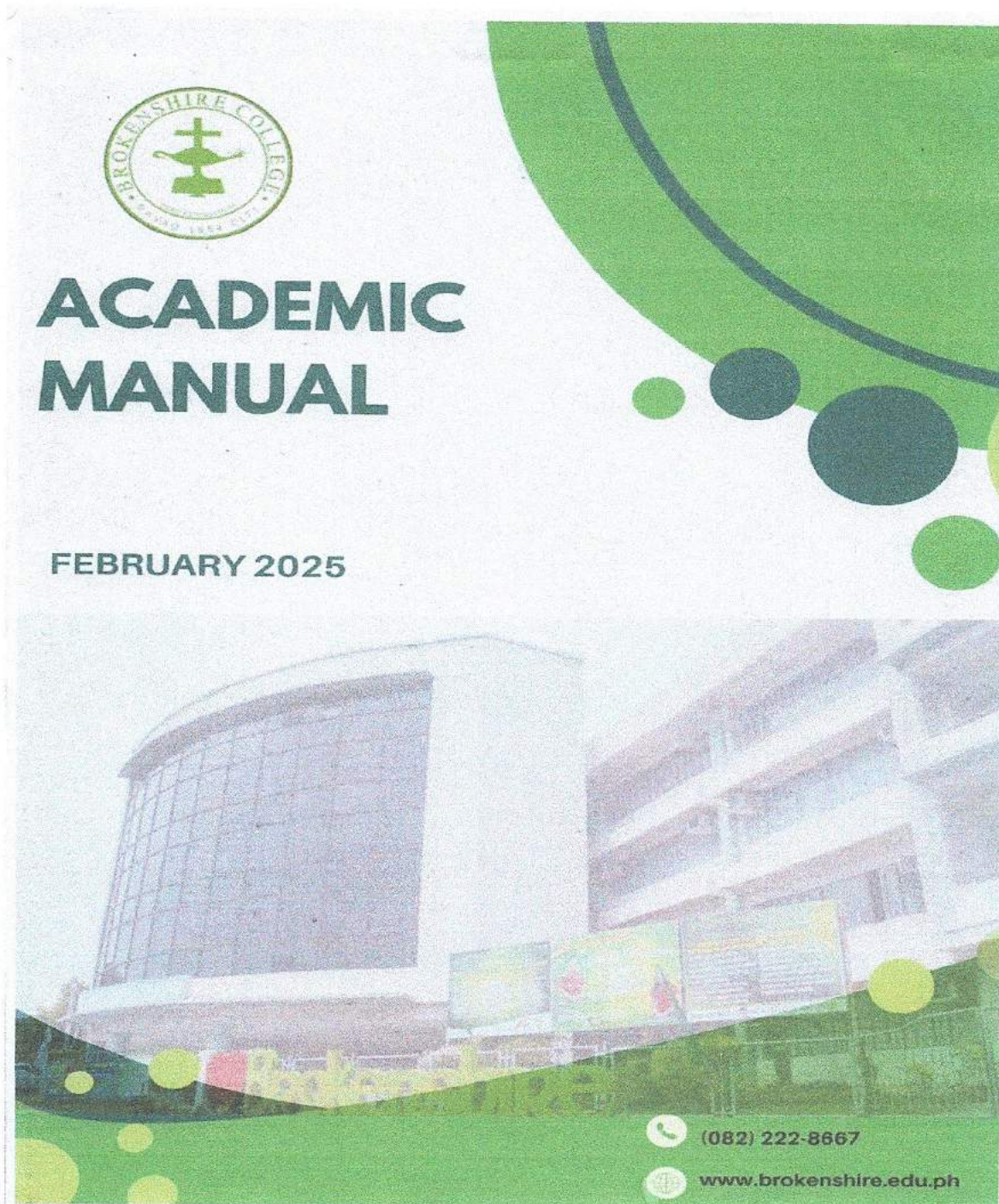


	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City		Doc. No. BC-AM
			Rev. No.: 0
	Effectivity Date: October 24, 2025		Page: 1 of 85
Subject	COVER PAGE		



	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 2 of 85
		Effectivity Date: October 24, 2025	
Subject	TABLE OF CONTENTS		

Table of Contents

Title	
Preface	6
Life in Purpose, Vision, Mission, School Seal, and Core Values	7
Life in Purpose	7
Vision	7
Mission	7
The School Seal	8
Core Values	9
School History	12
ARTICLE 1. ORGANIZATION	12
Section 1. BCI Organizational Structure	12
Section 2. Duties and Functions of the Administrative Officers	12
2.1 Vice -President for Academic Affairs	12
2.2 Director for Academic Affairs and Student Services	13
2.3 Deans	14
2.4 Associate Deans	14
2.5 Program Heads	15
2.6 Nursing level Chairperson	16
2.7 Coordinators	19
2.8 Principal	20
2.9 Research Unit Head	21
2.10 Community Extension Unit Head	22
2.11 OSA Unit Head	23
Section 3. Academic Cluster Committees	23
3.1 Academic Council	23
3.2 Curriculum and Instruction Committee	23
3.3 Admission Committee	23
3.4 Honors, Awards and Grade Appeal Committee	24
3.5 Commencement and Baccalaureate Committee	24
3.6 Library Committee	25
3.7 Research Council and Research Ethics Committee	25
ARTICLE 2. CURRICULUM AND INSTRUCTION	26
Section 1. Institutional Graduates Attributes	26
Section 2. Program Outcomes	26
2.1 Basic Education Department	26
2.2 School Arts and Sciences	26
2.2.1 Bachelor of Science in Psychology	26
2.2.2 Bachelor of Secondary in Education Major in English	27

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 3 of 85
		Effectivity Date: October 24, 2025	
Subject	TABLE OF CONTENTS		

2.2.3 Bachelor of Secondary in Education Major in Mathematics	27
2.2.4 Bachelor of Elementary Education	28
2.2.5 Bachelor of Arts in Theology	28
2.2.6 Bachelor of Science in Information Technology	29
2.2.7 Bachelor of Science in Business Administration	29
2.2.8 Bachelor of Science in Hospitality Management	30
2.2.9 Bachelor of Science in Social Work	30
2.2.10 Bachelor of Science in Management Accounting	30
2.2.11 Bachelor of Science in Accountancy	31
2.3 School of Nursing	31
2.4 School of Allied Health	32
2.4.2 Bachelor in Pharmacy	32
2.5 Bachelor of Science in Medical Technology/ Medical Laboratory Science	33
2.6 Bachelor of Science in Radiologic Technology	33
2.5 School of Medicine	34
2.6 Graduate School	34
2.6.2 Master of Arts in Nursing Major in Administration	34
2.6.2 Master of Arts in Theology	34
Section 3. Classroom Instruction	35
3.1 Instructional Requirement	35
3.2 Class Participation	35
3.3 Classroom Management	35
Section 4. Academic Planning	37
4.1 Curriculum Review and Revision	37
4.2 Syllabus Review and Revision	38
4.3 Procedure in Offering new programs/ Major Fields in Specialization	38
4.4 Procedure in the Development of Instructional Materials	39
Section 5. Copy Right Policy	41
Section 6. Schedule of Classes ang Other Activities	41
6.1 Class Scheduling	42
6.2 Change of Class Schedule	42
6.3 Class Size	44
Section 7. Regular Semester Offering	44
Section 8. Off- Semester Offering and Requested Subjects	44
Section 9. Merging and Splitting of Class	44
Section 10. Retention Policy	73
Section 11. Examination	46
11.1 Examination Schedule	46
11.2 Types of Examination	46
11.3 Special Examinations	46
11.4 Examination Proctor	46
Section 12. Grading System	47
12.1 Computation of Grades	47
12.2 Submission of Grades and Class records	48
13.3 Unsubmitted Grades	48
14.4 Late Submission of Grades	48

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 4 of 85
		Effectivity Date: October 24, 2025	
Subject	TABLE OF CONTENTS		

15. 5Rectification of Grades	49
16. 6 Grade Appeal	49
16. 7Grade Appeal Process Flow Chart	49
Section 13. Advising and Consultation Policy	50
ARTICLE 3. FACULTY	51
Section 1. Faculty Description	51
Section 2. Qualification of Faculty	53
Section 3. Classification of Faculty Member	53
Section 4. Appointment	54
Section 5. Faculty Orientation	54
Section 6. Prohibition to Teach	54
Section 7. Security of Tenure, Promotion in Rank	55
Section 8. Intent to Teach	55
Section 9. Dismissal and Separation	56
Section 10. Faculty and Training and Development	56
Section 11. Academic Teaching Load	59
11. 1 Regular Full-time faculty	59
11. 2 Probationary Full-time Faculty	59
11. 3 Part-time Faculty	60
11. 4 Faculty Summer Load	60
11. 5 Embedded Teaching Loads in Administrative Position	60
11. 6 Teaching Overload	61
11. 7 Substitute Load	61
Section 12. Outside Employment and/or Practice of profession of Full-time Faculty	61
Section 13. Policy on Attendance, Meetings, Conferences, and Seminars	61
Section 14. Policy on classroom Observation	62
Section 15. Policy on Team Teaching	63
Section 16. Additional Assignments/ Task to Faculty	63
ARTICLE 4. STUDENT	65
Section 1. Admission Policies	65
1.1 Preschool (Junior Kinder, & Senior Kinder)	65
1.2 Child Development Center (Grades 1-6)	66
1. 3 Junior High School (Grades 7-10)	66
1. 4Senior High School (Grades 11-12)	68
Section 2. Criteria for the Admission of College Students	69
2.1 Criteria for the Admission of Arts and Sciences, Business and Management	70
2.2 Criteria for the Admission of Nursing and Midwifery	70
2.3 Criteria for the Admission of Pharmacy and Medical Laboratory Science	70
2.4 Criteria and Requirements for enrolment of continuing students;	70
2. 5 Criteria for Admission of International Students	71
2. 6 Criteria for the Admission of Transferees	71
2. 7 Criteria for Admission to Professional Phase (Apprenticeship/ Internship)	72
2. 8 Criteria for Graduate Studies	72
2.9 Criteria for Medicine refer to student manual	73
Section 3. Retention Policies	73

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 5 of 85
		Effectivity Date: October 24, 2025	
Subject	TABLE OF CONTENTS		

3. 1 Retention Policies for Arts and Sciences, Business Management, and Education	73
3.3 Retention Policies for Nursing and Midwifery	73
3. 4 Retention Policies for Pharmacy, Medical Laboratory Science, and Radiologic Technology	85
3. 5 Retention Policies for Graduate Studies	85
3.6 Retention Policies for Medicine	85
Section 4. Academic Policies	75
4.1 Academic load	75
4.2 Class Attendance	75
4.3 Academic Provision and Dismissal	76
4.4 Grading System for College	76
4.5 Weighted Percentage Average (WPA)	77
4.5 Grading System for Medicine	78
4. 7 Grading System for Graduate Studies	78
Section 5. Graduation Policy	80
Section 6. Academic Misconduct	81
Section 7. Etiquette in the Virtual Classroom	82
Section 8. Financial Policy	83
Section 9. International Students	84
Section 10. Services for Students for Special needs	85
Signatories	86

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 6 of 85
		Effectivity Date: October 24, 2025	
Subject	TABLE OF CONTENTS		

PREFACE

This Manual is created to guide the employees on policies about the management and academic operation of the institution. This also provides vital information about the duties and functions of the different offices connected with the office of Academic Affairs and Student Services.

For the attainment of the College vision, mission, and goals, compliance of the policies and guidelines embodied in this Manual must be observed by all offices of the College whose responsibilities are relative to academic and student services.

The institution retains the right to revise or update any of the provisions in this Manual as the need arises. Any portion of this Manual determined to be invalid does not affect the validity of the other provisions of the aforementioned Manual.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 7 of 85
		Effectivity Date: October 24, 2025	
Subject	SCHOOL PROFILE: LIFE PURPOSE, VISION STATEMENT, MISSION STATEMENT, THE SCHOOL SEAL		

SCHOOL PROFILE

Life Purpose, Vision, Mission, and Core Values

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

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 serves 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.

	ACADEMIC MANUAL Brokenshire College, Inc. aMadapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 8 of 85
		Effectivity Date: October 24, 2025	
Subject	CORE VALUES		

Core Values

The following core values underpin and shape College plans for growth and development:



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

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

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

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

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

Service refers to one's sensitivity and responsive-ness to the needs of others by offering and sharing our time, talents and treasures without expecting something in return. Galatians 5:13

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

	ACADEMIC MANUAL Brokenshire College, Inc. aMadapo, Davao City		Doc. No. BC-AM
			Rev. No.: 0 Page: 9 of 85
	Effectivity Date: October 24, 2025		
Subject	SCHOOL HISTORY		

School 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,

	ACADEMIC MANUAL Brokenshire College, Inc. aMadapo, Davao City		Doc. No. BC-AM
			Rev. No.: 0 Page: 10 of 85
	Effectivity Date: October 24, 2025		
Subject	SCHOOL HISTORY		

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

	ACADEMIC MANUAL Brokenshire College, Inc. aMadapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 11 of 85
		Effectivity Date: October 24, 2025	
Subject	SCHOOL HISTORY		

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. Administered the school's education mission and the teaching ministry of the Church.

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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 12 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

ARTICLE 1. ORGANIZATION

Section 1. BCI Organizational Structure

Section 2. Duties and Functions of the Administrative Officers

College Deans, Principals, Directors, Program Heads, and Unit Heads are appointed by the President of the School and are directly under the supervision of the Vice President for Academic Affairs. They serve for three years in specific administrative issuances.

2. 1 Vice-President for Academic Affairs

The VPAASS shall:

1. formulate rules and policies for the development and articulation of the academic program of the institution set forth in the Mission Statement
1. Formulates strategic plans, implements and evaluates instruction, research, extension programs and academic support services.
2. Formulates budget for the division.
3. Formulates and plans faculty development program.
4. Recommends policies on academic matters.
5. Maintains systematic records management.
6. Maintains links with other academic institutions and professional organization.
7. Submits periodic accomplishment reports of the division.
8. Recommends the hiring, promotion, training and termination of the faculty and academic staff.
9. Chairs the Dean's Conference and Academic Council.
10. Disseminates and implements policies promulgated by the Board of Trustees.
11. Assess the current status of the division.
12. Identifies and recommends solutions to problems.
13. Monitors the implementation of quality management system in the division.
14. Supervises, manages and monitors the performance of personnel.
15. Monitors and conduct periodic performance review of the division.
16. Does other related function as required by the management.

