MCL
Malayan Colleges Laguna

SENIOR HIGH SCHOOL

SENIOR HIGH SCHOOL HANDBOOK

SY 2016 - 2017

MALAYAN COLLEGES LAGUNA – SENIOR HIGH SCHOOL
SY 2016-2017 CALENDAR

June 2016

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2016

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ACADEMIC DATES

1st Term

Opening: June 13
Final Exams: Aug 30 – Sept 1
Removal Exams: Sept 5 and 6
Last Day, Grades Submission: Sept 7

2nd Term

Course Enlistment: Sep 11
Course Sectioning: Sept 14
Opening: Sept 19
Final Exams: Dec 5 – 7
Removal Exams: Dec 12 and 13
Last Day, Grades Submission: Dec 14

3rd Term

Course Enlistment: Dec 14
Course Sectioning: Dec 16
Opening: Jan 9
Final Exams: March 27 - 29
Removal Exams: April 3 and 4
Last Day, Grades Submission: April 5

Summer Term (if needed)

Start of classes: April 17

SHS Department Events and MCL-wide Events

Welcome party:
MCL-SHS Foundation:
MCL Cup:
MCL @11 Celebrations:

Local and National Holidays

Aug 29 National Heroes Day
Nov 1 All Saints' Day
Nov 30 Bonifacio Day
Dec 25 Christmas Day
Jan 1 New Year's Day
April 10 to 14: Holy Week

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Part 1. About Malayan Colleges Laguna

The Mission of Malayan Colleges Laguna

1. To provide the learning environment that would transform our students into globally competitive professionals;
2. To produce social wealth from the generation of new knowledge;
3. To contribute to the solution of industry's and society's problems by the expert application of knowledge.

The Vision of Malayan Colleges Laguna

Malayan Colleges Laguna (MCL), in being true to its nature, has to compete with other schools even as it collaborates with them in the advancement of common interests. Its stance shall be differentiation in the level of its service. Logically, it should go for the attainment of the highest quality standards.

In today's world, it makes sense to reach for global standards. The market for graduates is global. The market of students is global. There is no reason why the market for research and consultancy cannot be global.

Thus the vision statement:

"Malayan Colleges Laguna shall be a global steeple of excellence in professional education and research."

The Mission of the MCL Senior High School

"To provide learning opportunities to senior high school students that will guarantee their college and career successes; Instill among its students the value of service, responsibility, and lifelong learning."

The Vision of MCL Senior High School

"Graduates of MCL Senior High School will possess the knowledge, skills, and values that will guarantee their college and career successes in the 21st century."

The goals of MCL Senior High School are focused on Academic Excellence and Moral Excellence.

1. Academic Excellence: MCL Senior High School Graduates will be able to demonstrate their acquired knowledge, skills, and values necessary for college and career successes in the 21st Century; and
2. Moral Excellence: MCL Senior High School Graduates will characterize the sense of service and responsibility and the passion for lifelong learning.

The Core Values of MCL

Excellence, Loyalty, Teamwork, Discipline, and Urgency

MCL Motto

"Excellence and Virtue"

MCL Logo

The globe represents the school's aspiration to be ultimately international in character, standard and reach. The letter "M" is for Malayan and is formed by a single helix representing a strand of DNA at the time of its replication. It represents life to the betterment of which the school commits itself.

The iconic figures stand for all the great minds that the faculty and students interact within the confines of the school: Albert Einstein representing science and technology, William Shakespeare representing the other realms of thought and expression, and Dr. Jose Rizal, Son of Laguna and "Pride of the Malay Race," representing the force of the Filipino intellect and will to change the world.

Malayan Colleges Laguna's logo mark was redesigned to represent the level of excellence that MCL is striving to make itself known for. The goal was to make it scholastic, iconic, and modern. The coat of arms or shield is a symbol of achievement, protection, and identification. The single helix "M" is a symbol of the excellence embedded in our DNA.

History of Malayan Colleges Laguna

When the ownership of the MAPUA INSTITUTE OF TECHNOLOGY was transferred in the year 1999 to the Yuchengco Group of Companies (YGC) under the stewardship of the honorable Ambassador Alfonso T. Yuchengco, great effort was undertaken to raise MAPUA's academic programs and facilities to levels of international standards. Through the years, new programs were offered such as Computer Science, Information Technology, Material Science and Engineering, Biotechnology, Nursing, Psychology, Accountancy, and Hotel and Restaurant Management in addition to the long-established Engineering and Architecture programs.

In fulfillment of the long-term development plan of MAPUA, a six-hectare land was acquired for its expansion and presence in Cabuyao, Laguna, in the vicinity of CALABARZON's industrial and commercial hub. Groundwork started in late 2005, and on 23 January 2006, MALAYAN COLLEGES LAGUNA (informally referred to as MCL) acquired its corporate personality following its registration with the Securities and Exchange Commission. This opened the way for the creation of an interim group under the leadership of Dr. Reynaldo B. Vea, MAPUA President and CEO, and concurrently the MCL President and CEO, with members from MAPUA namely Milagros V. Reyes, former MAPUA Executive Vice President for Administration and Chief Operating Officer; Engr. Dodjie Maestrecampo, then Executive Vice President for Academic Affairs; Engr. Dennis H. Tablante, Dean of the School of EE-ECE-CoE; Engr. Christopher F. dela Rosa, Director of MAPUA's Development Office for Information Technology; and Raoul A. Villegas, Controller of the MAPUA IT Center.

18 June 2007 is a historic day, as it marked the start of MCL's first academic year. On this day, Malayan Colleges Laguna opened its doors to the first batch of Malayans, welcoming everyone to the gateway of global competitiveness, excellence, technology, and virtue in the region.

In a big move to support the Enhanced Basic Education Act of 2013 or RA 10533, MCL formally announced the opening of the MCL Senior High School department in September 2015. The MCL-SHS department will offer both the Academic and Technical-Vocational-Livelihood (TVL) Tracks. The Academic Track will include the following strands: STEM, ABM, HUMSS, and GAS; while the TVL Track will have the following strands: HE, ICT, and IA.

With its smart campus, highly qualified mentors, learner-centered curricula, and industry-preferred programs, MCL Senior High School assures its incoming students of quality of education that will lead to successful career paths in the future.

The Administrative Team of Malayan Colleges Laguna – Senior High School

Top MCL Administrators:

Reynaldo B. Vea,
BS ME, MS Naval Arch, PhD MarE
President and Chief Executive Officer

Dodjie S. Maestrecampo,
BS ChE, MEP-ChE
Executive Vice President and Chief Operating Officer

Aloysius Nathaniel S. Costales,
BSC-Accounting
Chief Finance Officer

Dennis H. Tablante,
BS ECE, MEP-ECE
Vice President for Academic Affairs

Carina Victoria T. Adanza,
AB Human Resource Management, MBA
Assistant Vice President, Office for Human Resources and Administrative Services

MCL Senior High School Administrators

John Vincent D. Salayo,
BS Applied Physics, MA Psychology
Principal

Christian Valor M. Sorisantos,
AB Mass Communications
Administrative Officer / Student Prefect

Directors, Office Heads, and Key Personnel

Mabeth B. Francia,
RGC, RPm, BS Psychology / AB Major in Guidance and Counseling
Head, Center for Guidance and Counseling

Maria Paz N. Collado,
B.S.E., RL, MLIS
Director, Center for Learning and Information Resources

Rochelle P. Dineros,
BS ChE, MEP-ChE
Registrar

Christian Paulo E. Sison,
BS Chemistry
Director, Laboratory Management Office

Carmelita A. Polador
Head, Blue and Silver Bookshop

Khristian G. Kikuchi,
BS CS, MMPA, MIT
Director, Office of Information Technology Systems

Angelito D. Platino,
AB Pol Sci, MPA
Director, Office for Student Services

Abigail Joy R. Angelia,
BS Che, MS Ag Chem
Director, Learning Environment and Innovations

Dennis M. Sotelo
Administrative Assistant, Campus Development and Maintenance Office

Cecille W. Barrera
Nurse, Center for Health Services and Wellness

Part 2. Academic Policies

Registration Guidelines

Students are given a structured program of study (curriculum) once they enroll in the Senior High School in a track and strand of their choice. The number of courses and the schedule of taking these courses through the six (6) terms for both Grade 11 and Grade 12 are pre-determined for each section.

Course Registration

A student is considered registered and enrolled upon receipt of the Certificate of Matriculation (CM). Subsequently, his name shall appear in the Official Class Lists of all his instructors.

The following are the types of courses that may be enrolled:

REGULAR – A course listed in each students' respective curriculum or program of study, and is offered in the current term.

ADDMAT – (or additional matriculation) A course that is not in the prescribed list to be enrolled in a particular term, but will have to be taken by the student due to the following circumstances:

- A student who failed this same course (or chose to just re-enrol instead of taking the removal exam) in the previous term.
- A student who shifted to another strand and will need to take back courses (courses already taken by other students in the strand) to be able to still finish SHS in two years.
- A student who is about to finish SHS in a particular strand, but is planning to enter a college program that is not aligned with his SHS strand.
- A college student who is enrolled in a college program that is not aligned with his SHS strand, and will need to take back courses.

TUTORIAL – A course listed in the respective curriculum of the program of study but is not offered in the particular term but was requested by less than the required number of students. Courses enrolled in tutorial are given the section "T." ADDMAT courses may likely also be TUTORIAL courses, if the number of students will be less than the required number.

