



**MERCHANT MARINE
ACADEMY OF CARAGA, INC.**

North Montilla Boulevard, Brgy. Ong-Yiu, Butuan City



STUDENT Handbook

Third Edition 2023



Proud member of



Excellence • Service • Passion

FOREWORD

The Merchant Marine Academy of Caraga, Inc. Student Handbook will help you find the basic information about the School's Vision, Mission, Policies, Practices, Rules, and Regulations.

All students officially enrolled for the School Year 2023-2024 onwards are part on the effectivity of this manual.

This manual is formulated to ensure training standards, quality education, and adherence to Excellence, Service, and Passion.

MMACI, Soaring High Together...

The Management

Table of Contents

| Chapter | Pages |
|--|--------------|
| I- The School | |
| Vision, Mission, & Goal | 1 |
| General Objectives | 2 |
| Core Values | 3 |
| Identity | 3 |
| School's Motto & History | 4 |
| Logo | 6 |
| Organizational Chart | 8 |
| | |
| II - Academic Policies | |
| General Policies | 9 |
| Classification of Enrollees | 9 |
| Admission Requirements | 10 |
| Requirements for Continuing Students | 13 |
| Enrolment Policy | 13 |
| Changing/ Adding/ Dropping of Subjects | 14 |
| Shifting of Programs | 15 |
| Leave of Absence | 15 |
| Retention Policy | 15 |
| Conduct of Revalida | 19 |
| OJT/Apprenticeship/ Practice Teaching Policy | 20 |
| Transfer Credentials | 25 |
| Withholding of Transfer Credentials | 26 |
| Student Loads | 26 |
| Excess or Overload | 26 |
| Withdrawals | 27 |
| Schedule of School Fees Payments | 27 |
| Privileges | 27 |
| Examination | 28 |
| Removal Examination | 28 |
| Examination Permit | 29 |
| Grading System | 29 |
| Recognition of Credits Earned from other Schools | 29 |
| Class Attendance of a Student | 35 |
| | 35 |

| | |
|---|----|
| Academic Probation | 36 |
| Computation of Honors and Deserving Students | 37 |
| Graduation Requirements | 39 |
| Administration of Examination and Practical Assessment for Maritime Remedial Program or Remediation | 40 |
| | 41 |

Chapter III

| | |
|--------------------------------------|----|
| Introduction | 42 |
| Norms of Conduct | 42 |
| Classification of Offenses | 45 |
| The Student Disciplinary Board (SDB) | 46 |
| Due Process | 46 |
| Student Discipline & Conduct | 48 |
| Punctuality | 50 |
| Absences | 51 |
| Line Formation | 52 |
| English and Filipino Speaking Policy | 52 |
| Classroom Behavior | 52 |
| Corridors and Stairways Behavior | 53 |

Chapter IV

| | |
|--|----|
| Statement of Policy | 54 |
| Definition of Bullying | 54 |
| Common Forms of Bullying | 55 |
| Fair and Equal Treatment of Bullying Incidents | 55 |
| Situs of Bullying | 55 |
| Prevention Programs | 56 |
| Early Detection of Bullying | 57 |
| Intervention Programs | 58 |
| Forms of Interventions | 58 |
| Responsibilities in Bullying Incidents | 59 |
| The Anti- Bullying Committee | 61 |
| Handling Bullying Incidents in the School | 62 |
| Reporting the Bullying Incident or Retaliation | 63 |
| Fact-Finding and Documentation | 64 |
| Referral to experts outside of the School | 64 |
| Disciplinary Measures | 64 |

| | |
|------------------------------|----|
| Sanctions | 66 |
| Preventive Suspension | 66 |
| False Accusation of Bullying | 67 |

Chapter V

| | |
|-----------------------------------|----|
| Scholarships | 68 |
| School- Based Scholarship Grants | 68 |
| External-Based Scholarship Grants | 68 |
| Guidelines | 69 |

Chapter VI

| | |
|---|----|
| Student Personality Development Program | 71 |
| Campus Organization | 71 |

Chapter VII

| | |
|--|----|
| Safety and Security Protocols | 76 |
| MMACI Safety and Security Protocols | 76 |
| Motor Vehicle Pass | 76 |
| Requirements for Motor Vehicle Pass | 76 |
| Approval and Processing | 77 |
| Guidelines on the Implementation of Motor Vehicle Pass | 77 |

Chapter VIII

| | |
|---|----|
| Student Services | 78 |
| Guidance Services | 78 |
| Medical and Dental Services | 78 |
| School Canteen | 79 |
| Cultural Sports | 79 |
| Disaster Risk Reduction and Management Team | 79 |

Chapter IX

| | |
|--------------------------|----|
| Learning Resource Center | 81 |
| Library Hours of Service | 81 |
| General Policies | 81 |
| Library Admission | 82 |
| Off-Campus Researchers | 82 |
| Alumni | 82 |

| | |
|-------------------------------------|----|
| Fines and Penalties | 83 |
| Damaged/Destroyed Library Materials | 83 |
| Library Clearance, Requests, etc. | 83 |
| Control and Security Measures | 84 |
| Library Services and Activities | 84 |
| Bibliographic Assistance | 86 |
| Reference and Information Services | 86 |
| Circulation Services | 87 |
| Library Reprographic Service | 88 |
| Library Facilities | 89 |
| Types of Library Collection | 91 |
| Personal Data | 93 |

CHAPTER I

THE SCHOOL

VISION

MMACI, as a Leading 21st Century Institution, Envisions to Produce Globally Competitive Individuals Founded with Excellence in Instruction, Research, and Extension

MISSION

MMACI shall commit to:

- Provide knowledge and skills in critical thinking, creativity, collaboration, communication, computing, ICT, and cross-cultural understanding;
- Establish a strong research culture in the institution and design multidisciplinary and interdisciplinary researches that are publishable and contribute to nation-building; and
- Inspire and uphold a service-oriented organization that nurtures the community and God's creations.

GOAL

To Produce Globally Competitive Individuals Founded with Excellence in Instruction, Research, and Extension.

GENERAL OBJECTIVES

1. To continuously enhance the curriculum and upgrade professionalism, emotional growth, and the quality of instruction as 21st-century educators.
2. To provide new programs relevant and responsive to the need of the dynamic skills and labor market.
3. To continue upgrading the facilities and services for the stakeholders' satisfaction.
4. To intensify the curriculum-based and institutional researches that are dynamic, innovative, multi- and inter-disciplinary.
5. To work for accreditation by any recognized accrediting bodies.
6. To create transformative extension programs, projects, and activities that inspire the MMACI community to become socially-responsible stewards of God's creation.
7. To offer additional programs from Basic Education, Technical-Vocational, and Higher Education that provides Quality Training at a reasonable price.
8. To enhance the talents and skills of the students that are values-driven.
9. To provide state-of-the-art facilities.
10. To intensify the Personnel Development Program.
11. To have a strong partnership and linkages with the various stakeholders for cooperative engagement with the primary aim of school development.
12. To produce global collaborators, highly competent professionals, strategic and ethical leaders, solution-Oriented, problem solvers, self-propelling learners, and socially responsible individuals.

CORE VALUES

Leadership

MMACI community values the development of highly competent professionals honed to become self-propelling leaders and solution-driven innovators.

Excellence

MMACI community values greatness of mind and heart – upholding a culture of “hands-on, minds-on and hearts-on” to achieving academic excellence.

The hands-on, minds-on, and hearts-on approach of Odyssey encourages the students to experience and engage in learning with their hands, analyze with their minds, and invest with their hearts as they are deeply involved in their learning process.

Service

MMACI imbibes the principle of genuine concern for others and generosity for the community to make a difference in society.

IDENTITY

MMACI graduates are:

- Leaders with strategic and ethical decisions;
- Professionals who continuously pursue excellence in their chosen field; and
- Servants to the community and God's creations.

SCHOOL'S MOTTO

Excellence

Service

Passion

Quality Policy Statement

Merchant Marine Academy of Caraga, Inc. (MMACI) ensures in providing Quality Education and Training at par with the Global and National Competency Requirements for Industry Leaders in Various International and Domestic Sectors.

MMACI ensures the implementation of excellence in instruction, research, and extension and assures stakeholders of the adequacy, suitability, effectiveness, and continuous improvement of the Quality Management System.

SCHOOL'S HISTORY

The Merchant Marine Academy of Caraga, Inc. (MMACI) is a rising educational institution in Southern Philippines that aspires to bring first-class maritime education and other disciplines in the Northern part of Mindanao.

Its founding takes form from the association of noble causes among change makers, dream weavers, and forward-looking maritime professionals way back in 2017. This paved the way for the official founding of MMACI in 2018, taking ground as a maritime educational institution. On April 17, 2018, the Securities and Exchange Commission (SEC) issued the Certificate of Incorporation.

MMACI is in partnership with the largest Maritime Training & Assessment Center provider in Central Visayas, CREST Maritime Inc, and is part of its Board of Directors.

This then added value and defined the academy as a prime industry network in the maritime education sector. With its financial and intellectual capital invested in MMACI, the school successfully acquired permits, facilities, and equipment to operate as an educational institution.

On December 18, 2018, the Department of Education – Caraga issued the permit to operate Senior High School Program with six (6) strands (STEM Pre-baccalaureate Maritime Specialization, TVL Maritime Specialization, STEM, HUMSS, ABM, and GAS). Senior High School opened the school year on June 10, 2019.

February 2019, TESDA – Agusan Del Norte issued the Permit to operate Shielded Metal Arc Welding (SMAW) NC I and NC II as both training provider and assessment center. The first batch of training kicked off in May 7, 2019.

On July 2019, MMACI was approved by the Commission of Higher Education (CHED) & Maritime Industry Authority (MARINA) to offer a Bachelor of Science in Maritime Transportation (BSMT) & Bachelor of Science in Marine Engineering (BSMARE). Enrollees immediately flocked to the school, and the college opened its 1st Day of classes on August 19, 2019. In the same year, TESDA the certificate to offer the Japanese Language and Culture. Nihongo Classes began on January 13, 2020.

April 2, 2020, the school was granted the ISO 9001:2015 Certification under Det Norske Veritas - Germanischer Lloyd (DNV-GL) Certification.

In 2022, Permit to Operate Four (4) Additional Programs were granted by CHED, namely, Bachelor of Science in Criminology (BSCrim), Bachelor of Science in Information Systems (BSIS), Bachelor of Science in Physical Education (BPEd), and Bachelor of Library and Information Science (BLIS).

In 2022, MMACI received its CHED-MARINA Government Recognition for its BS Maritime Programs and enlisted in the CHED- MARINA list of its remaining 82 Recognized Maritime Schools nationwide.

In 2023, MMACI was granted by the Commission on Higher Education (CHED) the Recognition Permit to Operate Bachelor of Science in Criminology (BSCrim), Bachelor of Science in Information Systems (BSIS), and Bachelor of Library and Information Science (BLIS).

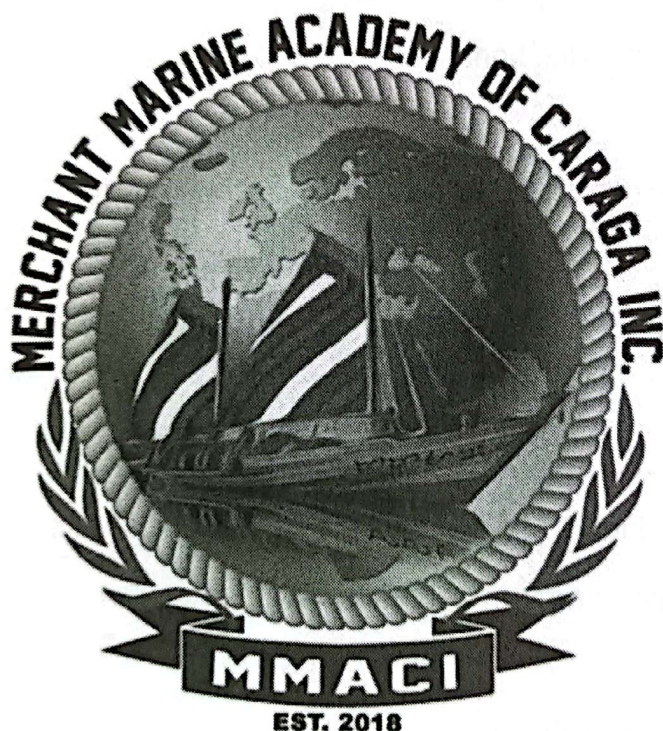
March 28, 2023, SOCOTEC granted MMACI the ISO 9001:2015 with the Certification Scope: Provision of Tertiary, Technical and Basic Education including Practical Assessment, Administrative and Student Services, Research and Extension, and Academic Support Services.

In ensuring that MMACI are able to produce qualified and competent Graduates, the school designed an Outcomes Based Education (OBE) and an Assessment System that ensures underlying competencies are identified & suitably assessed via task based in different contextual scenarios that resemble workplace scenarios. The school continuously exposes the students to an innovative and unique learning environment and introduce them to the 4th Industrial Revolution (Industry 4.0) for them to meet the performance standards appropriate for the ever-changing landscape of the industry and its stakeholders' expectations.

The Maritime Program of Study is designed in such a way that it reflects the performance expectations from onboard sea duties, technical skills, and the underpinning knowledge & understanding as per the STCW Conventions and its Code.

MMACI envisions opening new programs in various disciplines. These include Information Technology, Criminology, Education, Business, Hospitality and Tourism, Arts and Sciences, TESDA Diploma Programs, and Junior High School in Basic Education.

THE SCHOOL LOGO



The MMACI Seal pays homage to the Butuanon Heritage – known for its signature prestige of ancient mariners with excellent craftsmanship and seamanship skills during the pre-colonial times. The Balangay Boat is the focal point of the MMACI emblem, along with the Tri-Color Sail, the Globe, the Mooring Lines, and the Laurel leaves, which define the MMACI significance as follows:

Balangay Boat. It is a true badge of an MMACI Mariner. It represents Butuan as the home and origin of the Balangays. It has been declared a National Cultural Treasure by virtue of Presidential Proclamation No. 86 on March 9, 1987, declaring the Balangays of Butuan and the vicinity of the excavation as archeological reserves.

The Balangay Boats were discovered in the late '70s in Butuan City, Agusan del Norte. A total of nine wooden boats have been excavated. In November 2015, the Balangay was declared the national Boat of the Philippines by the House Committee on Revision of Laws. The Balangay was chosen so that the "future generations of Filipinos will recognize the invaluable contribution of their forefathers in shaping the country's maritime tradition and in passing on the values of solidarity, harmony, determination, courage, and bravery."