2. 2 Director for Academic Affairs and Student Services (DAASS)

The DAASS must collaborate closely with the Deans, other administrators, and faculty members. and responsible of operating the academic departments leading to the

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 13 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

attainment of long-term planning of educational programs, assuring quality of instruction, selection and development of a distinguished faculty, and furthering the strategic plan, the educational master plan, and the goals and objectives of the College.

Primary Function:

The DAASS assists the VPAA in leading collaborative initiatives to advance the College's Strategic Plan and strategic emphasis areas with internal constituencies, educational partners, accreditation bodies, business and industry, government agencies, and community organizations.

Functions:

1. assist the VPAASS in creating, implementing, and evaluating plans for the division in support of the college strategic plan and Strategic Focus Areas.
2. monitor the departmental execution of institutional policies within their cluster.
3. provide senior level administrative leadership in areas of curriculum development, human resource, faculty development, budget, facilities planning and management.
4. ensure compliance with the institutional, statutory, and accreditation standards.
5. develop and implement departmental budget and planning strategies.
6. participate in college-wide committees.
7. evaluate all academic grants and contracts before submission to external agencies.
8. perform other duties as assigned by the VPAASS.

2.3 Deans

The Dean has specific responsibility for planning and development of college curriculum, policies and procedures to meet the current and long-range needs of the faculty and student body and to fit into the total objectives of the College and is responsible for the interpretation and implementation of the academic regulations of the college.

Functions:

1. Develop and utilize a communications system to assure intra-college information exchange.
2. Supervise, manage and monitor the performance of associate deans, program heads, coordinators, faculty and staff as well as the recruitment selection, promotions, and retention of these personnel based on criteria established through consultation and cooperation with the faculty and administration.
3. Ensure the operational welfare of the college, including scheduling of classes, teaching loads, and faculty development plan in order to achieve and maintain the high level of instruction.
4. Coordinate with other programs/departments, educational institutions, government agencies, private industries, and affiliation facilities.
5. Engage and represent the college in professional associations, accrediting agencies, government bodies, foundations, and the business community; sponsors faculty participation with various local professional organizations.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 14 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

6. Leads and oversees the various courses in the department.
7. Initiate, plan, implement and evaluate instruction, research and extension programs of the department.
8. Formulate budget for the department.
9. Formulate, refine and implement policies within the department.
10. Maintain systematic records management.
11. Ensure the placement of students for practicum or on the job training, related learning experience, and clinical internship.
12. Submit periodic accomplishment reports of the department.
13. Recommend faculty development plan.
14. Direct activities of program heads and discipline coordinators.
15. Provide advice to students and parents on matters related to academic and non-academic life of students.
16. Disseminate and implements policies promulgated by the Board of Trustees.
17. Monitor and conduct performance review and implement a quality management system.
18. Supervises activities and programs for the holistic development of the students in the department.
19. Head the process of accreditation and the preparation of reports for visits, program review, and licensing agencies for the department.
20. Coordinate programs and curriculum with licensing boards, regulating bodies, and agreement with external partners.
21. Does other related functions as require by the management.

2.4 Associate Deans

The Associate Deans are appointed by the Dean of the college with the approval of the Vice President for Academic Affairs.

Functions:

1. Oversee the academic progress of the students in the College.
2. Carry out academic actions: Dean's list, probation, exclusions, readmission, special evaluations, etc.
3. Supervise the implementation of all facets of the college degree programs: common curriculum, major, minor, electives.
4. Supervise and coordinate the academic advising system for the college and maintain in the office student records needed to support the work of academic advisors.
5. Review and resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, grade appeal, and other related academic concerns.
6. Recommend candidates for graduation.
7. Does other related functions as require by the management.

2.5 Program Heads

Act as the academic officers of the program and is responsible for educational policy and academic related programs. Conducts program review and improvement,

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 15 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

accreditation and self-evaluation, faculty supervision, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, marketing, program and curriculum development and the encouragement and improvement of teaching and learning.

Functions:

1. Work with the Dean of College and staff and other academic personnel in the development of the educational program, including the maintenance of educational standards and the evaluation of teachers.
2. Promote quality instruction, student success, planning and the expansion of student learning outcomes to meet the educational needs of students who come from different backgrounds; provides oversight of assessment of student learning outcomes and college-wide accreditation.
3. Participate in the preparation of the program's annual calendar of activities; prepares the semestral schedule of classes and ensures availability of faculty who will handle such classes; to include planning of new facilities for the purpose of instruction and student service.
4. Link with government offices, non-government agencies, and industries to develop partnership for community engagement, on the job training, library services, and research.
5. Promote the use of technology in the instructional environment; conducts in-service training of faculty when necessary;
6. Participate in various institutional programs and activities; attend training programs and learning sessions for the enhancement of technical and personal proficiencies.
7. Formulates budget for the program.
8. Review the syllabi, table of specifications, test questionnaires, course packs, laboratory manuals, and other faculty deliverables.
9. Does other related functions as require by the dean.

2.6 Nursing level Chairpersons

Functions:

1. Supervise and evaluate Clinical Instructors in relation to their teaching skills and clinical duties every end of the semester;
2. Supervise and evaluate Medical Doctors in relation to their teaching skills every end of the semester;
3. Teach students using a systematic plan of lectures and by appropriately using instructional materials and aids to further facilitate effective transfer of learning;
4. Develop curriculum and prepare teaching materials and outlines for courses as issued by the Philippine Board of Nursing and Commission on Higher Education (CHED). Various materials such as the use of Overload Projector, PowerPoint Presentation during lectures and actual skill demonstration during clinical exposure;
5. Prepare, administer and mark tests and papers to evaluate students' progress by following the grading system and examination criteria set by the school and approved by the Commission on Higher Education such as the Table of

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 16 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

Specification used for preparing an examination;

6. Supervise a new teaching staff by assisting in familiarizing the protocols of the school. Provide an accurate orientation regarding the school facilities, the grading system, and the policies of the school through one-on-one discussion;
7. Impart relevant nursing facts to future nurses on subjects concerning nursing care such as Nursing Care Management, Fundamentals of Nursing, Health Ethics;
8. Assists students to identify both their learning needs and the effective learning method required to meet those needs while fostering a positive attitude about the good effects of the learning process.

2.7 Coordinators

Oversee departmental matters including but not limited to scheduling classes, admitting students, allocating space, supervising departmental faculty and staff; manage internal communications, and conducting department meetings, acts as primary spokesperson for the college faculty, staff and students. Provide leadership, develop current and future programs, engage in activities to increase student enrollment.

Academic Coordinators

Functions:

1. Assist in the planning and coordination of the program, develop, implement and maintain a duly approved academic plan for the specific program;
2. Implements assessment of programs, accreditation standards and initiatives; ensures adherence to the policies, practices of the school and its legal requirements.
3. Recommends measures to enhance the effectiveness of the Program/s;
4. Coordinates interactions/relationships with administrators, faculty, other program stakeholders including external stakeholders;
5. Collaborating closely with the Dean, and RLE Coordinator to provide data and records related to classroom learning requirements;
6. Report to Dean on a regular basis;
7. Assist with faculty application screening, selection, and orientation.
8. Facilitate and monitor faculty updated course syllabi to ensure that they are in line with departmental goals.
9. Report non-performing students to the Dean and take immediate action to improve the student's performance;
10. Evaluate and report the instructional performance of Instructors;
11. Work with faculty to organize new student activities;
12. Advice students on academic goals and educational issues;
13. Prepare and maintain student records in accordance with instructional policies and administrative actions;
14. Contribute to the creation of training modules and programs;
15. Facilitate faculty meetings, workshops and other events to promote student learning and development.
16. Performs other duties which may be required by the Dean.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 17 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

RLE Coordinators / Clinical Coordinators

Functions:

1. Submit Reports required by the Dean
2. Prepare and monitor the implementation of a clinical rotation plan for each year level in consultation with the Dean.
3. Affiliate with potential hospital for clinical and community exposure.
4. Monitor compliance of the clinical instructor and students towards their Related Learning Experience (RLE) / Clinical internship schedules.
5. Ensure that incident reports of negligence and malpractices are properly reported and acted upon.
6. Oversee the performance evaluation of the clinical instructor assigned in the area.
7. Participate in the performance appraisal of the level chairs for RLE related activities.
8. Ensure that policies and guidelines for clinical experiences on orientation, and clinical instruction programs are complied with.
9. Monitor the implementation of all the agreements stipulated in the Memorandum of Agreement, monthly completion targets for Operating Room (OR) and Delivery Room (DR) cases, number of hours per clinical rotation are met.
10. Does other related functions as require by the dean.

GE Coordinator

Functions:

1. Assists in the proper planning and implementation of programs, policies and guidelines that affect quality instruction;
2. Assists in the facilitation of orientation and training of newly hired and continuing faculty;
3. Assists the faculty and teaching staff in making the syllabi, table of specifications, and appraisal tools and materials;
4. Facilitates the revision and updating of the course manual module when necessary.
5. Assists the faculty in test construction;
6. Checks the syllabi, table of specifications, examination papers of the faculty and other teaching staff;
7. Attends meetings as scheduled by the dean pertaining to the instructional component of the College;
8. Participates in all activities of the College;
9. Performs other tasks assigned from time to time in relation to the job.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 18 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

BED Coordinators

Functions:

1. Reports to the Basic Education Principal and submits other reports as may be required by the principal;
2. Assists the principal in the planning and creation of the:
 - School/Departmental Calendar of Activities;
 - Faculty Loading; and
 - Class/Teacher Scheduling;
 - Schedule/Assignments for Flag Raising/Lowering Ceremony, Spiritual Convocation, Examination Proctorship, Departmental Committees, and others.
3. Assists the principal in the effective and efficient operations and implementation of the curriculum and instruction in the department and ensures the quality of the following documents submitted by the subject teachers and class advisers:
 - Quarterly Curriculum Maps;
 - Quarterly Culminating Performance;
 - Weekly Learning Plans;
 - Quarterly Tables of Specification and Test Questionnaires; and
 - Accurate School Forms/Student Records;
4. Supervises the teachers in the Preschool (Junior Kindergarten & Senior Kindergarten) and Elementary (Grades 1-6) Programs and provides leadership to ensure high standards of instructional delivery by conducting:
 - Classroom Teaching Observations;
 - Teacher Conferences; and
 - Teacher Evaluation;
 - Quarterly Grade Deliberation;
5. Teaches 12.0 hours per week;
6. Monitors student and faculty activities in the department/program;
7. Communicate absences of teachers to the principal and arranges substitutions daily;
8. Communicate with the Principal regarding classroom issues, concerns, and needs;
9. Ensures that the physical environment for teaching and learning (Faculty Room, Classroom, Laboratories) is inspiring and pleasant, furnished with appropriate equipment and supplies, and is clean and well-maintained;
10. Coordinate CDC meetings to promote team cooperation and communication, address

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 19 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

questions, resolve issues, allow opportunities for creative and cooperative classroom planning, and discuss individual students;

11. Coordinates with industry partners for student exposure and cocurricular opportunities;
12. Keeps abreast of new and updated Education Laws and Policies relevant to the elementary program;
13. Assists teachers in learning and implementing new and updated Education Laws and Policies;
14. Develops positive working relationships with and amongst colleagues;
15. Coordinates with the principal and the marketing officer for school promotion opportunities and activities;
16. Recognizes and respects the rights of his or her superiors, co-workers and students;
17. Participates in all activities of the College;
18. Participates in the conduct of management review and ensure that the life purpose, vision, mission, quality policy and core values is disseminated, understood and embraced by the students, faculty and staff;
19. Does other related functions as require by the Top Management.

2.8 Principal

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development.

Functions:

1. Develop and administer the general school routine, and coordinate all activities.
2. Participate in the selection and orientation of new teaching personnel.
3. Evaluate existing programs and practices, curriculum content, and pilot or experimental programs.
4. Encourage an academic climate with a cooperative and participating attitude for all teachers, parents, and students.
5. Maintain a standard of student behavior designed to command respect and minimize school and classroom interruptions.
6. Encourage and initiate continued improvement in curriculum and teaching methods in cooperation with the teachers, coordinators, and faculty.
7. Oversee in identifying various needs that may affect students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents.
8. Submit annual budget needs for the department. Review and approve faculty and staff requests for instructional materials and equipment within the approved

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 20 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

budget.

9. Promote effective communication to keep the faculty, staff, students, and parents properly informed.
10. Safekeep available and updated school records ready for reference and reporting.
11. Plan and conduct faculty meetings as necessary to improve administration, supervision and opportunity for student development.
12. Make recommendations to DAASS on any matter which will improve the excellence of the department.
13. Attend professional conferences, seminars, and workshops in education and/or educational administration.
14. Perform other tasks necessary to accomplish primary function as requested by the school.

2.9 Research Unit Head

1. Provides and exercises leadership for the faculty and staff in the department.
2. Reports to the Director for the Academic Affairs and Student Services and submits quarterly performance reports and such other reports as may be required by the DAASS.
3. Formulates budget for the department.
4. Accountable in all matters affecting the department;
5. Leads, plans, coordinates, oversees, implements and evaluates the research programs including collaborative and interdisciplinary research and publication of the institution.
6. Building, and providing sufficient support for, a community of innovative researchers to enhance research capacity at the College and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
7. Developing networks between the research department and researchers in the field in the public and private sectors, locally, nationally and internationally;
8. Strengthens the research capability of the College.
9. Sets policies for research and publication.
10. Maintains systematic records management.
11. Networks with other institution that may be able to provide technical and financial assistance to research projects.
12. Ensures utilization of research results.
13. Disseminates research output.
14. Design, edit and manage a series of publications (reports, articles, summaries, factsheets, etc.)

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 21 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

15. Assure the quality of the College's publications both in terms of content and format.
16. Contribute to the organizations of conferences, seminars, meetings and campaigns and coordinate the publication of the proceedings.
17. Participates in all activities of the College.
18. Participate in the conduct of management review and ensure that the life purpose, vision, mission, quality policy and core values are disseminated, understood and embraced by the students, faculty and staff.
19. Perform other related functions as required by the management.