Maximum Course Load

The regular load for students per term will be 5 to 6 regular courses (3 or 4 units each) and two distributed courses (1 unit each) – PE and Health (PEH 1a, 1b and 1c, PEH 2a, 2b and 2c), Personal Development and Values (PDV a, b and c), and Life Skills (LS a, b and c). Thus, if a student has 5 3-unit courses and two 1-unit courses, the total load is 17 units.

In cases when students will need to take ADDMAT courses, the limit will be two (2) regular courses as ADDMAT. If the student has 17 units and will have to take on two more 3-unit courses, his total load will be 23 units.

Students who intend to take more than 23 units in any term will have to file this intent in writing to the Principal, coursed through his Strand Coordinator, and noted by the Section Adviser and Guidance Counsellor. The request may be approved or disapproved by the Principal, based on recommendations.

Pre-requisite and Co-requisite Course Regulation

Some sets of courses (e.g. COM 01, COM 02 and COM 03; MAT 04-1, MAT 05 and MAT 06 for the STEM Strand) will have to be taken consecutively, though not necessary, in consecutive terms (e.g. BIO 05 and BIO 06). The preceding courses in these sets are not strictly pre-requisites but are co-requisites.

This could happen if, for example, a student fails MAT 04-1 in the 1st term. The student will be allowed to enrol in MAT 05 in the 2nd term, but will have to re-enrol and pass MAT 04-1, before credits could be given for passing MAT 05.

Dissolution of Sections and Conversion to Tutorial Sections

If the number of students enlisted in a class/section (of a course that is not a regular offering for the term) is below the minimum set by MCL-SHS, then the course shall be dissolved. Students enlisted in this class/section, however, can file a request for the class to be converted to a TUTORIAL class.

Within the first week of each term, the Principal shall be posting classes/sections that may have to be dissolved. Affected students, with the guidance of their Section Advisers and Strand Coordinators, may either transfer to other classes or sections, or file a request with the SHS Academic Council to convert this class into a TUTORIAL class. This request may be approved if there is a faculty member available to handle the class/section and there are facilities available.

Crediting of Units for Transferees from Other Senior High Schools

Transferees from other Senior High Schools must submit their records of subjects (courses) earned in their previous school and the grades in all these subjects. These records will be the basis for the SHS Academic Council to determine the grade level (batch) into which these students will be made to join.

For transferees entering in the 2nd or 3rd term of Grade 11, or in the 1st term of Grade 12:

- If he intends to continue with the same SHS track and strand, then he will more likely not need to take back courses, and may seamlessly join a section in this same strand, and will be allowed to enrol in the scheduled courses.
- If he intends to enter a new track or strand, then he may need to take back courses to be taken concurrently with the courses scheduled for the strand he is joining.
- The SHS Academic Council may require the student to take validation tests on some courses if the grades earned in these courses are just at the passing levels.
- If the student's records show failing grades in subjects or courses that are still required in the strand he is entering into, then the student will have to re-enrol these courses here.

For transferees entering in the 2nd term of Grade 12:

- These transferees will be interviewed by the Strand Coordinator of the strand he intends to enter. The acceptance into the strand will be decided by the Principal, based on the recommendation of the Strand Coordinator.
- The same guidelines above will be used in determining the courses to be credited, the courses where the student will have to take validation tests, and the courses that will have to be enrolled here to complete and graduate SHS in the desired strand.

For transferees entering in the 3rd term of Grade 12:

- In such cases, the transferees for the 3rd term will be evaluated by the SHS Academic Council and the Principal. The Principal will forward his recommendation to the Executive Vice President who shall then make a final and unappealable decision.

Tuition Fees and Other Charges

General Information

Matriculation and other school fees prescribed by Malayan Colleges Laguna are approved by the Commission on Higher Education (CHED) and/or Department of Education (DepEd). All fees are itemized and posted on bulletin boards. Notice of any increase in fees is announced in advance.

All fees are payable upon admission of the student to Malayan Colleges Laguna.

For the convenience of the students, payments are allowed in full or under the installment plan. All such fees must be paid in full at the agreed schedule, whether or not the student completes his studies during a given term. A student, upon enrollment, is considered enrolled for the whole term, and therefore, fees paid in full or under the installment plan are not refundable, except in specified cases.

No deposit fees are required for the use of laboratory facilities, instruments or materials. However, students shall be held responsible for their loss or damage due to improper use, failure to follow operating instructions or abuse and shall be required to replace them.

The MCL-SHS Grading System

The grading system follows a transmutation scheme which passing rate is 60%, transmuted to 75. This means that for a student to pass a particular course, he must be able to consistently meet 60% of the total score across all the requirements of the course. Below is the transmutation table:

Initial Grade (Raw %)	Transmuted Grade	Initial Grade (Raw %)	Transmuted Grade
100	**100**		
98.40 – 99.99	**99**	66.40 – 67.99	**79**
96.80 – 98.39	**98**	64.80 – 66.39	**78**
95.20 – 96.79	**97**	63.20 – 64.79	**77**
93.60 – 95.19	**96**	61.60 – 63.19	**76**
92.00 – 93.59	**95**	60.00 – 61.59	**75**
90.40 – 91.99	**94**	58.00 – 59.99	**74**
88.80 – 90.39	**93**	56.00 – 57.99	**73**
87.20 – 88.79	**92**	54.00 – 55.99	**72**
85.60 – 87.19	**91**	52.00 – 53.99	**71**
84.00 – 85.59	**90**	50.00 – 51.99	**70**
82.40 – 83.99	**89**	45.00 – 49.99	**69**
80.80 – 82.39	**88**	40.00 – 44.99	**68**
79.20 – 80.79	**87**	35.00 – 39.99	**67**
77.60 – 79.19	**86**	30.00 – 34.99	**66**
76.00 – 77.59	**85**	25.00 – 29.99	**65**
74.40 – 75.99	**84**	20.00 – 24.99	**64**
72.80 – 74.39	**83**	15.00 – 19.99	**63**
71.20 – 72.79	**82**	10.00 – 14.99	**62**
69.60 – 71.19	**81**	5.00 – 9.99	**61**
68.00 – 69.59	**80**	0 – 4.99	**60**

The transmuted grades will then have the number-grade equivalent, similar to the scale used in the Colleges, as show in the table below:

Transmuted Grade	Description
96 – 100	Most Outstanding
92 – 95	Outstanding
88 – 91	Honorific
80 – 87	Very Satisfactory
76 – 79	Satisfactory
75	Passed
70 – 74	Conditionally Passed
69 and below	Failed

Promotion and Retention

A student who has attained a final grade of at least **75** in all enrolled courses in a term shall proceed to the next term and enroll all the courses scheduled for his section or strand.

A student who earns a grade of **70 to 74** in a course after the Finals Exam is deemed Conditionally Passed. He will have to take a removal exam in the week after the Finals Exam. The removal exam shall be designed by the course teacher, as he/she can best determine the specific content and/or performance standards that the student has failed to convincingly attain.

If the student passes the removal exam/s, then he/she will earn a grade of 75 for the course/s.

If the student fails the removal exam, then his/her 70 to 74 grade shall be reported as the final grade. He/She shall be required to repeat the course. If the course is part of a series of related courses (e.g. MAT 04-1, with MAT 05 to be taken after it), then it will have to be re-enrolled immediately in the next term. The student will be allowed to enrol the next related course (e.g. MAT 05) only if the failed related course (e.g. MAT 04-1) is concurrently enrolled. (See ADDMAT course in previous sections)

Students who need to take the removal exams will pay a removal exam fee for every course wherein he is conditionally passed.

Awards and Honors

Graduating students who have consistently demonstrated academic excellence may qualify for ***Academic Honors,*** which shall be based on their General Weighted Average (GWA), regardless of the students' rank in his/her strand and across all strands.

Academic Honor	GWA
With Highest Honors	96.00 <= GWA <= 100
With High Honors	92.00 < GWA <= 95.99
With Honors	88.00 GWA <= 91.99

In addition to the GWA, the following are requirements for receiving these Academic Honors:

- Must have started SHS here in MCL or entered at the 2nd term of Grade 11. For transferees, grades in SHS courses taken in the previous school will not be included in the computation of their GWA. (These courses will just be marked as Passed or Credited from previous school.)
- Must have finished the program within the length of time prescribed by his/her curriculum.
- Must not have obtained any grade of 5.0 (Failed) in all courses prescribed in his/her strand's curriculum.
- The credit grade average shall be based on grades in the student's program only and only resident units will be considered. This includes courses that are qualified as electives as well as courses that were officially filed as equivalent courses. Courses filed for credit only will not be included in the computation.
- Must be of good moral character and must not have a record of any disciplinary action meted out to him/her during his/her stay in MCL-SHS.

At the end of the third term of Grade 12, the students with the highest and second highest GWA, regardless of strand, will be declared Valedictorian and Salutatorian of the class, respectively.

Recognition Day Awards

Students who consistently get averages of 88 or higher in all three (3) terms will be given due recognition as indicated in the table below:

Year-end Recognition	GWA for all courses taken in Grade 11
President's List	96.00 <= GWA <= 100
EVP's List	92.00 < GWA <= 95.99
Principal's List	88.00 GWA <= 91.99

At the end of every term, students who get averages of 88 or higher, without any failures or conditional failures in any subject, will receive due recognition at the start of the succeeding term.