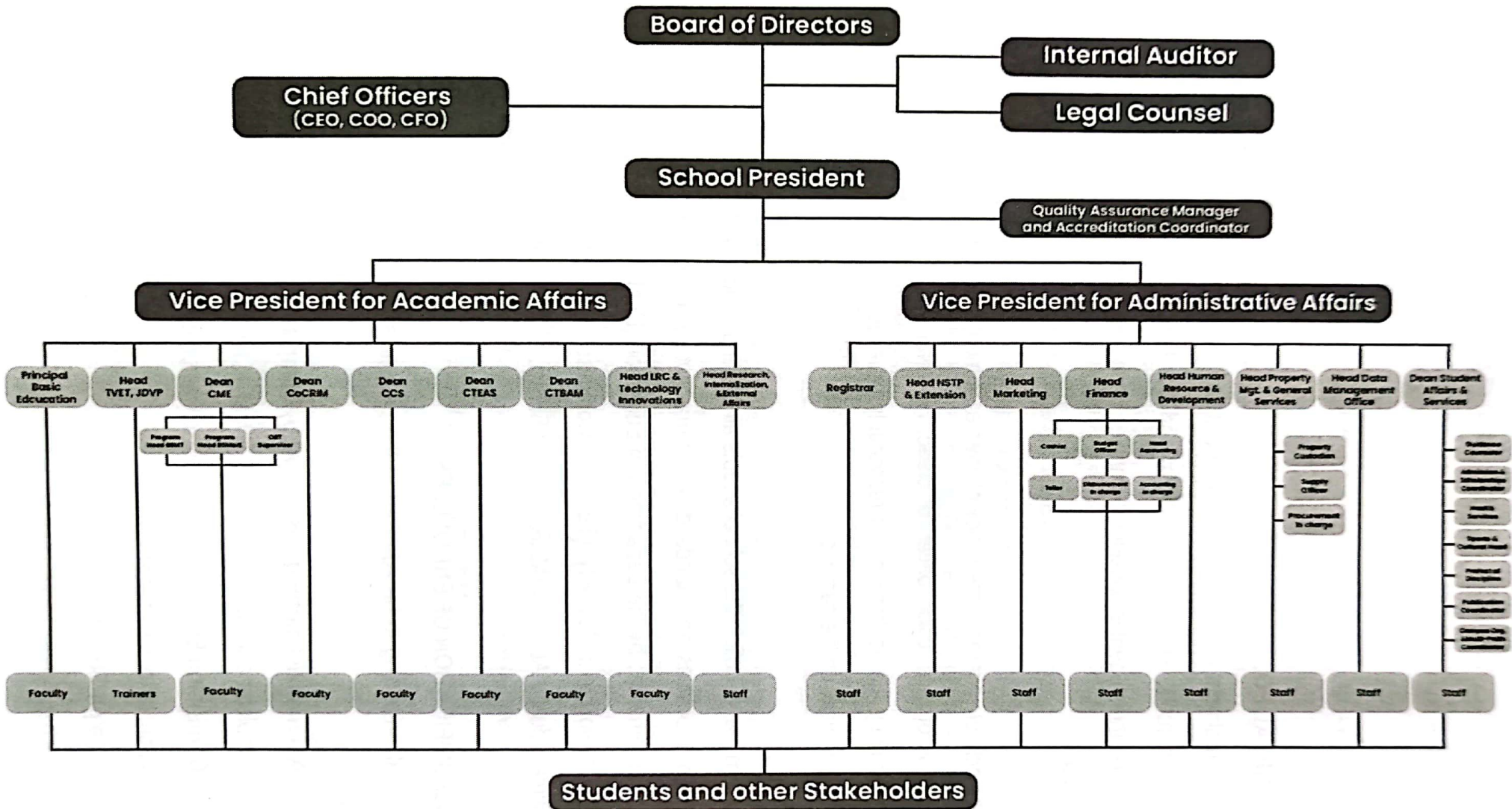
The Balangay Boat in the seal signifies the branding of a new producer of future Filipino seafarers in this countryside. It will signify the mind of someone who will see the school seal in Butuan City – the home of the Balangays.

Tri-Color Sail. This exemplifies "fair winds and following seas" as MMACI navigates and propels its learning journey for its three (3) flagship programs for Higher Education Institutions (CHED), the Senior High School (DepEd), and the Tech-Voc Skills Training (TESDA).

Globe. It depicts the future of MMACI graduates as world-class seafarers and maritime professionals doing business in any part of the globe.

Mooring Lines. It represents the formidable strength and connection of MMACI seafarers with their profession and passion for sea trades, standard-setters, and national interests.

Laurel Leaves. This represents wisdom and excellence that is embedded in all MMACI Programs.



CHAPTER II

ACADEMIC POLICIES

A. GENERAL POLICIES

1. The enrolment of a student is deemed a contract between the school, the student and the parents. The registration form and this handbook are part of that contract. Therefore, the student is considered enrolled upon completion of the enrollment procedure.
2. The school adheres to the policy of open enrolment to all who intend to enroll regardless of race, color, belief, or creed. However, the school reserves the right to reject or deny the application if it reasonably believes that the applicant threatens to peace and order on the campus.
3. As a matter of policy, the school adopts all existing educational laws, rules, regulations, policies, and standards which may not be covered in this handbook but are being implemented by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA), Commission on Higher Education (CHED), Maritime Industry Authority (MARINA), and Bureau of Immigration.

B. CLASSIFICATION OF ENROLLEES

Individuals intending to be admitted to the programs of MMACI shall be classified as follows:

- **Alternative Learning System (ALS) Completer and Passer.** An ALS completer and passer of the A & E test. (CMO No. 10, Series of 2018);
- **Continuing Student.** A student who was enrolled in MMACI in the last semester of his / her study;
- **Foreign Student.** A student who is not a citizen of the Philippines. Section 5 (20 b.3, Article 1 CMO No. 40, S.2008);

- **Grade 10 Completer.** A student who completed the 10th year curricular requirements of the basic education K-12 Program and is an eligible enrollee for Grade 11 in Senior High School;
- **High School Graduate.** An enrollee who is a high school graduate under the old basic curriculum on or before June 2015 and who did not intend to enroll in college;
- **Out-of School Youth.** Refers to the youth whose ages range from 14-21 years old who have not received a high school equivalency diploma and / or have not passed the high school equivalency examination;
- **Returnee.** A college-level enrollee who graduated high school and once enrolled under the old higher education curriculum stopped and intended to continue their education. (Category 3, CMO No. 10, Series of 2017);
- **Second Courser.** An enrollee who already is conferred a Bachelor's Degree and wishes to pursue another program;
- **Shiftee.** A student who changes program or strand within the institution;
- **Senior High School Graduate.** A graduate of senior high secondary education under the K-12 program of DepEd in any legitimate educational institution with a recognized strand. (Category 1, CMO No. 10, Series of 2017);
- **Special Student.** A student who has extra-ordinary behavior, mental or physical conditions that require the adoption of the special needs education procedures (20b.3, Article 1 CMO No. 40, Section 2); and
- **Transferee.** A student enrolled in another institution officially separated from the same, intending to complete his / her program with MMACI.

C. Admission Requirements

As a general policy on admission, the school shall accept new and returning students provided they meet the following requirements:

1. SENIOR HIGH SCHOOL

- PSA Authenticated Birth Certificate
- JHS Form 10 (Form 137)

- Form 9 / Report Card Grade 10
- Photocopy of Certificate of Completion/Diploma
- Certificate of Good Moral Character
- Marriage Contract of the Student (if married)

2. COLLEGE FIRST YEAR STUDENTS

NON-MARITIME PROGRAMS

- Grade 12 Report Card (Form 9)
- PSA Authenticated Birth Certificate
- SHS Form 10 (Form 137)
- Good Moral Certification
- Marriage Contract (if married)

MARITIME PROGRAMS

- Grade 12 Report Card (Form 9)
- PSA Authenticated Birth Certificate
- SHS Form 10 (Form 137)
- Good Moral Certification
- Marriage Contract (if married)
- Result of Admission Tests (IQ, Aptitude, Personality, Math, Science, and English Tests)
- Result of Physical Examination
- Medical Examination Test
 - ◊ Ishihara
 - ◊ Hearing
 - ◊ CBC
 - ◊ Drug
 - ◊ Urinalysis
 - ◊ HEPA-B
 - ◊ Chest X-ray PA/Lat

Note:

- Medical Examination shall be tested from the school's accredited Diagnostic Center and valid for one year
- The school will only entertain Medical Results from those accredited Diagnostic Centers.

3. COLLEGE TRANSFEREES

NON-MARITIME PROGRAMS

- PSA Authenticated Birth Certificate
- Honorable Dismissal
- Transcript of Records
- Good Moral Certification
- Marriage Contract (if married)

MARITIME PROGRAMS

- PSA Authenticated Birth Certificate
- Honorable Dismissal
- Transcript of Records
- Good Moral Certification
- Marriage Contract (if married)
- Result of Admission Tests (IQ, Aptitude, Personality, Math, Science, and English Tests)
- Result of Physical Examination
- Medical Examination Test
 - ◇ Ishihara
 - ◇ Hearing
 - ◇ CBC
 - ◇ Drug
 - ◇ Urinalysis
 - ◇ HEPA-B
 - ◇ Chest X-ray PA/Lat

Note:

1. Medical Examination shall be tested from the school's accredited Diagnostic Center, valid for one year
2. The school will only entertain Medical Results from those accredited Diagnostic Cente

C. REQUIREMENT FOR CONTINUING STUDENTS

1. Final Exam Permit from the previous semester. On the occasion that the student loses his/her permit, he/she must undergo the process of clearance signing.

D. ENROLLMENT POLICY

1. OFFICIAL ENROLLMENT

A student is deemed officially enrolled:

- 1.1 after he/she has submitted all the necessary credentials and documents required on or before the end of the enrollment period for the school term;
- 1.2 has made an initial payment of the school fees; and
- 1.3 has been officially registered at the Data Management Office as officially ENROLLED.

2. LATE ENROLLMENT

A Student enrolled at the start of classes is considered late and shall be made to pay late registration fees as follows:

Week 1 from the start of classes : P 200.00

Week 2 from the start of classes : P 400.00

The Late enrollment period must not exceed two (2) weeks after the official opening of classes.

3. CROSS ENROLLMENT

As a general policy, MMACI does not allow students to cross-enroll in other schools while enrolled in the institution. However, cross-enrollment may be permitted in another school where the subjects to be cross enrolled are minor or general education subjects and are not offered in MMACI, and these are needed by the student to graduate. The authority to grant the permit to cross-enroll must be approved by the following:

- Principal/Dean
- Registrar
- Vice-President for Academic Affairs

4. . SUBJECTS PREREQUISITES/ CO-REQUISITES

Enrollment in subjects without the necessary prerequisites/co-requisites is invalid and shall not be credited regardless of the grade obtained. A student, therefore, should not register in a subject for which they have not satisfactorily passed the pre-requisites/ Co-Requisites.

E. CHANGING/ADDING/DROPPING OF SUBJECTS

1. A student may change /add/drop subjects one (1) week after the official start of classes. The student can do that only with the explicit approval of the Dean and Registrar. Appropriate forms and fees shall be implemented for this purpose. The forms must be completed and be duly signed by the different officers concerned.
2. The student charges a certain amount for the subject changed, dropped, or added. He/she must go to the Cashier, where his/her semestral fees will be adjusted.
3. The student will not be made to pay if the changing, dropping, or adding is due to one of the following:
 - An error in scheduling
 - A change in the time schedule
 - An inadvertent enrollment of subjects already taken
 - Other instances where the student is not at fault
4. Student will be given three (3) days to complete the process of dropping subjects, otherwise he/she will be automatically dropped.

F. SHIFTING OF PROGRAMS

A student has the prerogative to shift or change the program. This must be done during the enrolment period but not beyond the first week.

A student intending to shift or change program must fill up the Shifting Form and pay necessary fees from the Registrar's Office and secure the approval of the College Dean.

G. LEAVE OF ABSENCE

A student who does not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to a student currently enrolled and who intends to withdraw his/her enrollment for the rest of the semester.

A student on leave of absence does not sever his/her ties with the School. A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year.

The College, through the Dean or the duly authorized representative, shall inform the Registrar and the parents/guardian of every student granted leave of absence, indicating the reasons for the leave and the amount of money refunded to the student.

G. RETENTION POLICY

I. COLLEGE OF MARITIME EDUCATION

To maintain quality education, the institution adheres to a retention policy for all admitted students, to wit:

1. Must pass the annual physical and medical examinations. However, if the student has a problem with the medical result, he/she is advised to shift non-maritime program.
2. Must pass annual Revalida for the appropriate level. Passing percentage 60% (Written 20%, Oral 20% & Skills 20%).
3. Shall earn academic credits for promotion with a final grade of at least 3.0 (60%) in all subjects enrolled.
4. Any student under academic probationary is allowed a maximum load of fifteen (15) units only in the succeeding semester.
 - 4.1 If the student's general weighted average is below 2.0, he/she will be under probation.
 - 4.2 If the student has three (3) failing grades in a semester.
5. The student who committed a blunder and other grave offenses, despite repeated reminders/warnings, will be dropped from the roll.

6. A student shall be ineligible for re-admission to the College of Maritime Education on any of the following grounds:

6.1 Academic delinquency

- Failing Grades of 50% from the professional courses in a year or two semesters, including re-enrolled courses;
- Dropped of 50% from all courses enrolled in a year or two semesters;

6.2 Committed major offense that grounds for suspension or dismissal from the institution;

6.3 Failure to settle the outstanding balance on tuition, school fees, and other obligations from the last two (2) semesters of study as per JCMMC No.1 Series of 2022; and

6.4 Sickness or disease that would prevent the student from handling the pressures of school work or his continued presence would be deleterious to other academic community members.

II. COLLEGE OF TEACHER EDUCATION, ARTS, AND SCIENCES

1. A Revalida (Oral, Written, Skills) is administered to all students from 1st Year to 4th Year at every end of the school year. All education students must pass 80% of the Revalida as part of the next school year's enrollment requirement. If the student fails the Revalida, he/she must undergo an intervention process before he/she can enroll for the following school year.

2. All teacher education students (1st to 4th Year) must take the Standard Aptitude Test for Teachers (SATT) every end of the school year. If the student fails in the SATT and Revalida, the student is advised to shift to another program in the school.

Required Passing Rate of Standard Aptitude Test for Teachers (SATT):

| | |
|----------|-------|
| 1ST Year | - 30% |
| 2nd Year | - 50% |
| 3rd Year | - 60% |

3. A student with a failing grade:

| Particulars | Number of Failed Subjects | Percentage of de-load Subjects to be |
|---|---------------------------|--------------------------------------|
| First Year any Semester | 1 Subject | 80% |
| | 2 or more Subjects | 70% |
| 2 nd Year 1 st Semester | 1 Subject | 60% |
| | 2 or more Subjects | 50% |
| 2 nd Year 2 nd Semester | 1 or more Subjects | Advise to Shift |

4. General Average of 80% per semester. On the occasion that the student's general average is below 80%, he/she is advised to:

4.1 shift a non-board program; or

4.2 de-load subjects to 70% under the academic probationary status.

III. COLLEGE OF CRIMINOLOGY

The College of Criminology shall implement the following student retention policy:

General Retention Policy

- Students must undergo the following:
 - ◇ Annual Drug Test
- Students must undergo the process of evaluation to monitor their improvement.
 - ◇ The student must pass the annual Revalida (Written, Oral, & Skills). Otherwise, the student shall undergo an academic probationary program and must submit his/her waiver and de-load based on the percentage required.
 - ◇ If the student fails the annual Revalida for the second time, the department will advise transferring to non-board programs.

