



DILIMAN COLLEGE

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**COLLEGE STUDENT
HANDBOOK**

REVISION

May 30-31, 2020

AGREEMENT

STUDENT'S COPY

Date:

To DILIMAN COLLEGE

This is to certify that I have read and fully understood the Student Handbook.

I shall abide and be guided accordingly.

Student's signature over printed name

Year and Course

CONFORME:

Parent's signature over printed name



Information about students' participation in the school's extracurricular, cocurricular, and curricular activities are available in the College Student Handbook. It acts as a reference tool for the school's policies, rules, and standards while making choices and taking actions. The relationship between students, the administration, professors, and staff shall be carefully defined and made clear as a result. The school, its offerings, and the resources available to students are all included in this guidebook. Through this, the students will receive the correct instruction, be made aware of their duties and obligations, and comprehend their commitment to the administration for their welfare.



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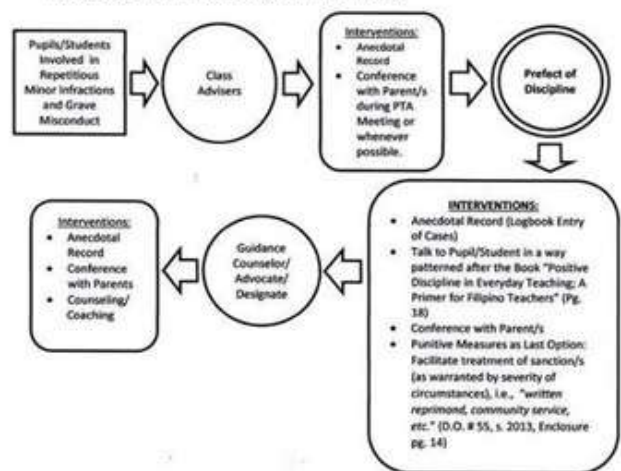
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B. MEDIATION ON REPETITIOUS MINOR INFRACTION CASES AND GRAVE MISCONDUCT (The Prefect of Discipline will be involved)



determined by the CPC. The offending student shall visit the Guidance Counselor to assess the outcome of the intervention. The Guidance Counselor shall then prepare a counseling note for future reference.

4. In case of repeated offender, the school has the prerogative to not issue a Good Moral Certification to the student.
5. Other acts of violence or abuse committed by a student to another student in school which is not remedied using mediation and non-punitive intervention shall be dealt with in accordance with the provisions of Republic Act 9344 and DepEd Order No. 18, series of 2015 or the Guidelines and Procedures on the Management of Children at-risk (CAR) and Children in Conflict with the Law (CICL).



ARTICLE IX/ Appendices I.

Section 1: School-Student-Parent Covenant

Section 2: Certification of the Student



This Student Handbook belongs to:

Name: _____

Sex: _____

Age: _____

Contact #: _____

LRN Home Address: _____

Father's Name: _____

Mother's Name: _____

Guardian's Name: _____

In case of emergency, please notify:

Name: _____

Address: _____

Relationship: _____

Contact Number: _____

Date of first entry in school: _____



the incident and the agreement to stop the misbehavior as a result of the interview. This accounts for the classroom based intervention.

2. Consequently, the Class Adviser shall communicate with the student/s' parents or guardians about the incident and shall arrange a case conference through writing regarding their child's misconduct together with the Prefect of Discipline and the Child Protection Committee. If parents or guardians do not respond to the invitation, the Class Adviser shall conduct Home Visitation to ensure that they are present during the conference.
3. The Class Adviser shall accomplish the Referral Form for Discipline Intervention together with the incident report reflected in the Anecdotal Record. The Prefect of Discipline with the Child Protection Committee shall assess the situation and determine, sometimes with input from the offending student, what will help fix the problem for the purpose of amending the misconduct. Non-punitive form of discipline is encouraged to help the offending student correct his/her mistakes. Likewise, logical consequences of his/her action shall also serve as a form of discipline (e.g. a student who destroys a school property shall be directed to replace or repair the damage, a student who is caught smoking or intoxicated will be referred to the School Nurse to undergo a lecture on the ill effects of smoking and alcohol). The disciplinary sanctions shall be determined by the Child Protection Committee through the Prefect of Discipline. The penalty of in-school suspension for not more than one (1) week maybe imposed by the School Head through the Prefect of Discipline, depending on the gravity of the offense as



- Theft/stealing
- Collection/soliciting money for any activity or outside project not duly sanctioned by school authorities;
- Possession/use/pushing of prohibited drugs;
- Discrediting/ disrespecting fellow students/school personnel using media/ ICT tools (internet, cellphones, etc.) to injure one's character or reputation (e.g. publicly posting slanderous comments or images/pictures with lewd or obscene graphics or funny illustrations, cyber bullying, etc.);
- Other similar offenses.