2.10 Community Extension Unit Head

1. Provides leadership for the staff in the department.
2. Reports to the School President and submits quarterly performance reports and such other reports as may be required by the School President.
3. Carry out the extension service function of the College, implement policies, guidelines and mechanisms in performing extension service.
4. Manage the College Extension Services Program.
5. Utilize Research Outputs on the varied aspects of the extension service and its management.
6. Create effective mechanisms that ensure productive extension service.
7. Establish partnership with industries, government and non-government agencies and organizations for the attainment of sustainable development and economic upliftment.
8. Develop and implement community extension programs for the students, faculty and staff.
9. Formulate and implement an effective mechanism for planning, policy-making, financing, management, monitoring and assessment of the Extension Service of the College.
10. Help the community produce functionally literate, useful, self-reliant, and innovative citizens imbued with the values necessary to become effective members of a democratic society.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 22 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

11. Maximize the transfer of research-based technologies in the service areas.
12. Ensure that students, faculty and staff, from the basic education to tertiary levels are trained and equipped to undertake community extension services.
13. Participate in the conduct of management review and ensure that the life purpose, vision, mission, quality policy and core values is disseminated, understood and embraced by the students, faculty and staff.
14. Create an environment that fosters dynamic involvement of the college in government and non-government organizations, and industrial establishments in developing the rural communities.
15. Perform other related functions as required by the management.

2.11 OSA Unit Head

1. Provides leadership for the staff in the department.
2. Reports to the Director for the Academic Affairs and Student Services and submits quarterly performance reports and such other reports as may be required by the Director.
3. Formulates budget for the Department.
4. Plans, implements and evaluates the programs relating to all student development affairs and activities of the institution.
5. Formulates policies related to co-curricular and curricular activities of the students.
6. Promotes student conduct required in the College academic community.
7. Provides opportunities for students' active involvement in activities of the College as well as of the outside community.
8. Prepares and updates the Student Handbook in accordance.
9. Supervise and monitors all Student Organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc. and to do the following:
 - Prepares a system of accreditation, re-accreditation, monitoring and evaluation using participatory institutional processes in recognition of basic rights to organize.
 - Disseminates and follow-up requirements and procedures for recognition/accreditation of student groups.
10. Prepares programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.
11. Works closely with the disciplinary committee in terms of facilitating the efficient flow of students' complaints, investigation, hearing and appeals.
12. Participates in all activities of the College.
13. Participates in the conduct of management review and ensure that the life purpose, vision, mission, quality policy and core values is disseminated, understood and embraced by the students, faculty and staff.
14. Does other related functions as require by the Top Management.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 23 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

Section 3. Academic Cluster Committees

3.1 Academic Council

Compositions: VPAASS, Deans and Principals, Directors of Student Records, Student Affairs, Learning Resource/Multi-media Center, Counseling & Psychological Wellness Center, Research & Publication & Community Extension.

Functions:

The Academic Council formulates policies for the Academic Division of the College and has the following functions:

1. Adopts policies to promote high standards of instruction.
2. Reviews courses of study, teaching materials and instructional procedures.
3. Approves new courses or the discontinuance of old ones.
4. Sets policies on
 - a. Scholarship requirement
 - b. Admission
 - c. Grading system
 - d. Graduation requirements
 - e. Library
 - f. Guidance program
 - g. Merit system
5. Recommends changes in the administrative set-up of the academic division.

3.2 Curriculum and Instruction Committee

Compositions: The VPAA shall appoint the committee chairperson. The members are: the Registrar; Deans/Heads of Academic Units; Director of Research; two (2) faculty representatives; and two (2) student representatives.

Functions:

It shall study and recommend changes and revisions in the curriculum for purposes of relevance enrichment and responsiveness to the thrusts and visions of the College and the needs of the locality, the region and the nation; vitalize the teaching program of the academic division through seminars, workshops and other activities; and encourage/motivate faculty members to come up, either individually or with other faculty, with their own textbooks, manuals, workbooks, among others.

3.3 Admission Committee

Composition: The VPAA shall appoint the committee chairperson. The members are: the Registrar, Faculty representatives from each academic unit; two (2) student representatives; and Admission Officer, ex-officio.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 24 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

Functions:

1. Formulates the admission policies of the various academic programs of the College.
2. Designs and decides on the entrance examination programs, including the kinds of tests to be used in cooperation with the Guidance Office.
3. Recommends students who will be placed on academic probation due to poor academic performance.
4. Decides on students who will be admitted to the professional phase of the various academic programs.

3. 4 Honors, Awards, and Grade Appeal Committee

Compositions: The members are: Deans/Heads of Academic Units; one (1) college faculty representative; on (1) high school faculty representative; one (1) CDC faculty representative; the Student Records Unit Head, and Director for Academic Affairs.

The committee specifically manages appeal from learners, which is defined as a" request to a higher authority for the alteration of the decision or judgement of a lower one" or "a request to review a decision of an academic body charged with decisions on student progression, assessment awards.

Functions:

- 1 Formulates the policies, rules and procedures in recognizing scholastic achievement, taking into consideration appropriate rules and regulations of the College, CHED and DEPED.
2. Formulates policies and procedures for awards of distinction and merits and grade appeals.
3. Submits nominees or proposed awardees to the President through the Management Committee for approval.

3.5 Commencement and Baccalaureate Committee

Compositions: The committee shall be chaired by the Director for Student Records. The members shall include: Dean of Nursing, Basic Education Director, BCSSC President, BSHSSC President, Registrar, GSD, Chaplain and VPAA.

Functions:

The committee shall continuously improve the quality of baccalaureate services, graduation and commencement exercises of all academic units of the college. It shall supervise the preparation, printing and distribution of the programs and other information materials concerning the graduation and commencement exercises, and baccalaureate services. It shall invite and coordinate the participation of guests, speakers and preachers.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 25 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE I: ORGANIZATION		

It shall arrange for suitable venues of all activities.

3.6 Library Committee

Compositions: The members are: DAASS, Deans/Principal, Program heads, Coordinators, and LRMC Unit head and Staff

Functions:

1. Formulates policies on requisition and acquisition of learning materials, multimedia resources equipment and facilities.
2. Oversees special events, activities, and development of displays and exhibits in the department.
3. Ensures the safety and usefulness of all library materials, equipment and collections.
4. Submits periodic accomplishments reports of the department.

3.7 Research Council and Research Ethics Committee

Composition. The Director for Research shall chair the council. The members are: Faculty Representative of all academic units; the Vice President for Academic Affairs, ex-officio.

Functions:

The Research Committee shall serve as a coordinating body for research, research training and publication of the college, and shall assist and promote the research capability of the different academic units of the college. It shall assume leadership in the conduct of research projects. It shall evaluate research proposals of faculty, staff and students. It shall serve as consultant for research projects. It shall establish the research agenda of the college, and establish such networks and linkages with research institutions and funding agencies as may deem necessary in implementing the research agenda of the college. It shall conduct research projects for interested parties.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 27 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

principles and concepts and skills in psychology theories. • Apply inquiry methods in making judgments and solve problems in an applied or an employment context.

- Correctly apply theories, principles, concepts and skills in psychology in an employment context.
- Demonstrate the capability capable of handling basic job requirements in the field of teaching, research, human resource management, basic psychometrics, training and development, among others, and in further developing relevant knowledge in skills.
- Demonstrate appropriate behavior required in the psychology profession.
- Establishes, maintains and develops working relationships with professional colleagues, clients and others and display sensitivity to cross cultural differences.
- Understands assessment or evaluation needs and conduct assessments or evaluations, including administration, scoring, interpretation, feedback and application of results.
- Utilize research method to explore psychological phenomena and apply findings to real world situations.

2.2.2 Bachelor of Secondary Education major in English

The BSED-English program aims to produce graduates who:

- Possess broad knowledge of language and literature for effective learning.
- Use English as a global language in a multilingual context as it applies to the teaching of language and literature.
- Acquire extensive reading background in language, literature, and allied fields.
- Demonstrate proficiency in oral and written communication • Shows competence in employing innovative language and literature teaching approaches, methodologies, and strategies.
- Use technology in facilitating language learning and teaching • Inspire students and colleagues to lead relevant and transformative changes to improve learning and teaching language and literature.
- Display skills and abilities to be a reflective and research-oriented language and literature teacher.
- Exhibit proficiency in digital and media literacy.

2.2.3 Bachelor of Secondary Education Major in Mathematics

The BSED-Mathematics program aims to produce graduates who:

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 28 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

- Exhibit competence in mathematical concepts and procedures · Exhibit proficiency in relating mathematics to other curricular areas · Manifest meaningful and comprehensive pedagogical content knowledge (PCK) of Mathematics
- Demonstrate competence in designing, constructing, and utilizing different forms of assessment in mathematics
- Demonstrate proficiency in problem-solving by solving and creating routine and non-routine problems with different levels of complexity
- Use effectively appropriate approaches, methods, and techniques in teaching mathematics including technological tools
- Appreciate mathematics as an opportunity for creative work, moments of enlightenment, discovery and gaining insights of the world
- Engage in continuous professional development to stay in current with advancement in mathematics education.
- Promote the use of enquiry-based learning to students under the standing mathematics concept.

2.3.4 Bachelor of Elementary Education

The BEED program aims to produce graduates who:

- Demonstrate in-depth understanding of the diversity of learners in various learning areas.
- Manifest meaningful and comprehensive pedagogical content knowledge (PCK) of the different subject areas.
- Utilize appropriate assessment and evaluation tools to measure learning outcomes.
- Manifest skills in communication, higher order thinking and use of tools and technology to accelerate learning and teaching.
- Demonstrate positive attributes of a model teacher, both as an individual and as a professional.
- Manifest a desire to continuously pursue personal and professional development.
- Engage the community to enhance educational experiences.
- Advocate for educational equity and access for all stakeholders.

2.2.5 Bachelor of Arts in Theology

The BS in Arts Theology Program aims to produce graduates who:

- Have a solid understanding of Christian teachings and doctrines, enabling them to apply these beliefs in daily life and ministry.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 26 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

ARTICLE 2: CURRICULUM & INSTRUCTION

Section 1: Institutional Graduate Attributes

The College seek to educate students to be highly qualified professionals who can meet local, national, and international standards. Moreover, it pursues to develop students with the necessary skills for civic engagement, responsible leadership, and good citizenship as a means of contributing to nation building. Hence, the graduate shall have the following attributes:

1. Apply competent knowledge in the practice of their profession.
2. Demonstrate effective communication skills in English and Filipino both orally and in writing.
3. Apply creative and innovative strategies in problem solving and decision-making.
4. Exercise social and ethical responsibilities as a Filipino and a global citizen.
5. Apply life-long knowledge and skills for personal and professional growth and development.

Section 2. Program Outcomes

2.1 BASIC EDUCATION DEPARTMENT

In the pursuit of its philosophy, mission and vision, the Child Development Center seeks to develop students who:

- are physically and mentally healthy; socially and emotionally stable.
- have developed relevant skills, values and competencies in Communication, Math, Science and Technology and responsible citizenship
- excel in academic and non-academic endeavors, in and out of the school community.
- are aware and actively involved in community service activities relevant to the changing needs of the society
- are inquisitive, creative and resourceful, confident and articulate, honest, active, independent, self-propelling and contributing thinking individuals
- have acquired Christian and social values thus are able to show love for God and country; and care for others and God's Creation.

In keeping with the mission, the High School aims to produce graduate students who:

- Are informed and aware of the social, political, economic, and cultural forces dynamically working in society
- Are fully developed potential for critical thinking
- Are able to use the trainings given to be morally and ethically sensitive to social action for a responsible social order.
-

2.2 SCHOOL OF ARTS SCIENCES

2.2.1 Bachelor of Science in Psychology

The BS Psychology programs aim to produce graduates who:

- Understand and identify major psychological concepts and theories,

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 29 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

- Could able to read and interpret the Bible accurately and apply its teachings to real-life situations.
- Understand Christian ethics and use this knowledge to make good moral decisions in personal and professional life.
- Could think critically about theology and use their knowledge to address modern-day issues in the Church and society.
- Could share theological ideas clearly, whether preaching, teaching, or writing, in ways that are easy to understand for diverse audiences.
- Are prepared to provide pastoral care, counseling, and lead church ministries, applying their knowledge in real-life situations.
- Are equipped and motivated to serve in churches, including those in remote or underserved areas, demonstrating a commitment to bringing faith and help wherever needed.

2. 2.6 Bachelor of Information Technology

The BS in Information Technology Program aims to produce graduates who:

- Articulate and discuss the latest developments in the specific field of practice.
- Effectively communicate orally and in writing using both English and Filipino
- Work effectively and independently in multi-disciplinary and multi-cultural teams.
- Act in recognition of professional, social, and ethical responsibility.
- Preserve and promote "Filipino historical and cultural heritage".
- Analyze complex problems, and identify and define the computing requirements needed to design an appropriate solution.
- Apply computing and other knowledge domains to address real-world problems.
- Design and develop computing solutions using a system-level perspective.
- Utilize modern computing tools.

2.2. 7 Bachelor of Business in Administration

The BS in Business Administration Program aims to produce graduates who:

- Implement the basic functions of management such as planning, organizing, staffing, directing, leading and controlling.
- Maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions.
- Use information and communication technology (ICT) effectively and efficiently.
- Select the proper decision tools to critically, analytically and creatively

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 30 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

solve problems and drive results.

- Analyze the business environment for strategic direction.
- Provide graduates with a foundation upon which continued life-long learning can be built
- Have the ability to adapt to the evolving business landscape.

2.2.8 Bachelor of Science in Hospitality Management

The Bachelor of Science in Hospitality Management aims to produce graduates who:

- Hold supervisory or management positions in hotels, restaurants, or related industries, minimum of 50% of graduates holding leadership roles.
- Establish and operate their owned hospitality-related business, with at least 10% of graduates becoming a successful entrepreneur.
- Pursue education and training with at least 10% of graduates participating in the teaching industry
- Pursue roles in guest services, front desk operations, food and beverage management, and culinary services in the shipping industry, with 30% of the graduates becoming successful cruise line chef.

2.2.9 Bachelor of Science in Social Work

The BS Social Work programs aim to produce graduates who:

- Respect for the people's inherent worth and dignity
- Work with multidisciplinary, interdisciplinary, transdisciplinary teams to facilitate inter-professional collaboration and teamwork
- Knowledge of social welfare meanings, policies, programs and services in the public and private sectors of the locality, country and/ or region
- Acquire minimum qualifications necessary for the social work profession
- Possess the required Social Worker competencies of attitude, knowledge, skills, values and abilities.
- Foster resilience and empowerment in clients through strength-based approaches.