- ◇ Students with failing grades in professional and general education subject(s) shall be under academic probationary status and must submit his/her waiver and de-load based on the percentage required.

The following are the guidelines in deloading

| Number of Failed Subjects | Percentage of de-load Subjects to be enrolled |
|---------------------------|---|
| 1 | 80% |
| 2 | 70% |
| 3 | 50% |

- ◇ A student with deloaded status for three (3) consecutive semesters shall be shifted to the non-board program.
- Students must secure Driver`s License before entry to the 3rd-year level;

IV. COLLEGE OF COMPUTER STUDIES

BACHELOR OF LIBRARY AND INFORMATION SYSTEMS

1. Grades

- a) Maintains a General Weighted Average (GWA) of at least 2.0.

- 2. Students with failing grades in professional and general education subject(s) shall be under academic probationary status and must submit his/her waiver and de-load based on the percentage required.

The following are the guidelines in deloading

| Number of Failed Subjects | Percentage of de-load Subjects to be enrolled |
|---------------------------|---|
| 1 | 80% |
| 2 | 70% |
| 3 | 50% |

3. BLIS students must undergo the evaluation process to monitor the progress and improvement in the field, particularly the significant subjects, in preparation for their board examination through written, oral, and skills Revalida. The student must pass the written, oral, and skills Revalida with a passing rate of 75%.

- If the student fails to reach the minimum percentage, he/she must undergo an intervention program on the weak area(s) and be required to re-take the revalida.

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

1. Pass the Annual Written, Oral, and Skills Revalida. If the student fails the Revalida, he/she must undergo a 1-week intervention per area that he/she failed and take the revalida.
2. 3RD Year BSIS students should pass the NC II (Computer Systems Servicing) and NCIII (Visual Graphic Design)
3. 4th-year students should take the Career Service Professional Eligibility Exam or DICT Eligibility written and Hands-On Exam.

V. CONDUCT OF REVALIDA

Before completing Classroom Instruction for Maritime (per level), students must undergo REVALIDA to determine if Course Outcomes are achieved.

REVALIDA:

- an examination administered at the end of an academic term
- a set of questions or exercises evaluating skill or knowledge

All students are required to undergo revalida (written, oral, and skills) every year as a Quality Control Mechanism to check the level of students' learning.

I. OJT/APPRENTICESHIP/PRACTICE TEACHING POLICY

For smooth implementation regarding On-the-Job Training/Practice Teaching/ Apprenticeship, including Field Study and Community Immersion Policy, the following terms for uniformity and standardization will be used:

- In-house = inside the school
- Off-Campus = outside/external duty
- Extension Duty = duty to sanctions and penalties
- Daily Notation Notebook = record book used by the students to write all activities of the day
- Approved Training Record Book = refers to the Training Record Book (TRB) designed by the International Shipping Federation (ISF), GlobalMET, or any other entity and approved by the Maritime Administration in accordance with the requirements of the STCW Convention, 1978, as amended.

Implementing Rules and Regulations

The following terms for uniformity and standardization will be used:

- > In-Campus = in-house duty
- > Off-Campus = outside/external duty
- > Extension Duty = duty to sanctions and penalties
- > Daily Notation Notebook = record book used by the students to enter all activities of the day

1. All OJT/Apprenticeship applicants must undergo and process the oral, skills, and written revalida with a panel of evaluators.
 - 1.1 For the Maritime program, a student must undergo exit exam (oral, skills, and written).
2. Must submit two (2) comprehensive resume and application letters.
3. Must undergo Department Orientation with the Dean and Practicum Coordinator/OBT Supervisor.
4. Must undergo Pregnancy Tests for all female students.
5. Must comply with the following hours for the in-house and off-campus OJT/OBT/Practice Teaching.

- 5.1. For CTEAS, in-house Practice Teaching of 4 weeks.
 - 5.2. For BLIS, 200 hours of training in the school library and 200 hours off-campus.
 - 5.3. For BSCrim, 270 hours of in-house training and 270 hours for off-campus.
 - 5.4. For BSIS, 120 hours of in-house training and 486 hours for off-campus.
 - 5.5. For CME, 12 months of structured training or 36 months for unstructured training.
6. For practice teaching, students must first pass the immersion subject.
7. Documents Required for Non-Maritime Programs

- Practicum Application Form
- OJT Checklist Form
- File (Resume/Student Information Sheet and Application Letter)
- Revalida Certificate/Pre-internship Examination Result
- Study Load
- Waiver/Parents Consent
- Certificate of Attendance during orientation
- Letter of Endorsement
- Daily Notation
- DTR/ Logbook for Coordinator
- Certificate of Completion

8. Documents Required for Maritime Programs

- CV/Resume
- TOR
- Study Load
- Training Record Book
- Passport
- Seafarers Identification Card
- Seafarers Record Book
- Daily Journal of watchkeeping duties
- Weekly/Monthly Report
- Basic Training Certificate

- Seafarers with designated security duties
- Certificate of Proficiency
- Medical Certificate
- Yellow Card from the Bureau of Quarantine
- Registered to Marina MISMO
- SSS, PhilHealth and Pag-Ibig Membership
- Tax Identification Number
- Others

9. Students must comply with all required documents before deployment duly signed by the OJT Coordinator/SIPP/OBT Supervisor, Dean/Principal, and VPAA.

10. Extension of Duty:

Sanctions and penalties are as follows:

| | |
|----------------------------|----------------------------------|
| Not wearing uniform | - 8 hours or 1-day extension |
| Late 1 to 30 min | - 4 hours or half-day extension |
| Late 31 min or more | - 8 hours or whole day extension |
| Per day absent (not valid) | - 3 days extension |
| Per day absent (valid) | - 1-day extension |
| Late deployment report | - 1-day extension |
| Violations (minor cases) | - 2 days extension |
| Violations (major cases) | - 5 days extension |

◇ The Dean/Principal/Coordinator will discuss minor and Major violations during the Deployment Briefing.

11. OJT Coordinator/SIPP/OBT Supervisor will submit to the Office of the Registrar the following documents after completion of the training:

For non-maritime programs:

- OJT Portfolio (inclusive of performance evaluation and certificate of completion)
- Hardbound documentation/journal reports

For maritime programs:

- Certificate of Sea Service
- Seafarers Record Book
- Seafarers Identification Card
- Daily Journal of watchkeeping duties
- Weekly/Monthly Report
- Crew List for International, 1 crew list upon embarkation and before disembarkation
- Crew List for Domestic, 1 crew list every month signed by the Philippine Coast Guard
- Passport
- For Domestic Shipping, the master's declaration of the safe departure is every month.
- Performance Appraisal from the Shipboard Officer

12. Weekly Conference is required regarding feedback, setting deadlines for submitting requirements and reports, etc. The schedule of the Conference will be every last day of week.

13. During on-the-job training, students must observe proper grooming and an appropriate dress code.

14. Only the OJT Coordinator/SIPP/OBT Supervisor is allowed to secure the performance evaluation of the trainees issued by the industry supervisor/representative.

15. For non-maritime programs, OJT Coordinator is required to monitor at least once a week.

16. All forms of duty must be covered with a deployment form duly signed by the Supervising Instructor, Dean/Principal, and VPAA.

17. Daily Notation:

> The notation must be done daily and comprehensive

> Terms:

Activities - OJT, Practice Teaching, Community Immersion
Observation - FS

18. Registrar will collect the following before the acceptance of the OJT/Practice Teaching, Community Immersion/FS/Apprenticeship Grade:

18.1 Daily notation notebook with contents noted by the Dean;

18.2 DTR;

18.3 Performance Evaluation; and

18.4 Documentation.

19. Evaluation Process:

19.1 Pre-Deployment Phase

- Verification of documents and assignment

- Assessment of student standards (panel)

19.2 Deployment Phase

- Deployment order

- Weekly monitoring of the supervisor

- Twice a month Dean or Principal monitoring

- Weekly conference

19.3 Post-Deployment Phase

- Performance evaluation

- Post-deployment conference and validation of learning (panel)

20. Weekly Conferences (Non-Maritime Programs) are required to provide feedback, set a deadline for submitting requirements and reports, etc. Schedule of Conference will be every Friday from 3:00-6:00 PM.

11. Mandated Requirements:

11.1 Logbook with daily notation (3 columns -Date and Time, Activities, Remarks and Signature of the Supervisor)

11.2 DTR

11.3 Portfolio (documentation, reports, etc.)

21. Submitting requirements will be three (3) days from the last day of duty. No assignment for the next cycle is allowed if no requirements are submitted.

22. Exit Interview, Revalida/Comprehensive Exam. is required for all OJT/OBT student after the last cycle/duty of the OJT/Practice Teaching/OBT.

Panelists:

- > VP Academic Affairs
- > Dean of the College
- > Faculty Members
- > Representative from the Agencies (optional)

23. No students are allowed to hand-carry the grades during the exposure. Only the OJT Coordinator/SIPP is allowed.

24. Upon submission of grades, copy of the hardbound documentation and reports must be submitted to the Registrar for validation. Hardbound must have the date submitted and the name and signature of the OJT/SIPP Coordinator, and contents notation by the Dean.

25. Extension of Duty for non-maritime programs is only allowed up to two (2) agencies. more than 2, the student will be given a grade of Failed or 5.0 for the OJT

J. TRANSFER CREDENTIALS

A student enrolled is entitled to transfer to another school provided he has no unsettled obligations.

A student who wants to transfer to another school may do so provided he/she has cleared himself/herself of all obligations with the school. He/She obtains a copy of the clearance form from the Registrar's Office to accomplish this and has the same duly signed and approved by the concerned School Officials. ONLY after this is done can the student obtain his/her Transcript of Records or Honorable Dismissal. In a case where the requested document is the Transcript of Records, the request must be filled with the Registrar, who shall send the document directly to the school where the student has enrolled.

If the requesting party is the third person, he/she should have brought with him/herself authorization coming from the name reflected in the document that he/she will be allowed to carry the requested documents.

K. WITHHOLDING OF TRANSFER CREDENTIALS

The school has the right to withhold the release of Transfer Credentials to any student for any unsettled academic, administrative, financial, or property responsibility to the school. But, as soon as the obligations have been settled, the credentials shall be released.

The release of the transfer credentials of any student may be withheld for reasons of suspension, expulsion, or nonpayment of financial obligations or property responsibility of the student to the school. The credentials shall be released as soon as the obligation is settled or the penalty of suspension or expulsion is lifted.

L. STUDENT LOADS

The subject load and sequence of subjects students shall be in accordance with the approved curriculum for each program or course of study. Reasonable exemptions may be permitted in individual cases taking into account the best interest of the pupil or student and the objectives of the educational system.

- A student is considered full load if he / she has enrolled in at least 21 units in a semester including PE and NSTP courses or as prescribed on the curriculum
- A transferee may enroll in a semester with units below 24 provided as a result of credited courses approved by the College Dean
- No student is allowed to enroll beyond 30 units in a semester unless he/she is a candidate for recognition with the approval from the Registrar, Dean, and Vice President for Academic Affairs
- A student who qualifies for summer classes may enroll in a total of 9 units

M. EXCESS OR OVERLOADS

A graduating student may be allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term. Likewise, a graduating student may, on a case basis, be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE subjects should include the following information:

- a. Name of student;
- b. Reasons justifying his failure to take PE I the preceding semesters;
- c. The class schedule and the schedule of the requested PE classes; and
- d. The endorsement of the Registrar with the statement "Graduating upon completion of the load".

N. WITHDRAWALS

A student who leaves the school before the end of the school year will still have to pay the tuition and other fees for the entire school year, subject to the following conditions:

1. If the student withdraws before the start of classes, he/she should pay the prescribed entrance fee. Other fees required, like medical, admission, etc., are non-refundable.
2. If the student drops out within the First Midterm (SHS) and Prelim Period (College), he/she should pay the prescribed assessment for the said examination or period.
3. If the student drops out after the First Midterm (SHS) and Prelim Examination (College), he/she should pay 100% of the total school fees.
4. Refunds will be entertained only if the student presents a duly accomplished withdrawal form, the receipt of payment, and the registration/enrollment form. Refunds will be in a cheque.
 1. Account of one (1) student is not transferable to another student.
 2. The date of the official withdrawal shall be the date of submission of the duly accomplished or completed withdrawal forms.
1. The above provisions shall apply regardless of whether the student attended the classes.

O. SCHEDULE OF SCHOOL FEES PAYMENT

1. Entrance Fee upon enrollment. On the occasion that the prescribed entrance fee will be paid in full, the balance will be added to the first monthly payment for Basic Education and to the Prelim Exam for the College.
2. For Basic Education, the remaining balance will be divided into 10 months.
3. For College, the remaining balance will be paid based on the assessment provided by the Accounting Office.

P. PRIVILEGES

1. Liberal discounts are granted to brothers and sisters (all departments)
 - a. Five brothers/sisters and fifth students can avail of free lecture-based tuition fees.
 - b. Four brothers/sisters, the fourth student can avail of the fifty percent (50%) discount of the lecture-based tuition fee.
 - c. Three brothers/sisters and third students can avail of the twenty-five percent (25%) discount on the lecture-based tuition fee.
2. The student in any department who has the least tuition fee is the one who will enjoy the liberal discount.
3. NO double scholarships or privileges policy like Voucher :Program of SHS plus the brothers and sisters policy.
4. A scholarship grant for students under the sports and cultural affairs will be granted upon the approval of the scholarship committee.

Q. EXAMINATION

- Every student is expected to take all the scheduled periodic examinations during a school year or semester.
- Special Examination will be scheduled one week after the last day of the scheduled examination for students who failed to take the examination.
- The student who will take the special examination must secure a special examination permit at the Office of the Principal/Dean.
- As a matter of policy, the school shall not give special examinations EXCEPT for the following reasons:
 - a. Sickness w/ medical certificate
 - b. Death of any family member
 - c. Emergency trip/ calls
 - d. Accident
 - e. Attending school-related activities outside.
- No Special Examination be given to students who fail to pay on time since the school has the promissory provision policy.

- Special Examination shall be administered by the Principal for Basic Education and Dean/Instructors for the College Department.

R. REMOVAL EXAMINATION

Removal will be given once only after the Quarter or Semester ends. The student must have failed grade in order to be given with removal examination.

The highest possible grade after taking the removal examination will be 75% for Basic Education and 60% or 3.0 for the College.

S. EXAMINATION PERMIT

1. Inspection by the Instructor of Exam Slip

During the examination, the student, upon the instructor's or proctor's request, must present his / her PERMIT TO EXAM slip and his School I.D. for inspection and the instructor or proctor's initial. The instructor or proctor will not honor and accept tampered examination permits.

2. Final Exam Clearance

Before the Final Examinations, the student must secure a Clearance Slip from the Registrar's Office, accomplish it, and have it signed by the concerned personnel on the clearance.

