULES AND REGULATIONS FOR THE IMPLEMENTATION OF REPUBLIC ACT NO. 7079 PURSUANT TO SECTION 9 OF REPUBLIC ACT NO. 7079, OTHERWISE KNOWN AS THE “CAMPUS JOURNALISM ACT OF 1991,”

Rule IV. Student Publication

SECTION 4. Aims and Purposes of Student Publications - Student publications shall be utilized to train interested students in (a) the application of the communication arts in journalism; (b) the basic mechanism and technical skills in journalism; (c) the responsibilities and privileges in journalism relation with the contents of articles to be published; (d) the use of the student publication in support of the educational development of the learner/ student, the school, the community and the country; (e) train interested students in the application of the art and science of journalism for the technological advancement; (f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society;

(g)

serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; (h) serve as a pool of all learning experiences of student journalists; (i) advocate social consciousness and uphold the interests of the Filipino people; and (j) advance students' rights and responsibilities as well as promote their general welfare.

APPENDIX E REPUBLIC ACT NO. 7277 - Magna Carta for Disabled Persons

Section 1. Title. — This Act shall be known and cited as the "*Magna Carta for Disabled Persons.*"

Sec. 2. Declaration of Policy — The grant of the rights and privileges for disabled persons shall be guided by the following principles:

Sec. 3. Coverage. — This Act shall cover all disabled persons and, to the extent herein provided, departments, offices and agencies of the National Government or nongovernment organizations involved in the attainment of the objectives of this Act.

Sec. 4. Definition of Terms. — For purposes of this Act, these terms are defined as follows:

- a) Disabled persons are those suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being;
- b) Impairment is any loss, diminution or aberration of psychological, physiological, or anatomical structure or function;
- c) Disability shall mean 1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment;
- (d) Handicap refers to a disadvantage for a given individual, resulting from an impairment or a disability, that limits or prevents the function or activity, that is considered normal given the age and sex of the individual;

Sec. 12. Access to Quality Education. — The State shall ensure that disabled persons are provided with access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability.

The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration.

The State shall also promote the provision by learning institutions, especially higher learning institutions of auxiliary services that will facilitate the learning process for disabled persons.

Sec. 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.

Sec. 14. Special Education. — The State shall establish, maintain and support complete, adequate and integrated system of special education for the visually impaired, hearing impaired, mentally retarded persons and other types of exceptional children in all regions of the country. Sec. 15. Vocational or Technical and Other Training Programs. — The State shall provide disabled persons with training in civics, vocational efficiency, sports and physical fitness, and other skills. The Department of Education, Culture and Sports shall establish in at least one government-owned vocational and technical school in every province a special vocational and technical training program for disabled persons. It shall

develop and implement sports and physical fitness programs specifically designed for disabled persons taking into consideration the nature of their handicap.

Sec. 16. Non-Formal Education. — The State shall develop non-formal education programs intended for the total human development of disabled persons. It shall provide adequate resources for non-formal education programs and projects that cater to the special needs of disabled persons.

Sec. 17. State Universities and Colleges. — If viable and needed, the State University or State College in each region or province shall be responsible for (a) the development of material appliances and technical aids for disabled persons; (b) the development of training materials for vocational rehabilitation and special education instructions; (c) the research on special problems, particularly of the visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students, mentally retarded, and multi-handicapped and others, and the elimination of social barriers and discrimination against disabled persons; and (d) inclusion of the Special Education for Disabled (SPED) course in the curriculum. The National Government shall provide these state universities and colleges with necessary special facilities for visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students. It shall likewise allocate the necessary funds in support of the above.

Appendix F Guidelines for Checking of Attendance during School Activities



CHECKING OF ATTENDANCE IN SCHOOL ACTIVITIES GUIDELINES

BACKGROUND:

Extracurricular school activities are important to students. It is an opportunity for them to grow and mature. The effects of the activities can be found in areas of non-academic achievement, health, self-esteem and behavior.

Participating in extracurricular activities allows students to interact with others or people and create camaraderie hence helping to their social and personal growth. It also encourages academic achievement. It can develop their self-esteem and self worth thus will promote the students' ability to achieve and influences him/her to be more competitive in their field of studies.

IMPLEMENTATION:

As school activities are privileges to students, the BCSSC made a policy to ensure full support and participation of the students in school activities.

- **Checking of Attendance:**
 - Schedule: Time-in and Time-out
 - Arrival beyond 60 minutes from the start of the program is considered absent
- **Penalty:**
 - Half-day absence-Php. 50.00 and 2 hours community service
 - Whole day- Php. 100.00 and 4 hours community service
- **Exemptions:**
 - UMP; during weekdays activities
 - Working students; submit a letter duly signed by the employer
 - RLE duty (nursing); submit a letter signed by the level chair
 - Health reasons; excused letter with medical certificate
- **Proceeds:**

Funds collected will be added to Student Development Fund to support student activities such as;

 - Seminar and conferences
 - Trainings and sponsorships for students' competitions
 - Financing for BCSSC initiated activities

These guidelines shall take effect on September 10, 2012.

Prepared by: 
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Secretary, BCSSC


Ralph Arifiony S. Singco
Prime Minister, BCSSC

Noted by: 
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Recommending Approver: 
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VP for Academic Affairs

Approved by: 
Rev. Leopoldo R. Naive, Ph.D
President

APPENDIX G BC - POLICY ON MANDATORY RANDOM DRUG TESTING STUDENTS' CONSULTATION: JANUARY 31, 2020 MARTHA'S PLACE

Pursuant to the CHED MEMO No.18 Series of 2018 "The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs) and RA 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" the Brokenshire College Drug – Free Committee will implement a Drug-Free Program beginning school year 2020-2021.