The Final Grade Report

At the end of each term, MCL-SHS issues to the student an official FINAL GRADE REPORT (FGR). The FGR contains the following information about the achievement of the student:

- Student Name, Student Number, Grade Level, Section, Track and Strand
- All courses officially enrolled and the official grade for each course
- Term Weighted Average (TWA)
- General Weighted Average (GWA) (every third term of the academic year)
- Character Development Report (CDR)
- Report on Attendance
- Date printed

In the event that a student cannot claim her FGR, the parent or declared guardian may claim the FGR provided that the MCL ID of the student is presented together with any of the following valid proof of identification of the parent/ guardian:

- PRC ID
- SSS/GSIS/PAGIBIG/TIN ID
- Passport
- Driver's License
- Voter's ID
- Postal ID

Correction of Names/Dates or Places of Birth

A student whose record contains incorrect information must apply for REQUEST FOR CORRECTION OF PERSONAL INFORMATION to the Office of the College Registrar.

The following documents must be attached to the form prior to submission to the Office of the College Registrar:

- The Certified True Copy of the Certificate of Live Birth from the National Statistics Office (NSO) placed in a security paper or the Alien Certificate of Registration (ACR);
- A personal affidavit, if of legal age or the affidavit of parents; and
- A joint affidavit of two (2) disinterested parties

Cancellation of Enrollment

Any student who wishes to discontinue his studies during the term must notify the Office of the College Registrar in writing not later than the 10th week of the term. The cancellation shall take effect only upon receipt of his application for cancellation by the College Registrar.

A student who filed for cancellation of enrollment within two (2) weeks from the beginning of classes is eligible for refund in accordance with Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) that states:

"Unless otherwise provided by institutional policies, rules and regulations, a student who transfer or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes."

Non-compliance with two-week cancellation period shall result in the forfeiture of the student's right to any refund of fees paid by him.

A student shall not be allowed to cancel his enrollment without the written consent of his parents or guardian. Together with the APPLICATION FOR CANCELLATION OF ENROLLMENT, the following documents must be submitted to the Office of the Registrar on or before the deadline set by the Office of the College Registrar:

- A certificate of matriculation (CM)

- A letter from parents or guardian
- A clearance from the Office of the Treasurer

A student who wishes to return in the following term after his cancellation of enrollment need not apply for reactivation.

Leave of Absence

A student who needs to go on leave of absence (LOA) for a period of more than one term should file a written petition to the Principal. The petition should state the reason for the leave and should specify the duration of the leave.

The Principal or his duly authorized representative shall inform the College Registrar of every student granted the leave of absence indicating the reasons for such leave. No leave of absence shall be granted later than two weeks before the last day of classes during the term it was filed.

Failure to file for an LOA shall impinge on scholarships, awards, and honors that a student may enjoy as it affects the student's residency.

Graduation

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a Senior High School Certificate/Diploma based on the recommendation of the Principal under the following conditions:

- The candidate must have completed the prescribed strand, provided that at least three (3) terms have been taken in Malayan Colleges Laguna.
- In case a student transferring into MCL-SHS has already enrolled and passed majority of the required courses in his/her strand, and the remaining courses could be taken up in just one or two terms, the following may be done to complete the three (3) terms of residency required:
    - Re-take here in MCL-SHS courses where the student earned just satisfactory or passing grades, especially the Specialization Courses in the student's strand
    - Choose to shift to a new strand, instead of continuing in the strand started in the previous school

- All requirements of the program shall be submitted on or before the deadline set by the Office of the College Registrar.

- The candidate must have settled all obligations with Malayan Colleges Laguna.
- The candidate must not have any pending disciplinary case with the Office of Student Services.
- A student expecting to graduate within the next two terms is advised to have her records evaluated at the Office of the College Registrar.

Request for Certificate

A graduate from MCL-SHS is eligible for the issuance of an SHS Certificate.

The certificate is issued only once. For a duplicate copy, a letter addressed to the Registrar stating the reason for the request must be submitted.

A letter of authorization to request for or to claim the certificate must be presented if the applicant is not able to do so.

Request for Transcript of Records

Any student may request for an official TRANSCRIPT OF RECORDS at the Office of the College Registrar.

The Transcript of Records shall be issued only to the student or to his authorized representative and/or the school where the student transferred.

Please note that an OFFICIAL REQUEST FORM from the college or university is required together with the RETURN SLIP OF THE TRANSFER CREDENTIALS prior to the release of the Transcript of Records.

The following are required prior to the release of the transcript of records:

- Duly accomplished REQUEST FOR TRANSCRIPT OF RECORDS
- Official Receipt of payment of TRANSCRIPT FEE issued by the Office of the Treasurer

Requirements for Certificate/Diploma/Transcript of Records Authentication (Local)

A student requesting for CERTIFICATION OF DIPLOMA/TRANSCRIPT OF RECORDS for local use must submit the following documents to the Office of the College Registrar:

- A clear duplicate copy of the Diploma and /or Transcript of Records

- A letter of authorization to transact and/or to claim (if the student is not available)
- Official Receipt of payment of DIPLOMA/TOR CERTIFICATION from the Office of the Treasurer

Transfer Credentials (Honourable Dismissal)

All students who will transfer to another school must apply for their Transfer Credentials (Honorable Dismissal).

The student must submit the following documents to the Office of the College Registrar:

- Duly accomplished REQUEST FOR TRANSFER CREDENTIALS
- Official Receipt of payment of TRANSFER CREDENTIALS FEE from the Office of the Treasurer

Upon request for the transfer credentials, a student may also apply for the following:

- Certified True Copy of Grades
- Certification of Course Description
- Certified Copy of F-137a and/or F-138
- Certificate of Attendance/Courses Earned

Certifications

Other academic record-related certifications may be issued upon request of the student from the Office of the College Registrar.

Mailing of Transcript of Records to Other Entities Other Than the Student Abroad

A student may request for his/her Official Transcript of Records and Malayan Colleges Laguna will release the document either through facsimile, electronic mail, or postal mail services. The student must follow the requirements for REQUEST FOR TRANSCRIPT OF RECORDS with a letter containing the details of the addressee (Contact Person and Designation, Name of Organization, Complete Address).

The Official Transcript of Records shall be sent to the addressee within twenty one (21) working days from receipt of request and payment of transcript and mailing fees.

The CERTIFICATION shall be available for release one (1) week from the time of submission of complete documents.

Part 3. Student Services

The Office for Student Services serves as a conduit between the students and the various student services of MCL-SHS.

The Office for Student Services shall be the vanguard of student rights and, at the same time, the enforcer of student discipline.

The OSS director works in coordination with the SHS Student Prefect, acting as the initial student-body liaison before forwarding concerns to the SHS Principal for conclusion.

The OSS Objectives:

- To support the vision and mission of MCL by providing high quality services to students;
- To enhance and deepen the students' commitment to positive values by inculcating in them a strong sense of honesty, compassion, personal responsibility, and respect for others;
- To actively partner with the faculty members in conducting student enrichment activities; and,
- To use all resources available in providing comprehensive programs and services integral to the educational process.

The following are the responsibilities of the OSS:

- Create a campus environment that is conducive to the learning process;
- Identify, monitor, and act upon the specific needs of students through its programs and projects;
- Provide an atmosphere for a wholesome student life and development;
- Safeguard the welfare of students;
- Establish and maintain a productive communication among students, faculty members, personnel, and the administration; and,
- Inform students about MCL's vision and mission, its core values, and relevant policies and procedures.

Centers under the Office for Student Services that are servicing the Senior High School:

- Center for Student Activities and Discipline (CSAD)
- Center for Guidance and Counseling (CGC)
- Center for Scholarships and Financial Assistance (CSFA)

Center for Student Activities and Discipline (CSAD)

Malayan Colleges Laguna

The Center for Student Activities and Discipline promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity, and true self-expression among the studentry.

CSAD, thru the SHS Student Prefect, will be responsible for monitoring the discipline of all students and for handling student related complaints, cases, and investigations.

Functions and Responsibilities:

On student activities:

- Informs students of their rights and responsibilities;
- Appraises students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teaching and non-teaching employees and administrative and academic officers;
- Organizes various activities for students clubs in coordination with the other centers;
- Supervises, regulates, and facilitates the co-curricular and extracurricular activities of accredited/recognized student clubs and student councils; and,
- Ensures access to auxiliary facilities as meeting places for recognized student organizations, and student lounges where they can interact and socialize.

On student discipline:

- Informs students of the proper decorum inside the campus;
- Informs students of the MCL dress code;
- Monitors students' infractions and implement their penalties; and,
- Supervises procedures on disciplinary cases, and monitors progress and compliance of students with sanctions and their compliance.

Center for Guidance and Counseling (CGC)
Malayan Colleges Laguna

The Center for Guidance and Counseling aims to assist and guide students in the process of self-evaluation, maintaining a balanced and healthy personality, achieving academic efficiency, and enhancing fundamental life skills needed to be well adjusted and highly functional persons.