3. Promissory Note

Students should secure promissory notes two (2) days before the scheduled examination at the Office of the Vice President for Administrative Affairs.

T. GRADING SYSTEM

I. Basic Education

The grading standard employed by the school is designed based on the implementing guidelines on the performance-based grading system as follows:

- 75% as the lowest passing grade or minimum performance standard
- 70% lowest failing grade that may appear on the report card.
- 60% lowest possible grade for those who did not:
 - > take quizzes and major examinations
 - > Submitted assignments and other output/projects
 - > participated in actual activities, experiments, and oral examinations
- Final grade shall be determined by AVERAGING the marks of the two (2) periods per semester or 4 periods for Junior High School and Elementary.

Subject-Based Grading System:

English, Mathematics, Sciences, Filipino, Social Sciences

| | | |
|-------------------------|---|------------|
| Written Works | - | 20% |
| Performance Tasks | - | 40% |
| Quarterly Assessments | - | 30% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 |

Physical Education

| | | |
|---|---|------------|
| Written Works | - | 20% |
| Performance Tasks (including attendance and behavior) | - | 50% |
| Quarterly Assessments | - | 20% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 % |

Computer Education

| | | |
|---|---|------------|
| Written Works | - | 20% |
| Performance Tasks (including attendance and behavior) | - | 50% |
| Quarterly Assessments | - | 20% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 % |

II. College

1. Grading Policy

Students who could not take the final examination or submit term requirements will be given only one (1) week to comply, after which the teacher must submit the grade to the Registrar.

The mark "W" (withdrawn) is given to a student who officially withdraws from a subject or course within two (2) weeks from the start of classes.

The grading standard employed by the school is designed based on the implementing guidelines on the performance-based grading system effective SY 2023-2024:

- A. College will be using Zero-Based System;
- B. Transmutation is not allowed;
- C. 60% or 3.0 as the lowest passing grade or minimum performance standard;
- D. Below 60% considered as failed;
- E. 0% lowest possible grade for those who did not:
 - a. take quizzes and major examinations
 - b. submitted assignments and other outputs/projects
 - c. participated in actual activities, experiments, oral examinations;

f. A periodic grade accumulates the Semester / Final Grade input as follow:

| | | |
|--|---|------------|
| Midterm Period (with Pre-Midterm Exam) | - | 50% |
| Final Period (with Pre-Final Exam) | - | <u>50%</u> |
| | | 100% |

g. The semester grade input earned by the student in a semester shall be converted into numerical and letter grades that shall be reflected in the transcript of records.

2. Subject-Based Grading System for Non-Maritime Programs:

English, Mathematics, Sciences, Filipino, Social Sciences

| | | |
|-------------------------|---|------------|
| Written Works | - | 20% |
| Performance Tasks | - | 40% |
| Quarterly Assessments | - | 30% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 % |

Physical Education

| | | |
|-------------------------|---|------------|
| Written Works | - | 20% |
| Performance Tasks | - | 50% |
| Quarterly Assessments | - | 20% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 % |

Computer Education

| | | |
|-------------------------|---|------------|
| Written Works | - | 20% |
| Performance Tasks | - | 50% |
| Quarterly Assessments | - | 20% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100 % |

Major and Professional Subjects

| | | |
|-------------------------|---|------------|
| Written Works | - | 20% |
| Performance Tasks | - | 40% |
| Assessment | - | 30% |
| Attendance and Behavior | - | <u>10%</u> |
| | | 100% |

Research

| | | |
|--------------------------------|---|-----|
| Quizzes | - | 10% |
| Major Exams | - | 25% |
| Application | - | 65% |
| - Presentation/Powerpoint (5%) | | |
| - Content (15%) | | |
| - Defense (30%) | | |
| - Final Output (15%) | | |

OJT and Practicum

| | | |
|---------------------|---|-------|
| Attendance/Attitude | - | 10% |
| Performance | - | 50% |
| Documentation | - | 20% |
| Revalida/Competency | - | 20% |
| | | <hr/> |
| | | 100% |

Field Study and Practice Teaching (Teacher Education)

A. Field Study

| | | |
|-------------------------------|---|-------|
| Output (Logbook, FS Episodes) | - | 70% |
| Observation and Participation | - | 30% |
| Attendance | - | 10% |
| Logbooks | - | 15% |
| Rating Sheets | - | 5% |
| | | <hr/> |
| | | 100% |

B. Practice

| | | |
|--------------------------------|---|-------|
| Practice Teaching | - | 80% |
| a. Practice Teaching Portfolio | - | 20% |
| b. Outputs (Lesson Plans) | - | 30% |
| c. Grand Demonstration | - | 30% |
| d. Rating Sheets | - | 10% |
| e. Attendance (DTR) | - | 10% |
| Revalida | - | 20% |
| | | <hr/> |
| | | 100% |

For College of Maritime Education:

A. The grade for a professional course without a laboratory component is computed as follows:

| | | |
|---|---|-------------|
| Progressive Assessment (Quiz, Recitation, Homework, etc.) | - | 35% |
| Research Projects / Reports | - | 25% |
| Major Examination | - | 40% |
| | | <u>100%</u> |

B. The grade for a professional course with a laboratory component is computed as follows:

| | | |
|---|---|-------------|
| Progressive Assessment (Quiz, Recitation, Homework, etc.) | - | 25% |
| Research Projects / Reports | - | 20% |
| Practical Assessment | - | 30% |
| Major Examination | - | 25% |
| | | <u>100%</u> |

C. English, Mathematics, Sciences, Filipino, Social Sciences

| | | |
|-----------------------|---|-------------|
| Written Works | | |
| Performance Tasks | - | 30% |
| Quarterly Assessments | - | 40% |
| | - | 30% |
| | | <u>100%</u> |

D. Physical Education

| | | |
|-----------------------|---|-------------|
| Written Works | | |
| Performance Tasks | - | 20% |
| Quarterly Assessments | - | 50% |
| | - | 30% |
| | | <u>100%</u> |

E. Research

| | | |
|--------------------------------|---|-----|
| Quizzes | | |
| Major Exams | - | 10% |
| Application | - | 25% |
| - Presentation/Powerpoint (5%) | - | 65% |
| - Content (15%) | | |
| - Defense (30%) | | |
| - Final Output (15%) | | |

3. Grading System

The grading system shall be number system:

| Grade Input (%) | | Grade | Letter Grade | Indication |
|-----------------|----|-------|--------------|-------------------|
| 100 | 99 | 1.0 | A++ | Excellent |
| 98 | 97 | 1.1 | A+ | |
| 96 | 95 | 1.2 | A | |
| 94 | 93 | 1.3 | A- | |
| 92 | 91 | 1.4 | B++ | Very Superior |
| 90 | 89 | 1.5 | B+ | |
| 88 | 87 | 1.6 | B | Superior |
| 86 | 85 | 1.7 | B- | |
| 84 | 83 | 1.8 | C++ | Very Good |
| 82 | 81 | 1.9 | C+ | |
| 80 | 79 | 2.0 | C | Good |
| 78 | 77 | 2.1 | C- | |
| 76 | 75 | 2.2 | D++ | Very Satisfactory |
| 74 | 73 | 2.3 | D+ | |
| 72 | 71 | 2.4 | D | Satisfactory |
| 70 | 69 | 2.5 | D- | |
| 68 | 67 | 2.6 | E+++ | Fair |
| 66 | 65 | 2.7 | E++ | |
| 64 | 63 | 2.8 | E+ | Passed |
| 62 | 61 | 2.9 | E | |
| 60 | | 3.0 | E- | |
| Below 60 | | 5.0 | F | Failed |
| | | | DR | Dropped |
| | | | W | Withdraw |

T. RECOGNITION OF CREDITS EARNED FROM OTHER SCHOOLS

Credits for academic work done elsewhere will be accepted and honored if the government of the Philippines duly recognizes the school where the student came from.

The guidelines were as follows:

1. The student must provide a syllabus for his/her previous school for enrollment.
2. Non- prerequisite subjects on the higher level are not allowed to be taken or enrolled in advance.
3. Students will not take advanced subjects as long as there is no pre-requisite earned.
4. Follow the prescribed units earned for the particular semester.

U. CLASS ATTENDANCE OF A STUDENT

A student may be given a failing mark if he/she incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods for the school year. His/her failure here is due to the academic deficiency caused by his absences.

1. Any student who, for unavoidable, commits absences from the class must get an admission slip from the Dean of Student Affairs. The approved admission slip must be presented to the instructor concerned.
2. Time lost due to late enrollment shall be considered time lost due to absences.
3. The student who reports to the class 15 minutes after the class starts shall be considered absent.
4. A student may be given a failing mark if he incurs absences of more than twenty percent (20%) of the prescribed class or laboratory periods for the semester/school year. His/her failure here is due to the academic deficiency caused by his/her absences.

5. Required hours per unit lecture:

| Number of Units | Total Contact Hours in | 20% of Class Hours |
|-----------------|------------------------|--------------------|
| 1 | 18 | 3.6 |
| 2 | 36 | 7.2 |
| 3 | 54 | 10.8 |
| 4 | 72 | 14.4 |
| 5 | 90 | 18 |
| 6 | 108 | 21.6 |
| 7 | 360 | 72 |
| 9 | 450 | 90 |
| 12 | 612 | 122.4 |
| 14 | 720 | 144 |

6. One (1) laboratory unit is equivalent to three (3) contact hours.

V. ACADEMIC PROBATION

- NOTICE OF FAILURE** is given to a student who gets a failing grade in one grading period or semester.
- WAIVER** is given to a student who gets a failing grade for two (2) consecutive grading periods or two (2) semesters.
- PASS ON PROBATION LETTER** is given to a student who gets a final failing grade in any of the subjects in a school year. For college, it is given to a student who gets two (2) or more failing grades in one (1) semester
- ULTIMATUM LETTER** is given to a student who gets a final failing grade in any of the subjects in the previous school year and another failing grade in any of the subjects in the current year for two grading periods. For college, it is given to the student who gets two (2) or more failing grades for two (2) semesters or one (1) failing grade for three (3) semesters.
- If the student cannot comply with the passing grade requirement after the Ultimatum Letter, non- acceptance of the student the next school year is required.

W. COMPUTATION OF HONORS AND DESERVING STUDENTS

I. Basic Education

The selection of honor students at the secondary level is based on the following guidelines:

- A. Candidates for honors at any grade or year level shall be drawn from the top ten (10) students of the strands offered. They must have a final grade of not less than 80% in any subject.
- B. The student's grades in the previous curriculum level shall NOT be considered in the ranking of honors for graduating students.
- C. In case of a tie, candidates may both be declared for the honor ranking.
- D. Candidates for honors at any level must have done the entire work of the grade/year level in the school where they are candidates for honors. Thus, students who transfer during the school year shall not be eligible for honors for that curriculum year.
- E. A student who has a record for serious disciplinary infractions (e.g., cheating and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others etc.) shall be disqualified for honors for the curriculum grade/year during which the sanction is imposed.
- F. Recognition shall be given for the achievement of students in specific academic disciplines (e.g., science, mathematics, English) and in particular curricular areas (e.g., athletics, performing arts, campus journalism).
- G. Any teacher who is related within the second degree of affinity to any candidate of honors shall NOT be allowed to sit as a member of the Selection Committee.
- H. The Vice President for Academic Affairs, as Chair of the Selection and Awards Committee, Members will be Registrar, Basic Education Principal, and Level Coordinators. The School President shall make the final announcement of honor pupil students. The announcement for the graduating students shall be made not later than fifteen (15) working days before the recognition rites/commencement exercises.
- I. Protests, if any, shall be filed to the Office of the Principal by the candidates and their parents/guardians within five (5) working days before the recognition/graduation rites and shall be settled not later than three (3) working days before the recognition/graduation.

II. Ranking of Honors

1. Valedictorian - Rank first among all graduating Senior High School Students
2. Salutatorian - Rank second among all graduating Senior High School Students
3. First to Fifth Honorable Mention - Rank third to seventh among all graduating Senior High School Students

III. Outstanding Students

1. Must have no grades below 80% in all subjects.
2. Only the Top 10 will be declared as Outstanding Students per Strand of the Senior High School.

College Department

I. Dean's List General Guidelines

The selection of Dean's List students at the College Level is based on the following guidelines:

- A. Candidates for Dean's List at any program and year level shall have no grade of not less than 85% in any subject or 1.7 for two (2) consecutive semesters of the school year.
- B. Candidate for Dean's List must have an average grade for the two (2) semesters of not less than 90% or 1.5.
- C. The student's grades in the previous Year Level shall NOT be considered in the ranking of Dean's List.
- D. Student must have earned a full load based on the curriculum of the Semester
- E. No rating of failed or Dropped in any subject
- F. Candidates for Dean's List at any program and level must have done the entire work of the Year in the school where they are candidates. Thus, students who transfer during the school year shall not be eligible for Dean's List for that curriculum year.
- G. A student who has a record for serious disciplinary infractions (e.g., cheating and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others etc.) shall be disqualified for the award for the curriculum grade/year during which the sanction is imposed.
- H. Recognition shall be given every year.
- I. Semestral recognition will be termed as Semestral Outstanding Students.
- J. Any teacher who is related within the second degree of affinity to any candidate of Dean's List or Semestral Outstanding Student shall NOT be allowed to sit as a member of the Selection Committee.
- K. The Vice President for Academic Affairs, as Chair of the Selection and Awards Committee, Members will be the Registrar, and Deans. The School President shall make the final approval and announcement of Semestral Outstanding Students and Annual Dean's Listers.

II. Latin Honors

A. Summa Cum Laude

- Three years residence (all units must be earned at MMACI); general average of at least 1.20 with no grades below 2.0.

B. Magna Cum Laude

- Three years of residence (all units must be earned at MMACI) with a general average of at least 1.5 with no grades below 2.0.

C. Cum Laude

- Three years of residence (all units must be earned at MMACI) with a general average of at least 1.7 with no grades below 2.0.

- D. The candidates for graduation with honors should have earned at least 15 academic units per semester with no summer grades unless prescribed in the curriculum. Must have no rating of "Dropped" or "Failed" in any subject. A grade of "W" (withdraw) will not be counted in the computation of honors.

III. Maritime Complete Academic Requirements Award

1. College of Maritime Education Complete Requirements Academic Award will be as follows:

| | |
|---------------|--|
| First Honors | - Rank 1 st Cadet among all Maritime Completers |
| Second Honors | - Rank 2 nd Cadet among all Maritime Completers |
| Third Honors | - Rank 3 rd Cadet among all Maritime Completers |
| Fourth Honors | - Rank 4 th Cadet among all Maritime Completers |
| Fifth Honors | - Rank 5 th Cadet among all Maritime Completers |
2. Candidates for Academic Award shall have no grade of not less than 85% in any subject or for three (3) years of schooling.
3. Candidate for Academic Award must have an average grade of not less than 90% or 1.5.
4. Candidate must have earned a full load based on the curriculum.
5. No rating of failed or Dropped in any subjects.
6. Candidates must have done the entire work of the Year in the school. Thus, transferees shall not be eligible for the award.
7. A student who has a record for serious disciplinary infractions (e.g., cheating and stealing, smoking inside the school premises, gambling of any sort, fighting, causing injury to others etc.) within the current year shall be disqualified.
8. Any teacher who is related within the second degree of affinity to any candidate shall NOT be allowed to sit as a member of the Selection Committee.
9. The Vice President for Academic Affairs, as Chair of the Selection and Awards Committee, Members will be the Registrar, and Deans. The School President shall make the final approval and announcement of the awardees.