In keeping with the College's holistic and comprehensive perspective on student formation, the institution Brokenshire College, Inc. hereby adopts the following policies and drug – free program:

Implementing Guidelines for Random Drug Testing

1. *References.* The implementation of a random drug testing program in tertiary and secondary schools is mandated by RA 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002 and Executive Order 66. Series of 2018 DDB known as "Institutionalizing the Philippine Anti – Illegal Drugs Strategy".
2. *Drug Testing Facility.* The random drug tests will be administered by the Brokenshire Integrated Health and Ministries Incorporated (BIHMI) a duly accredited by the Department of Health (DOH) and Philippine Drug Enforcement Agency (PDEA).
3. *Drug Test Proper.* The drug test consists of two stages: a Screening Test and a Confirmatory Test. The former will check for the presence of prohibited drugs, based on pre-determined parameters agreed upon by the Drug Testing Laboratory and the School Clinic. The latter test will be made only if the first test registers positive for traces of prohibited drugs, to specifically confirm the presence of a prohibited drug and rule out false "positives".
4. *Frequency and Scope.* Random drug testing will be held on specific dates during the course of the academic year. Any student of the College may be requested to undergo into a drug test.
5. *Confidentiality.* Test results automatically become the property of the school and will be handled with the utmost confidentiality.

Random Drug Testing Procedure

- a) A computer-generated list of names is produced by MIS prior to the scheduled drug test. Only ten percent (10%) of the total population will undergo to the annual random drug testing. *Five percent (5%) each semester.*
- b) Once identified, students whose names are on the list will be requested, via a *written noticeto* report to the designated venue for testing through the Principal (for BED students if minor).

- c) Students who refuse to cooperate, disrupt, or who fail to appear for drug testing despite proper notification may be subject to disciplinary action, in accordance with the Student Handbook.
- d) Any member of the Drug - Free Committee, faculty, administrator, or employee who violates the rules of confidentiality of the results of the drug test shall be subject to disciplinary action and 72 of or liable under Section RA 9165 and other applicable laws.

Drug Testing

- a) Designated BC-DFC member, in coordination with the Drug Testing Laboratory personnel, will brief the students regarding procedures for sample collection. As appropriate, students will be accompanied by BC DFC member and/or Drug Testing Laboratory personnel during the sample collection process.
- b) The school nurse together with the partner agencies (DOH, PDEA) will collect the urine from the identified students in the clinic.
- c) Standard Operating Procedure in the collection of the specimen must be observed. Drug Testing Laboratory personnel and BC - DFC will implement various safeguards to maintain the integrity of the samples, preserve the chain of custody of material, and ensure the confidentiality of results.
- d) Analysis of the samples will be conducted at the accredited Testing Laboratory.
- e) The Drug Testing Laboratory will transmit the results of the drug test to BC – DFC Chairperson within three (3) days.
- f) The drug testing fee shall be charged to or paid by the student. Any student who tests positive, based on the second (or confirmatory) test, will be subject to Drug Dependency Examination (DDE).

Treatment of the Test Results

- a. The results of the test are strictly confidential by all parties (BCDFC, parents, students, other agencies).
- b. All students confirmed *negative* from dangerous drug use will be summarized in a result form to be transmitted to the BCDFC. The RDT Coordinator will inform each student and parent concerned on the results privately.
- c. While, all students confirmed *positive* to be using dangerous drug will not be sanctioned but will undergo an intervention program to be conducted by the Psychological Wellness Center (CPWC) under

- the supervision of the BCDFC and DOH physician, to determine student's dependency level.
- d. The parent and the student may choose to enroll in the rehabilitation center depending on its level of dependency.
 - e. If tested positive but no dependency, the student shall be placed under a campus counseling program. The student should take a hair follicle drug test with a negative result in order to enroll for the next semester.
 - i. *If the result of the Drug Dependency Examination (DDE) is a Mild to Moderate Dependency, the student shall be placed under Counselling and Wellness Program together with the family members for six months. The student may enroll provided that he/she had a negative hair test result.*
 - ii. *If the student tested for Severe Dependency, the student will be taken into the "rehab" program in the following semester. The student may re-enroll after rehab provided that he/she had a negative hair test result.*
 - iii. Students who contest the result of the second (confirmatory) test, shall be advised to undergo a hair follicle drug test at a government or DOH-accredited facility, at their own expense.
 - f. Non-Compliance. Non-compliance with the guidelines above may be treated as a major disciplinary offense and will result in the student's automatic dismissal.

Retention and Advocacy

- a) The Drug - Free Program consists of the following interventions: a year-long drug awareness information campaign, provisions for counseling and referral through the Guidance, and a random drug testing program.
- b) Drug – Free Committee shall organize a seminar about drug trends and its adverse effects to all students and their parents/guardians.
- c) All students in their senior years must submit a drug test result prior to the deployment in their on – the - job training program, exposure or immersion.
- d) Later, Drug Test Result will be required to students upon enrollment especially to the health related courses. (future)

Monitoring and Reporting

- a. Results will be reported to the Supervising Agency (CHED/DDB/PDEA) by the RDT Coordinator with utmost confidentiality.
- b. Implementation of the policies and programs shall be monitored and evaluated by the BC- DFC.

**PREAMBLE**

We, the Brokenshire College Supreme Student Council, imploring the aid of the Almighty God in order to build a just and humane society and to establish a student government that shall embody our ideals and aspirations to inculcate patriotism and nationalism and shall strengthen ethical and spiritual values in order to develop Christian character and personal discipline, encourage critical and creative thinking and broaden scientific and technological knowledge to assist individuals attain their potentials as human beings in order to enhance the range and quality of life and create a regime of truth, justice, freedom, love, equality and peace, do hereby promulgate this constitution.

*Article 1***NAME AND PRINCIPLE**

- Section 1. There shall be one and only student government that shall have jurisdiction over the whole studentry and it shall be officially known as the Brokenshire College Supreme Student Council, (BC SSC).
- Section 2. The BCSSC shall oversee college recognized clubs and organizations, in their activities, plans, projects, and dealings that involve the students interests.
- Section 3. The BC SSC shall function as an autonomous entity and shall adhere to the principles of Parliamentary System of Government. In the performance of its duties, the student's interests and general welfare shall have the outmost consideration.