Functions and Responsibilities:

- Counselling
  - Creates a goal-oriented therapeutic relationship between a professional counsellor and an individual seeking help.
  - Guides students in addressing their personal, vocational, and school-related concerns.
- Consultation
  - CGC Personnel act as consultant in a triad which includes the consultee – the person who consults and the client – the object of the consultation wherein his/her expertise is requested.
- Information
  - Provides students with sufficient educational, social, and occupational data as guide in their choices and decisions through structured activities such as seminars, workshops, and dissemination of descriptive printed and online materials.
- Assessment and Evaluation
  - Assists students in identifying and understanding their uniqueness and potentials through psychological testing and integrates the assessment results relevant to Personal Development and Values Education courses.
- Referral
  - The center accepts referred students for counselling and may refer clients to other professionals (internal specialists or external consultants).

Center for Scholarship and Financial Assistance (CSFA)
Malayan Colleges Laguna

The Center for Scholarships and Financial Assistance ensures that scholarships, academic grants, financial aids, and all other services offered by the Center are made available to deserving and needy students.

Functions and Responsibilities:

- Administers the scholarship and financial assistance programs for students; and,
- Monitors the performance of recipients of scholarships and financial assistance privileges in MCL and ensures that they comply with the rules, regulations, and requirements of the privileges.

Center for Learning and Information Resources (CLIR)
Malayan Colleges Laguna

The MCL Center for Learning and Information Resources exists in support of teaching, research, and extension functions of MCL. It shall serve the needs of the academic community, specifically the students and the faculty members through equitable access to high quality information resources and services.

Guided by the goals and objectives of MCL, CLIR affirms itself to be the resource center of excellence in information, especially in the field of technology through the following objectives:

- Procure, organize, and provide a well-balanced collection to complement the academic programs of MCL;
- Provide and maintain appropriate facilities and equipment that shall enable users to fully utilize the center's resources;
- Produce skilled researchers by providing timely and instant access to various formats of information in any part of the country and of the world;
- Create an environment that encourages learning through quality services; and,
- Develop an efficient staff that shall guide students and other researchers in their quest for learning.

The Center is open to all MCL students, academic and administrative officers, teaching and non-teaching employees, and outside researchers with referral letters from their respective colleges/ universities.

Registration to Avail of CLIR Services

Students who are officially enrolled for the term do not need to register to avail of the services of the Center. This becomes automatic upon payment of appropriate matriculation fees and issuance of the Certificate of Matriculation (CM).

Non-students or non-employees who wish to use the facilities of the center must present a valid ID and pay a registration fee of seventy five pesos (PhP 75.00) per term to avail of a special ID of the Center which may be renewed on a per term basis. Any change in address or telephone number must be relayed to the center personnel for proper recording.

General Loan Policies

- CLIR patrons must present their valid MCL-issued ID when borrowing materials. Borrowing must be done in person. The borrower must see to it that all materials in their possession have been properly checked out before leaving the center.
- CLIR patrons are held responsible for all materials charged to their names via the automated circulation system and due date slips.
- The borrower must ensure that items checked out to him are returned on or before the due date. Notices sent by CLIR serve only as a reminder and non-receipt of the notices does not absolve anyone from paying fines or other penalties.
- Borrowers may not "sub-lend" books and other library materials.
- Borrowers shall be held responsible for any mutilation [including defacement] found in materials when returned. They must check and report any mutilation found before borrowing the materials.
- All materials must be returned immediately when recalled.
- Materials are considered to be on loan to members until the materials are properly checked in. Loans must be cancelled before leaving the counter.
- Borrowers must report the loss of a material to the circulation section of the Library. Fines shall be charged according to the rates of fines, from the due date to the date when the material was reported lost, or if found, until the date the material is returned.
- Borrowers who lose a material are liable for payment of the current cost of the material [including binding costs if applicable] or replace the material with the current edition/ issue or copy [preferably hardbound for books].
- External patrons are not allowed to take-home materials. Materials borrowed are for Center use only. Fines are charged on overdue materials. Fines must be paid before the next loan transaction.
- Patron privileges shall be suspended if overdue materials are not returned on time.
- Photocopying services shall be provided subject to copyright laws.

Specific Loan Policies

FICTION BOOKS

- A maximum of two (2) books may be borrowed at one time.
- Overdue fine: Php 10.00 a day/book (Excluding holidays but Sundays Included)

CIRCULATION BOOKS

- One week loan period.
- A maximum of two books may be borrowed at one time.
- Overdue fine: Php 10.00 a day/book (Excluding holidays but Sundays Included)

RESERVE BOOKS

- One (1) reserve book may be borrowed for overnight use, but must be returned not later than 7:00 AM the next school day for SHS students in the morning sections and 1:00 PM for SHS students in the afternoon sections.
- Overdue fine: PhP2.00 an hour or 20.00 a book/day (Excluding holidays but Sundays Included)

GENERAL REFERENCE AND FILIPINIANA COLLECTION (encyclopaedias, dictionaries, atlases, almanacs)

- Non-circulating
- Photocopying of selected book pages shall be handled at the reference desk.

PERIODICALS (JOURNALS, MAGAZINES, ETC.)

- Current periodicals/Bound Periodicals: For room use only
- Photocopying of articles shall be handled at the periodical desk

CDs, DVDs, ETC.

- Two-day check-out
- A maximum of two (2) materials may be borrowed at one time.
- Overdue fine: P50.00 a day/material (Excluding holidays but Sundays Included)

Rules and Regulations Governing CLIR

- Damaging behaviour to the proper use of the center is forbidden.
- Internet Service: Only CLIR account and not personal account will be used in the Internet. Usage of personal peripherals is not allowed in the Internet. No personal headset, pornographic surfing, or saving is allowed.
- Writing on books, mutilation or tearing of pages of a book, and taking out without permission any material or property are strictly prohibited. Violators shall be subject to suspension or expulsion as the case may be or to a fine recommended by the CLIR Director.
- Students are expected to maintain silence at all times in the library.
- Eating (including chewing of gum), sleeping, smoking, defacing furniture, writing on walls and tables, and other forms of misbehaviour shall be punishable according to MCL rules and regulations.

- Use of watch alarms, mobile phones and other gadgets that may cause noise and distractions is not allowed in the Center. They should be switched off or put on "silent mode" before entering the Center.
- Seats in the center may not be reserved.
- No bags [except for pouches and small shoulder bags], blue prints, mechanical drawing boards, and cases or parcels larger than 15 [L] x 10 [H] x 6 [T] inches may be brought into the Center.
- The Center shall not be held responsible for the loss of personal belongings of users.

Please note that the following are duties of the center personnel:

- Ask users to leave the library if they are inappropriately dressed or are causing disturbance.
- Remove any book, file, bag, or any other personal items left unattended on the reading tables.

The Center is open from 6:30 AM until 6:00 PM, Mondays to Fridays.

CLIR Services and Facilities

- Loan of materials via the automated library system
- Written and e-mail notification of overdue library materials
- Interlibrary loans with local libraries [members of the Philippine Association of Academic and Research Libraries network]. Go to the Circulation Section to avail of this service.
- Referral Service: Referral letters/forms for visiting other libraries may be obtained from the Reference Section for a fee of PhP10.00.
- Readers Assistance: Assists users in the selection of library materials on the subject of inquiry and directs researchers to appropriate sources of information available in the MCL library.
- Searching Assistance: Gives instruction and assistance in the use of electronic catalogs, databases, internet, etc.
- Search Service or Online Public Access Catalog (OPAC): Materials needed [books, periodicals, indexes, theses/feasibility studies, electronic/AV materials] for research can be accessed easily through a user-friendly online catalog. Patrons can also access their status information as to outstanding fine balances, estimated fines for items currently overdue, items on loan, and items on reserve.

- Accommodation of outside researchers: The Center attends to visiting users up to a maximum of five persons at one time. Outside researcher's fee is PhP 50.00 per day. Visiting researchers are required to present the referral letter from their library.
- Orientation and Library Tour: Gives short information/lecture to patrons and visitors of the library with regard to library facilities, services, and policies.
- Internet Service: Supports the speedy exchange of information and the instructional/ research needs of the academic community through electronic mail and the Internet.

Towards the end of every term, the following must obtain a clearance from the Center:

- Teaching and non-teaching employees and administrators who are resigning or applying for a leave of absence, or are separated from the College.
- Students who are applying for honourable dismissal.
- Graduating students.

CLIR Public Services

CIRCULATION – This service aims to support the instructional and research programs of MCL. It is along this line that MCL aims to strengthen its collection by making available materials that will meet the needs of students, faculty members, and the entire MCL Community.

PERIODICAL – This section keeps a control record of the holdings of serial publications (magazines, journals, newspapers, etc.) received by the library. It also answers questions regarding holdings of specific titles.

CYBER SEARCH – It supports the speedy exchanges of information and the instructional and research needs of the academic community through electronic mail and access to the Internet.

REFERENCE – It is the section of the center where you can find materials that provide quick and direct information (encyclopedias, dictionaries, almanacs, atlases, catalogs, etc.). Reference materials are for "room use only."

FILIPINIANA – This section contains books on Philippine society and culture, authored by foreign and Filipino authors. This collection is for "in-house use only."