2.2.10 Bachelor of Science in Management Accounting

The BS Management Accounting programs aim to produce graduates who:

- Resolve business issues and problems with a global perspective and particular emphasis on matters confronting financial statement preparers and users, using their knowledge and technical proficiency in the areas of financial accounting and reporting, cost accounting and management, management accounting, auditing, taxation and accounting information systems.
- Conduct accounting research through independent studies of relevant

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 31 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

literature and appropriate use of accounting theory and methodologies.

- Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions. Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional licensure and certifications).
- Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.
- Demonstrate strong analytical and critical thinking skills to solve complex accounting and financial problems.

2.2.11 Bachelor of Science in Accountancy

The BS Accountancy programs aim to produce graduates who:

- Record financial transactions in compliance with generally accepted accounting standards for sole proprietorships, corporations, government and non-profit organizations.
- Prepare general purpose financial reports in accordance with generally accepted accounting standards.
- Analyze related financial transactions and prepare appropriate recommendations.
- Communicate effectively findings and or recommendations either orally or written.
- Perform accounting or audit related work in actual workplace based on pre-set standards.
- Promote adherence to legitimate and acceptable ethical objectives of an organization.
- Demonstrate strong analytical and critical thinking skills to solve complex accounting and financial problems.

2.3 SCHOOL OF NURSING

The School of Nursing program aim to produce graduates who:

- Inspire high standards of education by delivering an equitable and current curriculum that establishes the foundation for nursing principles, perspectives, and interventions.
- Participate in activities that promote career development, transformative leadership, and continuous learning.
- Collaborate with other health care providers and other community members to determine and evaluate ethical, legal, social aspects in the

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 32 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

delivery of health care, research, and practices.

- Incorporate fundamental healthcare principles into the delivery of caring, technically effective and efficient, holistic nursing care.
- Establish effective interpersonal and collaborative abilities with patients, healthcare professionals, and community members.
- Establish proficient, patient-centered professional nursing care in a variety of community-based settings and institutions for individuals, families, and populaces across the health continuum, with an emphasis on quality and safety for patients.
- Practice self-care and true representation to prepare for clinical demands, visualize career advancement, and acknowledge the need to actively engage in lifelong professional and personal development.

2.4 SCHOOL OF ALLIED HEALTH

2.4 .1 Bachelor of Science in Pharmacy

The BS Pharmacy programs aim to produce graduates who:

- Educational Excellence: Deliver exceptional educational programs that prepare students to become competent, compassionate, and ethical allied health professionals.
- Research and Innovation: Foster a culture of research and innovation to advance knowledge and improve practices in allied health fields
- Patient-Centered Care: Promote and implement patient-centered care practices that enhance patient outcomes and satisfaction.
- Community Engagement: Strengthen community partnerships and outreach initiatives to address local health needs and promote wellness.
- Professional Development: Support the ongoing professional development of allied health practitioners to ensure they remain at the forefront of their fields.

2.4 .2 Bachelor of Science in Medical Technology/Medical Laboratory

The BS Medical Technology programs aim to produce graduates who:

Develop the knowledge, skills, professional attitude, and values in the performance of clinical laboratory procedures needed to help the physician in the proper diagnosis, treatment, prognosis, and prevention of diseases;

- Acquire critical thinking skills in Medical Technology/Medical Laboratory Science;
- Engage in research and community-related activities; participate in activities related to promoting the profession and actively engage in life-long learning undertakings; and

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 33 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

- Develop collaborative and leadership qualities.
- Equip to analyze and interpret laboratory result address the diagnostic challenges and use of evidence base approaches to support patient care.

2.4.3 Bachelor of Science in Radiologic Technology

The BS Radiologic programs aim to produce graduates who:

- Demonstrate critical thinking and problem-solving skills needed to provide safe and high-quality patient care.
- Engage in lifelong learning activities and membership in professional organizations.
- Develop professionalism by communicating effectively with patients, the health care team, and others in the health care setting, while keeping age, gender, and cultural diversity in mind.
- Promote a deep sense of genuine service towards Filipinos and adheres to the international standards of practice.
- Prepare students for employment as radiographers, sonographers, nuclear medicine technologists or radiation therapy technologists in hospitals, medical offices, cancer centers, community health agencies or industrial concerns where radiation is used for quality control.
- Encourage to stay updated on advancement on imaging technology and engage in research to maintain excellence in radiologic practices.
- Provide comprehensive guidelines for radiologic technology students, faculty, and administrators covering accreditation standards, program policies and clinical education plans.

2.5 SCHOOL OF MEDICINE

This program is built to achieve the mission of Brokenshire College in providing competent health care practitioners to respond to the needs of the community. The program is designed to provide the students the opportunity to integrate medical school experience and research in pursuing a career as clinical-researcher. The program is patterned based on the regular medicine Curriculum but is further customized to meet the unique career goal being a competent physician and skills in conducting clinical research. The School Medicine program aim to produce graduates who:

- Demonstrate clinical competence
- Communicate effectively
- Lead and manage health care team
- Engage in research activities
- Collaborate within interprofessional teams

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 34 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

- Utilized system- based approach to health care
- Engage in continuing personal and professional development
- Adhere to ethical, professional and legal standards
- Demonstrate nationalism, internationalism and dedication to service.
- Practice the principles of social accountability

2.6 GRADUATE SCHOOL

2.6.1 MAN

The Master of Arts in Nursing program aim to produce graduates who:

- Demonstrate advanced leadership and management skills to effectively lead nursing teams and healthcare organizations.
- Develop and implement strategic plans and make informed decisions using evidence-based practices to address complex challenges in nursing administration.
- Analyze and influence healthcare policies to advocate for improvements in nursing practice and patient care, considering legal and ethical considerations.
- Manage financial resources effectively, including budgeting and resource allocation, to enhance the efficiency and sustainability of healthcare organizations
- Lead quality improvement initiatives to enhance patient safety and care quality implementing and evaluating evidence-based practices.
- Exhibit advanced communication skills and promote interdisciplinary collaboration to achieve optimal healthcare outcomes.

2.6.2 MAT

The Master of Arts in Theology programs aim to produce graduates who:

- Develop a comprehensive understanding of theological principles, doctrines, and traditions within Christianity and possibly other religious traditions, depending on the program's focus.
- Develop advanced research and writing skills specific to theology, enabling them to produce scholarly works, theological reflections, and research papers grounded in sound methodology and theological depth.
- Cultivate ethical discernment and moral reasoning grounded in theological perspectives, enabling them to address ethical dilemmas and societal challenges with theological insight and integrity.
- Engage with interdisciplinary perspectives, integrating insights from philosophy, history, sociology, psychology, and other relevant disciplines

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 35 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

into their theological analysis and reflection.

- Demonstrate cultural competence and an understanding of the global dimensions of theology, recognizing diverse theological perspectives and engaging with issues of religious pluralism, interfaith dialogue, and social justice.
- Emphasize personal spiritual formation, encouraging students to deepen their own spiritual lives, cultivate practices of prayer and meditation, and integrate theological insights into their personal faith journey.

Section 3. Classroom Instruction

1. The faculty must set clear learning outcomes to produce competent students.
2. They must utilize pedagogical teaching methods and strategies to optimize the learning process.
3. They must be able to communicate and interact effectively with the students in the classroom.
4. They must exhibit mastery of subject matter
5. They must demonstrate enthusiasm and interest in the students through appropriate motivation and systematic presentation of the subject matter.
6. They must be truly concerned with the intellectual and developmental growth of the students.

3.1 Instructional Requirement

Each faculty member is required to:

1. Use the standard syllabus/lesson guide prescribed by the Deans/Principal concerned for the subjects they assigned to teach.
2. Equip themselves with the basic textbook/s or equivalent materials they need in teaching the subject assigned to them.
3. Develop learning resources for students, such as modules, manuals, and course packs.
4. Secure list of references for their subjects from the library.
5. Acquaint themselves with the existing academic policies, rules and regulations and observe/comply with them faithfully.

3.2 Class Participation

1. The delivery of instruction must, as far as possible, be skills-based, participative, research-intensive and interactive.
2. The particular strategy or method used by the teacher should implement this policy.
3. Students should therefore be evaluated for their class participation. This can be done by rubric rating or some other suitable system that the college may devise.
4. Class participation constitutes an integral part of the grade given each student.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 36 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

3.3 Classroom Management

3.3.1 First Day of Classes

Faculty members must observe the general guidelines for better classroom management.

1. On the first day of classes faculty members must be in their respective classroom to welcome the students.
2. Class schedule must be checked to ensure that they are officially enrolled in the subject.
3. During the first-class session, faculty members should give orientation on vision, mission, goal and core values course, outline and calendar, grading system, proper behavior in and outside the classroom, and respect for school and government authorities.
4. Attendance should be monitored regularly. Instead of roll call, a short quiz may be given and used as a basis for class attendance.
5. Loud sounds and unnecessary noises that might disturb other classes must be avoided.
6. Orderliness should be maintained in the classroom by turning off the aircon, lights practicing (CLAY GO) and closing the door after classes.

3.3.2 Medium of Instruction

1. English must be used as medium of instruction to ensure institution's commitment to providing opportunities for students to develop their language skills.
2. English shall be used as the medium of communication, except for Filipino subjects, foreign language classrooms, talking to prospective parents/visitors, and emergency situations.
3. English shall be used as a medium of communication when they are in English Speaking Zones or specific areas within the campus that were installed with the 'English Speaking Zone' signages.
4. The English-Speaking policy shall be monitored and evaluated by the deans, principals, and teachers.

3.3.3 Start and Dismissal of Classes

Classes should start on time. In the event the faculty does not arrive on time the student should have to wait for (15) minutes after which the students shall inform the program head/dean/principal for further instruction.

Classes should be dismissed at least five (5) minutes before the end of each period to allow students or faculty to move and transfer to their next class.

3.3.4 Classroom Discipline

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 37 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

Classroom discipline is the concern of the faculty. Discipline includes the manner students conduct themselves, the way they deal with other students, members of the faculty, administration, and the care of the school property.

The school property shall be the collective responsibility of the faculty and the students. At no times there should be tolerance for disorderly classrooms and disrespectful conduct. Destructive conduct and vandalism shall be dealt with accordingly for immediate action.

The faculty may impose sanctions for infractions of disciplinary rules, except corporal punishment. In respect to students below 18 years old, the provisions of Republic Act No. 7610 that penalizes different forms of child-abuse (including verbal abuse) shall be observed.

Section 4. Academic Planning

1. There shall be a department heads' academic planning scheduled two months before the opening of the classes
2. All schedules of classes and faculty line up shall be available during the academic planning.
3. Deans/Principals/Program Heads shall follow the policies on the loading of faculty.
4. During the academic planning, resource requirements including the number of faculty members needed shall be discussed.
5. Final schedule of classes and faculty assignment for the next semester shall be prepared by the Deans/Principals/Program Heads two weeks after the academic planning and shall be encoded.
6. All other relevant issues shall be resolved during the academic planning.

4.1 Curriculum Review and Revision

1. The evaluation of program curriculum shall be done every after five years from the offering of the course.
2. The evaluators shall be composed of faculty, students, alumni, and stakeholders.
3. The areas to be evaluated are as follows: (1) Program Outcomes, (2) Learning Content, (3) Teaching Learning Activities, (4) Teaching and Learning Resources, (5) Assessments, and (6) Graduate Attributes/Outcomes
4. The evaluation result shall be the basis in determining the review, enrichment and improvement of the curriculum and shall be submitted to the Curriculum Committee for review and recommendation to the Vice President for Academic Affairs.

4.2 Syllabus Review and Revision

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 38 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

1. Syllabus shall be reviewed every academic year for enrichment purposes.
2. The reviewers shall be composed of the faculty members teaching the subject, program head, and dean.
3. Syllabus shall be in the matrix form. The matrix includes the institutional graduate outcomes, program outcomes, course outcomes, learning outcomes, course information, time frame, topics, teaching and learning activities, assessment, and references.
4. The documentation of the review proceedings shall include the summary of enrichment made.
5. The syllabus shall be prepared by the faculty members and reviewed by the program head and approved by the College Dean.

4. 3 Procedure in Offering New Programs/ Major Fields in Specialization

1. The College shall undertake a feasibility study to determine the viability to offer a frozen and new program or major.
2. The Academic Council shall propose the offering of the frozen and new program or major.
3. The feasibility study shall include the proposed curriculum in accordance with the policies and standards set by CHED, the assessment of community needs and viability of the proposed program/major in terms of demand for the graduates, and prospective students, faculty profile and educational qualifications, list of library holdings per CHED standard requirement, physical facilities and laboratory equipment needed, and administrative and support staff.
4. The proposal shall be reviewed and recommended by the Vice President for Academic Affairs to the President and submit to the Board of Trustees for approval.

4.4 Procedure in the Development of Instructional Materials

1. The faculty who desires to develop an instructional material shall submit the design of the material to the Dean /Principal for approval.
2. The office of the Dean/ Principal shall create a committee to evaluate the design. The Committee shall be composed of faculty members teaching the subject and program head.
3. The first draft of the instructional material shall be reviewed by the committee and recommended to the Quality Assurance through the Dean for tryout with the approval of the VPAASS within the semester.
4. The approved first draft will be subjected to minimal reproduction for tryout purposes and reevaluation within the time frame for free of charge.
5. After the tryout, the author/s shall consolidate and incorporate all the comments and suggestions of the teachers as inputs for the enrichment and submit to the committee for reevaluation.
- 7.The author of the reevaluated instructional material shall submit a copy to the Quality

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 39 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

Assurance Officer through the Dean/ Principal for the approval of the Vice President for Academic Affairs.

8. The approved instructional material in its final form is recommended for reproduction and utilization as textbooks or reference and shall be purchased through the cashier.
9. The department and the Quality Assurance Office shall be responsible in the implementation of the above policies.

Section 5. Copyright Policy

Copyright is the legal protection extended to the owner of the rights in an original work. "Original work" refers to intellectual creation in the literary, scientific and artistic domain. "Works" are original intellectual creations in the literary and artistic domain protected from the moment of their creation and shall include, but not limited to the following, as defined by Article 172.1 of the Republic Act No. 8293 otherwise known as the Intellectual Property Code of the Philippines.