X. GRADUATION REQUIREMENTS

1. Candidates for graduation are required to apply for evaluation of their records on or before September 30 in order that any deficiencies may be attended.
2. Candidates for graduation are required to accomplish graduation clearance before the final examination.
3. Fines are imposed on those who file their graduation application late.

Subject to the provisions of the Institution. Provided, however, that a student satisfies the following requirements for graduation:

- ◆ Satisfactory performance in On-the-Job- Training (OJT) which the number of hours may from time to time be defined by the faculty members in accordance with the government regulations (CHED policies, Standards, and Guidelines) from an aligned agencies of the five pillars of the criminal justice system such as law enforcement, prosecution, court, correction, and community where the college has Memorandum of Agreement (MOA).
- ◆ A passing grade in the comprehensive examinations/Revalida conducted by the College;
- ◆ A hard copy of group or individual research work
- ◆ Summary notes in every major subject with at least ten (10) pages per major subject which shall be written on a short band paper or a Department Learning Manual for every major subject.

- ◆ At least two (2) latest originals or photocopies of any Philippine Criminology Reviewer (for Criminology Program).
- ◆ Such other related academic and non-academic requirements may be determined by the respective Instructor and duly approved by the Dean.

Y. ADMINISTRATION OF EXAMINATION AND PRACTICAL ASSESSMENT FOR MARITIME

Definition:

Standard of competence means the level of proficiency to be achieved for the proper performance of functions on board the ship in accordance with the internationally agreed criteria as set forth herein and incorporating prescribed standards or levels of knowledge, understanding, and demonstrated skill

Evaluation criteria are the entries appearing in column 4 of the "Specification of Minimum Standard of Competence" tables in part A of the STCW Code and provide the means for an assessor to judge whether or not a candidate can perform the related tasks, duties, and responsibilities.

Progressive Assessment means a sort of quiz, recitation, assignment, homework, etc., on a per-topic basis. This will determine the depth of the learning sessions and student achievement of intended learning outcomes.

Summative Assessment means a final examination will be given at the end of the course in order to determine if the students acquired the intended learning outcomes and the course outcomes.

Re-sit means taking the theoretical examination or practical assessment for the same competence due to the previous failure.

Practical Assessment:

The conduct of practical assessment shall be conceptualized, which can lead to the confidence of the student. It shall be gradually planned with increasing complexity from familiarization, operational, functional, and team building to high-level decision-making and then leading to high-level, high-stress decision-making scenarios in crises, etc.

Special Exam

For students unable to take on the scheduled exam due to valid reasons, students are given after five(5) days of the scheduled exam.

Z. REMEDIAL PROGRAM OR REMEDIATION

The School Remedial Program is undertaken in line with the school's mission of providing total development among the youth, particularly the least favored. The program is geared towards helping slow learners and underachievers cope with their academic load with the general learning pace of the class, thereby guiding them towards the realization of their potential to the fullest.

OBJECTIVES:

1. To provide the necessary remediation for slow learners.
2. To provide underachievers assistance to strengthen their habits and other weaknesses.

Remedial class is required to enhance low-performing students' competence as an intervention program. The program is Free.

A Remedial program of instructional activities is designed to help slow learners, underachievers, and students with deficiencies cope with regular class work and requirements.

CHAPTER III

CHARACTER DEVELOPMENT PROGRAM

I. INTRODUCTION

Maintaining discipline in the academic environment is needed in an academic institution. This inherent power to impose desired norms of conduct springs from the role of teachers as substitute parents under the "Loco Parentis" Principle. Being substitute parents, the teachers and the institution shall ensure the maximum welfare of the students and endeavor to create an environment conducive to both development and learning.

Merchant Marine Academy of Caraga, Inc. is very particular about discipline in her fold, in both the administrative and the academic areas. It thus expects that her students are mature enough to understand that the Rules of Discipline are prescribed for their excellent and responsible enough to follow these rules.

II. NORMS OF CONDUCT

The MMACI students are expected to show consideration of the rights and feelings of others at all times. The following conduct/actions are unacceptable within the school campus or premises.

Minor Offenses:

1. Talking loud, shouting, or boisterous laughter inside the school premises while waiting for the next class or during classes and/or examinations.
2. Loud verbal or written exchange of obscene language or gestures
3. Arguing, fighting, or brawling inside the campus.
4. Malicious whistling or heckling of others, especially during stage performances and/or class programs
5. Tardiness
6. Not wearing prescribed school uniform.
7. Not wearing school ID.

8. Wearing of earrings among male students and immodest, improper attire (as sleeveless, above the knees skirts and shorts, backless, slippers, crop tops) among students within the school premises and for females, wearing multiple earrings/piercings and improper dress code within the school premises.
9. Playing games (basketball, volleyball, table tennis, "takyang", etc.) during class hours (7:00 AM to 9:00 pm) and examination week.
10. Absence without an excuse letter from parents/guardians.
11. Going outside the classroom during class hours without permission from the teacher.
12. Loitering along the corridors or around the campus during class hours.
13. Mischievous acts which may cause harm to others.
14. Delinquency in accomplishing or bringing school requirements/materials.
15. Refusal to cooperate to the reasonable inspection conducted by the school authorities.
16. Improper haircut and colored hair for male/female students.
17. Improper handling or use of equipment and facilities owned by the institution.

Major Offenses:

1. Discourteous behavior towards faculty members, superiors, and fellow students.
2. Threatening and/or assaulting another or any person in authority.
3. Posting of remarks, pictures, and videos destroyed the reputation of the school and authorities.
4. Tampering with or forging signatures on school records, receipts, or admission slips.
5. Engaging, intimate relationships with school personnel.
6. Unauthorized use of school and campus organizations' logos, hymns, and theme songs.
7. Dishonesty, such as making alibis using school-related activities as reasons for going home late, using fake money to buy goods and items.
8. Gambling, drunkenness, and possession and/or use push/deal of prohibited drugs inside the school premises and within 200 meters radius during school hours.

9. Drinking alcoholic beverages, smoking, and possessing drugs outside the school wearing a complete uniform.
10. Involved in inhuman initiation and hazing.
11. Unauthorized solicitation (money, goods, items, etc.) from other students or teachers.
12. Possession or circulation of pornographic and subversive materials.
13. Carrying deadly weapons within or outside the school premises.
14. Carrying animals inside the campus.
15. Holding "drug/gambling/drinking sessions in any place within the school premises, especially during events and activities like Christmas Party, Acquaintance Party, and other related school events.
9. Engaging in indecent trades/immoral jobs or profession
10. Indecent acts like posting indecent pictures, videos, statuses, and trolls or fake news on any social networking site degrade the name of the institution.
11. Display of scandalous actions in public places.
12. Joining and wearing of uniform/t-shirt in any fraternities, sororities, gangs, groups, or associations not recognized by the school.
13. Committing acts of vandalism in the classroom, library, laboratory, or any part of the school facilities and equipment.
14. Littering and spitting at walls and floors.
15. Destroying school properties like desks, tables, walls, school posters, cabinets, bulletin boards etc., including the e-library
16. Tearing, mutilating, or writing library books and periodicals.
17. Cheating during examinations.
18. Stealing money and properties belonging to others.
19. Smoking within the classroom, library, or within school premises.
20. Using gadgets (cellphones, iPads, iPods, PSP, Laptops, Netbooks, Digital Cam, etc.) during class hours.
21. Using others' school IDs and slings.
22. Tampering with one's school ID and sling.
23. Cutting classes.

31. Playing computer games during class hours.
32. Conducting and organizing meetings, parties, and other activities without the knowledge and permission of the school authorities.
33. Leading or participating in any group actions causing disruption of classes.
34. Bullying
35. Improper usage of the comfort rooms.
36. Cross-dressing among male and female students. Also, wearing make-up for males.
37. Posting pictures of school personnel without his or her knowledge
38. Offenses analogous to the above, which pose a danger to self and/or others or that which seriously damage the good name of the school.

III. CLASSIFICATION OF OFFENSES

Offenses may be classified according to their nature as light, less grave. Light offenses are summarily punished by censure or reprimand, while the severe and less-serious offenses are punishable either by suspension, exclusion, and expulsion.

III-A. MINOR OFFENSES SANCTIONS

A. First Offense

- Reminder and warning from the class adviser or subject teacher/instructor. An anecdotal referral will be signed by the parent.

B. Second Offense

- Reminder and warning from the Principal/Dean with a waiver from the student.

C. Third Offense

- Reminder and warning from the Prefect of Discipline with a waiver from the student and parents/guardian.

D. Succeeding Offenses

- Suspension for one (1) day (in-school cleaning). Parents are notified.

III-B. MAJOR OFFENSES SANCTIONS

1. First Offense

- Reminder and warning from the Prefect of Discipline with a waiver from the student and parents/guardian.

2. Second Offense

- Suspension for two (2) to three (3) days (in-school cleaning), depending on the gravity of the offense. Parents are notified.

3. Third Offense

- Dismissal per approval and recommendation from the Student Disciplinary Board (SDB) after due process.

IV. THE STUDENT DISCIPLINARY BOARD(SDB)

The Disciplinary Board is organized to prevent disruption of the orderly and proper functioning of the school. It receives and reviews shreds of evidence of any reported violations.

Composition of the Disciplinary Board:

Chairman: Dean of Student Affairs and Services

Members:

1. Prefect of Discipline
2. Principal/Dean
3. Class Adviser (For Basic Education) or Program Chair (College)
4. SSG President

V. DUE PROCESS

- a) Any school official, instructor, student, or any member of this academic community who comes into knowledge of a serious offense or infraction of school rules or against whom an offense was committed, shall report the same to the Dean of Student Affairs.
- b) The report may be oral or written without any specific form. However, it must contain sufficient information to enable the SDB members to determine whether there is a probable cause that warrants the filing of a complaint.

- c) The SDB chairman shall, if warranted, prepare the necessary complaint, which shall contain the personal circumstance of the respondent, the fact consisting of the offense charged, and all other pertinent matters that will enable the respondent to understand the charges against him and will enable to prepare a valid defense.
- d) The SDB, through its chairman, shall furnish the respondent with a copy of the complaint which shall include a notice for him to answer the charges in writing within Seventy Two (72) hours from receipt thereof, and the right to be assisted in the preparation of the answer by a counsel of respondent's choice, who may not necessarily be a lawyer.
- e) Immediately upon the receipt of the respondent's answer, the SDB shall convene to resolve the case, and may call upon the parties and other persons to shed light on the case, if such is necessary, for them to come up with a fair judgment. Thereafter, the SDB shall prepare its decision and submit the same without delay to the President, at the same time, furnishing the respondent with a copy of their decision. In case the respondent fails to submit a written answer within the prescribed period, without a justifiable reason, as determined by the Board, or refuses to file a such answer, the same shall be construed as a waiver of his right to be heard, and the Board shall then pass upon the merits of the complaint makes the decision and submits the necessary recommendation to the School President, copy furnished by the respondent.
- f) In cases where the Board needs the presence of the parties and witnesses, notices shall be duly issued indicating the venue, date, and time of the hearing.
- g) The hearing shall be non-adversarial in character and shall not be governed by the Rules of Evidence.
- h) In cases where the respondent is found guilty by the SDB, he may appeal the decision to the School President within 72 hours from receipt of the same. The appeal shall be in writing and shall state and explain fully the grounds for the appeal. The decision of the School President shall be final, except in the cases where the penalty imposed is expulsion, in which case, the concurrence of the CHED/TESDA/ DepEd is necessary.

VI. STUDENT DISCIPLINE & CONDUCT

1. STUDENT CONDUCT

All students are expected to conduct and decently present themselves, abiding by the generally accepted norms of good behavior at all times and observing courtesy and decorum in dealing with fellow students, personnel, faculty members, and administrators.

2. COMPLIANCE WITH UNIFORM

- Prescribed 3x4 haircuts for male students (CME and COCrIm) shall be strictly observed.
- Haircut inspection will be conducted once a month during the rank formation.
- Female hair should be neatly tied.
- Hair color, hair dye, or highlights is not allowed.
- Earring for male students in all programs is not allowed.
- Wearing the uniform is mandatory.

Type A (College except CME) - Monday, Tuesday, Thursday, and Friday

Type B (SHS and College) - Wednesday

Summer White (CME) - Monday and Thursday

Black Liberty (CME) - Tuesday and Friday

Type A (SHS) - Monday, Tuesday, Thursday, and Friday

PE Uniform - PE Class

Laboratory Uniform (College) - Laboratory Class (Cover-All CME)

Composition of Maritime Uniform:

- Pershing cap
- White polo with shoulder loop
- Slacks (white, black)
- Class bar
- Nameplate

- garrison belt with buckle
- black naval shoes
- black socks
- Maritime School Bag

STUDENT'S I.D.

1. I.D. cards are issued to all bonafide students of Merchant Marine Academy of Caraga, Inc. It identifies them as active members of the MMACI community and enables them to use the school facilities revalidated each semester or school year upon enrollment.
2. These I.D. cards should not be tampered with, for tampering is punishable under school rules.
3. Replacement of lost I.D. card should be made through the Student Affairs Office. An affidavit of Loss is required.
4. Students should always wear their I.D. from Monday to Saturday.
5. Students must present school I.D. before admission to the school campus and premises.
6. Term examinations upon request of positive identification.
7. After graduation I.D. must be surrendered to the office of Student Affairs. If lost, an affidavit of loss is taken from any lawyer.

3. EXERCISING DISCIPLINE FOR MARITIME STUDENTS

Advanced Midshipmen Officer Corps (AMOC) has the authority to implement College discipline among maritime students. Punishment (push-ups, duck-walk, etc.) Maritime instructors may apply discipline as long as it is not hinder or disrupt the ongoing classes.

Chairman of Discipline will address the student violation (especially the major offense) immediately and call the attention of the College Committee on Discipline (CCD) for a hearing prior to the proper sanction to be applied to the concerned student. CCD Members:

- College Dean of CME
- Program Heads
- Dean, Student Affairs and Services
- Prefect of Discipline
- Student Adviser and Instructor trusted by the concerned student

4. STUDENT/CADET ETIQUETTES (MARITIME AND CRIMINOLOGY)

- Ask permission before speaking
- Ask permission before entering & leaving the room
- Salute properly
- Sit or stand properly

VII. PUNCTUALITY

1. Every student is expected to come to school before classes start.
2. Habitual tardiness is NOT ALLOWED. Accumulated tardiness in a grading period will undergo the following process:

For Basic Education:

- | | |
|---------------------------|---|
| a. 1-5 tardiness | – dealt with the Class Adviser |
| b. 6-10 tardiness | - dealt with the Principal |
| c. 11-15 tardiness | - dealt with Prefect of Discipline |
| d. 16-20 tardiness | - dealt with the Dean of the Student Affairs |
| e. 21 and above tardiness | - Ultimatum Letter and Deliberation Committee will convene for possible sanctions |

For College:

- | | |
|--------------------|---|
| a. 1-3 tardiness | - dealt with the Instructor |
| b. 4-6 tardiness | - dealt with the Dean |
| c. 7-9 tardiness | - Disciplinary Letter from the Prefect of Discipline |
| d. 10-12 tardiness | - Ultimatum Letter from the Dean of the Student Affairs |

VIII. ABSENCES

A student may be given a failing mark if he/she incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods for the school year. His/her failure is due to the academic deficiency caused by his/her absences.