*Article II***OBJECTIVES**

- Section 1. The BC SSC shall have the following objectives:
- Promote academic freedom;
 - Promote student's rights and privileges and shall serve as a mediator between student body and any sector of the Brokenshire community in case of differences.
 - Safeguard students from commercialized education while foster an atmosphere where critical thinking prevails;
 - Consolidate the studentry and mold them into a single, compact, active and nationalistic body;
 - Develop social, economic, cultural and spiritual awareness; and
 - Be reflective of the studentry's sentiments and as such, be the venue for the realization of the students aspirations.

*Article III***MEMBERSHIP AND FEES**

- Section 1 All bonafide college student Brokenshire College are automatic members of the student council.
- Section 2 The BC SSC through the Cash Management Office shall collect a total amount of Eight Hundred Pesos (Php. 800.00) from every member per semester for the Student Development fund in addition to the membership fee. This shall be used only for projects that would benefit the studentry and for departmental or organizational activities;
- a. (P100.00) One hundred pesos for the BC SSC Membership Fee,
 - b. (P20.00) Twenty pesos for the Mandatory Random Drug Testing,
 - c. (P100.00) One hundred pesos for the Intramural shirt,
 - d. (P280.00) Two hundred eighty pesos for the academic organization activities per student
 - e. (P200.00) Two hundred pesos for the Intramurals Fee,
 - f. (P100.00) One hundred pesos for Academic Organization Membership
- Section 5 The cash management shall allocate and give the one hundred percent (100%) of the Eight Hundred pesos (P800.00) every semester and it shall be monitored by the Office of the Student Development.
- Section 6 Only the president through the adviser of the organization can request the amount allocated for the aforementioned breakdown.
- Section 7 The membership shall be terminated upon cessation of being a bonafide student of Brokenshire College.

Article IV

RIGHTS OF STUDENTS

- Section 1 Every student has the right to:
- a. Quality Education. Every student has the right to pursue knowledge with competent instruction, research, counseling, health facilities and other college services.
 - b. Privacy of communication and correspondence.
 - c. Organize or form, establish, join and participate in organizations and societies recognize by the school to foster their intellectual, cultural, spiritual and physical growth and development;
 - d. Establish clubs, organizations and other associations inside and outside the campus based on their general or political organizations provided such organizations shall be in line with the Brokenshire College Credo and shall be concerned with the good of students of the Brokenshire College community and of the Philippine society at large.
 - e. Free expression. They have the right to:
 - e1. Publish regular student-controlled publications;
 - e2. Express their stand and disseminate information through written, oral or visual form;
 - e3. Fully express individually and collectively their views on issues on institutional policy and on matters of general interest to the student council;
 - e4. Peaceably assemble and petition of redress and grievances.

- f. Due process in disciplinary proceedings and freedom from compulsory self-incrimination.
 - f1. No student shall be held to answer for any offense without due process; and
 - f2. Every student has the right to procedural fairness in disciplinary proceedings.
 - g. Participate in the formulation of policies that directly affect their welfare. The students have the right to participate in the government of Brokenshire College by having representatives in the highest policy making bodies through voting powers coming from their ranks.
 - h. Right against excessive and unreasonable fees.
- Section 2 No student shall be subjected to exploitation, involuntary servitude, cruel and unusual punishment embarrassment and/or harassment.

Article V

ORGANIZATIONAL STRUCTURE

- Section 1 All recognized clubs and organizations, the official student publication, and the college yearbook are under supervision of the Office of the Student Development.
- Section 2 All recognized clubs and organizations, the official student publication, and the college yearbook, shall always abide with the rules and regulations, executives orders and memorandum from the Office of the Student Development.
- Section 3 The Office of the Student Development shall not recognize club and organization officers and members, without the endorsement from the BC SSC.

Article VI

THE GENERAL ASSEMBLY

- Section 1 The General Assembly shall composed of all bonafide students of the college.
- Section 2 The General Assembly shall convene at least twice every school year and/or whenever necessary.

Article VII

BC SSC EXECUTIVE COUNCIL

- Section 1 The Executive Council is the highest policy making body.
- Section 2 The executive council shall be composed of the following positions:
 - a. Prime Minister
 - b. Vice Prime Minister
 - c. Executive Secretary
 - d. Council Treasurer
- Section 3 The Legislative Body shall serve as the lawmaking body of the council.
- Section 4 The Legislative Body shall be composed of the Presidents from each department/program.

- Section 5 The Supreme Student Council shall have the following functions:
- a. Executive or implement policies and programs as tasked by the Executive Council
 - b. Create special committee for special projects and activities (e.g. Intramurals, etc.) and dissolve such committees after the expiration of the aforementioned projects and activities;
 - c. Formulate proposals on policies and programs;
 - d. Convene the General Assembly; and
 - e. Meet regularly or at least once a month.

Article VIII
PARLIAMENTARY ELECTIONS AND TENURE

- Section 1 The aforementioned positions may be filled in by an electoral process which shall be conducted every 3rd week from the start of classes of the school year. The officers of the BC SSC shall be elected as the Presidents of the Academic Organizations.
- Section 2 The BC SSC officers shall have the following qualifications:
- a. Must be a bonafide student of Brokenshire College with one (1) year residency status as a student (exclude all cross-enrollees and temporary enrollees) upon candidacy;
 - b. Must be elected as President and has served the BCSSC for at least one (1) year for Executive positions;
 - c. Must have a WPA of at least 82% from the previous semester.
 - d. Must be of good moral character; and
 - e. Must have no major disciplinary record as defined by the College Student Handbook.
- Section 3 The Director of the Office of the Student Development shall call and set the rules and regulations on the electoral proceedings;
- Section 4 Guidelines in the conduct of election of BCSSC Officers;
- a. The Presidents of the Academic Organizations shall serve as representative before the Council election. They shall automatically be entitled to run in any of the following positions, namely: Prime Minister, Vice-Prime Minister, Treasurer and Secretary.
 - b. The candidates shall be chosen based on the number of votes received, which shall be by secret ballot. Each President shall be entitled to as many as four (4) votes, which right/ s to vote may either be casted in lump or four (4) votes, by two's (2) votes or one (1) vote to himself/ herself or other candidates.
 - c. The candidate receiving the highest number of votes shall serve in the order of positions given above.
 - d. In case of a tie, all the candidates, except the two (2) candidates in the highest position, which garnered the same number of votes, shall vote again and break the tie by secret ballot. But this time, the voting rights shall be one (1) vote per one (1) candidate. The losing candidate shall automatically assume the next lower position and so on and so forth.