THE DISCIPLINARY PROCEDURE FOR COMMITTING MAJOR OFFENSES IS EXPLAINED BELOW:

1. The school personnel present during the incident shall immediately intervene with the situation and conduct an on-the-spot intervention. In cases of violence or there is imminent and present danger, the witnessing school personnel shall call the Security Guard or the Police Personnel depending on the gravity of the situation. If the witnessing personnel is a subject teacher or a non-teaching staff, the incident shall be made known to the Class Adviser of the offending student/s. Class Advisers must coordinate with each other if the incident involves students from different sections or year levels. The Class Adviser/s shall document this misconduct in the Anecdotal Record logbook, indicating the date and time and the detailed description of



PURPOSE OF THE STUDENT HANDBOOK

The College Student Handbook provides information regarding student's involvement in the curricular, co-curricular and extra-curricular activities of the school. It serves as a resource document of the policies, rules and guidelines of the school for any courses of action and decisions. This will judiciously define and clarify the relationship among students as well as the administration, faculty and staff. This handbook also includes information about the school, its services and facilities that the students can avail. Through this, the students will be properly guided and made aware of their responsibilities, accountabilities and obligations, as well as understand their commitment to the administration for their well-being.

To you dear student, welcome to DILIMAN COLLEGE! You are all encouraged to study hard and enjoy the opportunities offered to you by this institution.



Dear DC Students,

Welcome!

You are embarking on a new and exciting chapter in your life. Here at **Diliman College**, our goal as administrators, faculty and school personnel is to provide you with a positive learning environment and to impart the necessary technical and life-long learning skills and knowledge for you to become productive members of the community who value **excellence, integrity and leadership**.

This can only be achieved in an atmosphere of mutual respect, trust and fellowship. Found in this handbook are the guiding principles that would lead you through your academic progress, career advancement and over all personal development. It is encouraged that you share with your parents or guardians the information contained in this handbook so that you will be supported and assisted in achieving your goals.

Let us all work as one towards your success!

Your partner,

Diliman College



ties leading to stoppage of classes;

- Truancy (Staying away/not entering the campus or classes for the purpose of gallivanting, playing, etc.);
- Fighting/inciting fights or acts of violence resulting to injury on oneself or other students;
- Assaulting teacher or any other school authority or his agents or students;
- Possession/use of alcoholic beverages/drunkenness/disorderly behavior caused by liquor or drugs;
- Bringing of "barkadas"/gangs/outside for the purpose of harassing any student or school personnel;
- Organizing/recruiting/hazing of any form of unauthorized groups whether in or out of school premises;
- Trespassing in off-limits/restricted areas/other classrooms;
- Forging/defacing/tampering school records and documents (ID cards, report card, letters, quizzes, etc.);
- Unauthorized use of school name and seal for public function;
- Sexual harassment/acts of lasciviousness; □
- Vandalism (destroying or writing on school property like chairs, table, windows, books, laboratory equipment and others/deliberate destruction of other people's property);
- Extortion or asking money from others under threat;
- Embezzlement of student funds;



f. Non-readmission

g. Expulsion, upon approval by CHED/ TESDA

2. Minor Offenses

a. Verbal warning

b. Written warning

c. Loss or denial of school privileges

d. Suspension for 1-3 days

NOTE: Graduating students who have been referred to the Office of the Dean of Student Affairs for serious disciplinary action shall not be allowed to join the graduation ceremony even if they obtain passing marks.

These measures are issued for the safety and welfare of the Diliman College students.

DISCIPLINARY PROCEDURE FOR MAJOR OFFENSES

1. Committing a major offense shall not be used to curtail the student's basic rights and due process shall be followed.

The following cases are considered as major offenses:

- Bullying acts;
- Possession/use of deadly weapon or harmful objects (bladed objects of any kind, guns and/or ammunitions of any kind, explosives of any kind, biological or chemical weapons of any kind, etc.);
- Instigating, leading or participating in concerted activi-



ARTICLE I

Section 1

VISION

Diliman College envisions itself as a recognized higher educational institution that harnesses students' full potential to be globally competitive and socially responsive professionals who value excellence, integrity, and leadership.

MISSION

- To produce globally competitive graduates who internalize and practice professionalism and social responsibility;
- To create a rewarding, fulfilling and progressive learning environment for its faculty and staff;
- To establish a financially viable and sustainable educational institution; and
- To develop active school community participation in the formulation and implementation of socio-civic projects

CORE VALUES

As an educational organization, there are basic values that are deemed important to the School, values which everyone is expected to fully internalize and observe:

Genuine Concern for Others



Genuine concern for others, especially for children is a value that is both relevant to the teaching profession and to us as Filipinos. Genuine concern for children and others involves a range of ideas; from being child-centered, as is the design of a typical Filipino family, to *pakikiramay* at *pakikipagkapwa-tao* the traditional values of concern and compassion for others.

INTEGRITY

Integrity is a moral dimension that sets a degree of professionalism to one's vocation. It entails Filipino values such as *dangal*, *delicadeza*, at *pagtitiwala*. To conduct oneself with integrity may require avoiding situations where personal interests may directly or indirectly conflict with the interests of the School.