1. Every student is expected to be in his or her class every school day.
2. A student who has been absent from the class is required to submit a letter of explanation. In case of illness, a letter or a medical certificate must be submitted to the class adviser.
3. A re-entry form which duly signed by the OSAS Dean and College Dean is required every absent of classes made by the student.
4. A student is considered absent after he/she is late for more than fifteen (15) minutes.
5. A student with accumulated absences within a grading period will undergo the following:

For Basic Education:

- a. 1-2 absences - dealt with by the Class Adviser
- b. 3-7 absences - dealt with the Principal
- c. 8-12 absences - dealt with by the Prefect of Discipline and issuance of Referral Forms /Admission Slip
- d. 13-15 absences - Disciplinary Letter from the Dean of Student Affairs.
- e. 16 and above absences - Deliberation Committee will convene for possible sanctions

For College:

- a. 1-2 absences - dealt with by the Instructor
- b. 3-5 absences - dealt with the Dean
- c. 6-8 absences - dealt with by the Prefect of Discipline and issuance of Referral Forms /Admission Slip
- d. 9-12 absences - Disciplinary Letter from the Dean of Student Affairs.

IX. LINE FORMATION

1. Students must form their lines before entering the classroom at the start of the first period in the morning and afternoon.
2. Line formation is expected in the following areas:
 - a. drinking fountain area while waiting for one's turn
 - b. clinic while waiting to be attended to
 - c. canteen when buying food
 - d. library when borrowing books
 - e. flag ceremony and retreat
3. Silence must be observed while maintaining a straight line.

X. ENGLISH AND FILIPINO SPEAKING POLICY

The school recognizes speaking English and Filipino as a skill that brings national and global competitiveness; hence, the students must communicate in English and Filipino all the time.

XI. CLASSROOM BEHAVIOR

1. NO cell phones and other gadgets are allowed while classes are going on unless the teacher permits to use it.
2. A student should stand properly and answer in a clear audible voice when called to recite.
3. Courtesy must be observed.
4. Full attention and active participation are necessary at all times.
5. Cleanliness is next to godliness. Students should share the responsibility of keeping the classroom neat, clean, and orderly.
6. Students should dispose of and segregate their garbage properly.
7. Whiteboards/chalkboards should always be cleaned before and after classes.
8. Students should maintain a culture of discipline and order always.

XII. CORRIDORS AND STAIRWAYS BEHAVIOR

1. Loitering along the corridors while classes are going on is prohibited.
2. KEEPING RIGHT while walking along the corridors and when using the stairways a must.
3. Playing, running, and shouting along corridors and stairways are prohibited.
4. Keeping the corridors neat and clean is a must.
5. Silence should be observed. The following areas are designated quiet zones:
 - a. Corridors
 - b. Libraries
 - c. Laboratories
 - d. Clinic
 - e. Canteen
6. Maintain a culture of discipline, order, and silence
7. No bystanders and sitting in the stairways are allowed.

NOTE:

1. A PARENT who has a COMPLAINT AGAINST a student/teacher/or any personnel of the school should write a complaint letter to the Office of the Student Affairs (Students) and Human Resource Head (Personnel). He/she is not allowed to verbally and physically confront the student/teacher/or any personnel of the school.
2. MMACI will only entertain complaints coming from the performance rating, year-end evaluation, comments and suggestion box, and complaint letter addressed to the management. Complaints coming from the MMACI website, Facebook, Twitter, and other social networking sites will NOT be entertained.

CHAPTER IV

PROHIBITION ON BULLYING

STATEMENT OF POLICY

The school, as a matter of policy, prohibits bullying in all its forms, regardless of the means, place and time of its commission.

DEFINITION OF BULLYING

The School adheres to the definition of bullying, including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

“Bullying” refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim, like punching, pushing, shoving, kicking, or slapping. Tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress, like directing foul language or profanity at the target, name-calling, tormenting, and commenting negatively on the victim’s looks, clothes, and body;
4. Cyberbullying or any bullying is done through the use of technology or electronic means. The term shall also include any conduct resulting in harassment, intimidation, or humiliation through the use of other forms of technology, such as but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012.

COMMON FORMS OF BULLYING

The common forms of bullying shall include, but are not necessarily limited to, the following:

1. **Calling names** with the express purpose of humiliating, embarrassing a student, or otherwise causing trouble.
2. **Rudeness and intimidation.** These may be done through unwanted physical acts but also non-verbal means. A mean look or stare is an example of non-verbal bullying.
3. **Threats and extortion.** Creating fear and extorting money, food, or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.
4. **Malicious gossip and exclusion from the group.** Circulating gossip or damaging stories that tend to discriminate, exclude, and hate another student.
5. **Cyberbullying**

FAIR AND EQUAL TREATMENT OF BULLYING INCIDENTS

The School shall address every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

SITUS OF BULLYING

The School has the authority to impose discipline on its students, including this Policy. This authority of the School is not confined to the School premises. The School mainly undertakes to prevent and address bullying committed at the following:

- a) **On Campus.** School grounds include classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all campus facilities.
- a) **Off-Campus.** Which covers:
 1. Properties immediately adjacent to School grounds, including places or establishments frequented by our students.
 2. Any other place where school-sponsored or school-related activities, functions or programs are conducted;

3. School bus stops;
 4. School service, buses, or transport used by the School in an activity off-campus; and
 5. School buses or School services operated or accredited by the School to transport students to and from the campus.
- c) **On Cyberspace.** Text messages, emails, chat rooms, and other social media and websites, regardless of the website administrator's permission to use foul or explicit language or content or absence of any particular standard use.

PREVENTION PROGRAMS

The School shall raise awareness of the anti-social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as deemed appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive and multi-faceted and shall involve all education stakeholders and personnel. The programs may contain, among others:

(1) School-wide initiatives centered on:

- a. Positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships, and the understanding of and respect for individual differences;
- a. Periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- b. Periodic review and enhancement of the student's and personnel's manual or code of conduct in relation to bullying;
- c. Conduct activities for students, school personnel, and service providers on how to recognize and respond to bullying.
 - a. Continuing personnel development to sustain bullying prevention programs; and
 - b. Coordination with Local Government Units, barangay (Barangay Council for the Protection of Children), and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a) Reinforcing school-wide rules pertaining to bullying;
- b) Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c) Discussion of issues related to bullying and strategies for responding to and reporting incidents of bullying;
- d) Providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a) Discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b) Conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills in their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

EARLY DETECTION OF BULLYING

There are signs indicating that a student is being bullied in school. A change in the student's behavior or actions, a change in the student's routines, or the absence or presence of other circumstances may be a sign that the student is a victim of bullying. The teacher, parents, or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or having nightmares;

5. Bedwetting;
6. Doing poorly in class or school work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

INTERVENTION PROGRAMS

The school shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities that are designed to address the following:

- a. Issues that influence the student to commit bullying;
- b. Factors that make a student a target of bullying; and
- c. Effects of bullying.

FORMS OF INTERVENTION

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional, and psycho-social well-being of both the victim and the bully. Such programs may:

- a. Involve activities that will address acts of bullying;
- b. Emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

The School shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers, and all other persons who may be affected by the bullying incident.

RESPONSIBILITIES IN BULLYING INCIDENTS

The following are the responsibilities of stakeholders in bullying incidents:

(1) Bully

The "Bully" shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

(2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA) / Prefect of Discipline / Guidance Office, or other persons or school authorities; and
- a. Be circumspect in his / her claims against the alleged bully.

(3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Affairs (OSA) / Prefect of Discipline / Guidance Office, or any person or school authorities;
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

(4) School

The School, through the Office of Student Affairs (OSA) / Prefect of Discipline / Guidance Office, teachers, and other school administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This Policy shall likewise be included in the School's student and/or employee handbook and shall be conspicuously posted on the School walls and website;

- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school, and how parents and guardians can provide support and reinforce this Policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity-building activities for guidance counselors/teachers and the members of the Child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and either agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

(5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on the detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with due consideration of confidentiality and the tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

(6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying implemented by the School;
- a. Avoid or refrain from any act of bullying;
- b. Intervene to protect the victim unless it will jeopardize his safety and security; and
- c. Report to school authorities any incident of bullying.

(7) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school which include:
 1. Education on relevant policies;
 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children
- b. Cooperate with the school authorities in bullying incidents involving their child/ children; and
- c. No to take matters into their own hands in resolving bullying incidents.

b. THE ANTI-BULLYING COMMITTEE

c. The Anti-Bullying Committee. The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

d. **Composition.** The Committee shall be composed of the following:

- a. Principal/Dean – Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay preferably a member of the Barangay Council for the Protection of Children (BCPC). (ad hoc)

Functions

The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the preceding sections of this Policy; and
- a. Make the necessary referrals to appropriate agencies, offices or persons as may be required by the circumstances.

HANDLING BULLYING INCIDENTS IN THE SCHOOL

Exclusive Jurisdiction

Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations.

Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Effect of Institution of Criminal Action

The filing of a criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact-finding, and/or disciplinary proceeding on the students involved.

Immediate Responses

The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of a bullying incident or retaliation shall intervene by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;

- c. Removing the victim or, in appropriate cases, the bully or offending student from the site;
- d. Ensuring the victim's safety by:
 - 1) Determining and addressing the victim's immediate safety needs; and
 - 2) Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Affairs (OSA)/ Prefect of Discipline/ Guidance Office

REPORTING THE BULLYING INCIDENT OR RETALIATION

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Affairs (OSA)/ Prefect of Discipline or Guidance Office, who shall immediately report the matter to the Principal or Dean.
 2. The School shall inform the parents or guardian of the victim and the bully about the incident.
 3. If an incident of bullying or retaliation involves students from another on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
 4. Reports of incidents of bullying or retaliation initiated by persons who prefer to anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation, provided, however, that no administrative disciplinary action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
1. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in the strictest confidence in a central file with the Guidance Office.

FACT-FINDING AND DOCUMENTATION

The Office of Student Affairs and Services (OSAS)/ Prefect of Discipline/ Guidance

Office shall:

1. A separate interview in private with the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals, and monitoring.

REFERRAL TO EXPERTS OUTSIDE OF THE SCHOOL

The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police in appropriate cases involving bully or offending students.

DISCIPLINARY MEASURES

Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students involved.

DUE PROCESS

A. Bullying cases may be initiated either through:

- 1) a Complaint; or
- 2) a *motu proprio* Charge from the Office of Student Affairs and Services (OSAS)/ Prefect of Discipline/ Guidance Office based on a report of the teacher, school personnel, or bystanders.

- B. The Complaint should be duly executed by the complaining student with the assistance of his or her parents; or solely by the parents on the basis of their child's statements.
- C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent, stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and additional proof to substantiate the Complaint.
- D. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs and Services (OSAS).
- E. The Office of Student Affairs and Services shall furnish the parents of the respondent students/s a copy of the Complaint or Charge and direct the student/s concerned, with the assistance of the parents, to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Office of Student Affairs and Services (OSAS) may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs and Services (OSAS) may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.
- G. The Office of Student Affairs and Services (OSAS) shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal/Dean, which the latter may either disapprove or modify. The decision of the Principal/Dean may be subject to reconsideration or appeal to the Schools Division within a period of ten (10) calendar days from receipt of the decision.

SANCTIONS

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
 - 1.1 First Offense: Reprimand and Summon of Parents
 - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.
 - 1.3 Third or Subsequent Offense: Non-Readmission to Exclusion
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, a higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to the approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling by the School's Guidance Counselor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

PREVENTIVE SUSPENSION

The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk or more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such cases, the parents are barred from entering the School's premises or attending School activities during the said suspension

FALSE ACCUSATION OF BULLYING

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary action or to appropriate interventions for "bullies" under this Policy.

Confidentiality

Any information relating to the identity and personal circumstances of the victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, the teacher concerned, and the Office of Student Affairs (OSA), provided that the names may be made available to the parents or guardians of students who have been victims of bullying or retaliation.

Any school personnel who commit a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

CHAPTER V

SCHOLARSHIPS

In line with the school's direction to strengthen the linkage and rapport with other colleges and universities in the region, other cities and provinces, and in other islands in the archipelago, established men and women in cultural and sports who serve as ambassadors and ambassadress of goodwill, Merchant Marine Academy of Caraga, Inc. provides these privileges.

A. School-Based Scholarship Grants

I. Academic Scholars

II. Student Assistant scholarship Program

III. Cultural Scholar

A. Balangay Performing Arts Guild

B. Balangay Chorale

C. MMACI Dance Sports Team

IV. Varsity

A. Basketball

B. Volleyball

B. External-Based Scholarship Grants

I. Senior High School Voucher Program

II. TESDA Scholarship for Short-Term Qualification

III. CHED Scholarship Program

A. Tertiary Education Subsidy (TES)

B. Tulong Dunong Program (TDP)

C. Student Financial Assistance Programs (STUFAPS)

D. Study Now Pay Later Program (SNPLP)

E. CHED Merit Scholarship Program (CMSP)

IV. SSS and GSIS Scholarship Program

V. OWWA Scholarship Program

VI. LGU Scholars

VII. City Government Scholars

VIII. Provincial Government Scholars

IX. Barangay Scholars

C. Guidelines

1. Academic Scholars

1.1 Class Valedictorian or its equivalent in Grade 12 will be given a Free Tuition Fee Discount for Non-Maritime Programs (Lecture-Based only) for one (1) Semester of the First Year level while 25% Lecture-Based only for Maritime Program.

1.2 Class Salutatorian or its equivalent in Grade 12 will be given a 50% Tuition Fee Discount for Non-Maritime Programs (Lecture-Based only) for one (1) Semester of the First Year level while 10% Lecture-Based only for Maritime Program.

2. Student Assistant Scholarship Program

Applicants undergo the process:

- a. Submit Application Letter
- b. Submit Curriculum Vitae
- c. Must be a 4P's recipient or member of the DSWD Listahan 4.0;
- d. Must have a general average grade of 85% with no grades in all subjects below 80%; and
- E. Submit Police Clearance Certificate.

2. Student Assistant Scholarship Classification:

2.1 Full Merit (100% Tuition and Mis Fee FREE)

2.1.1 must render a minimum of 35 hours of work/duty per week, Monday to Saturday.

2.2 Half merit (100% Tuition Fee Free, Pay all Misc Fee)

2.2.2 must render at least 25 hours of work/duty per week, Monday to Saturday.