Illustration:

Arvin dela Cruz	- 15	Mae dela Merced	- 13
James Cruz	- 15	Juanito Gray	- 13
Jill Marcia	- 14	Andrei Magdalena	- 12
Joyce Grayona	- 14	RachmarOsborne	- 12

- e. Hence, if during the tie breaker Juan dela Cruz wins the Prime Minister; then Jimmy Cruz shall automatically become the Vice-prime-Minister. Therefore, the other candidates Jill Marcia and Joyce Grayona shall be contesting the next lower positions, namely: Treasurer and Secretary, respectively.
- f. This rule shall also apply, in case four (4) candidates garnered the same number of votes. In which case, all the candidates except the four (4) candidates shall break the tie in a secret ballot. But this time, the voting rights shall be one (1) vote per one (1) candidate. The candidate posting the highest number of votes wins and assumes the highest position and so on and so forth.
- g. The officers shall be responsible in the documentation and submission of the lists of officer to the Office of the Student Development. The lists of officers must bear the signature of the secretary, the president.

Section 5 A failure of election shall be called in the absence of any elected/appointed representatives.

Section 6 The oath-taking of the elected officers shall be held one (1) week after the election.

Section 7 The tenure of the BC SSC officers will be two (1) year term unless the provision under Article IX on impeachment will be deemed necessary to impose.

Article IX

DUTIES, RESPONSIBILITIES, PROVISIONS

- Section 1 The Prime Minister shall,
In the BC SSC:
- a. Act as the Chief Executive Officer of the BC SSC;
 - b. Make a report on the status of the Brokenshire College students at the end of the school year;
 - c. Represent the Students in Administrative meetings;
 - d. Direct conduct of business proceedings of the council;
 - e. Preside the meetings of the council;
 - f. Prepare the agenda of the meeting;
 - g. Act as one of the signatories of the bank to which the student funds are entrusted;
 - h. Act as the chief auditor of the BC SSC;
 - i. Call for special and emergency meetings as necessary;
 - j. Enforce the provisions of this constitution; and
 - k. Endorse at least two (2) advisers to the Director of the Student Development which fully functions as plain consultant on matters agreed upon by the body and sign or note all outgoing documents, letters or any other pertinent papers bringing the name of the council.

- I. Act as the presiding chairman to any impeachment, committee hearings, and other proceedings delving on organizational conducts of the officers.

- Section 2 The Vice Prime Minister shall:
- a. Coordinate and supervise all internal/external affairs of the BC SSC under the direction of the Prime Minister;
 - b. Assume all the responsibilities of the Prime Minister in matters concerning internal/external in the latter's absence;
 - c. Perform other functions as the Prime Minister or the BC SSC may so direct; and
 - d. Act as the presiding officer in any Committee hearing, inquiry and planning.

- Section 3 The Executive Secretary shall:
- a. Keep a journal of the minutes of the BC SSC proceedings;
 - b. Secure all documents, correspondence and properties of the BC SSC;
 - c. Attest of the official acts of the council members;
 - d. Notify all the members for the attendance in the sessions of the council;
 - e. Inform council members of the agenda to be taken up prior to any proceedings, hearings, meetings etc.; and
 - f. Make accomplishment reports as directed by the council or the Prime Minister.

- Section 4 The Executive Treasurer shall:
- a. Assume responsibilities over the funds of the council and act as the custodian to all funds generated;
 - b. Keep record of the funds of the council and submit a financial statement at the end of every semester of the school year (to be published at the Lamp Publication);
 - c. Disburse the council's funds upon the authority of the Prime Minister;
 - d. Take charge of all the council's properties; and
 - e. Act as the chairperson of the Finance Committee.

- Section 5 The Legislative Council
- a. Hold chairmanship to the assigned committee duly formed by the Prime Minister and the Council;
 - b. Pass and approve resolutions made or proposed by any council members both in the EXECOM and the LEGICOM.
 - c. Act as the jury in any committee hearing, organizational inquiry and impeachment proceedings.

Article X
PRIVILEGES

Section 1 10% Discount on Tuition Fee

Section 2 Attend Seminars, Trainings in the local, national and international....

Article XI
CHECKING OF ATTENDANCE IN SCHOOL ACTIVITIES
Effective September 10, 2012

- Section 1 Extra-curricular school activities are important to students. It is an opportunity for them to grow and mature. The effects of the activities can be found in areas of non-academic achievement, mental health and wellness and behavior.
- Section 2 Participating in extracurricular activities allows students to interact with other people and create camaraderie hence helping to their social and personal growth. It also encourages academic achievement. It can develop their self-esteem and self-worth thus will promote the students' ability to achieve and influences them to be more competitive in their field of studies.
- Section 3 As school activities are privileges to students, the BCSSC of 2012 signed and approved by no less than the President of the College, Rev. Leopoldo R. Naive, and the Prime Minister, Ralph Anthony S. Singco made a policy to ensure full support and participation of the students in school activities for their growth and safety.
- Section 4 The checking of attendance will start at the beginning of the program through the department secretaries. Arrival beyond 60 minutes from the start of the program is considered absent.
- Section 5 There shall be a penalty of P50.00 for half –day while P100.00 for the whole day absence.
- Section 6 Working students are exempted provided that they submit a letter to the BCSSC duly signed by the employer. Students with Internship during the scheduled activities are required to submit a letter signed by the level chair or program heads. If the student is sick, an excuse letter with medical certificate must be presented.
- Section 7 *Funds collected will be given to organizations/programs that achieved 100% or ranked one (1) in terms of attendance in the school activities as a form of reward.*