(<https://www.ipophil.gov.ph/copyright/>)

1. Copyright and all other economic rights over Copyrightable Works shall be owned by the [Author or Creator of the work¹ *except* in the following cases, where the Copyright shall belong to the Institution:

- (a) Works created by an employee during his or her regularly-assigned duties, unless there is an agreement, express or implied, to the contrary as expressly provided for by Section 178.3, paragraph b of the Intellectual Property Code of the Philippines;
- (b) Works specifically commissioned by the Institution or a "Work for Hire".

In the case of a work commissioned by a person other than an employer of the author and who pays for it and the work is made in pursuance of the commission, the person who so commissioned the work shall have the ownership of the work, but the copyright thereto shall remain with the creator, unless there is a written stipulation to the contrary as defined by Section 178.4 of the Intellectual Property Code of the Philippines;

- (c) Teaching or training materials or modules created as part of the regularly assigned duties of the Institution's employees unless there is an agreement, express or implied, to the contrary as provided for by Article 178.3 of the Intellectual Property Code of the Philippines;
- (d) Original and Derivative works where the ownership of the copyright was assigned [in writing², either in whole or in part] by the Author or Creator of the Work to the Institution³, such as:

1. literary, scholarly, scientific, and artistic works (research studies, term papers,

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 40 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

dissertations, memorials, theses, modules and other works of the same nature created by the students specifically for the purpose of satisfying a course requirement or other similar purpose.)

2. Robotic Models, multimedia presentations, etc. created by the students specifically for the purpose of satisfying a course requirement or other similar purpose

4. Contractual Stipulation on Copyright

Notwithstanding any provision herein, the ownership over any Copyrightable Work may be subject to agreement between the Institution and the Creator;

5. Institutional works

They are Works that are created at the direction and/or supervision of the Institution for a specific academic purpose.

Institutional works also include [those] whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple members of the faculty. This includes instructional products such as modules, manuals, and other instructional materials created by the faculty.

Institutional works can also be referred to as "Derivative Works" as defined by Section 173.1, par. b of the Intellectual Property Code as "collections of literary, scholarly or artistic works, and compilations of data and other materials which are original by reason of the selection or coordination or arrangement of their contents (i.e., Modules, Manuals, and other Instructional Materials created by the faculty.)

The Institution shall retain ownership of works created as institutional works.

Section 178.3 (b) of the Intellectual Property Code states that in the case of work created by an author during and in the course of their employment, the copyright shall belong to:

(b) The employer, if the work is the result of the performance of his regularly assigned duties, unless there is an agreement, express or implied, to the contrary.

6. Consent

Notwithstanding any provision hereof, in order for the Institution to transfer knowledge to the public, the Institution shall have the right [by virtue of employment and the right of assignment⁴ in part or in whole] to use, publish, reproduce such Works in whatever form, electronic or otherwise, and or exploit the Work, for its teaching, research, and academic purposes. The publication or republication of the Work in any public document in which

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 41 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

copyright is subsisting shall not be taken to cause any abridgment or annulment of the copyright or to authorize any use or appropriation of such Work without the consent of the copyright owner.

7. Acknowledgment and Citation

The faculty retains authorship of his/her Work, where the term "Work" shall include all original or a copy of such original whether in printed and digital form that may result in subsequent electronic publication or distribution.

The Institution or any member of the teaching or non-teaching, academic or research staff shall be allowed free access to and use of Institutional works for teaching, research, development and academic and other similar purposes, provided that they are compatible with fair use⁵ and only to the extent justified for the purpose. Provided further, that the source and the name of the author, if appearing on the work, are mentioned.

8. In cases where the rights to the Copyright belong to the author or creator of the Work, the Institution or any member of the school is granted, without infringing any property right, free access to and use of the works, to pursue or develop them for educational purposes, provided that they are compatible with fair use⁸ and only to the extent justified for the purpose. In these cases, the author or creator of the Work must be properly cited and acknowledged in any subsequent work.

9. Assignment of Royalty

In cases where the copyright belongs to the institution, it may, at its own discretion, assign royalty shares to the Author or creator of the Work. Hence, the determination of educational materials subject to the royalty fee sharing is based on the institution's sole discretion alone. The royalty sharing shall be at a ~~70:30~~ basis wherein 70% shall be given to the Author, while the 30% shall be owned by the Institution. The royalty sharing provided herein shall be adopted unless there is an agreement to the contrary.

10. The school expects its faculty members, employees, students, and staff to be responsible consumers of copyrighted materials. In addition to the mandatory learning module on the importance of copyright that the school facilitates upon entry to the Institution, we highly encourage the faculty members, employees, students and staff to educate their peers on copyright compliance. If a potential copyright infringement is identified, please bring the matter to the attention of the individual as well as to our Title, who serves as our copyright compliance officer. Employees who illegally use and appropriate copyrighted works may be subject to disciplinary action up to and including termination without prejudice to the filing of a criminal action.

Section 6. Schedule of Classes and Other Activities

6.1 Class Scheduling

Class schedules and assignment of subject loads are prepared by the Program head/

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 42 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

Coordinator and reviewed by the Dean/ Principal and coordination with the Registrar two (2) months before the start of the semester. The schedule of major subjects shall fit into the schedule of general education subjects. All Deans/Program heads shall meet with the GE Coordinator for the synchronization of schedule of teachers common to different colleges.

6.2 Change of Class Schedule

Changing of class schedule and room assignment is strictly prohibited and internal arrangements between faculty members and students are not allowed. The regular schedule of classes should be observed strictly. Faculty members should conduct their classes or consultation services on the scheduled time and venue. A faculty who meets their classes other than their teaching load assignment shall not be compensated. Any changes of the class schedule shall be approved by the Dean/ Principal, Registrar, and VPAASS.

6.2.1 Make-up Classes

1. Make-up class will be conducted by the faculty who missed their regular class schedule with valid reasons such as attending approved seminar/conference (local and international), sickness /accidents, calamities/ untoward incidents, death of immediate family members within the third degree of affinity or consanguinity, maternity/ paternity leave, and other analogous foregoing.
2. Concerned faculty should secure make-up class requisition form to be verified by the Program head/ Coordinator and approved by the Dean/ Principal.
3. No make-up class shall be done without approval.

6.2.2 Remedial Classes

1. Remedial classes shall be done if 50% of the class failed in the periodic examination. A letter of request for remedial classes addressed to the Dean/ Principal shall be submitted by the faculty for approval with the list of students who will take the remedial class and remedial exams, list of competencies where the students have poor performance and its schedule.
2. After the remedial classes, the subject area instructor shall administer a remedial examination different from the first set they had taken.
3. The students shall obtain the required grade as stipulated in the Retention Policy of the program. If the student generated a perfect score or higher than the retention grade requirement, the required retention grade shall be reflected.
4. However, if the Remedial Final Score (RFS) of some students (minority) is below the retention grade requirement, they shall be reassessed immediately to determine the learning gaps and least mastered competencies. The results of the re-assessment shall serve as basis for planning and designing an immediate instructional intervention. If ever the student still fails in the instructional intervention, the provision in the Retention Policy shall be

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 43 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

applied.

5. The Dean/ Principal is primarily responsible for monitoring and evaluation to ensure that remedial classes are being conducted on the stipulated schedules.
6. The faculty shall submit to the Dean/Principal a report of the conduct of remedial classes, the class record showing the Recomputed Final Score (RFS) two (2) days after the remedial examination.
7. Monitoring and evaluation report shall be submitted to the Office of the VPAASS not later than five (5) days after the conduct of remedial examination.

6.3.3 Summer Classes

Summer classes are offered for regular students and those with academic deficiencies. Some programs have subjects prescribed for summer. However, no student shall be allowed to carry a load exceeding twelve (12) academic units in the summer term. Neither may the summer term be used for taking advanced subjects.

6.4.3 Suspension of Classes

Classes are suspended due to the proclamations and issuances of the President of the Philippines, City Government, and/or the College President. When classes are suspended, no student shall be allowed to remain within the campus nor to loiter within its premises.

6. 3 Class Size

Regular Class

1. A regular class must have a class size of at least twenty-five (25) students unless otherwise provided by a CMO. All classes in the different programs shall have the maximum class size of forty (40) students.
2. When a class reaches the maximum class size, a new section shall be opened. If the newly opened section is an undersized class, the number of students in excess of the maximum shall remain in the current section.

In such case, the faculty compensation for the maximum class size shall be subject to the regular compensation scheme. (with existing policy under CMO 15's 2017 for nursing/refer to 13.3.3)

3. The Deans and Program Heads shall closely monitor the registration of classes. Should the class size of the next section fall below the minimum number, the Registrar must immediately inform the Dean who will decide whether to open a new section or maintain the current section.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 44 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

Small or Undersized Class

A class shall be considered small or undersized when the subject of students enrolled is less than 25 students.

Section 7. Regular Semester Offering

1. A course which is a regular semester offering is considered a regular class regardless of class size.
2. The compensation for a small or undersized class, but is a regular semester offering shall be based on the regular compensation scheme.

Section 8. Off-Semester Offering or Requested Subjects

1. A course which is an off-semester offering may only be opened when it reaches the regular class size.
2. The compensation for a small or undersized class which is an off semester offering shall be based on the regular compensation scheme.

Section 9. Merging and Splitting of Class

9.1 Splitting of Class

1. When a class/section shall exceed the maximum class size, the Registrar will immediately notify the concerned Dean/ Principal who will decide whether to open a new section or maintain the current section.
2. Students affected by this procedure shall be consulted with the new schedule.
3. The faculty shall accomplish the "Splitting of Class Form" duly noted by the College Dean and forwarded to the VPAASS for approval. The School Registrar and the HR shall be copy furnished of the request.
4. The approved request shall be submitted to the Office of the Registrar for proper recording and filing which shall not be later than the one (1) week from the closing of the enrolment period.

9.2 Merging of Class

Classes with the same course descriptions and credit units are subjects to merging when the number of enrollees does not reach its minimum limit of 25.

9.3 Tutorial Rate Policy

The tutorial rate policy shall only apply to an oversized class or such class which shall exceed the maximum class size, but is less than the minimum class size to create a new section.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 45 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

The faculty of an oversized class shall be paid on a 70:30 scheme. However, the said scheme shall only apply to the number of students in excess of the maximum class size.

Class Size	Compensation Scheme
Maximum Class Size (40 students)	<i>Regular Compensation</i>
<i>In excess of 40 students</i>	<i>Tutorial Policy Rate (70:30 Scheme)</i>

The faculty will receive 70% of the tuition fee paid by the student and the remaining 30% goes to the institution. Salaries of instructors or professors subject to the tutorial policy rate will be received only after the computation of the tuition fees paid by the students. The computation shall be as follows:

$$\begin{aligned} &\text{Tuition Fees} \times \text{number of excess students} \times 70\% \\ &= \text{Salary of Instructor or Professor} \end{aligned}$$

Section 10. Requisition of Subjects

10.1 Subject Requisition Process

1. Only graduating students and irregular students shall be allowed to request.
2. Courses which are not offered in the regular semester may be opened when requested by at least twenty-five (25) students. However, if requested by at least ten (10) students only they shall share the fee of the remaining number of students to complete the minimum class size.
3. Student/s who shall request to open an off-semester offering course must submit a letter request for the opening of an off-semester course addressed to the school registrar and accomplish the "Request to Open Subject/Course" which must be duly verified by the College Dean, recommended by the DAASS, and approved by the VPAASS, and School Registrar.

10.2 Charges to Students

1. Charges for students in the requested subjects shall be integrated in the student account.
2. To facilitate the process, the faculty concerned shall countersign and submit to the Program Head or College Dean the names of the students in the requested class with their corresponding signatures.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 46 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

The list of names must be submitted not later than one (1) week after the start of classes.

3. The College Dean or Program Head shall submit two (2) copies of the list to the VPAA for approval.
4. The College Dean or Program Head shall submit the approved request to the Registrar for verification and implementation and Finance Office for assessment.

Section 11. Examination

11.1 Examinations Schedule

The schedule of the preliminary, midterm, pre- final and final exams is prepared before the school year and reflected in the school calendar approved by the Vice-President for Academic Affairs.

Faculty members should follow the schedule in administering their examinations. Failure to administer the examinations on the scheduled date shall require an explanation to the Dean.

11.2 Types of Examination

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. A multiple-choice type of test must be adopted in all board courses.

11.3 Special Examination

1. All students who take the special exams in any subject whether the Preliminary, Midterm and Pre-final Exams will only be given the highest rating of 80%.

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.
2. 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.

3. Faculty members are also required to prepare a separate set of exams for students who will take the special exams to discourage and minimize leakage of the exams.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 47 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

4. All Deans are enjoined to put a scheme to monitor the holding of special exams of faculty, the number of students taking the special exams, the rating of students who took the special exams, etc.

5. Students who missed their special examination schedule without a valid reason as stated in number 2, will automatically get a zero score in their periodic examination.

6. Procedure in claiming of special exam payment (Refer to finance office for formal and established WIN process). Faculty members shall receive 70:30 compensation scheme for each student who will take the special examination.

Note: letter of request for claiming payment, Attached proof of payment of student(photocopy)

11.4 Examination Proctor

The teacher assigned act as proctors and correctors of the examinations given to their respective classes. In case of departmental examinations, the Dean or Program head may assign a committee to appoint proctors. Student assistants are not allowed to proctor the exams.

Section 12. 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 20%</u>
100%

Overall Grade of a Student for a Subject with Laboratory:

Lecture 60%
<u>Laboratory 40%</u>
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.

12.1 Computation of Grades

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 48 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

1. At the beginning of the semester, faculty members should inform their students of the criteria for grading.
2. Transmutation equivalence of raw score is base 40.

$$\frac{\text{Raw Score}}{\text{Total Numbers of items}} \times 60 + 40 = \text{rating}$$

3. Final Grade will be the average of prelim, midterm, pre-final, and final.

1. 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.

12.2 Submission of Grades and Class records

1. Class records shall be submitted by the faculty to the Program Head/Dean not later than seven (7) days after the periodic examination for checking and verification.
2. Grade sheets shall be submitted by the Program Head/Dean to the Registrar not later than ten (10) days after the periodic examination for encoding and posting.
3. The dates for submission of grading sheets are indicated in the school calendar.
4. The grading sheets shall be accomplished in duplicate. A clear copy of the class records shall also be submitted and kept at the college to immediately settle inquiries regarding computations and incomplete grades. Entries in grading sheets and class records must be consistent. In case discrepancies occur, the entries in the class record shall prevail.
5. In situations where the program failed to submit the grade sheets on a given period, it is required to submit a request letter to the Registrar for the reopening of the grading portal.