3. All applicants must pass the following screening procedures:

- ◆ Initial Interview
- ◆ IQ Test
- ◆ Final Interview
- ◆ Background Checking

4. An applicant who passed the selection process shall submit a Report Card/Study Load and Must sign the contract.

5. Semestral performance evaluation will be conducted.

6. Maritime Programs Student Assistant will be 50% Tuition Discount (Lecture-Based only) and will render 25 hours of duty per week (Monday to Saturday).

7. All full-merit scholars must report on summer.

CHAPTER VI

STUDENT PERSONALITY DEVELOPMENT PROGRAM

The school provides dynamic training to students. Thus, holistic training is properly implemented. Student Personality Development Program provides an opportunity for the students to develop their capacity for leadership, talent enhancement, sense of individual social responsibility, the spirit of cooperation, generosity, and patience.

CAMPUS ORGANIZATION

1. The students are only allowed to form the following type of campus organizations:
 - 1.1 **Academic or Pre-professional Organizations.** These are college-based or department-based campus organizations that are mandatory for students of the same college, program, or courses;
 - 1.2 **Religious Organizations or Campus Ministries.** These are voluntary organizations of students who share the same beliefs, faith, religions, and denominations;
 - 1.3 **Advocacy and Public Service.** These are voluntary organizations of students who share the same advocacy on public matters and public service toward themselves, the school, and the community;
 - 1.4 **Cultural and Performing Arts.** These are voluntary organizations of students who share common talents and skills in any form of performing arts;
 - 1.5 **Hobby and Special Interests.** These are voluntary organizations of students who share similar interests in leisure, hobbies, and other social and recreational activities;
 - 1.6 **Multicultural/Diversity.** These are a voluntary organization of students that includes diverse backgrounds across all departments and which offer equal opportunity for input and advancement of the organization.
 - 1.7 **Sports.** These are voluntary organizations of students who share common talents and skills in any form of sports;

No organization in the form of fraternities, sororities, and activism or their likes shall be registered and recognized.

Any organizations applying for recognition shall accomplish the following:

1 Name of Organization. All registered organizations must have a name. The name cannot duplicate that of an existing registered student organization or a departmental organization. Merchant Marine Academy of Caraga, Inc. (MMACI) is not responsible for an organization's liabilities, including unpaid bills, contractual obligations, or other business transactions.

2 Adviser. All registered student organizations are required to have an advisor. The responsibilities of the adviser often take the form of attending meetings, and events, providing information on policies and procedures, co-signing all financial transactions, and providing guidance/ideas.

3 Officers. Each registered student organization is required to have a President, Vice President, Secretary, Treasurer, Auditor, and PIO. Creating other officer positions are encouraged but not required. All officers must be currently enrolled students with good standing at MMACI.

3.4 Constitution and By-laws. The constitution is the basic framework of any organization. An organization's constitution and bylaws must include the purpose, requirements for membership, non-discrimination clause, officer duties, election processes, decision-making principles, and other general operating procedures. Specific organization rules and detailed procedures should go in the bylaws. When writing the constitution, consider the organization's current needs and its future goals; simplicity, clarity, and flexibility are best practices in official documents. An organization's constitution and bylaws should be regularly reviewed and updated.

3.5 Operational Plan. The AOP can be prepared on an annual or semester basis and must be signed by the head and adviser of the organization;

3.6 Appropriation Plan. The AP or Budget can be prepared on an annual or semester basis, uniform with the OP, and must be signed by the finance officer, the head, and the adviser of the organization;

3.7 Minutes. Minutes of the meetings of officers and members discussing and agreeing on the activities, costing, and funding sources;

3.8 Resolution. Resolution approving the OP, AP, and any fees agreed upon by the officers and members of the organization;

3.9 List of Officers. There should be a submitted directory of officers indicating their name, position, program, level, and contact details; and

3.10 List of Members. There should be a list of members of the organization, including officers themselves, whose total number should not be lower than fifteen (15) persons. Should there be members from college and senior high school, they should be presented separately, and college members should be at least fifteen (15) students.

4. The Office of Student Affairs Services (OSAS) will provide the application form and checklist of the requirements to the organization.

5. An organization applying for membership and which application is approved by the Office of the Students Affairs and Services after a thorough examination of all the submitted documents shall receive a letter of acceptance;

4. The Office of the Students Affairs and Services shall issue a certificate of recognition to the newly accepted member signed by the LCO President, adviser, and OSAS Dean.

5. Membership in the organization is for the period of one (1) semester of the academic year, renewable every semester.

6. There are three (2) processes by which a student organization can operate on campus:

8.1 Registration. A student organization will register with the Office of Student Affairs and Services (OSAS). The student organization becomes a registered campus organization once the OSAS gives a letter of recognition.

8.2 Recognition. A registered campus organization will apply for membership with the League of Campus Organizations. A registered campus organization becomes a recognized campus organization; and

9. The Office of Student Affairs and Services will conduct an orientation to the approved organization regarding the Rules and regulations governing student organization which should be attached by the organization representative/Officer before issuance of the Accreditation certificate.

The Rules and regulations governing student organization are as follows;

9.1 Only accredited organizations can schedule activities using school facilities.

9.2 Every after-activity must be supported with an evaluation, and the result must be part of their accomplishment report.

9.3 Every activity using school facilities must have an activity permit endorsed by the adviser and approved by the Head of Student Affairs & Services. Permit to use any school facilities must be secured three (3) days before the activity.

9.4 The Head of Student Affairs & Services for institutional/school-based organizations of the Department Dean/School Principal for department-based organizations must be informed about the presence of the guest speaker in any symposium, lecture, and conference & training schedule by a student organization.

9.5 The consent of the organization adviser is required in the organization's activities, particularly in activities that are scheduled outside of school premises.

9.6 A letter of information must be submitted to the Head of Student Affairs & Services if an activity is canceled or postponed.

9.7 The Head of Student Affairs & Services must be informed of changes in the set of officers of the organization or the amendments in the Constitution and By-laws of an organization immediately after these changes are enforced.

9.8 Student organizations shall not schedule activities during the last week of classes for every semester.

9.9 Falsification and withholding of pertinent information in the application for accreditation of student organizations shall mean cancellation of the application and shall subject the officers and members of the organization to disciplinary sanctions.

Membership in the organization shall terminate in the following circumstances:

10.1 **Suspension.** A campus organization that violates its own Constitution and By-laws, that of the LCOs, and the policies of the institution can be suspended upon memorandum from the Office of Student Affairs and Services.

10.2 **Revocation.** The OSAS, after due process, may revoke the recognition status of the campus organization after confirmation of two (2) violations within the semester. Non-compliance with reports and requirements can be grounds for revocation of recognition status;

10.3 Dissolution. The campus organization whose recognition status is revoked shall be ordered to dissolve and wind up its assets received by the adviser, surrender available supplies to LCO, and distribute available cash to all members.

10.4 Termination. A dissolved campus organization, once liquidated, shall be declared terminated by the OSAS, informing the LCO and the Student Government that the said assembly shall no longer operate and no officer or members may use its name in in-campus or off-campus activities.

CHAPTER VII

SAFETY AND SECURITY PROTOCOLS

MMACI Safety and Security Protocols

1. Checking of Bags upon Entering and Leaving the School Premises.
 - 1.1 Items that are prohibited inside the school campus, including firearms, pornographic materials, illegal drugs, alcoholic drinks or beverages, explosives, and other dangerous chemicals and materials, or those which may endanger the health, welfare, or safety of students or school personnel.
2. Students are required to wear their ID's inside the school campus for easy identification.
3. Motor Vehicle Pass for Students who desire to have vehicular access to the school campus.

Motor Vehicle Pass

1. Students who desire to have vehicular access to the school campus shall apply and register their vehicle at the Office of Safety and Security Services, which will grant a pass in the form of a sticker for their vehicle. This policy has been developed to promote and maintain an organized, accessible, and safe School campus.
 - 1.1 Entry and parking inside the campus are privileges granted by the School through Vehicle and Gate Passes.

Requirements for Motor vehicle Pass

1. Motor Vehicle Pass Registration form
2. Photocopy of Valid Certificate of Registration (CR) and the Official Receipt (OR) of the Vehicle/s in the name of the applicant
3. Valid Driver's License of the applicant
4. Original Receipt from the Finance Office to confirm the payment of the registration fee
5. For two-wheeled vehicles, a helmet is required.

Approval and Processing

1. A vehicle is considered registered when the registration form has been completed and the requirements for registration have been submitted.
2. The vehicle must be brought to the parking area of the school for sticker installation. Only authorized personnel can install the sticker. All stickers are non-transferable and will expire at the end of the year.

Guidelines on the Implementation of Motor Vehicle Pass

1. The sticker must be displayed at the upper right of the passenger side for four-wheeled and three-wheeled vehicles and at the front part of two-wheeled vehicles. Removal of the sticker or the display of the same in an unprescribed manner will result in the termination of the privilege.
 2. The sticker shall, at all times, remain mounted on the designated vehicle. No vehicle shall be allowed entry into and to park inside the school campus without the appropriate pass.
 3. The vehicle owner shall ensure that their vehicle is operated only by persons with a valid driver's license.
 4. The "No Helmet, No Entry" policy of the school applies to motorcycle applicants; thus, drivers without helmets will not be granted a Vehicle Pass or a Gate Pass. Non-wearing of helmets while driving inside the school campus may result in the revocation or suspension of entry and parking privileges and the removal of the Vehicle or Gate Pass sticker.
1. The vehicle owner/driver agrees that he/she will not bring it inside the campus nor keep it in his/her vehicle while it is inside the campus items are prohibited.
 2. The vehicle owner/driver understands that any violation of the conditions set forth by the school may result in the termination of this privilege, imposition of fines, disciplinary action by school authorities and/or legal action in court.

CHAPTER VIII

STUDENT SERVICES

I. Guidance Services

1. Guidance Counseling

- an integral part of the institution's student services that offers assistance to students to make intelligent decisions and adjustments in life.

2. Testing and Evaluation

- assess the students' performances periodically and evaluates the new and old students' potentials and aptitudes.

3. Family Crisis Center

- it is part of the institutional service program to assist students and parents in building a lasting wholesome family relationship.

4. Job Placement

- the institution updates its job info drive and maintains linkages with various stakeholders that may be advantageous in assisting graduates in putting their skills and potentials to appropriate jobs/careers.

Medical and Dental Services

The institution equips its medical-dental clinic with adequate equipment, facilities and medicines to ensure students' and personnel's well-being. Qualified medical-dental teams monitor and is of service to the students and personnel. Services offered:

1. First-aid treatment

2. Medical check-up for free – doctor available twice a week

3. Dental check-up for free

4. Free medicine to common ailments during first two (2) days of sickness

5. Nutritional Status monitoring

6. Health and Nutrition Counseling

7. Referral to Hospitals/RHUs

III. School Canteen

The school canteen serves nutritional snacks and meals at reasonable prices. It also sells school supplies.

IV. Cultural and Sports

A. Cultural Affairs

1. Balangay Performing Arts Guild
2. MMACI Pep Squad
3. MMACI Chorale
4. MMACI Dance Sports Team

B. Sports Affairs

1. Basketball Team
2. Volleyball Team
3. Table Tennis Team
4. Taekwondo Team

V. Disaster Risk Reduction and Management Team

The institution fulfills the requirement of **RA 10121 (Philippine Risk Reduction Management Act) of 2010 under the National Disaster Risk Reduction Management Plan (NDRRMP)** that envisions a country of “safer, adaptive and disaster-resilient Filipino communities towards sustainable development.”

The institution needs to empower the communities and develop the “right” mindset and positive behavioral changes toward reducing and managing risks and lessening the effects of the disaster. Therefore, it supports the Four Thematic Areas with the following school activities/program:

1. Disaster Prevention and Mitigation

- Enhanced and effective community-based scientific assessment, planning, analysis, and monitoring.
 - Community Extension Service
 - Tree/Mangrove Planting

- Early Warning Systems Program
- Information Drive

Disaster Preparedness

- Increased level of awareness and enhanced capacity of the community to the threats and impacts of all hazards.
 - Earthquake Drill
 - Fire Drill
 - Typhoon/Flood Drill
 - Contingency/Evacuation Plan
 - Research Programs
 - Computer Literacy Program

Disaster Response

- Well-established disaster response operations.
 - Emergency Rescue Team
 - Relief Donation Campaign
 - Medical-Dental Mission
 - Psychological Stress Debriefing

Disaster Rehabilitation and Recovery

- Houses are rebuilt or prepared to be more resilient to hazards and safer sites for housing.
 - Gawad-Kalinga Project
 - IGPs/Livelihood Project

CHAPTER IX

LEARNING RESOURCE CENTER

A. Library Hours of Service

The library is open for service on the following schedule:

MONDAY – FRIDAY 8:00 AM - 7:00 PM

SATURDAY 8:00 AM- 12:00 N

(Notice for the special schedule will be posted on the library website Bulletin Board)

B. General Policies

Library users are required to always observe and obey library policies, including wearing the prescribed school uniform (undergraduate students) and School I.D.

1. Students should sign up on the logbook first upon entering the Learning Resource Center.
2. Leave your bags in the baggage area.
3. No library materials can be taken out of the library without the librarian's permission.
4. Food and drinks are not allowed inside the library. Food and drinks threaten library resources and equipment, and spilling them can result in a trip and/or a pest infestation. Smoking is strictly prohibited throughout the MMACI campus.
5. Handle library materials carefully: Avoid marking, underlining, inserting bulky objects, and making "dog ears." These acts can shorten the life of library materials.
6. Books in reading areas should not be returned to the shelves but leave the books on the tables to avoid their being misplaced. Individual volumes belonging to a set, such as encyclopedias, should be returned to their proper places or shelves.
7. Cleanliness and orderliness inside the library are a must. For example, chairs must be pushed back under the table after use and must not be transferred from one place to another.
8. Using headphones for personal stereos and mobile phones is permitted, provided that the user will not disturb other library users who wish to study and research in silence.

- Mobile phones shall be switched to silent mode while inside the library; however, answering calls should be done outside the library.
- The library has assigned a laptop charging station for library users.
- Watching movies or videos for leisure is not allowed inside libraries.
- Do not leave your things unattended. Library users should attend to their valuables while in the library. The library will not be responsible for any loss.

Library Admission

- Only bona fide students, faculty members, officers of the administration, and staff of MMACI are allowed to use the library.
- Students are required to present their validated School I.D. upon entering the library.
- Students must be in complete uniform during class days and in proper school attire during free days.

D. Off-Campus Researchers

1. Off-campus researchers may use the library resources on Thursday and Friday only, provided they present an official letter (referral letter) from the librarian/head of the agency where they belong and must present their School ID/Agency ID.
2. Researchers must obtain a library pass from the Head Librarian and pay a research fee of fifty pesos (Php50.00) per day at the Accounting Office.
3. An official receipt will be presented to the Head Librarian for recording purposes.
4. All library materials are for library use only.