Article XII
LOCKER FUND

- Section 1 of 2013) The Economic Enterprise Development (Article __, Section __ of the CMO 9, Series
 - a. Pursuant to the desire of the student organizations/student government in partnership with the Office of the Student Development.
 - b. Student locker is a project of the BCSSC to generate funds for the students' welfare within the premises. Lockers are available on a first-come, first-served basis at various locations around the campus at a reasonable rental fee.
- Section 2 Handling of the Lockers and the Funding it will generate.
 - a. The locker renter will file an application at the OSA. Locker renter means any student or pupils who wish to avail of the locker amenity after paying the full amount of the rent and signing the right to occupy.
 - b. The lockers will be acquired through the allotted budget and/or savings of the student organization headed by the BCSSC and BC Counterpart.

- c. In order to secure the generated income from the rents paid by the locker occupants the sharing shall be in the following; the sharing of the income shall be 70 – 30, 70 percent shall go to the student fund and 30 percent shall go to the School (Administrative Cost).
- d. The amount of rent must be paid directly to the Business office and the receipt shall bear the name of the renter and the purpose of the payment.
- e. The student fund shall be put in separate account where the signatories are the Director of Student Affairs, the Finance Officer and the Prime Minister of the BCSSC or its equivalent official.
- f. The funding shall be exclusively used for scholarship, projects, seminars and research or others as maybe determine by the committee.

Article XIII

STUDENT CRIME PREVENTION COUNCIL

- Section 1 Pursuant to the CMO 42 series of 2005 known as Implementing Guidelines in Creation of Student Crime Prevention states that every college should organize a Student Crime Prevention Committee under Supreme Student Council;
- a. Formulate crime prevention programs;
 - b. Coordinate with the stakeholders in the maintenance of peace and order within the campus
 - c. Recommend to the college the conduct of seminars/trainings and intensive information drive on Crime and Drug Prevention and Control, bullying, smoking & hazing, gambling and other undesirable activities with the NAPOLCOM and government agencies or authorities.
 - d. Recommend the imposition of appropriate sanctions which shall include but not limited to reprimand or suspension from the school.

Article XIII

SUCCESSION

- Section 1 The council shall declare a position of a member of the Student Council Vacant, if and when the member is incapacitated (Physical, mental and/or emotional) resigned or removed.
- Section 2 If the post of the Prime Minister shall be declared vacant, the Vice Prime Minister shall act as the Prime Minister for the reasons of incapacity, resignation or removal.
- Section 3 The Prime Minister shall declare position (s) of any council members vacant immediately after their submission of their resignation or in case of removal or incapacity provided tenure of the office vacancy is not less than two months. Thus special electoral process shall be held for the declared vacancy (ies).

Article XIV

IMPEACHMENT

- Section 1 The BC SSC may impeach any of the members or official on any following grounds observing due process of law;

- a. Willful violation of the constitution
- b. Gross neglect of duty
- c. Malversation of the councils funds
- d. Any form of misconduct that undermines the integrity of the council
- e. Extreme violation of the College Honor's Code
- f. Engaged in any malicious acts

Section 2 Any member of the student body shall be allowed to submit recommendation to the Prime Minister on such violator(s). In no case shall a member be impeached, if the impeachment does not obtain a simple majority vote of the total members of the Student Council.

Section 3 Any BC SSC member/students shall allowed to endorse impeachment complain to any recognize club and organization when above grounds committed.

Section 4 The adviser (s) is allowed to confer the violator prior to impeachment.

Article XV
AMENDMENTS

Section 1 Provision on this constitution can be only amended 2 years prior to the promulgation of the constitution or upon revision of the CBL.

Section 2 Amendments shall be endorsed to the Executive Committee from any of the council members and shall need majority or votes of the council member during a complete attendance of a regular council meeting.

The Constitution and By Laws of the BC SSC SY 2019-2020 officers under parliamentary government revised the existing CBL of 2006 through Constitutional Convention for some provisions that are not applicable to the type of governance as amended by the preceding council members.

That on this day of February 29, 2020 the BC SSC 2019-2020 council members convened to approved and promulgate this constitution and by-laws.

ACKNOWLEDGMENT

The Supreme Student Council members of SY 2019 – 2020 would like to extend their heartfelt gratitude to all Brokenshire College students, faculty, staff and administration who had helped them in accomplishing and achieving the aspirations of the premiere college student organization, the BC SSC.

To Rev. Oliver T. Paraiso, the President of Brokenshire College, for his high regard of genuine student service and his trust in our student leadership.

To our Deans, for your patience and understanding in all that we do, academic or extra – curricular activities.

To our adviser, Mrs. Joyce C. Jasa, for her unwavering support and wisdom, as well as her valuable time and for never failing guide in all of our activities. Her brand of servant leadership inspires us to be at our best.

To our teachers, for equipping us with your knowledge that made this possible.

Above all, to our almighty God His grace and wisdom. All of this is by His grace, and His greater glory.

Thank you very much. Let us continue giving back all the glory and honor to our Lord God. Fides Et Servitium.