12.3 Unsubmitted Grades

It is not fair to make the students suffer for the negligence of their instructor or professor. Faculty are given one (1) academic semester within which to grade their students should any student be left out of grading. The faculty may be subject to administrative censure. When at least 30 working days has passed, and a student has not received a grade in a subject, and the faculty concerned can no longer be located or contacted, the Dean shall require the student to fulfill a "completion requirement" that may take the form of a comprehensive examination in the subject, a research paper, but never a contribution whether in cash or in kind. Thereafter the Dean may give the student a grade on the basis of the completion requirement.

12.4 Late Submission of Grades

1. A P150.00 penalty per day per subject for late submission of grades during the final period shall be imposed.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 49 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

- The salary of part- time faculty shall be withheld until a clearance from the Records and Admission office is secured.

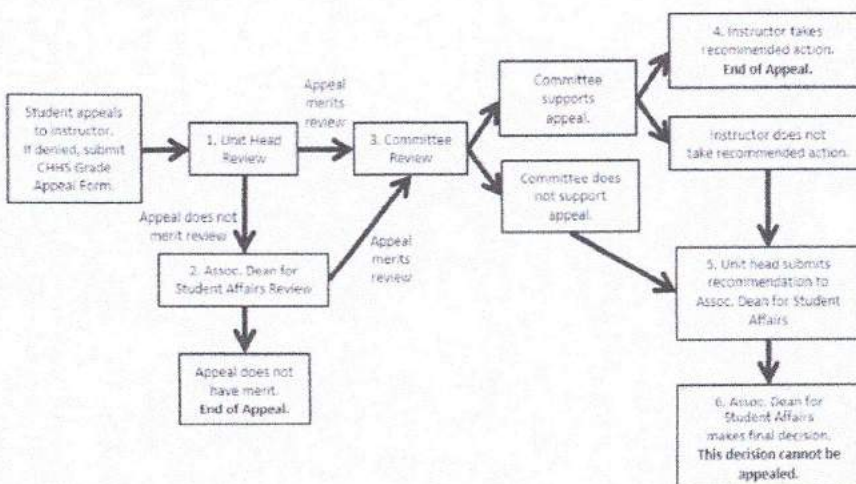
12.5 Rectification of Grades

- A rectification of grade is valid only if the faculty has posted an erroneous grade. Grades cannot be rectified due to a make-up work or a removal examination after posting.
- The concerned faculty shall make a written request to the Dean to rectify a grade.
- The faculty must make the correction in the class record and grading sheet with the correction duly initiated.
- The Dean shall require the faculty to submit evidence as a basis for grade rectification.
- The faculty must secure and fill out a Grade Rectification Form from the Students Records Office with an attachment of a copy of the rectified grading sheet and legal Affidavit of Correction.
- Rectification of an erroneous grade should be done within 30-days following the semester the student has taken the subject.

12.6 Grade Appeal

In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor is considered final. In the grade appeal, only arbitrariness, prejudice, and /or error will be considered as legitimate grounds for an appeal. The letter shall include the Name, Address, Student ID, Email address, Date, and Phone number addressed to Honors and Awards, and Grade Appeal Committee.

12.7 Grade Appeal Process Flow Chart



	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 50 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE II: CURRICULUM AND INSTRUCTION		

Section 13. Advising and Consultation Policy

13.1 Academic Advising and consultation

Faculty members should render academic advising or consultation services weekly. They are expected to identify students with academic difficulties. The faculty members shall refer the students to the guidance office for intervention measures.

13.2 Thesis Advising

A Faculty may be assigned for thesis advising to help produce quality research outputs. They receive a corresponding honorarium as prescribed by the research council. Advising is limited to five (5) studies at a time.

13.3 Advising Student Organizations

A regular faculty or staff can be chosen as adviser of an organization. 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.

13.4. Consultation Policy

Consultations shall be done during the indicated schedule for faculty consultations in two ways.

A) Faculty Request for Consultation

The faculty shall inform the student of a scheduled consultation stating of their academic status. The faculty shall lay down the areas for improvement during the consultation and appropriate advice shall be given.

(B) Students Request for Consultation

The students may book an appointment for their academic consultation through the learning management system (LMS), messenger, text or any available means to get in touch with the faculty. The students are highly encouraged to give in advance detail(s) of the issue to be discussed at the consultation. They shall be notified on the scheduled date of consultation.

13.5 Monitoring and Evaluation

1. The monitoring and evaluation responsibility of the Dean to ensure that consultations are being conducted as indicated in the faculty loading.
2. The Academic Consultation Form shall be submitted to the Dean with the observance of the provisions of Data Privacy Act.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 51 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

ARTICLE 3: FACULTY

Section 1. Faculty Description

Faculty members are academic personnel of the school whose main concerns are teaching, research and community engagement. They play a vital role in the realization of the school's vision, mission and goals. They are directly responsible for the quality of instruction in their respective areas and discipline ensuring that the academic objectives and standards of excellence of the school are achieved.

1.1 Faculty Duties and Responsibilities

Subject to the limitations prescribed by law and the school policies and regulations, the duties of faculty members generally are:

1. To uphold, support and pursue the philosophy and objectives of the school in their teaching and demeanor.
2. To teach their subject or perform their school assignment effectively. Observe regular attendance in their work, and give fair and just rating to their students on the basis of prescribed standards of the college.
3. To recognize and respect the rights of their college superiors, co-workers, and students.
4. To teach by precepts and examples in terms of excellence and personal integrity.
5. To refrain from discussing matters outside the scope of their course or discipline inside the classroom.
6. To broaden and update their competence through reading of professional and scientific publications and journals, and when appropriate through purposeful participation in local, national and international meetings, seminars, conferences, conventions, workshops and other similar forms.
7. To share their expertise towards the expansion of the frontiers of knowledge in their profession through researches, creative writings, and active participation in professional and educational conferences.
8. To assist in every way feasible the school administration and their co-workers in all activities aimed at improving and strengthening the operations and programs of the school.
9. To conscientiously fulfill the terms and conditions of their appointment for the period of time agreed upon and to give the school administration a reasonable time to assign their replacement when he/she decides to terminate their relationship with the school.
10. To avoid any professional or personal action or activity which may result to economic loss or legal and social embarrassment to their school.
11. To state clearly when giving out public statement, whether they speak as an official representative of their or as individual citizens.
12. To enforce the reasonable rules, standards and policies of their school with objectivity and to maintain at all times good discipline among his/her students and outside the classroom.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City		Doc. No. BC-AM
			Rev. No.: 0 Page: 52 of 85
	Effectivity Date: October 24, 2025		
Subject	ARTICLE III: FACULTY		

Specifically, faculty members must:

1. Submit a syllabus for each of the subjects taught in any of the academic divisions of the College.
2. Prepare their daily lessons, enrich and make them relevant through constant reading, observation and research.
3. Meet classes as scheduled. Any deviation should have prior approval of their direct administrator.
4. If the faculty will be absent due to sickness and other allowed reasons, it is their official and moral obligation to inform their immediate supervisor in writing and providing him with information and schedule of activities to be done in their classes. The Administration does not countenance leaving classes without prior arrangements.
5. Comply with and assist the administration in the enforcement of academic rules and regulations of the college.
6. Submit reports promptly.
7. Provide fair, reasonable and varied inputs to students' performance assessments.
8. Submit assessment instruments according to specified time for checking by immediate supervisor.
9. Attend service and business activities sponsored by the College.
10. No faculty member shall assign or delegate his/her teaching, duties and responsibilities to anybody without prior approval of the President of the College through their immediate superior. The reason for this is that the teaching contract is made in consideration of the personal qualifications and qualities of the appointee. Any violation of this rule shall be a just cause for his/her separation for the service.

1.2 Clinical Instructors Duties and Responsibilities

1. To guide and assist the interns during their clinical duty.
2. To regularly monitor the learning progress of the interns both theoretical and practical aspects.
3. To guide and monitor the interns in the seminar activity and assessment.
4. To exhibit promptness during their clinical duty.
5. To Monitor the attendance of the interns on their clinical rotations .
6. To Ensure that incident reports of negligence and malpractices of the interns are properly reported to their Clinical Coordinator and acted upon.
7. To supervise the interns in their clinical duty to promote interprofessional with all honesty and integrity.
8. To assist the clinical staff in the performance of their interns in terms of clinical quizzes and shifting examinations.
9. Keep the records of the intern performance evaluation and submit to the Clinical Coordinator.
10. To participate in all institutional activities.
11. To engage to research and involvement to Community extension Services.
12. Upgrade educational qualification as mandated by the CHED CMO.
13. Must be an active member of professional organization (PAMET, PACOP).

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 53 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

14. To update themselves with new trends, innovation in relation to their profession by attending seminars and conferences.

15. To abide to the policies and guidelines in accordance to the Memorandum of Agreement set between the school and the affiliated hospitals.

Section 2. Qualifications of Faculty

Ascertaining the qualification and other factors showing advisability of hiring an applicant, a duly authenticated transcript of scholastic records, photocopy of PRC rating and ID, PNA ID, photocopy of certificates of training attended and certificate of employment.

Pre-school and Elementary faculty shall be holder of a Bachelor's degree in elementary education or its equivalent. Pre-school teachers shall have at least six units of professional subjects relating to pre-primary education (Sarmiento, 2002).

Secondary

For academic subjects: Holders of bachelor's degree in secondary education or its equivalent, or a Bachelor's of Arts degree or its equivalent, with at least 18 units of professional education subjects, to teach largely in the major field

For vocational subjects: Holders of any four-year college degree with knowledge and competence of the technical/vocational course he has to teach

College undergraduates who, by training experience or both, can teach the subject or subjects assigned; or any vocationally trained or experienced person, engaged in the occupation or trade, who may serve as resource person in any aspects of his expertise.

Tertiary: for undergraduate courses, other than vocational

Holder of a master's degree, to teach largely in his major field; or, for professional courses, holder of the appropriate professional license required for at least a bachelor's degree. Any deviation from this requirement will be subject to regulation by the Department

For physical education: holder of the degree of Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education

For the master's program: holder of the appropriate earned master's degree, to teach in his field of expertise.

For the doctoral program: holder of the appropriate earned doctoral degree. (Sarmiento, 2002)

Psychological tests (Aptitude and Personality Tests) shall be administered to qualified applicants as another screening. The conduct of interview, teaching demonstration and practical exams for faculty position shall be through a panel comprised of the Department Head, Division Head and the HR Manager and/or their duly delegated representatives.

Section 3 - Classification of Faculty Members

As defined by the Manual of Regulations of the CHED and DEPED, a full-time faculty is one whose total working days are devoted to the school; other full-time regular remunerative appointment and is paid on a monthly basis and is teaching more than twelve hours a week.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City		Doc. No. BC-AM
			Rev. No.: 0 Page: 54 of 85
	Effectivity Date: October 24, 2025		
Subject	ARTICLE III: FACULTY		

Appointment for full time faculty is given annually.

Part-time faculty members are those who are full-time employees outside of Brokenshire College. They are appointed on the basis of need and such appointment is by semester or summer. Employment contract for part-time faculty is given on a semestral basis.

Probationary faculty members refer to newly appointed members of the faculty who shall undergo a temporary status of six consecutive semesters. Probation is a test of moral and professional fitness of the teacher. It is also the time to finish/complete their graduate degree program.

Faculty members on substitute basis are those temporarily appointed to take over the classes or work of those who are on leave of absence and will return to duty after such leave.

Section 4. Appointment

Final decision in the appointment of faculty resides in the Board of Trustees through the President.

As a policy, the college signs a new member of the faculty for a probationary period of one (1) year, or for a maximum of three (3) years. During the period of probation, the new faculty member and the college take a joint evaluation of the growth, development and performance of the faculty toward his/her task. If the appointee proves his/her merit, he/she receives at the end of the third year of service, an appointment to the regular status.

All appointments of full-time faculty shall be for one (1) year and for part time faculty it is done on a semestral basis. Appointments shall terminate automatically on the date specified in his/her appointment papers without the needs for written *notification* thereof.

All appointments of middle and senior administrators shall be for three (3) years term, renewable for another term depending on the performance evaluation.

Section 5. Faculty Orientation

At the start of the semester, the Principal/Dean should call for a faculty meeting to take up regulations to be implemented; schedule of professional meetings; preparation of academic and co – curricular activities among others. Faculty members are academic personnel of the school whose main concerns are teaching, research and community engagement. They play a vital role in the realization of the school's vision, mission and goal.

They are directly responsible for the quality of instruction in their respective areas of discipline ensuring that the academic objectives and standards of excellence of the school are achieved.

Section 6. Prohibition to Teach

Full time employees shall not teach in any school, college or university without the prior approval of the President of the College. The request for permission to teach should be written at least a month before the start of the classes. Violation of this regulation shall

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 55 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

be a just cause for separation from the service.

Licensed or Ordained UCCP Church workers. All ordained or licensed church workers who are employed, whether full-time or part-time, by Brokenshire College shall not accept a call, assignment or consider or negotiate any arrangement with a local church, church judicatory or church-related institution without proper authorization from the appropriate conference of the United Church of Christ in the Philippines (BT 98-01).

Prohibition to third appointment. A maximum of two appointments shall be extended to persons who are related within the fourth civil degree either by affinity or consanguinity (BT 87-10).

Section 7 - Security of Tenure, Promotion in Rank

A probationary faculty member, on full-time basis, who has rendered six (6) consecutive semesters of satisfactory service, or, a faculty member appointed to tenured status, shall enjoy security of tenure. He/she should have a graduate degree.

A tenured and a probationary faculty on its second year may apply for promotion to the following faculty ranks: Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor.

All ranking applications and procedure can be done and availed through the Office of the Human Resource Management.

Section 8. Intent to Teach

To enable the College to prepare its faculty for the ensuing school year, the College requires teachers whether with or without tenure, to state in writing during the month of February whether they shall be available to teach or work during the next school year.

In the event, they are not available, their employment shall be terminated at the end of the school year and the College may hire replacements for the next school year.

For teachers on probationary status, the notice to teach is not an assurance that they will be re-appointed the ensuing year since the decision to appoint will be contingent upon the year-end evaluation.

Section 9- Dismissal and Separation

The authorized officers hereunder indicated shall approve separation:

- a) BOT for the Senior and Middle Administrators
- b) President for the faculty and staff upon the recommendation of the department and division heads.