Security, Health, and Safety Services

Security Services

The Security Office is entrusted with the responsibility of keeping peace and of protecting persons and property within MCL, thus:

- Spot and random verification of ID shall be regularly done by MCL security officers.
- Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft, and other criminal acts within the MCL campus shall be apprehended and brought to the Center for Student Activities and Discipline (CSAD) for investigation and proper action.
- Violations, misconduct, and other offenses by the student shall also be reported by the apprehending officers to the SHS Student Prefect and the department where the student belongs.
- Bags, bundles, knapsacks, etc. of students entering the MCL premises shall be inspected by MCL security officers in order to prevent entry of prohibited or dangerous materials.
- Any unauthorized person, intruder or outsider found or apprehended within the premises must be duly identified; his name recorded in the MCL Security Service Logbook, and brought directly to the nearest police precinct for investigation and proper action. Students who may have helped in the unauthorized entry of such persons will also be investigated and meted with disciplinary action.
- Severe disciplinary measures and legal action, if necessary, shall be brought against any person or persons participating or involved in hazing.
- Strict prohibitions must be enforced against the carrying of firearms or other weapons within the campus. Such weapons, if found, shall be turned over to the police.

Other Security Measures:

- The Student ID is embedded with an RFID system that he/she must TAP-IN and TAP-OUT at the school's entry points kiosks. This enables the school's system to know when a student has entered the campus, which building they enter, and at what time they entered. The system also tracks the students' TAP-OUT, signifying that the student has left the building.
- Security checkpoints are in place at the entry points to the SHS Zones. Security personnel at these checkpoints shall monitor the entry and the exit of SHS students. SHS students may be prevented from exiting, especially during class hours. Students may obtain special exit passes from the Principal's Office if they will need to exit the MCL campus before the end of their scheduled classes.

- Security personnel at these checkpoints shall also monitor the entry of College students into the SHS Zone. College students who will need to enter the SHS Zone will have to secure special entry passes from their respective deans or program chairs, then noted by the SHS Administrative Officer or Principal.

Senior High School students, although not yet of legal age, are assumed to be capable of making good decisions for their own safety and well-being. MCL-SHS' Security personnel will therefore be limited to the following guidelines for SHS Students on leaving the campus:

- SHS Students who are not riding the MCL-accredited school buses will not be prevented from leaving the campus after class hours: 11:30 AM for the morning sections and 5:30 PM for the afternoon sections.
- Those taking the public transportation, fetched by their own vehicles by parents or guardians, or carpooling with other students, are presumed to be going home immediately after classes when they tap out of an MCL entry/exit kiosk. If not, they are presumed to have informed their parents or guardians of their after-school activities and destination before heading home. MCL cannot be held liable for the students who have left MCL's jurisdiction.
- MCL Security personnel, however, are trained and instructed to take note of any unusual scenarios or student behaviors, and shall therefore report these to school administrators and/or prevent SHS students from leaving the campus. (e.g. talks of going to some places of ill-repute, planning an impromptu overnight outing, suspicious-looking vehicles and personnel fetching students)
- If some parents want their child to be prevented from leaving the campus, unless fetched by a specific person and/or vehicle, they have to put this request into writing addressed to the Principal.
- If the students have finished their classes and are intending to stay within the campus, they may be allowed to stay in the following areas in the MCL campus:
    - Track Oval
    - Covered Court
    - Cafeteria
    - Libraries
    - Designated Student Lounges

Fire, Earthquake, and Bomb Drills

Safety drills and evacuation exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the procedures that are posted around the school.

Center for Health Services and Wellness (CHSW)
Malayan Colleges Laguna

In accordance with the present policy of the government requiring a yearly medical examination of all students enrolled in all private schools, colleges and universities, MCL has maintained a Center for Health Services and Wellness for that purpose. The services of a medical director and a staff of physicians, together with a staff of nurses, have been engaged by MCL to take charge of the protection health maintenance, of the MCL population, especially the students.

Functions and Responsibilities:

- Administers physical examination of incoming SHS Students which includes chest x-ray, urine, and dental check-up;
- Provides first aid treatment of walk-in patients with wounds, fever, headaches, sore eyes, colds, cough, diarrhea, asthma, sprain, and other minor illnesses;
- Refers cases requiring medical specialist/s for further evaluation and management;
- Provides emergency care in case of serious illness or injury;
- Maintains medical health records.

Other Services

Blue and Silver Bookshop
Malayan Colleges Laguna

Business Hours:
6:30 am to 5:00 PM, Monday to Friday
7:00 am to 4:00 PM, every Saturday

It offers the following:

- Uniforms for PE, NSTP, and other programs
- Textbooks and Laboratory Manuals
- Photocopying, printing, ring binding services
- School supplies, apparels, and other items

For further inquiries, you may reach us at (049) 832-4000 local 2110 or 0998-9628313.

Food Services (Cafeteria)

The MCL cafeteria is located on the ground floor of the E.T. Yuchengco Hall.

Breakfast, lunch, and early dinner, as well as snacks, are served. The cafeteria is open from six in the morning until six in the evening (6:00 AM - 6:00 PM).

Transportation

The school facilitates the contracting between the students/parents and the school bus operators. The school bus operators are of the third party and transactions and agreements can only occur between the students' parents and the operators. Students who choose to ride the shuttle buses/vans are considered commuters and the security protocol they follow are as stated in the previous section.

Campus Development and Maintenance Office (CDMO)
Malayan Colleges Laguna

The Campus Development and Maintenance Office carries out the following functions:

- Maintains a campus environment that is conducive to learning through a regular upkeep of buildings and grounds and all facilities and equipment therein.
- Provides students, faculty member, and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities.
- Implements corrective measures for the improvement of student and personnel services.
- Maintains a clean and safe environment through sanitation and waste management.

Corporate Communications Office (CCO)
Malayan Colleges Laguna

The Corporate Communications Office is responsible for handling the creation of materials for MCL's internal and external communications. CCO also handles the official documentation of school events and activities.

Functions and Responsibilities of the Office:

- Conceptualizes and designs creative materials for the release of information to internal and external audiences;
- Handles the documentation of school events and activities;
- Provides creative communications support to the various departments and colleges.

Office for Information Technology Services (OITS)
Malayan Colleges Laguna

Embarking on the excellent and state of the art Information Technology infrastructure of Malayan Colleges Laguna, students enrolled in Malayan Colleges Laguna enjoy these privileges once enrolled under the administration of the Office of Information Technology Services (OITS).

RADIO FREQUENCY (RF) IDENTIFICATION SYSTEM

Each student is given an identification card (MCL ID) with unique security features based on radio frequencies or contact-less SMART card technology. The MCL ID shall serve as the primary badge for access to all entrance points of the MCL buildings.

THE MCL WEBSITE

Students, applicants, and other interested parties may visit the official website of Malayan Colleges Laguna for the latest news articles, announcements, and important dates to remember among other relevant and pertinent information pertaining to Malayan Colleges Laguna and all its colleges.

The site's URL is www.mcl.edu.ph.

ELECTRONIC MAIL SYSTEM

Each student, while staying in Malayan Colleges Laguna to study, shall be provided with an electronic mail inbox. This electronic mail shall be used by the student for personal use and for submission of required projects via the Internet using the SMTP protocol. The student email shall be constructed using the format:

<First Name>.<Last Name>@live.mcl.edu.ph

The email system is in partnership with Microsoft Philippines through the Microsoft Hotmail portal. Students are advised to proceed to OITS (Second Floor, Jose Rizal Hall) for activation.

WI-FI ACCESS ANYTIME AND ANYWHERE

Anywhere in the campus, be it in the cafeteria, student lounges, the Center for Learning and Information Resources, Auditorium, the gardens, or at the Track Oval, you can access the Internet using your personal laptop computers, tables, and smartphones.

Part 4. Student Rules and Regulations

Overview

Education is a cooperative enterprise of both the teacher and the learner. It requires a mutual and coordinated effort on the part of both. For MCL, to achieve its desired educational goals, it is imperative that the entire academic community subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of enlightened men and women.

The authority of MCL to instill discipline is based on the Manual of Regulations for Private Schools (DECS Order No 92, s. 1992) Section 74, which states that:

"Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school."

MCL is obliged to discipline students within the campus during class hours.

However, MCL's authority to discipline its community members can also be applied even outside the premises and after class hours:

- in cases of violations of MCL policies or regulations occurring in connection with an off-campus school-sponsored activity; and
- in cases where the misconduct of the student involves his status as a student or affects the good name or reputation of MCL.

Also, compliance with rules and regulations is not the sole responsibility of the student but also of the parents. Hence, the refusal of parents to follow the rules and regulations of MCL may be a legal ground for denying the student's readmission or enrolment in the following terms.

All students and faculty members are therefore enjoined to abide by the rules and regulations set forth hereof. They are urged to refrain from committing any offense which is detrimental to the good of the students, in particular, and the whole academic community, in general.

Attendance

MCL-SHS uses the morning and afternoon schedule for the students. The morning class schedule is from 7:00 AM to 11:30 AM and the afternoon class schedule is from 1:00 PM to 5:30 PM.

As much as possible, students shall have his classes scheduled all in the morning or all in the afternoon. Exceptions to this may be allowed in the following cases:

1. The student has to enrol in a 4-unit specialization course (e.g. CHM 05, COOK 05) that may have two consecutive periods that include the 11:30 AM to 1:00 PM period.
2. The student has to re-enrol courses failed in the previous term – the re-enrolled course will be in the afternoon when all the scheduled courses for the current term is in the morning (or vice versa).
3. The student shifted to another strand – back subjects will have to be taken in the afternoon, if most of the other subjects are taken in the morning (or vice versa).