BC SSC 2019 – 2020

EXECUTIVE COMMITTEE

Jessalyn O. Lugas , BSED
Prime Minister

Jan Andrei B. Manubag, BS Psych
Vice Prime Minister

Alyssa Mae M. Dela Cruz, BSBA
Secretary

**James Dungog Jr.,
ABTheo** Treasurer

LEGISLATIVE COMMITTEE

Juanito Gabriel M. Deita V
President, HRM

Ryan Allen P. Zagado
President, Nursing

Alec Gail J. Pacaldo
President, Pharma & MLS

Arvin A. Antoquia
President, Information Technology

Joyce C. Jasa, LPT, MAEd, CSASS
Adviser, BCSSC 2019 – 2020

**APPENDIX I FROM THE OFFICE OF THE PRESIDENT
Excerpt from OP Memorandum #48 -1517-2020**

This pandemic we are facing right now posed unprecedented challenges and difficulties, which upended the dynamics of our instructional delivery. In our effort

to cope with the fluidity of the situation, with the health and welfare of our employees and students as our paramount concern, Brokenshire College Community approaches this new paradigm with varying degrees of enthusiasm and concern. This is not an easy task. The shift has its own inherent challenges and issues. Nevertheless, there is a need for BCI to provide a sense of hope and assurance to our constituency in the midst of these uncertain times. We adopted measures that would address the issue of continuity in terms of the ability of the College to perform its basic duty of instructional delivery. We believe that with the measures we adopted, the College shall, notwithstanding its limited resources, be able to cope with the crisis.

GENERAL GUIDELINES:

1. School Operation will be from Monday to Friday, 9:00 am to 4:00 pm;
2. Work-from-home (WFH) arrangement that authorizes BCI personnel to produce outputs or results and accomplishments outside of the office are hereby LIFTED;
3. All full-time personnel will work Four (4) days Compressed Work Week Arrangement (CWWA) from 9:00am to 4:00pm;

COVID-19 POLICIES AND MEASURES

- a) All personnel must wear their BCI Identification Card at all times (outside-inside the school premises as proof of work permit pass. BCI ID's is only limited from house of the employee to Brokenshire College;
- b) Personnel may visit/contact the HRMD Office if their areas or localities requires a proof of work exemption declaration or employment certification;
- c) Employees are directed to wear the College uniform as scheduled.

PREVENTION AND CONTROL

BCI COVID-19 Task Force team spearheaded by our Security and Safety Officer and School Nurse, will monitor the implementation and strict compliance of the following measures inside the school premises. Failure to comply will be recommended for Institutional Disciplinary Actions.

- a) Noreen gate will serve as the only entrance and exit;
- b) Everyone must wear face masks inside the office and school premises at all times;
- c) Observe at least 1-meter physical distancing;
- d) No touch and contact policy;
- e) Pre-screening measures: temperature check, assess symptoms and conduct DOH/DOLE Health Checklist regularly.
- f) Employees who are experiencing the following symptoms, sore throat, body pains, headache, and fever must remain in their residences. Employees must notify their department head and follow the proper precaution.

- g) Frequent hand washing for at least 20 seconds;
- h) Foot Baths before entering the school premises;
- i) Observe proper respiratory etiquette;
- j) Regular disinfection and cleaning of work spaces and equipment esp. the high touch surfaces;
- k) Offices will be provided with alcohol stations available for clients and customers;
- l) Employees are encouraged to bring their own food packs (lunch/snacks).

MANAGING EMPLOYEES HEALTH

- a) Employees who are sick or with symptoms associated with COVID-19 are required to remain in their residences and seek appropriate medical care;
- b) Employees who are well, but know they have been exposed to COVID-19 positive, must notify their department head & BCI COVID-19 Task Force Team. The COVID Task Force Team will conduct the necessary measures set by the institution and DOH protocols;
- c) Employees under vulnerable sector must contact or visit the HRMD office. That includes employees who are (60) years old and above, pregnant women, and those with immunodeficiency, co-morbidities, or other health risk;
- d) DOH protocols will be observed at all times.

Be mindful and obedient to the given guidelines of both the Government and the College.

Keep on trusting God who is able to keep us safe. God Bless us all!

For guidance and dissemination.



BCI COVID-19 TASK FORCE TEAM	
HOTLINE NUMBER	
Mobile No	: 0951-4815-751
Landline No	: 227-2105 local 168

2 | O P M e m o # 4 8 - 0 5 1 7 s 2 0 2 0

**BROKENSHERE COLLEGE EMPLOYEES
SY 2021 -2022**

NAME

POSITION

TOP ADMINISTRATORS

1. Rev. Paraiso, Oliver T., MAT

President

- | | | |
|----|---------------------------|---------------------------|
| 2. | Libot, Reneboy M. | Director, Administration |
| 3. | Sionillo, Julie V., PhD | Director, Academics |
| 4. | Herrera, Lilibeth P., CTT | OIC- Director for Finance |

MIDDLE ADMINISTRATORS

- | | | |
|-----|------------------------------------|---|
| 5. | Capao, George Jr. M. | OIC Unit Head, CMD |
| 6. | Chavez, Gretchen B., PhD | Dean, Arts and Sciences and Business Management |
| 7. | Delos Reyes, Ma. Theresa L. | OIC Unit Head, GSD |
| 8. | Jasa, Joyce C., MAED | Unit Head, OSA |
| 9. | Martinez, Bonieve D. MPsy | Unit Head, HRMD |
| 10. | Martinez,Dulce Marie A., MAED | Principal, Basic Education |
| 11. | Navarra, LillianHazel C., MIDM | Unit Head, Research and Publication |
| 12. | Nemeño, Josielyn A., MAEd-LS | Unit Head, Quality Assurance |
| 13. | Ramirez, Serlinda P., RGC, MAGC | Unit Head, CPWC |
| 14. | Sison, Emiliano Z., RPh, PhD | Dean, Allied Health& Dean of Graduate School |
| 15. | Suicano,Hydee A. MAED-LIS | Unit Head, LRMC |
| 16. | Rev. Taganas, HanielJoses T., MAT | Interim Chaplain |
| 17. | Revilla, Alberto S., CE | Unit Head, Laboratory |
| 18. | Valenzuela, Paul Richard E. RN, MN | OIC-Dean, Nursing |
| 19. | Vargas, Rosalie S., LPT | Unit Head, Student Records |
| 20. | Vicente, Warlito C., MD | Dean, School of Medicine |
| 21. | Villasana, Leonard Nelle S., MIT | Unit Head, Management Information System |