For separation for cause, the BOT through the president shall appoint a committee composed of the department heads, HR Manager and Legal Counsel to conduct investigation. Findings shall be submitted to the President and recommendations shall be

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 56 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

submitted to the BOT for appropriate action. In case of appeal from the aggrieved party, a letter of appeal shall be submitted to the President within 72 hours.

The decision of the review committee may be appealed to the Executive Committee of the Board of Trustees in writing ten (10) days from issuance of findings.

Counting on appeal period shall commence on the first date the employee received the decision.

The provisions of existing laws on termination shall be upheld at all times by Brokenshire College.

Any employee who shall be absent from work without leave or without written notice to the Management for a period of five (5) consecutive days shall be considered as abandonment of duty and will be subjected for disciplinary.

An employee resigning from the service of Brokenshire College must submit a resignation letter to his/her department head at least one (1) month prior to the effectivity of the resignation. The Department Head will endorse such document to the HRM office for processing, subject to the approval of the President

Section .10 Faculty Training & Development

The BC Training and Development under the HRM Office designs policy and programs to ensure the employees continuous learning and development. It sees to it that the programs support strategic human capital investments and organizational development as well. It is an in-site or in-house program through online or face-to-face seminars, trainings, and workshops.

Lecturers and facilitators shall be invited from the current roster of the school Faculty. Guest lecturers may also be invited from other institutions, as needed.

In-campus and off - campus training is an official function subject for the recommendation of the HR and approval of the following:

- a) For Faculty and Staff - Department Head
- b) For Middle managers - Division Head
- c) For Senior Officers - President

Faculty shall be paid their salaries when attending trainings and required to submit a comprehensive written report and certificate of attendance

It is necessary and desirable that all faculties will be sent to in - campus and off - campus trainings for self-education, self-improvement, development of skills, knowledge, and abilities which will best qualify them for the performance of official duties

Such programs are to be continuous in nature, shall be subject to supervision and control by the Department Heads and Division Heads in coordination with the HRM Director.

Such programs shall be designed to lead for:

- i. improved customer service,

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 57 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

- ii. improved students' performance in licensure examinations
- iii. cost savings,
- iv. the building and retention of skilled and efficient employees well abreast of scientific, professional, technical, and management development both in and out of Brokenshire College
- v. lower turnover of personnel,
- vi. fair and equitable treatment of BC employees BC employees with respect to training

Any faculty interested to avail of a training package outside shall submit a Training Proposal to the Department Head in coordination with the HRM Director. The proposal shall include the following:

- i. Nature of the Training
- ii. Objectives
- iii. Content of the Training
- iv. Budget of the training
- V. Benefits of BC from the training (expected output or proposed program or activity after the training)
- vi. Sample evaluation tool

The Faculty and Staff Development Committee shall deliberate participants to any training that will last for a minimum of one (1) month.

Return service through re-echo seminar, lectures, symposium, program development, policy formulation and others in any training activity attended.

Financial assistance in the form of stipend (for long term) and per diem (short term) training activities will be provided.

STUDY GRANT FOR GRADUATE STUDIES.

Scholarships are extended to qualified faculty and staff who intend to earn a post-graduate degree in health-related discipline, education and management/administration while they continue to work with the school. The faculty shall enroll a master's or a doctorate degree identified as a priority determined by the Dean/immediate supervisor.

Types of Scholarship

For Master's Degree Programs – Scholarship Grant is classified into four.

- a) Scholarship is extended to BC Faculty who are in their thesis writing stage. Scholarship includes tuition and miscellaneous fees in thesis writing, book allowance of P1,500 per semester, monthly stipend of P1,000.00 and a thesis assistance of P15,000.00. This is granted when the applicant applied within the given application period before the start of the semester.
- b) Thesis Assistance Grant of P15,000.00 only is given to those faculty members who seek assistance after approval of their thesis proposal. These applicants seek assistance not from the start of thesis writing but at the middle or towards the end of the semester thus other financial assistance as stated in # 1 is not retroactive.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 58 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

- c) Complete Thesis Writing Now and Pay Later Program is granted to faculty members who do not qualify to the basic requirements for scholarship grants but exhibit exemplary performance in one's field of expertise. This grant is on loan basis payable in one year after thesis completion. This can also be granted to qualified scholars whose thesis budget exceeded the maximum thesis assistance grant of P15,000.00.
- d) CHED assisted scholars. This is a full-time scholarship grant. The school will shoulder the applicants' full salary and the salary of the reliever until the grantee completes the study.
- e) Cash advance of P 5,000.00 for Graduate studies purpose.

For Doctorate Programs

Financial assistance is given to qualified BC F/S studying doctoral degrees from the start of the program until completion of the degree. Scholarship includes tuition and school fees, book allowance, monthly stipend of P1,500.00 and a dissertation writing assistance of P 30,000.00.

Dissertation Assistance Grant of P30,000.00 only is given to those faculty members who seek assistance after approval of their dissertation proposal.

The following are the criteria for scholarship grants for the formal degree programs:

- a) Commitment to serve Brokenshire College – grantee will sign a return service contract.
- b) Has taught full time at Brokenshire College for at least three (3) years for the master's thesis assistance and at least five years for the doctoral programs except for very exceptional cases.
- c) Has shown commitment and exemplary practice for the educational thrust of Brokenshire College as called for in the Brokenshire College Educational Credo. Applicant will provide certificates showing his/her services and active participation in Brokenshire College's activities.
- d) Academically and emotionally capable to undertake the rigors and discipline of graduate studies. The applicant will submit his/her TOR and take psychological tests at the BC Psychological Resources Center.
- e) Preference will be given to the discipline identified in the priority areas of the College.

Return service. Scholars will serve Brokenshire College for a minimum of one year and major fraction thereof. (One year of schooling means one year of return service.) F/S Dev. Com. should be provided with a copy of the grantee's thesis or dissertation final paper.

Study program should continue during the regular school year and summer, if

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 59 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

necessary, until the completion of the degree. Master's thesis grant is allotted one year.

Doctoral degree program is allotted four (4) years.

The scholars shall submit a semester-end report at the end of every semester.

Tuition fees, school fees and the monthly stipend for the following semester will not be released without a report duly signed by the Dean of the grantee's performance during the preceding semester.

Salary increment will be affected only upon presentation of thesis/dissertation approval sheet.

The faculty who is on scholarship is a part of the College, hence the years are counted in his years of service at Brokenshire College and therefore, should participate in the regular activities of the College when in the campus.

The grantee should enroll in a college or university recommended by and/or accepted by the college.

Applications are made in writing to the President of the College. The awards will be made by the Faculty Development Committee.

A scholar who fails to complete the scholarship program shall be required to reimburse the College the full amount of scholarship enjoyed.

Scholar should sign contact with the school.

Section 11. Academic Teaching Load

11.1 Regular Full-time faculty

1. Full-time regular faculty members are given twenty-one (21) hours lecture per week and they are given priority over probationary faculty members for a maximum of nine (9) hours of overloads.
2. They are given a subject load assignment with a maximum of four (4) preparations.
3. If a regular full-time faculty member intends to engage in research, a special loading arrangement may be considered depending on the nature and scope of their intended research project in coordination with the Research Office.

11.2. Probationary Full-time Faculty

1. Probationary full-time faculty members are given twenty-one (21) hours with no overloads during the first year.
2. In the second year, they are given twenty-one (21) hours teaching loads and may be given an overload depending on the availability of loads.
3. In the third year, they are given twenty-one (21) hours teaching loads and may be given six (6) hours overload depending on the availability of loads.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 60 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

11.3 Part-time Faculty

A part time faculty shall be given such loads as may be fixed by the College Dean according to the needs of the College and shall have only a maximum of twelve (12) hours.

11.4 Faculty Summer Load

1. During summer, they may be assigned a maximum load of nine (9) units.
2. For regular college faculty and BED teachers without teaching loads, they are to render services during summer such as assistance to enrollment, research and extension works, marketing and other relevant tasks given by the dean/principal as approved by the VPAA.
3. Those enrolled in the post-graduate scholarship program must submit their final grade to the Human Resource Management & Development Office.
4. On the other hand, those who opt to do research or prepare teaching materials should submit a progress report to the Dean/Principal as a proof of accomplishment.

11.5 Embedded Teaching Loads in Administrative Position

1. All designated officials occupying faculty positions such as the Deans Program Heads and Program Coordinators shall have embedded teaching loads in addition to their administrative duties.
2. The following are the embedded loads for the administrators:
 - Deans/Principal – 6 units
 - Program Heads – 12 units (9)
 - Nursing program heads 10 units
 - Program Coordinator – 18 units (12)
 - RLE Academic Coordinators- 8 units
 - JHS Coordinators- 12 units
 - CDC Coordinators- 12 units
 - SHS coordinators -12 units
 - Nursing level chair- 10 units
3. Grade School and Senior High School Principals may carry teaching loads depending on the number of students/pupils in their respective department.

11.6 Teaching Overload

1. All subjects in excess of the regular loads of full-time faculty members may be assigned as overloads which shall not exceed of nine (9) hours. Recommendations for overloads shall be submitted by the Deans and approved of the VPAA.
2. Payment for overload will be made only if the load is indicated in the

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 61 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

faculty workload.

3. Focalship, consultancy, mentoring and thesis- advisorship shall not be considered overload.
4. Academic related functions given to underloaded faculty members shall not entitle them overload.
5. No overload pay will be given for teaching resulting from unauthorized or irregular splitting of classes; neither shall any member of the faculty be compensated who changes their class hours or schedule.

11. 7 Substitute Load

1. Substitute load is given to faculty members who take over for those on official business, on approved leaves, or who are terminated, separated or suspended from the service.
2. The Dean assigns a faculty member to substitute for another in a class. Priority must be given to a faculty who is competent to teach the course, who is yet to complete the maximum number of extra teaching loads and whose schedule does not conflict with that of the substitute class.
3. Substitution is allowed only if it is arranged and authorized by the Dean/Principal. Internal arrangements involving substitutions are not allowed among faculty members

Payment for the substitute faculty should be in accordance with their hourly rate. No substitute may be assigned who is not already a faculty member of the College, without prior clearance from the Vice President for Academic Affairs who shall either endorse or deny endorsement to the President.

Section 12. Outside Employment and/or Practice of Profession of a Full-time Faculty

A full-time faculty member cannot teach except if there is a written approval from the President upon endorsement.

Section 13. Policy on Attendance, Meetings, Conferences, Seminars

The administration encourages all employees to become involved in professional activities.

13.1 Guidelines

1. The permission to attend must be obtained from the VPAA upon the endorsement/recommendation of the Dean /Principal /official /department/ and Unit head.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 62 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

2. The guarantee is obliged to provide a written report to share and echo seminar to the department after three days.
3. For fund assistance, refer to HRMD manual.

13.2 Post Attendance Requirements

1. The guarantee shall allow to attend a maximum of two seminars a year.
2. A liquidation must be submitted with supporting official receipts within 5 days to the finance failed to comply
3. Subject for liquidation with receipts are registration fee, transportation, accommodation, meals and contingency.

Section 14. Policy on Classroom Observation

Classroom observation of the teaching and learning process improves the teaching and underscore the institution's commitment to quality teaching, and to enhance the student-centeredness of classroom instruction.

14.1 Scope

This policy covers undergraduate and graduate-level students and faculty members from all programs and academic departments.

14.2 Policy on clinical/Classroom observation

It is mandated that each faculty member will be formally observed at least once in a semester to monitor the quality of the teaching and learning process in each program. This can be announced or unannounced.

14.3 Procedures:

1. The academic departments are committed to ensuring that classroom / clinical observation is developmental and supportive.
2. The department heads or authorized representatives are responsible for conducting the class observation. The observer(s) is to carry out their role with professionalism, integrity, and courtesy. They are also responsible for evaluating faculty members objectively and fairly.
3. The formal classroom observation is to be conducted at least once per semester grading period, of a maximum of 60 minutes in length, except in exceptional circumstances. Those exceptional circumstances where concerns have been raised about a faculty member's performance, which may require further observation to take place.
4. The classroom observation records should be keeping utmost confidentiality.
5. The department head or whoever represents him/her has to reach an agreement in advance on classroom observation to be carried out. The process has to be recorded using the Pre-observation form.
8. A brief post- conference meeting is to be conducted with the faculty member to

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 63 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

discuss the observation and the feedback on it. The process is to be recorded using the Post conference.

9. The classroom observation data is to be used in the annual faculty evaluation such observation will be use to the performance faculty evaluation and should be keep utmost confidentiality

Section 15. Policy on Team Teaching

1. Team teaching involves a team of instructors who works purposefully, consistently, and cooperatively to help a group of students at any level learn. Teachers collaborate to set course goals, create a syllabus, create individual lesson plans, teach students, and evaluate the results. As different experts approach the same topic from different perspectives: theory and practice, past and present, different genders or ethnic backgrounds, teamwork improves teaching quality.
2. This aims to standardize the implementation of the team teaching in which senior teachers may be paired with new teachers. They provide guidance and directions to the new teachers to ensure effective teaching-learning experience for both the faculty and students. Seniors serve as mentors to the new teachers (mentees).
3. The Dean/department heads/principal is primarily responsible for the monitoring and evaluation to ensure that the teachers involve in team teaching complement one another.
4. The Dean shall prepare the team-teaching program.
5. Monitoring and evaluation report shall be submitted to the Academic Office such as Classroom Observation Form.

Section 16. Additional Assignments/Tasks to Faculty

Additional tasks/assignments mean that apart from the teacher's actual classroom teaching and/or equivalent teaching-related activities and duties, they shall in addition render at least two (2) hours of work within or outside the school premises to complete a forty-hour workweek through engagement in any following activities.

Special assignments/tasks may include the following:

- Involvement in the preparation of action/work plans, instructional materials, evaluation/assessment tools/rubrics;
- conduct of research;
- attendance, and/or conduct of seminars, workshops, and similar programs;
- counseling, mentoring, and coaching of students including home visits should the need arise;
- consultations and conferences with parents;
- performance of coordination activities and duly recognized community engagement services;

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 64 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE III: FACULTY		

- participation in the maintenance and improvement of school facilities and equipment; and
- chairmanship, membership to institutional and departmental committees, moderatorship, assignments to implement grants, coordinate activities, and/or other similar assignments.
- other activities identified from time to time with specific guidelines.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 65 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

ARTICLE 4: STUDENTS

Section 1. 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.