DISCIPLINE

Discipline, the hallmark of a true professional, involves one's willingness to integrate personal values with that the ideals set by the School. Discipline is an expression of cooperation and respect for the institution's principles and policies through constant and consistent practice of prescribed procedures and observance of rules and regulations applicable to one's area of responsibility and concern.

TEAMWORK

The realization of school goals lies in the collective achievement of every individual. Collective achievement or



- Extreme highlighted/colored/dyed hair (male and female)
- Uttering vulgar words.
- Boisterous talking, shouting, running along the corridor and hallway, disturbing school activities
- Any form of misconduct not otherwise classified as a major offense
- Using cellular phone during class hour that may cause disruption of classes.
- Littering, loitering or spitting anywhere inside the school campus.
- Commission of three minor offenses equates to one major offense.

SANCTIONS

Based on the recommendation of the discipline officer and the Investigating Committee, sanction may include one or more of the following:

1. Major Offenses
 - a. Written warning
 - b. Suspension ranging from 3 to 5 days depending on the gravity of the offense
 - c. Loss or denial of school privileges
 - d. Disciplinary probation
 - e. Dropped from the roll



- b. Using someone else's account and sending offensive mail.
 - c. Deleting someone else's file.
 - d. Preventing normal operation/changing the configuration; introducing computer virus in the computer network of the school.
 - e. Computer password disclosure (disclosing password or similar access to the computer network of the school or any institution to which the school has authorized connection without authorization from the IT personnel).
- Cyber bullying – use of internet and/or mobile technology to harass, intimidate or cause harm to another.

MINOR OR LIGHT OFFENSE

A violation of school rules and regulations not included in the foregoing enumeration, and which merits a penalty ranging from reprimand to suspension, such as, but not limited to the following:

- Not in proper school uniform
- Not wearing ID within the campus
- Lending or borrowing ID, library card, passes, etc.
- Wearing colored or printed under shirt



teamwork is a concept more familiar to us as *bayanihan*, an action that involves reciprocated respect for individual competencies and harnessing such in a coordinated manner towards a shared purpose.

PRO-ACTIVITY

Pro-action of pro-activity is a principle that requires the ability to anticipate potential problems or opportunities. As against the reactive attitude, the proactive approach calls for initiative, insight and vision, as well as an accurate assessment of present circumstances.

COST-EFFECTIVENESS

Cost-effectiveness entails the practical, effective, and efficient use of resources. Cost-effectiveness is related to *pagkamasinop* and goes beyond conservation or *pagtitipid* when one maximizes the use of time and appropriate materials to achieve the expected results at the least possible cost.

ARTICLE II



ALL ABOUT SCHOOL

SECTION 1: GENERAL INFORMATION

Name of School: DILIMAN COLLEGE

Address: Commonwealth Avenue, Matandang
Balara, Diliman, Quezon City, NCR 1121

Contact Number: 89310731

Email Address:

Website: <http://thedilimancollege.edu.ph>

Social Media: www.facebook.com/dilimancollege/

Daily Schedule of Classes: 7:30 a.m.–11:45 a.m. &
1:30 p.m.–5:00 p.m.

Office Hours: 8:00 a.m. – 12:00 nn & 1:00p.m.
1:00 p.m. – 5:00 pm

SECTION 2: SCHOOL HISTORY

Established in 1998, Diliman Computer Technology Institute (DCTI), now Diliman College is a private, non-sectarian tertiary educational institution situated along Commonwealth Avenue in Quezon City.

DCTI initially offered computer and livelihood courses. It served as the training arm of Diliman Foundation, Inc. through the Manpower Skills Training



indecent acts done within or outside the school campus;

- Acts causing or liable to cause dishonor, contempt or discredit to the name of the school such as the commission of an offense within or outside the school campus;
- Instigating or participating in any activity that may seriously disrupt the normal operations of the school or cause disorder or serious disturbance;
- Participation or involvement in any form of hazing or membership in gangs or fraternities;
- Destruction, deliberate marking or defacing of school books or any library material;
- Tampering the announcements on bulletin boards;
- Possession of pornographic materials or obscene pictures being contained in CDs , cell phones or printed materials.
- Unlawful use of school computers and Internet connection such as access to obscene websites.
- Computer security breach like accessing a school computer or computer network without authority or beyond authorized access like;
 - a. Changing the password of someone else's account.



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SCHOOL-STUDENT-PARENT COVENANT

I have read and understood the information contained within the Student Handbook. I agree with the Mission and Vision Statement, Philosophy and Core Values of the school and I am willing to have my child(ren) educated in accordance with them. I understand and I agree that I have a responsibility to actively support the authority, regulations and discipline policies of the school.

Signature over printed name of Student

Date signed: _____

Signature over printed name of Parent/Guardian

Date signed: _____



AGREEMENT

COLLEGE'S COPY

Date: _____

To DILIMAN COLLEGE

This is to certify that I have read and fully understood the Student Handbook.

I shall abide and be guided accordingly.

Student's signature over printed name

Year and Course

CONFORME:

Parent's signature over printed name