Students are expected to attend classes regularly and to be punctual at all times. Students' class attendance will be recorded by teachers daily. At the end of each term, the attendance is reflected in the report card. No student shall be given credit in any course unless he is enrolled in the course and attends his classes regularly.

The number of school days in each month is presented, which is based on the school calendar for a given Academic Year. The number of days that each student is present and absent is indicated. The sample table below shows how attendance is recorded at the end of the Academic Year.

Sample Attendance table:

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
No. of school days	14	21	22	12	20	20	7	17	19	23	**175**
No. of school days present	14	21	20	12	20	19	7	17	19	20	**169**
Number of school days absent	0	0	2	0	0	1	0	0	0	3	**6**

A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the term should be given a failing grade and not earn credits for the course. Furthermore, the Principal may, at his discretion and in the individual case, exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the school. The discretionary authority is vested in the Principal and may not be availed of by the student or granted by a faculty member without the consent of the Principal.

Such discretion will not excuse the student from the responsibility of keeping up with lessons and taking assessments. When absences cannot be avoided, the school must give the student alternative methods and materials that correspond to the topics/competencies that were or will be missed. When students successfully accomplish the learning activities through these materials, they will be exempted. However, the report card should still reflect the number of absences. Parents/guardians of students who are accumulating many absences shall be immediately informed through a meeting to discuss how to prevent further absences with the CGC and/or the Principal.

Habitual tardiness, especially during the first period in the morning and in the afternoon, is discouraged. Teachers will inform the parents/guardians through a written notice if a student has incurred 5 consecutive days of tardiness or repeated tardiness spread through some weeks.

In cases of excused absences, the student concerned must present a written explanation duly approved by the Principal or the OSS.

A student who has been absent must abide by the following procedure upon returning to school:

- Present to the Principal for approval and the class instructors a letter of excuse written and signed by his parents or guardian. This must contain the inclusive date(s) of and reason(s) for the absence.
- Make up for any work missed during said absence and be ready for any test/quiz that may be given upon return to school. Make-up quizzes and long tests may be allowed only for excused absences with corresponding excuse letters, and medical certificate for absences incurred due to illness. Additionally, clearance from the Center for Health Services and Wellness (CHSW) must be secured prior to readmission to class as the case may be.

Other excused absences may be granted if the student:

- officially represents Malayan Colleges Laguna in external activities; and/or,
- officially represents his strand in MCL-SHS activities.

Rights and Responsibilities in the Classroom and in the Campus

Both freedom to teach and freedom to learn should flourish in the classroom. The manner and conduct of classroom work are the primary responsibilities of the instructor, in the discharge of which he shall encourage maximum participation among his students.

- The data or views presented by the instructor may be reasonably assumed as the truth as it is known and documented at the moment. Students are free to take exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- Students are responsible for meeting standards of performance established for each course in which they are enrolled. Performance in the course shall be the sole criterion in passing or failing students.

Code of Conduct for Students Inside and Outside the Campus

A student enrolling in MCL-SHS assumes an obligation to conduct himself/herself in a proper and irreproachable manner as a bona fide member of the academic community and should not hamper MCL from the discharge of its educational functions. He/ She must accept the rules and regulations which MCL prescribes for the members of the academic community to enable it to effectively fulfill its educational mission.

The right of MCL to impose sanctions against improper student conduct is derived from and is inherent in its primary obligation to:

- exemplify moral values, ethics, and ideals;
- protect its property and the property of the members of the community;
- protect the health of persons in the academic community and ensure their safety;
- preserve peace and ensure orderly procedures;
- protect its good name as an educational institution;
- respect human rights; and
- maintain and strengthen student morale

The students of the MCL-SHS shall AT ALL TIMES abide by all the laws of the country, all memoranda issued by the Department of Education (DepEd) and, all rules and regulations of MCL. Thru this policy, the code of conduct for MCL students well extends beyond the confines of the MCL campus. While the school cannot monitor the decorum of its students outside the school premises, the MCL community members are duty-bound to inform its authorities of such incidents they witness outside or reported to them for proper intervention and/or disciplinary measures.

The Principal, after endorsement from Office of the Director for Student Services, has jurisdiction over disciplinary cases. The Principal exercises jurisdiction to decide cases involving gross misconduct and grave immorality as defined in this Handbook, circulars and memorandum orders of the Department of Education, the local laws of the city of Cabuyao and the province of Laguna, and statutes enacted by the Congress of the Republic of the Philippines.

Types of Offenses

Major Offenses

Any of the following sanctions depending on the gravity of the offense may be imposed on students found guilty of major offenses, gross misconduct, or grave immorality:

- Suspension for a period of less than one term; with referral to CGC for counselling
- Suspension for one (1) term; with referral to CGC for counselling
- Suspension for two (2) terms or more; with referral to CGC for counselling
- Suspension for two (2) terms or more and Dismissal (Exclusion) from the Strand; with referral to CGC for counselling
- Expulsion

Types of Major Offenses

Gross misconduct or grave immorality includes the following but are not limited to:

- Physical assault upon or any threat to any member of the administration, teaching and non-teaching staff, or any student, or visitor of MCL.
- Defamation, abusive behavior, slanderous actions/remarks or discourtesy committed against any student, instructor or any official of MCL or his authorized representative via print and broadcast media, the Internet, and other medium of communication.
- Academic dishonesty or any form of cheating in examinations, homework or assigned projects; plagiarism or copying in connection with any academic work.

- Dishonesty, lending, or borrowing of the official MCL ID, Official Receipt, Certificate of Matriculation, or other official documents and presenting another person's documents as one's own; tampering of the official ID and using it to gain entry into MCL.
- Forgery; alteration or misuse of school documents, records or credentials; knowingly furnishing false or fraudulent information and/or documents to MCL in connection with official matters, and making, publishing or circularizing false information about the administration, its officials, employees, or students.
- Stealing or attempting to steal; damage to property of MCL or of its constituents.
- Forcible entry into MCL or the unauthorized use of its facilities and services.
- Vandalism, or the wilful destruction of any property of MCL which includes, but is not limited to, such acts as tearing off or defacing any material in the Center for Learning and Information Resources; writing, drawing, or posting unauthorized notices on walls or pieces of furniture; breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards; and other similar acts.
- Hazing or the infliction of any physical or mental harm that tends to injure, degrades, or disgraces any fellow student or any person in MCL.
- Illegal possession or use of prohibited drugs or chemicals or other banned substances such as LSD, marijuana, heroin, crystal meth, cannabis, amphetamines, barbiturates or opiates in any form within the premises of MCL.
- Intoxication due to alcoholic beverages and drinking of alcoholic beverages within the premises of MCL.

  Note: Students may be refused entry into the Campus if security officers suspect that they are under the influence of alcohol and these prohibited drugs and substances.
- Engaging in lewd, obscene, or immoral conduct within the MCL premises. A public display of intimacy which offends or tends to offend the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive based on generally accepted traditions and culture of the Philippines.
- Illegal possession or use of explosives, incendiary devices, or other deadly weapons.
- Engaging in any form of gambling within the premises of MCL.
- Smoking at any time within the premises of MCL.
- All forms of student protests whose distinctive characteristics are physical force, violence, threat, and intimidation.
- Violation of any penal statute or of rules and regulations promulgated by the Department of Education and/or the Commission on Higher Education, of the policies and regulations of MCL, or of any valid order by proper authorities.
- Posting and/or distributing literature, pamphlets, pictures, news items, or any announcement whatsoever without any written permit from the Center for Student Activities and Discipline.

- Forming and/or joining any surreptitious, clandestine or illegal organization, not officially recognized by MCL.
- Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside the MCL premises. When the need arises, MCL shall require the members of its Security Office to conduct searches on all persons and vehicles entering the MCL premises to prevent transport of deadly weapons, explosives, incendiary devices, prohibited drugs, and other illegal materials. Persons who refuse to cooperate in this respect and in any other emergency measures shall not be allowed entry into the premises of MCL.
- Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence.
- Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent in connection with matters pertaining to MCL.
- Embezzlement of funds of student clubs, organizations, and/or student council.
- Abuse of I.T. resources and privileges in violation of rules and regulations on the use of I.T. resources such as but not limited to lending or borrowing of user accounts, unauthorized copying of files, installation and/or use of unlicensed software (such as application software and games), alteration of computer configuration and settings, unauthorized use of computer terminals and other I.T. related equipment (e.g., LCD projectors, printers, speakers), unauthorized access to network resources and facilities, breach of network security through any means (e.g., denial of service, malicious attacks, installation of Trojans and worms, hacking), extraction of protected, copyrighted, and/or confidential information by any electronic means through the use of the vast I.T. infrastructure of Malayan Colleges Laguna.
- Wilful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline-related offenses.
- Perjury or presenting false documents in administrative proceedings.
- Taking an examination for another student (in which case both parties shall be held liable).
- Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.
- Bullying that includes teasing, name-calling, taunting, ridiculing, or any other forms of verbal abuse; vandalizing or hiding belongings; spreading rumors; picking on someone's physical appearance, religion, or beliefs; purposely excluding someone from activities or group work; or any other similar acts of the same level, threatening, intimidating, provoking, or coercing any member of the school community.