E. Alumni

1. MMACI Alumni may use the library resources and must present their Alumni I.D. Alumni are given free access to the library for three days per semester.
2. In excess of the three days period, a research fee of fifty pesos (Php50.00) per day is paid at the Accounting Office. The official receipt must be presented to the Head Librarian for recording purposes.
3. All library materials are for library use only.

F. Fines and Penalties

1. **Overdue books** not returned on the due date shall have a fine of ten pesos (Php10.00) per day, excluding Sundays and Holidays.
2. **Lost books.** The borrower should report immediately to the Circulation Librarian when a book is lost. Otherwise, he/she will pay the overdue fines incurred until the day the loss is reported. The borrower will be given one (1) a month extension to find the book.

Lost book(s) shall be paid for or based on the current value of the book or replaced with the following conditions:

- Same title and author, preferably with the latest copyright
- Processing fee, which is 15% of the price of the book
- Reprinted copy is not accepted as replacement of an original edition

Damaged/Destroyed library materials

A library user found responsible for the destruction or damage of any library materials will be fined accordingly and shall be charged based on the current value of the book. Failure to observe these regulations will be reported and may lead to:

1st Offense: Warning/ Reprimand

2nd Offense: Suspension of Borrowing Privileges

3rd Offense: Suspension from Library Privileges

Replacement of such material with the following condition also apply:

- * Same title and author with the latest copyright is preferred.
- * Reprint copy is not accepted as a replacement for an original edition.

In case of fire, floods, and other disasters, a certification is required from the Bureau of Fire, Barangay Captain, etc., to support the claim.

G. Library Clearances, Requests, Etc.

One week before the final exam, the circulation of books is cut off to give time for the library staff to consolidate all records of students and faculty with library obligations/accountabilities. Library users are encouraged to settle their obligations/accountabilities before the clearance signing schedule. Clearances of undergraduate students are signed in groups either by majors or sections.

The Circulation Librarian signs all student clearances on behalf of the Head Librarian. The Circulation Librarian also countersigns faculty and staff clearance before it can be signed by the Head Librarian. In cases where in the Head Librarian is not available, the Circulation Librarian may sign in her behalf.

4. Control and Security Measures

To safeguard library resources, an electronic surveillance system (CCTV) is installed in strategic areas of the library. Likewise, ample aisles, emergency exits, fire extinguishers, and smoke alarm systems are installed in the library.

II. LIBRARY SERVICES AND ACTIVITIES

1. Current Awareness and Services

This refers to the services rendered to the faculty members to inform them of the developments or trends in their field of disciplines or specializations. The following are the services under CAS, to wit

- a. **Acquisitions List.** Library staff prepares and distributes acquisitions lists that enumerate the books, AV materials, and other library materials acquired by MMACI Learning Resource Center and AV materials in specific periods within the school year periodically.
- b. **Table of Contents List.** A copy of the Table of Contents of selected journals is prepared every time new issues arrive. This is distributed to the program deans/ chairpersons/principals/subject coordinators.
- c. **Bulletin Board Display.** Regular posting of library announcements and important information being done, such as New Acquisitions, Library Statistical Reports, Current Events, monthly celebrations, etc.

2. Information Literacy-Information Literacy is the skills needed to find, retrieve, analyze, and use information. Information Literacy helps us to cope by giving us the skills to know when we need data and where to locate it effectively and efficiently.

It includes the technological skills necessary to use the modern library as a gateway to information. It enables us to analyze and evaluate the information we find, thus giving us confidence in using that information to decide on or create a product. The Information Literacy Program at MMACI Learning Resource Center is categorized into the following:

- a. **Library Orientation.** This service provides a good understanding of the Learning Resource Center's core functions, policies, facilities, resources, and services. It is being offered to all undergraduate freshmen and transferees during the start of every school year, once (1) every School Semester. On the other hand, for new faculty members/teachers, the unit libraries provide different library orientation programs during scheduled faculty meetings. New faculty members/teachers are given an overview of the department as they visit the library.
- b. **Library Tour.** This is done at the end of the Library Orientation by class and facilitated by the Readers' Services staff to provide a physical or actual presentation on the library's different services and materials sections.
- c. **Bibliographic Instruction.** It is an instructional program designed to teach library users how to locate the information they need quickly and effectively. To teach users how to search, evaluate, and use the information and the library effectively and independently. The Library Instruction covers the following: Steps in Library Research and the Different Search Tools, namely: Dewey Decimal Classification System, Online Public Access Catalog, Online Databases, and the Internet. Generally given to formal classes embedded in the research subject, it may also be given to small groups upon request.

In MMACI Learning Resource Center, the Bibliographic Instruction service is done through:

- Teaching users how to locate and use library materials
- Teaching users how to evaluate the information they find
- Introducing users to database searching
- Introducing users to searching the library's online catalogues, indexes, and abstracts
- Helping users become aware of information as it exists in its different formats: print, non-print, electronic and online.

BIBLIOGRAPHIC ASSISTANCE

- 1) **Bibliography-Making.** The Readers' Services staff prepares bibliographies on certain subjects and by type of materials upon request by the academic heads and faculty members.
- 2) **Acquisitions Lists.** The librarian prepares and distributes acquisition lists that enumerate the materials acquired by the Learning Resource Center in certain periods within the academic year. The lists are written in APA bibliographic format.
- 3) **Interlibrary Use/Referrals.** Interlibrary use is a service intended for students, faculty, staff, and administrators from member institutions of the Caraga Librarians and Libraries Association, Inc. (CLLAI) and Academic Libraries Information Network in Mindanao, Inc. (ALINET). The library provides referrals and facilitates the access of the mentioned groups of users to the member libraries. Each member library has policies and guidelines about this service; hence, users are expected to abide by them

Reference and Information Services

- a. **Information Desk Assistance.** Users needing assistance in using the OPAC and the library, in general, may approach the Information Desk.
- b. **Supervised Library Work Research.** This is one of the important services of the Learning Resource Center wherein the whole class, with the presence of the subject teacher/instructor, will undertake library research to answer assignments or other class-related activities using available reference sources. The subject teacher/instructor will have to supervise the whole class doing the said research with the reference and information assistance to be provided by the Readers' Services staff. Reservation must be made one (1) day before the said activity to give ample time for the readers' services staff to prepare the needed information resources which might be available or not in Learning Resource Center; hence, the librarian will do something to be able to provide the needed materials like having an interlibrary use.
- c. **Reading Advisory Guidance.** Readers' Services staff guide students in choosing the reading materials fit for them. In addition, they provide book annotations to those looking for something to read by interpreting the content of the book/s and other library materials.

4. Circulation Services

The circulation section is the frontline of the library system, where the library resources are channeled directly to the users where you check out, return, or renew items, ask about missing items, or inquire about fines.

Policies on Borrowing Library Materials

Who Can Borrow and For How Long?

- MMACI faculty, staff, and students can borrow library materials from the Learning Resource Center.
- Borrowers can borrow books during the specified service hours of the library.
- General reference books, AV materials, and periodical materials are for library use only and cannot be loaned out.

| <u>BORROWER</u> | <u>RESOURCES</u> | <u>PREVILIGES</u> |
|-----------------|---|---|
| STUDENTS | maximum of 3 books (Filipiniana and Stack) | overnight use and have one privilege for renewal |
| FACULTY | more than five titles or subjects are to be used as references. | 1 MONTH and renew (2) |

How to Borrow Library Materials?

- ◆ Checking out of books /Inside Reading
 - Borrowers will fill out the OPAC Slip form by accessing the library materials needed.
 - Copy the call number of the book, title, and author using the OPAC Slip form and present the form to the Librarian/Circulation in charge.
 - Borrowers must present his/her School ID when borrowing books and other library material
 - Fill out the book card and Borrowers Card before the book is check-out.
 - The circulation In-charge can now release the books together with w/the library receipt.
 - For inside reading, the user fill-out the book card and present the school ID before he/she is allowed to read the book.

• Check In/Returning of Books

- Borrowers return the books to the circulation area.
- Circulation In-charge checks the condition of the books if it's damaged, mutilated, or not.
- If not damaged, the circulation-in-charge signs the book card, specifically on the remarks column, as "returned."
- The Circulation In-charge inserts the book card into the book pocket.
- The Circulation In-charge returns the school ID of the borrower, and he/she may now leave after the verification.

• Renewal of Books

When a user requests that an item be renewed, the user must re-fill out the book card,

and the circulation in charge may continue or change the due date of the books along with the receipt.

4.5 Library Reprographic Service

◆ Photocopy

- Surrender the library card to the in-charge for the book card to be attached to it
- If the photocopying machine is out of order, the librarian determines materials that may be taken out for photocopying. The users must leave their IDs and borrower cards for students, faculty, and employees.
- Be sure to return after 30 minutes to avoid a penalty

◆ Printing Services

- Printing services are accessible to all library patrons who wish to print out their saved computer files and documents.
- The printing service is on a first-come-first-serve basis.
- Multiple copies of documents like flyers and pictures/ photos are allowed.
- The printing price varies depending on the color and included pictures/photos.

Long and Short

| | |
|------------------------------|--------|
| Full text (black &white) - | P3.00 |
| Colored Full text / Borders- | P8.00 |
| Colored w/Text & Picture - | P10.00 |

4.6 Internet Services

This service allows students to access the internet for free. However, internet use must be in line with educational and research only.

4.7 Technical Processing Services

Refer to the behind-the-scenes activities that a library undertakes to process library materials loaned for the Users.

II .LIBRARY FACILITIES

1. Reading Area

There are spaces available that provide a conducive environment for our users to read and study. Library users are advised to use the information in our libraries fully.

2. Charging Area

- Users can charge their gadgets and laptops using the strategically placed electrical outlets available throughout the library. It may be a straightforward service, yet it can mean so much to those using their own devices for their research and studies.
- The client is responsible for the safety of his/her gadget/s while charging; he/she should not leave the charging of his/her gadget/s unattended. Library Personnel will not be liable or responsible for any loss or damages to any device/s of the client.

3. Faculty Lounge

The Faculty Lounge is open and accessible at all times for the faculty, staff, and administrators to relax and meet with colleagues.

4. Periodical Section

Periodical Sections are publications issued at regular intervals and are to be continued for an indefinite period. This section is available for journals, magazines, newspapers, and vertical file materials such as newspaper clippings, pamphlets, and other ephemeral materials.

5. Circulation Section

This section houses and circulates books and materials in the General Collection and Reserve Collection. The circulation section is the most important key to the library, where books and other materials are to be checked in or out. Specific regulations may be learned here for borrowing books, fines, and lost books.

6. Electronic-Library (E-Library)

- The library has five units of computers with internet connection for the library researchers' usage.
- Through this, the users could easily search for topics with a wide range of interests.

Procedure:

1. All users must sign the logbook upon entry and log out upon departure.
 2. The internet is used inconsistently with the library's rules and regulations.
 3. The library follows the "first come, first served" policy.
 4. The library limits the time a client can use the computer to one (1) hour (but can exceed if no other users are waiting) to maximize its utilization and serve many students.
- Computer chats and pornographic surfing are discouraged when using the library computer
 - Violator shall face the penalties, which include cancellation of the account or suspension of the privilege to use the Internet services. In addition, the Librarian and the System Administrator can revoke the right or inhibit violators on the use of the facility.

7. Discussion Room

The Discussion Room is used for group discussion and study purposes upon reservation at the LRC. Reservation must be made a week before the scheduled time on a first come, first serve basis. Cancellation must be made two days before the scheduled time to allow others to use the facilities.

8. Audio Visual Room

The Audio-Visual Room supports the Institutions programs and activities. It aims to provide students a wide range of communication-learning opportunities using Audio-Visual instructional and educational materials and equipment.

Procedure:

- When planning to use the AVR, a Letter of Request must be prepared by the Requesting Party/Person and addressed to the AVR In-Charge.
- The Letter of Request must be stated the purpose and the proposed date of utilization.
- The letter of request must be presented and submitted to the AVR In-Charge.
- After AVR In-Charge receives the letter of request, the requesting party will fill out the AVR form.
- Once the form has been filled out with all the needed information, the AVR In-Charge will check to see whether the request can be granted; rescheduling is recommended if there is a conflict.
- If the request is granted or approved, booking of the event will be scheduled.

Types of Library Collection

a. General Reference- Reference materials are for use within the library only. These resources are for answering user quick reference questions. They include dictionaries, encyclopedias, Who's who, yearbooks, almanacs, gazetteers, etc. This collection was found in the Circulation area, and they have the location symbol **GREF**.

Special Collection- The collection includes textbooks, periodical articles, Government publications, Dissertations and Thesis, magazines, newspapers, and audio-visual materials, e.g., CDs, DVDs, Video Tapes, and Kindle Fire (ex. book readers). These collections are for use within the library symbol (SPC).

Filipiniana Collection- the Filipiniana Collection consists of publications about the Philippines in all its aspects—cultural, political, social, religious, economic, and others regardless of author and imprints. The collection covers a range of reading materials designed to meet library users' instructional and research needs. Symbol (Fil)

Stack/Foreign Collection – Contain Foreign books covering different discipline areas. Symbol (S).

Fiction- This includes a variety of well-selected stories and novels written by famous local and foreign authors that are available for recreational reading. Titles/books are categorized as classical, condensed, and bestsellers.

Maritime Collections- this area contains maritime books, ships catering, navigation, shipping, seaborne trade, commerce on the sea, and other naval matters.

Periodical Collection- Houses of bound and unbound magazines, journals, and newspapers. Periodical Materials are to be read inside the library unless these resources are used in their actual class discussions.

Reserve books and materials that are frequently used and limited in numbers. These can be used/read inside the reading area.

Personal Data

Name: _____

Address:

Birthday: _____ Age: _____ Gender: _____

Cellphone Number: _____ Phone Number: _____

Father: _____ Age: _____ Profession: _____

Mother: _____ Age: _____ Profession: _____

In case of accident or emergency, please contact:

Name of the Parent/Guardian: _____

Address: _____

Cellphone Number: _____ Phone Number: _____



Merchant Marine Academy of Caraga, Inc.

North Montilla Blvd., Brgy. Ong-Ylu, Butuan City
Tel. No: (085) 817 0476 / Mobile No.: (+63) 917 105 9644 (Globe)
E-mail Address: mmaci2018.bxu@gmail.com



PROGRAM OFFERINGS

College

- ✓ Bachelor of Science in Marine Transportation (BSMT)
- ✓ Bachelor of Science in Marine Engineering (BSMarE)
- ✓ Bachelor of Science in Criminology (BSCrim)
- ✓ Bachelor of Physical Education (BPEd)
- ✓ Bachelor of Library and Information Science (BLIS)
- ✓ Bachelor of Science in Information Systems (BSIS)

SHS

- ✓ Pre-Baccalaureate Maritime (PBM)
- ✓ Humanities and Social Sciences (HUMSS)
- ✓ Science, Technology, Mathematics, and Engineering (STEM)
- ✓ Accountancy, Business, and Management (ABM)
- ✓ General Academic Strand (GAS)

TESDA

- ✓ Shielded Metal Arc Welding NC I
- ✓ Shielded Metal Arc Welding NC II