PROGRAM CHAIRPERSON

- | | | |
|-----|-------------------------------------|--|
| 22. | Acebron,Gloria O.,EdD | Consultant, Education |
| 23. | Batiñcila, MaricarC., MPsy | BS Psychology |
| 24. | Rev. Bordios,Aileen V. MDiv, MTheol | AB Theology |
| 25. | Lurozaga, Rufa V., MBA | Business Administration |
| 26. | Petilona, Maria Dynah T.,RMT, EdD | Consultant, Medical Laboratory Science |
| 27. | Tan Nery, Jevie Lyn P.,RPh | Pharmacy |
| 28. | Venida, Vince Joseph W., MIT | Information Science |

COORDINATORS

- | | | |
|-----|----------------------------------|---|
| 29. | Cabiles, Nessa Maureen D., MSPsy | Alumni and External Affairs |
| 30. | Caintic,Kristofer John R., RPh | Pharmacy Laboratory Coordinator |
| 31. | Capao, Cyrene KayeFegiel M. | Public Relations and International Linkages |
| 32. | Langaman, Larry Jay B., RMT | Clinical Coordinator |
| 33. | Malubay,Monico P. LPT, MAED | CDC/Junior High School |
| 34. | Solarte, Rizaldy C. LPT, MM | General Education |
| 35. | Yungot, Jamaica Mae E., LPT | Senior High School |

ACADEMIC STAFF

- | | | |
|-----|-------------------------------|----------------------------|
| 36. | Abarquez,Cristine C. RL, MLIS | College Librarian |
| 37. | Asejo, Kathrina D., RL | Medical Librarian |
| 38. | Baguio, Diane Faye A., RPm | Psychometrician |
| 39. | Carbonell, Joyce Jan S., RPm | SHS Guidance Associate |
| 40. | Diaz, Nephthalie H. | High School Librarian |
| 41. | Marasigan, Jennifer Aisie D. | CDC Librarian |
| 42. | Sandoval, Renzo James L. | College Guidance Associate |

TEACHING PERSONNEL

- | | | |
|-----|----------------------------------|-------------|
| 43. | Ang-Ug, Aiza A., LPT | CDC Faculty |
| 44. | Divinagracia, Jessica A., LPT | CDC Faculty |
| 45. | Gonzaga, Dona U., LPT | CDC Faculty |
| 46. | Javier, Cinderella A., LPT, MAEd | CDC Faculty |
| 47. | Mahinay, Jamaica D. | CDC Faculty |
| 48. | Padilla, Blesilda T., LPT | CDC Faculty |
| 49. | Pongase, Novie A., LPT | CDC Faculty |
| 50. | Purgatorio, Ronalyn L., LPT | CDC Faculty |
| 51. | Rin, Rotchie C., LPT | CDC Faculty |

52.	Almirante, Crystal Mae C., LPT	High School Faculty
53.	Ampatuan, Alyssa M., LPT	High School Faculty
54.	Bicaldo, Prescilla Ruth D.	High School Faculty
55.	Boniel, Lady Love P., LPT	High School Faculty
56.	Bustamante, Roneth A., LPT	High School Faculty
57.	Caduya, Chloe Jin A., LPT	High School Faculty
58.	Canchico, Flordeliza D., LPT	High School Faculty
59.	Carillo, Jonnel T., LPT	High School Faculty
60.	Cedeño, John Kenneht V., LPT	High School Faculty
61.	Farma, Aiza T., LPT	High School Faculty
62.	Habitchuela, May H.	High School Faculty
63.	Igpit, Kimberly Rose P., LPT	High School Faculty
64.	Ilogon, Fritzie Ann, LPT	High School Faculty
65.	Lipa, Rowe M., MAPM	High School Faculty
66.	Mandabon, Jazz Cloie T., LPT	High School Faculty
67.	Mangaron, Honey Jane R.	High School Faculty
68.	Petilla, Eva Maureen B., LPT	High School Faculty
69.	Ponto, Arnel G., LPT	High School Faculty
70.	Portillo, Ejie Z., LPT	High School Faculty
71.	Sabio, John Larry D., LPT	High School Faculty
72.	Silva, Kim Gerald L., LPT	High School Faculty
73.	Tacbad, Anjelle E., LPT	High School Faculty
74.	Tayag, James V.	High School Faculty
75.	Templado, Angela Mae G.	High School Faculty
76.	Yray, Mary Rose O., LPT	High School Faculty
77.	Alivio, SharrahLaine A., Rpm, MPsy	ASBM Faculty
78.	Arguilla, Nestle Joy R., LPT, MAEM	ASBM Faculty
79.	Calipusan, Josefina M., LPT	ASBM Faculty
80.	Capilitan, Miriam P.	ASBM Faculty
81.	Cortes, Melbourne H. MSPsy	ASBM Faculty
82.	Jimenez, Marie Antonette H.	ASBM Faculty
83.	Morada, Grace P., MBA	ASBM Faculty
84.	Pido, Jennifer L.	ASBM Faculty
85.	Rev. Viscayno, Pilipina O., MDiv	ASBM Faculty
86.	Coquilla, Roselily F., RN	Nursing Faculty
87.	Estipona, Prescila V., RN, MN	Nursing Faculty
88.	Ramo, Ronald Allan T., RN, MN	Nursing Faculty
89.	Torrecampo II, Ernesto C. RPh	Pharmacy Faculty
90.	Tomimbang, Eric A. RPh	Pharmacy Faculty