Minor Offenses

Any of the following sanctions may be imposed on students found guilty of a minor offense:

- Verbal notice of warning with counseling
- Violation report or written notice of warning with counseling
- Verbal and written notice of warning with counseling, and community service
- Community service with counselling

Types of Minor Offenses

- Not wearing the official MCL ID while in the campus
- Disrupting or disturbing classes or making excessive noise within the premises of the campus
- Losing or forgetting one's ID more than two times
- Spitting, littering or throwing waste paper, or other rubbish within the premises
- Loitering in corridors during class sessions
- Eating and/or drinking inside the classrooms, laboratories, or no-eating places within the campus
- Unauthorized use of mobile phones or other similar communication devices during classes
- Wearing of inappropriate campus attire
- Violation of parking regulations
- Discourtesy or disrespect to faculty members, students, employees, or visitors of the College
- Misbehavior during school programs, activities, or competitions
- Activating the fire alarm without valid reason
- Disrespect for national symbols
- Organizing, participating in and/or supporting any activity inside the campus, without any written permit from the Center for Student Activities and Discipline

"No ID, No Entry" Policy

a. MCL implements a "No ID, No Entry" policy for all its students.
b. New students who are in the process of obtaining their school IDs will be issued Temporary ID Passes from the OSS.
c. Students who were issued with their IDs but are unable to bring them to school will be allowed of entry once but will have their violations recorded. They will be given conformes stating that the second offense of the same violation will result in the denial of entry to the MCL Campus. These conformes are to be returned by the offending students to the MCL-SHS Student Prefect with the signature of both the students and their parents or legal guardians.
d. From the second time onwards that the student violates the "No ID, No Entry" policy, he or she will be denied entry to the campus.

Administration of Student Discipline

Determination of the Offense

For disciplinary measures, each faculty member has the authority to censure and advise student(s) for offenses committed inside the classroom. For serious offense(s), a formal complaint should be filed by the concerned teaching employee at the Principal's office for appropriate action.

For cases of gross misconduct and grave immorality, the Office of the Director for Student Services shall conduct a preliminary investigation and shall gather all evidences including documents and materials. Results of the preliminary investigation, together with all the relevant documents, materials, and evidences, including the names of witnessess, shall be forwarded to the Principal for formal investigation, hearing, and recommendation.

The list of offenses appearing herein is not all-inclusive. Therefore, students may be given disciplinary action for offenses other than those listed in the Handbook. Likewise, the MCL reserves the right to impact lighter or stiffer penalties for offense(s) committed depending on the attending circumstances of the case.

In cases where two or more offenses carrying different penalties are committed under one given situation, the heaviest penalty will be imposed.

Notice of Hearing

A written notice shall be served by the OSS at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the schedule and/or proceedings of the hearing.

Refusal of the respondent to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

Hearing

The Principal shall ensure that due process is afforded to all concerned parties.

The respondent shall be informed in writing of the nature and cause of the complaint.

The respondent shall be granted the right to answer the charges filed against him and shall be informed of the evidence(s) against him.

The absence of the respondent at the initial hearing after due notice shall be noted and the Principal shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted, the Principal shall render judgment based on the merits of the evidence(s) presented and admitted.

The respondent shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on his behalf.

The official hearings shall be held continually. Any delay shall not be allowed except for justifiable reasons as may be determined by the Principal.

During the hearing, the complainant and the respondent shall each present evidence(s) and witnesses, unless otherwise waived. Witnesses shall testify under oath; the complainant shall be the first to do so, followed by the respondent.

After all parties have presented their evidences, the Principal shall proceed to evaluate the evidences and testimonies on their merits.

The Principal shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process.

A respondent should admit to the charges against him; he shall be required to execute a written admission or confession of guilt under oath and be made to appear before the Principal to affirm the admission or confession. Sanctions shall be enforced immediately but with considerations.

Resolution

The Principal shall recommend appropriate sanction(s) for specific offenses within a reasonable time from the last hearing date. The Principal shall endorse the findings and recommendations to the Office of the Executive Vice President. The Office of the President, Office of the College Registrar, the Security Office, the faculty member(s) concerned, the student(s) concerned, and the students' parents, shall be given copies of the decision.

If the respondent finds the decision unfavorable, he may file an appeal with the Office of the Executive Vice President within five (5) working days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision of the Executive Vice President shall be final, unappealable, and executory.

If the Principal or the Office of the Executive Vice President finds the respondent not guilty of the offense(s), the charge(s) shall be erased from the respondent's record and his rights shall be restored.

Standard Attire on Campus

General Consideration

The students are required to wear the prescribed MCL-SHS polo shirt and pants during their Flag Raising assembly on Mondays, and MCL Institutional events. The student may wear civilian clothing for the rest of the school week as long as it is within the recommended attire prescribed below. However, the student may also wear the MCL polo shirt for the rest of the school week and is highly encouraged to do so.

Their P.E. uniform shall be worn only during the days they have P.E. classes. If the student's PE class is in his / her 2nd or 3rd class for the day, he / she is allowed to already wear the PE uniform in his / her earlier classes. If the PE class is in the 1st period, then the student is highly encouraged to change into a prescribed attire (for health and hygiene purposes) for his / her next classes.

Students are also enjoined to improve their personal appearance through neatness, simplicity, modesty, and decency.

During Summer Classes, students are allowed to wear decent shorts. Allowable length is one inch above the knee.

Guidelines on Attire for Male Students

- Short-sleeved and long-sleeved shirts are recommended. Sandos and sleeveless shirts are not allowed.
- Shirts with indecent patches, designs, letterings, or pictures are not allowed.
- All custom-made pants except those that are torn, unstitched or with untrimmed edges. Skin-fitting jeans and tights are not allowed.
- Dress shoes (leather or other materials) should be well- polished, while rubber and canvas shoes should be kept clean. Wearing of slippers or sandals is not allowed.
- Allowable length of haircut is "barely touching the normal collar line with eyes and ears clearly exposed."
- Unnatural-colored (i.e. blue, green, red) hair-dyeing is prohibited.
- Wearing of earrings is not allowed.
- Tattoos are prohibited. In the event that the student has tattoos prior to enrolling in MCL, he must practice due diligence in covering up said tattoos when in campus.

Recommended Attire (Female Students)

- Simple dresses or blouses/shirts paired with skirts/pants are allowed.
- Bare midriff, spaghetti straps, sleeveless shirts, and sandos are not allowed.
- See-through clothing is not allowed. Modest dressing requires that one's underwear should not be seen.
- Shirts with indecent patches, designs, letterings, or pictures are not allowed.
- Dress shoes (leather or other materials) should be well- polished, while rubber and canvas shoes should be kept clean. Wearing of slippers or sandals is not allowed.
- Formal shoes (e.g. high heels), though allowed in specific occasions, are highly discouraged for everyday wear.
- Unnatural-colored (i.e. blue/green) hair-dyeing is prohibited.
- Tattoos are prohibited. In the event that the student has tattoos prior to enrolling in MCL, she must practice due diligence in covering up said tattoos when in campus.

Guidelines for Holding Activities within or Outside the Campus

Co-curricular activities are variety of activities that are attended alongside the standard study curriculum to enrich students' learning experience. These include, but are not limited to, technical seminars, plant visits, educational trips, conferences, orientations, quiz contests, writing contests, course competitions, and presentations.

Extracurricular activities are activities performed by students that fall outside the realm of the normal curriculum. These include, but are not limited to, sports festivals, team buildings, outreach programs, cultural shows, prayer meetings, general assemblies, and intramurals.

Groups of students (e.g. a section in a course, or student organizations) or student councils who wish to conduct a co-curricular and/or an extracurricular activity must fill out a STUDENT ACTIVITY FORM.

All STUDENT ACTIVITY FORMS must be filed at least seven days (7) before the scheduled activity date. It is important to plan the activity in advance. If the activity is filed in less than a week, the approving office shall have the prerogative to disapprove the extracurricular activity.

The adviser or student organizer shall not finalize any arrangement or contract with the outsiders –like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, resort personnel, plant personnel, factory representative/s, transportation company staff, etc., until the application is approved. Violation of this rule shall be ground for the disapproval of the application.

The application form shall be accompanied by the following:

- a detailed agenda or program of the activity; and
- Financial projections, including individual contributions, ticket sales, donations, sponsorships, etc.

The approving office shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the co-/extracurricular activity. It shall check and note if the application guidelines are followed.

Major extracurricular activities pertains to:

1) Number of students to be involved should be at least 60% of the class size;
2) Number of offices and personnel support needed. Any event that would involve additional security personnel, renting of facilities, involvement of the support of OHRAS, and any other additional departments;

3) Time frame. Any event that will last longer than half a school day (5 hours) to days or weeks; and
4) Degree of funding to be raised and expected expenses. Any amount larger than PhP 5,000.00.

For an extracurricular activity that has a "fund-raising" component (raffle draw, ticket selling, or donation), the activity shall be first discussed with the Office of the Vice President for Finance, endorsed by the Office of Student Services, and approved by the Office of the Executive Vice President before its implementation.

An off-campus extracurricular activity shall require an OFF-CAMPUS ACTIVITY APPLICATION FORM and a PARENTAL CONSENT FORM. The form must be signed by the parent or the guardian before the activity date. A "NO PARENT'S CONSENT, NO OUTSIDE TRIP" policy shall be implemented.