1.1 Preschool (Junior Kinder, & Senior Kinder)

Children are accepted into the school on the basis of their character, scholastic record, test results and interview without consideration to faith, color or nationality. Parents must have a real desire to have their children in a Christian school and be willing to abide by the school policies and program. Therefore, only the children who will adjust adequately to the program and whose parents agree to cooperate fully with the teachers and administration will be admitted and retained as pupils in the school.

Admission of pupils for the school year will be accommodated during enrollment schedule only.

A pupil will be admitted after submitting the following requirements:

New Students:

- Assessment Result
- Clear photocopy of birth certificate
- Registration Form
- Payment of enrolment and book fees

Continuing Students:

- Registration Form
- Copy of the pupil's clearance form (of the previous school year)
- Original Early Education Development Checklist (of the previous school year)

The school will accommodate pupils for late enrollment only up to the end of June of the school year.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 66 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

Students enrolled in another school may enroll in BC BED in the middle of the school year and labelled as MOVED IN.

Students who could not submit an SF 9 may be TEMPORARILY ENROLLED until August 31 of the school year, provided that the parents could provide an Affidavit of Undertaking.

1.2 Child Development Center (Grades 1-6)

1. Admission of pupils for the school year will be accommodated during enrollment schedule only.
2. A pupil will be admitted after submitting the following requirements:

New / transferee pupils:

- Original Report Card (School Form 9)/ECCD Checklist (for incoming Grade 1)
- Clear photocopy of birth certificate
- Admission Exam Result
- Completely filled-out Registration Form

**Additional requirements for Continuing Pupils:*

- Copy of the pupil's clearance form (of the previous school year)

**Additional requirements for Foreign Pupils:*

- Scholastic records duly authenticated by the Philippine Foreign Service Post located in the pupil's country of origin or legal residence.
- Visa and Passport (photocopy)
- PSA Birth Certificate (photocopy)
- SSP (Student Study Permit)
- Admission Test Result

The pupils will be retained and accepted for admission for the next school year provided that they have not violated any major policy of the school and have complied with the requirements set herein for admission.

The school will accommodate pupils for late enrollment only up to the end of June of the school year.

Students enrolled in another school may enroll in BC BED in the middle of the school year and labelled as MOVED IN.

Students who could not submit an SF 9 may be TEMPORARILY ENROLLED until August 31 of the school year, provided that the parents could provide an Affidavit of Undertaking.

1.3 Junior High School (Grades 7-10)

New and Transferee Students

- Original Report Card (School Form 9)

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 67 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- Clear photocopy of PSA birth certificate
- Registration Form
- Admission Result

Transferees must comply the above-mentioned requirements including the following:

1. Pass the interview given by the Principal and/or an assigned teacher
2. Sign a conditional agreement required by the high school with the student's parent/guardian.

Additional requirements Continuing Students

- Copy of the student's clearance form (of the previous school year)

Foreign Students

- Scholastic records duly authenticated by the Philippine Foreign Service Post located in the pupil's country of origin or legal residence.
- Visa and Passport (photocopy)
- Birth Certificate (photocopy)
- SSP (Student Study Permit)
- Admission Test Result

General Guidelines for Admission

- The school has the right to refuse admission to continuing students and/or transferees with failing grade/grades.
- The school has the right to refuse admission to continuing students with unfavorable or unpleasant behavior as shown in his/her records with the Conduct and Discipline Committee and the Guidance and Counseling Office.
- The school will accommodate students for late enrollment only up to the end of June of the school year.
- Students enrolled in another school may enroll in BC BED in the middle of the school year and labelled as MOVED IN.
- Students who could not submit an SF 9 may be TEMPORARILY ENROLLED until August 31 of the school year, provided that the parents could provide an Affidavit of Undertaking.

Behavioral Probation

- A student during his/ her stay in the school is expected to submit and obey the Honor Code and the Core Values.
- When there is a manifestation that the student is having difficulty submitting or obeying the Honor Code his/ her attention will be called.
- If such manifestation is beyond expectation the parent will be called for a conference.
- If notwithstanding such effort and the student is still having a hard time submitting or obeying the Honor Code and the Core Values, he/ she will be placed on probation.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 68 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- A student will automatically be placed under probation the next school year, if a review of the Conduct and Disciplinary Committee records reveals at least two (2) previous suspensions.
- The probation shall be for a period of ONE (1) School Year and is lifted only once the student manifests exemplary behavior and the willingness to abide with the Honor Code and the Core Values. Otherwise, the students will not be re-admitted.

1.4 Senior High School (Grades 11-12)

Admission and Enrollment

New/Transferee Students

- Original Report Card (School Form 9)
- Original PSA Birth Certificate
- Certificate of Good Moral Character
- NCAE Result
- Certificate of Junior High School Completion (Photocopy)
- Registration Form

Transferees must comply the above-mentioned requirements including the following:

- Pass the interview given by the Principal and/or an assigned teacher
- Sign a conditional agreement required by the high school with the student's parent/guardian.

Additional requirements for Continuing Students

- Copy of the student's clearance form (of the previous school year)

Foreign Students

- Scholastic records duly authenticated by the Philippine Foreign Service Post located in the pupil's country of origin or legal residence.
- Visa and Passport (photocopy)
- Birth Certificate (photocopy)
- SSP (Student Study Permit)

General Guidelines for Admission

- The school has the right to refuse admission to continuing students and/or transferees with failing grade/grades.
- The school has the right to refuse admission to continuing students with unfavorable or unpleasant behavior as shown in his/her records with the Conduct and Discipline Committee and the Guidance and Counseling Office.
- The school will accommodate students for late enrollment only up to the end of June of the school year.
- Students enrolled in another school may enroll in BC BED in the middle of the school year and labelled as MOVED IN.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 69 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- Students who could not submit an SF 9 may be TEMPORARILY ENROLLED until August 31 of the school year, provided that the parents could provide an Affidavit of Undertaking.

Behavioral Probation

- A student during his/ her stay in the school is expected to submit and obey the Honor Code and the Core Values.
- When there is a manifestation that the student is having difficulty submitting or obeying the Honor Code his/ her attention will be called.
- If such manifestation is beyond expectation the parent will be called for a conference
- If notwithstanding such effort and the student is still having a hard time submitting or obeying the Honor Code and the Core Values, he/ she will be placed on probation.
- A student will automatically be placed under probation the next school year, if a review of the Conduct and Disciplinary Committee records reveals at least two (2) previous suspensions.
- The probation shall be for a period of ONE (1) School Year and is lifted only once the student manifests exemplary behavior and the willingness to abide with the Honor Code and the Core Values. Otherwise, the students will not be re-admitted.

Section 2. Criteria for the Admission of College students:

- 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);
- Had satisfactorily passed the College Entrance Examination by the College Counseling and Psychological and Wellness Center with a stanine score of 4 or above;
- Had submitted all the needed basic documents on time as specified:

Had submitted all the needed basic documents on time as specified:

- School Form 9 (SF9) or Transcript of Records FOR Transfer Students
 - Good Moral Certificate from Previous School
 - Medical and Dental Certificates
 - Birth Certificate (PSA Authenticated)
 - copies 2x2 ID picture
 - Marriage Contract (If married; PSA Authenticated)
 - Long Yellow Expanding Envelope
 - Honorable Dismissal (for Transferees/Professionals)
- D. Had satisfactorily passed the Physical Criteria for Health-Related Program applicants;
- Applicant with hair streaks and vulgar hair color will not be accepted.
 - Male student applicant is required to have a barber's haircut.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 70 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- 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.

2.1 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 semesters.
- b. Had satisfactorily passed the interview conducted by the Program Chairperson.
- c. Had submitted all the needed basic required documents.

2.2 Criteria for the Admission of Nursing

- 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).

2.3 Criteria for the Admission of Medical Laboratory Science, Pharmacy, and Radiologic Technology

- 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.

2.4 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)

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 71 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

g.
2.5 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 impose 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

2.6 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 72 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

3. 7Criteria 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.

2.8 Criteria for the Admission of Graduate School

Registration Process for New Students

1. Bona fide students of Brokenshire College Graduate School are individuals who have provided authentic credentials, received study loads approved by the Dean, completed official enrollment through the Registrar's Office, attended classes, and fulfilled their financial obligations by paying fees or arranging payment with the Finance Office.
2. Prospective students are required to register within the designated registration period. Enrollees must adhere to the comprehensive instructions on enrollment procedures published during the registration period.
3. Enrollment Procedure
 - 3.1 The Program Head reviews the submitted documents to assess the applicant's eligibility for admission
 - 3.2 The student will login form Online Student Enrollment (OLSEN) Procedures to register.

Registration

- 1.1 Click the olsen.brokenshire.edu.ph to start.
- 1.2 Fill out the Profile and Academic Data. In accurate data may VOID or CANCEL your registration.
- 1.3 Upload Requirements for Admission (for New Students). However, due to quarantine restrictions, the school may still continue processing your enrollment even without submitting required documents. However, please read the WAIVER carefully for conditions.
- 1.4 Take note of your ENROLLMENT REFERENCE NUMBER (ERN) and Date of Birth. They are required in checking your enrollment status through OLSEN – Check my Enrollment Status.
- 1.5 Wait for the Schedule of Interview
- 1.6 Wait for requirement verification, enrollment evaluation, and advising form.

4. Step 2 – Payment

- 4.1 Read carefully the Payment Instructions.
- 4.2 Pay the required amount. Down payment is non-refundable or transferable (College Handbook ,Section 28.4 pp 61)

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 73 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- 4.3 Scan or take a picture of proof of payment and upload to OLSEN – Check my Enrollment Status. Make sure to indicate in the form the Enrollee Name and Enrollment Reference No. (ERN)
 4.4 Wait for Payment Verification.

5. Step 3 – Confirmation

- 5.1 Receive Confirmation of Official Enrolment.
 5.2 Congratulations you are now Officially Enrolled!

2.9 Criteria for the Admission of Medicine

- A. A baccalaureate degree (B.S. or A.B.) as stipulated in CHED Memo No. 18, series of 2016
- B. National Medical Admission Test (NMAT) score of at least 40 (determined by CHED)
- C. GWA grade of passing (ex. 75 or its equivalent)

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.)

3.1 Retention Policies for Arts and Sciences, Business Management, and Education

- 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.

3.2 Retention Policies for Nursing

- 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 74 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- 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.

3.3 Retention Policies for Medical Laboratory Science, Pharmacy, and Radiologic Technology

- 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 they 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 they completed the academic subjects.

3.4 Retention Policies for Graduate Studies

To remain in the graduate program, a student must maintain an average grade at least 85. If a student receives a grade of 84, they will receive "NO Credit" and maybe advised to transfer another program.

3.5 Retention Policies for Medicine

- A. The student must have a passing grade 75% on every subject on that year level.
- B. The promotions Board, chaired by the Dean of Medicine or Dean's representative, has the sole authority to decide on things relating to the promotions of students to the next level.
- C. The decisions of the promotions Board and signed by the Dean is final unless a clear clerical error has occurred. Wherein a change of grade is allowed.
- D. No student shall be given any school credit toward completion of a year level unless he has enrolled and satisfactorily fulfilled the admission requirements.

3.6 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 75 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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 11 days 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.

3.7 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.

3.8 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 76 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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 for College

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:

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 77 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

Exams	40%
Quizzes	40%
Other Course Requirement	20%
	100%

Overall Grade of a Student for a Subject with Laboratory:

Lecture	60%
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 2 =	190	
	16 units		1445
	WPA = $\frac{1,445}{16}$ = 90.31		

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

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 78 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

80 – 85	-Average
76 – 79	-Below Average
75	- Fair/Passing

4.6 Grading system for Medicine

All raw scores are to be transmitted using the base 40 grading system (i.e a student who scores zero in any examination will have a transmuted score of 40% in that examination).

Formative and summative evaluations are given in all courses. A student earns credit for a subject/module when she/he obtains a grade of 75% or better. To be in good standing, a student must maintain a minimum general weighted average of 75% with no grade lower than 75% in any subject/module. (refer to student handbook)

4.7 Graduate Studies Grading System

Grades for each course are calculated at the conclusion of every semester, incorporating formal examinations and various assessment methods utilized by professors to evaluate student performance. These assessments may include class participation, term papers, book reports, written and oral examinations, research projects, and other similar criteria.

1. Students' academic progress is represented by the grades they earn in their enrolled courses. The corresponding qualitative descriptors, along with their numerical equivalents and corresponding scale, are as follows:

Grade Scale	Numerical Scale	Grade Description
1.0	99-100	Excellent
1.1	97-98	Very Good
1.2	95-96	Very Good
1.3	93-94	Good
1.4	91-92	Good
1.5	89-90	Fairly Good
1.6	87-88	Fairly Good
1.7	85-86	Fair (No credit for PhD)
1.8	84 below	Fair (No credit for MA)

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 79 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

2.Course Evaluation:

ASSESMENT METHODS	WEIGHTS
Oral Assessment	15%
Content	10%
Language Proficiency	5%
Written Assessment	15%
Content	10%
Language Proficiency	5%
Research Work	20%
Examination	50%
Total	100%

4. 8 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.

4.9 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 80 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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

Students are expected to complete their study programs within the prescribed residency period. If the student exceeds the maximum residency period, they must apply for extension by submitting a Request for Residency Extension form. The approval is case to case basis only. 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.

Program Duration	Maximum No. of Residency Years
4-year program	6 years
5-year program	7 years

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 81 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 82 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 83 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

- 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.

Section 8. FINANCIAL POLICY

8.1 Rules in Transacting Business at Any of the College Offices

- A) No students shall transact business at any of the school's office/s if they are not wearing the prescribed uniform or is not decently dressed (during civilian day) or not wearing a school issued ID.
- B) Students 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 first serve basis" before they can be entertained
- D) Students must refrain from loitering or staying at any of such offices if they have no other official business transaction.

8.2 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.

8.3 Terms of Payment

Students 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.

8.4 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.

	ACADEMIC MANUAL Brokenshire College, Inc. Madapo, Davao City	Doc. No. BC-AM	
		Rev. No.: 0	Page: 84 of 85
		Effectivity Date: October 24, 2025	
Subject	ARTICLE IV: STUDENTS		

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.

8.5 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 9. INTERNATIONAL STUDENTS

Brokenshire College established guidelines for the use of the admission office for transnational students and foreign desk unit. All concerned offices hereby promulgate 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;