NON-TEACHING PERSONNEL

91.	Abajero, Joseph L.	Property Custodian
92.	Abisado, Lucia J.	Teller
93.	Abo, Benedicto B., LPT	Software Support Staff
94.	Aguilon, Jobert V.	Secretary, Allied Health Department
95.	Alestre, Eric B.	General Support Services/ Carpenter
96.	Antone, Catalina N., RMT	Consultant, Biology Laboratory
97.	Bañoc, Gemma N.	Compensation & Benefits Staff
98.	Barrete, Franz Edward P.	Laboratory Technician
99.	Barton, MaikheCarrell G., Rpm	Recruitment and Selection Staff
100.	Bascon, Yvette P., LPT	Secretary, Dean of the School of Medicine
101.	Baslot, Rodne T.	Athletics and CES In charge
102.	Bisnar, Lucille G.	Registrar Staff
103.	Calotes, Eleamae V.	Administrative Assistant, Academic Affairs
104.	Campo III, Jose H.	Internet Room In-charge of LRMC
105.	Camporedondo, Al John B.	Secretary, School of Medicine
106.	Cañezo, Ariel C.	General Support Services Staff
107.	Capada, Ruelan V.	Security Officer
108.	Causin, Jeffrielyn G.	Registrar Staff
109.	Charcos, Josieliza E.	Research Staff
110.	Conje, Christ Joy P.	Institutional Archivist Staff
111.	Coronas, Kriziel Grace V.	Prefect of Discipline
112.	Cruz, Larry T.	General Support Services Staff
113.	Decripito, Julius T.	Company Driver
114.	Decripito, Manolo T.	GSD Officer
115.	Deocareza, Jelly Mae T.	Assessment Clerk
116.	Dolaoco, Tracy Leah Lee M.	Alumni Staff
117.	Facundo, Jumelyn E.	Registrar Staff

118.	Guiamblang, Muhamiden S.	CSR In-charge
119.	Hasim, RoaydaS.	Quality Assurance Staff
120.	Hernando, Ermil C.	Company Driver
121.	Intise, Romel J.	Anatomy Laboratory Technician
122.	Jumadil, Erlinda D.	Library Aide
123.	Lague, Nilfa R., MBA	Purchaser
124.	Lazo, Arlene C.	Payroll In-charge
125.	Lim, Sheena Rose P.	Accounts Payables
126.	Maderse, Ellien	OSA Staff
127.	Maglinte, Julian T.	Safety and Security Staff
128.	Malazarte, Shaira Mia C.	Secretary to the Dean of Nursing
129.	Malonzo, ShenaKye M., RN	School Nurse
130.	Meriones, Jeresa M.	Disbursement Clerk
131.	Moso, Randy M.	MIS Technical Staff Assistant
132.	Mosquiola, Jason C.	Riso & Sound System Operator
133.	Noval, Roel N.	General Support Services/Plumber
134.	Pardo, Jesse Junior B.	Safety and Security Officer
135.	Pescadero, Roberto	General Support Services/Electrician
136.	Puno, Korina Joy R.	Registrar Staff
137.	Puyat, Rose Marie P.	Secretary to the Dean of ASBM
138.	Quibo-Quibo, Paul Rean Fred D., LPT	Scholarship, Admission and Promotion Officer
139.	Rasuca, Kathleen Anne R., MBA	Bookkeeper
140.	Rosalita, Andy A.	Library Aide
141.	Saranza, Lea B., RN	School Nurse
142.	Sarmiento, Lilian	Staff, Basic Education
143.	Sosas, Ressy C.	Registrar Staff
144.	Sudario, Rochennie S.	Secretary to the Associate Dean of Medicine
145.	Taghap, Maria Socorro C.	Lab. Technician Consultant
146.	Valenzuela, Maribeth E.	Registrar Staff
147.	Yerro, Pearl Joy E.	SAP Staff

BUILDINGS AND GROUNDS MAINTENANCE

148.	Ardo, Reyje V.	School Maintenance
149.	Ausa, Remquil C.	School Maintenance
150.	Enopeña, Ruth C.	School Maintenance
151.	Gonzales, Reynerio P. Jr.	School Maintenance
152.	Palma, Arnaldo G. Jr.	School Maintenance
153.	Pasobillo, Rodmel G.	School Maintenance
154.	Pescadero, Alma Bonita A.	School Maintenance
155.	Priete, Elmar O.	School Maintenance
156.	Sigue, Cecilia M.	School Maintenance
157.	Bayo, Lindo B.	School Maintenance

ALMA MATER SONG

Brokenshire College, our Alma Mater dear
From our voices united, evermore thy praises hear
Where'er the Lord will lead us, In all thy coming days
Thy dear name will guide us Through duty's winding ways
Thy dear name will guide us Through duty's winding ways
When service draws us, by feverish bed of pain
Oh may though gladly find us, With no thoughts of prize or gain
To mankind's succor our footsteps guided be
When in vision of labor, thy cherish name we'll see
When vision of labor, thy cherish name we'll see

Brokenshire Hymn/CREDO

Brokenshire College seeks a life of faith, learning and action
That shall develop people into becoming
intellectually competent and honest
Morally and ethically sensitive
Creatively aware and responsive
To the needs aspiration and realization of a just,
free and responsible social order.
(Repeat)

LEARNER'S CONTRACT

I, _____, a bonafide student of the College of _____, Brokenshire College Inc., Madapo, Davao City, for the school year _____, do hereby acknowledge and affirm that my being a student of this institution is a matter of privilege. I also agree that my continued schooling in this institution shall be based on my

faithful observance of the policies, rules and regulations of the College, **Honor Code and Core Values** and other related laws and policies.

Should I show lack of interest in my work as a student or by repeated failures in my subject, or when, in the judgment of the **Disciplinary Committee** I bring discredit upon the Department or College or otherwise violate its policies, rules and regulations, then college authorities shall have the right to recommend for my non-readmission, suspension, exclusion, or expulsion, as the case may be, or take such other disciplinary measures as in their judgment the surrounding circumstances warrant.

Further, I am giving my consent to collect, use and disclose my personal information such as complete name, address, birthday and other details which shall be used for whatever lawful purpose it may serve.

I hereby accept the policies, rules and regulations promulgated by the college.

Signature of Student above printed name

OSA copy -----

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