The organizer (adviser or class officer) shall provide the approving office with a complete list of the participants for the off-campus activity before the scheduled date.

The organizer shall conduct a post-evaluation of the activity. The post event evaluation forms for student activity are available at the CSAD. At least 30% or more of the participants are expected to fill out the evaluation forms.

Within three (3) days after holding the activity, the organizer shall submit the evaluation report together with the evaluation forms to the college (through the Principal)/CSAD. This evaluation report should include the executive summary of the activity, the participants' evaluation summary, and the statement of actual revenue and expenses.

Principal's office shall verify the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity and shall be endorsed to the Principal for appropriate action.

The evaluation report shall be used in the planning and in applying improvement measures on future co-/extracurricular activities. Before the end of the school year, the evaluation results shall be presented to their respective student organizations, advisers, and Principal.

No co-/extracurricular activities shall be allowed one (1) week before the final examinations and within the final examinations week.

Guidelines for the Use of MCL Facilities and Equipment

MCL facilities such as Classrooms, Auditorium, Laboratories, etc. may be used as venue by the faculty members, non-teaching employees, and students for events and other activities.

RESERVATION

- Facility and Equipment Reservation is done through the Permit to use Facilities and Equipment Form (OVPA 002A) which is available in LMO, CDMO, and OHRAS.
- Reservation forms must be fully accomplished for the request to be processed.
- Only MCL personnel are authorized to sign the application form.
- Reservation is on a first-come, first-served basis. However, MCL reserves the right to overrule if another event is deemed a priority over the current reservation. Priority events are, but not limited to, Institutional Events, VIP events, etc.
- Final approval of requests for reservation shall come from the Office of the Vice President for Human Resources and Administration Services (OHRAS).

GUIDELINES

- Students shall not be allowed to enter the facilities and use equipment without an accompanying teacher.
- Users are expected to observe total cleanliness and orderliness. The adviser or teacher concerned shall be responsible for the conduct of the students.
- Policies on the proper use of the specific facilities and equipment must be observed.
- Any damage and/or loss of property shall be the responsibility of the requesting party/ department.
- Moving of office furniture and equipment must have prior approval from the OHRAS.
- Physical set-up must also have prior approval.

Senior High School Student Council

General Policies

Students in the MCL Senior High School are represented by their peers in the SHS Student Council. The SHS Student Council is consulted on important decisions regarding students in the school and is mandated to represent individuals or groups of students.

The SHS Student Council is consists of the prescribed elective positions and a representative for each strand, and is elected by all of the students in the SHS.

The Principal is the designated adviser and will directly supervise the council.

The SHS Student Council will have a constitution and by-laws which shall be approved by the Principal.

General Behavior

Every student shall observe and obey the laws of the land, the rules and regulations of MCL, and the standards of good society; shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and shall always act with fairness, tolerance, moderation, respect for the opinion and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles and core values.

Elections and Qualifications of Officers

The officers of the SHS Student Council, as provided for in its approved constitution and by-laws, shall be elected by the members thereof; provided, however, that the election of officers of the council shall be under the supervision of, and subject to regulation by, the Principal, and provided further, that each nominee for election or appointment or designation to any position of the organization shall possess the following qualifications:

- He must be a bona fide student of Malayan Colleges Laguna – Senior High School, and must be enrolled and registered.
- He must be a person of good moral character and must have no disciplinary action of any kind meted out to him/her.
- He must have started his Senior High School at Malayan Colleges Laguna and must have had continuous residence therein.
- He must have passed all his courses with a weighted average of three (3) or higher in the term immediately preceding his election.

The following are the Elective Positions:

- President
- Vice President
- Secretary for Information and Communication
- Secretary for Treasury
- Secretary for Audit
- Strand Representative

Elections

The officers of the SHS Student Council shall be elected by a simple plurality vote of all bona fide MCL– SHS students who voted in the election.

In cases where there is only one candidate for a particular position, a single vote is sufficient for that candidate to be elected.

No officer elected shall be nominated for re-election to the same or lower position for the next school year.

Term of Office

The duly elected officers shall hold office for one academic year.

Election Activities

Election Week
Elections shall be held not later than the fifth (5th) week after the first official day of the start of classes of the First Term.

Election Requirements

- Filing of application of candidacy certifying that the candidate is qualified and of good academic standing at the Principal's office.
- Submission of Bio-data and photos of candidates
- A certification of candidacy signed by the SHS Student Prefect (or authorized representative)
- Submission of party or individual platforms

Failure to Comply

Failure to meet the election requirements shall be sufficient ground for the disqualification of the candidate.

Official List of Candidates

The official list of candidates shall be released during the election period. Any protest against the qualifications of the candidates must be filed before Election Day with the Principal.

Campaign Period

- The campaign period shall start at the third (3rd) week (Monday to Friday) of the first term and must be completed within at least three (3) days before Election Day.
- Room to room campaign is subject to the approval of the Principal and faculty members concerned.
- An official convocation may be held so that all official candidates can be presented to the electorate.

Campaign Materials

- Posters (maximum size: 1/2 of standard sized cartolina) must be placed only on bulletin boards.
- Removal of election paraphernalia shall be the responsibility of the part/candidate.

Election Day

- The elections shall be held on the last day of the election week (Friday), from 8:00 AM till 5:00 PM.
- The canvassing of elections shall be computerized and shall be supervised by the OITS.
- Election assistants may be designated by the Principal.
- Campaigning is not allowed during Election Day.

Voting Procedure

- The voting student must present his/her CM before voting. He/she shall log in his student number for verification in the computer program.
- The student shall choose his candidates.
- No student shall be allowed to vote twice.

Counting/Canvassing of Ballots

The canvassing of votes shall be done by OITS in the presence of the SHS Student Prefect, party representatives, and advisers.

Breaking the Tie

In case of a tie, the winner shall be decided through a toss coin.

Official Results

OITS shall submit the official results of the election to the Electoral Board who shall certify the validity of the final and official results. All members of the Electoral Board shall sign the certification.

- The Electoral Board is composed of the following:
    - The MCL-SHS Student Prefect
    - Two (2) faculty members
    - Two (2) students (non-candidate)

- Functions of the Electoral Board:
    - To formulate and implement guidelines and procedures, as well as supervise the proper conduct and coordination of elections
    - To evaluate the qualifications of candidates
    - To investigate and settle protests against the results of the elections
    - To disqualify candidates who fail to comply with election requirements
    - To canvass and check all election results
    - To study and decide on any protest filed against a candidate
    - To certify the results of elections and to submit them to the Principal

Proclamation

The Electoral Board shall proclaim the winning candidates for all positions. The copy of the list of duly elected College Student Council officers shall be forwarded to the SHS Student Prefect of Students, Deans, VPAA, EVP, and President of MCL.

Post-Election Protests

The Electoral Board will be in charged if there is any protest against a candidate.

- Filing of Protests – Post-election protest shall be filed to the Electoral Board not later than three (3) working days relative to the last day of election.
- Hearing – The decision of the Electoral Board shall be final and executory. It shall be submitted to the Electoral Board.

Appendices

Appendix 1 – Ang Pambansang Awit ng Pilipinas

Ang Pambansang Awit ng Pilipinas

Bayang magiliw,
Perlas ng Silanganan
Alab ng puso,
Sa Dibdib mo'y buhay.

Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula,
At awit sa paglayang minamahal.

Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya,
Kailan pa ma'y di magdidilim,

Lupa ng araw ng luwalhati't pagsinta,
Buhay ay langit sa piling mo,
Aming ligaya na pag may mang-aapi,
Ang mamatay ng dahil sa iyo.

Panunumpa ng Katapatan sa Watawat ng Pilipinas

Ako ay Pilipino
Buong katapatang nanunumpa
Sa watawat ng Pilipinas
At sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng sambayanang
Maka-Diyos
Maka-tao
Makakalikasan at
Makabansa.

The Malayan Hymn

Lyrics: **Dr. Reynaldo B. Vea**
Music: **Mr. Joel Navarro**

With a whizzy wisk of tech,
Or a dash of skills and care,
A masterly stroke of art,
We help advance man's welfare;
'Tis our human part.
We all say, "All hands on deck,
O' there at the frontlines, Malayan.
O' here in our hearts and in our minds,
Malayan!"

Wisdom of the centuries,
With your streams and eddies,
Enfold our beings
Provoke our genes
Here at Malayan!

As we do our very best,
With excellence imbued,
We stand to the test
And dedicate ourselves anew.
To the limits we push on.
We declare, "Give to the chest!
O' there at the frontiers, Malayan.
O' here in our hearts and in our minds,
Malayan!"

Knowledge of the ages,
Take us to your edges.
We'll push them farther
And wield you further
Here at Malayan!

CONTRACT

Date:

To: Malayan Colleges Laguna - Senior High School

I have read, studied, and understood the contents of the MCL-SHS Student's Handbook AY 2016-2017 and will abide by the school's procedures, rules, and policies.

_____

STUDENT'S PRINTED NAME AND SIGNATURE

_____

STUDENT'S GRADE LEVEL AND STRAND

_____

STUDENT'S ID NUMBER

_____

PARENT'S/LEGAL GUARDIAN'S SIGNATURE OVER PRINTED NAME

MCL
Malayan Colleges Laguna

SENIOR HIGH SCHOOL