

APOSTLE'S CREED

I believe in God, the Father almighty, Creator of heaven and earth, I believe in Jesus Christ, his only Son, our Lord, who was conceived by the power of the Holy Spirit, and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He went down to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of God the Father. He will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

THE LORD'S PRAYER

Our Father in heaven, hallowed be your name, your Kingdom come, your will be done, on earth as it is in heaven Give us today our daily bread. And forgive us our sins, as we forgive those who sin against us. Do not bring us to the test but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with you; blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

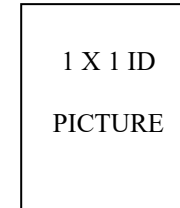
ACT OF CONTRITION

O, my God, I am heartily sorry for having offended you. I detest all my sins because of your just punishment, but most of all because they offend you, my God, who are all-good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasion of sin.

PRAYER FOR ALL SOULS

Eternal Father, I offer You the Most Precious Blood of Your Divine Son Jesus, in union with all the holy souls in Purgatory, for sinners everywhere, for sinners in the Universal Church, those in my own home and within my family. Am

STUDENT'S DIRECTORY



Name _____ **Sex** _____

Course and Year _____

Home and Address _____

Landline / Mobile Phone Number _____

Birthday _____ **Birth Place** _____

Father's Name: _____

Contact Number: _____

Mother's Name: _____

Contact Number: _____

Guardian's Number: _____

Contact Number: _____

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MEMORARE

Remember, O most compassionate Virgin Mary, / that never was it known that anyone who fled to your protection, / implored your assistance / or sought or intercession, was left unaided. / Inspired with this confidence, we fly unto you, / O Virgin, our Mother, / to you we come; / before you we kneel, / sinful and sorrowful, / O Mother of the Word Incarnate, / despise not our petitions, but in your clemency hear and answer them. Amen

COLLEGE HYMN

Here we are all the Louiseans
Set to fill the world with all our fun
All of us are frolicsome ones
Bent on making the air ring with songs
Have you ever heard of our institution
Where the faith and the hopes are never let gone
Do you know that SLMCS is the pride of Sorsogon
Yes, it is the Pride of Sorsogon

Come, ye all and be with the throng
Come with us O youth come along
Come and join the crowd that is surging by
From morn till the darkness of the nights gets nigh

Over the rough and ease of life
The wings of time flutter away
Of our prime we will soon bereft
And we may have nothing left but a weary, dreary day.

*The Charity of Christ Crucified
Impels Us!*

THE WOMAN NAMED LOUISE

Refrain:

Through the narrow streets of Paris,
Came the footsteps of a woman named Louise
The poor and hungry there
Waited for her loving care
Christ came to them
In a woman named Louise

The loneliness she felt in her childhood
Did not embitter the heart of Louise
For she knew God's love and trusted in His care
And each cross she carried
Prepared her for God's work on earth. (Refrain)

SONGS

SAN VICENTE, PAG-ASA NG DUKHA

San Vicente, pag-asangdukha,
Mahina'tmaralitangsimula,
Tunghayanangkanyangmgagawa
Tungosaikagagalingnglahat.

KORO:

Halina'tipagdiwangangating Patron,
Kahanga-hangangbagaykanyangnagawa,
PasalamatanangDiyos
Sasimulangnamana
Sakanyaulirangbuhay,
Namanasakanyaulirangbuhay,
San Vicente, mapagkawanggawa,
Nagtatagngiba't-ibang lingcod,
Nagsaayosngmgatutulong
SaatingmgakapatidsaDiyos
Magingkahaponngayon at bukas
Angdiwangkanyangpangangaral
Paglingkuranangnagnangagdurusa
Bigyanliwanagangmgakarimlan

(ulitinangKoro)

Pagtatapos:

San Vicente; San Vicente

WELCOME MESSAGE

Dear Louiseans,

WELCOME to St. Louise de Marillac College of Sorsogon!
You are now a member of the Vincentian family.

We are happy and pleased to have you with us in the academic community of our school which is your second home. We look forward to a meaningful and fruitful years ahead of you.

This handbook will be your companion as you live your life in school. It contains necessary information about the school you have freely chosen to assist you in your quest for knowledge, for what is good and true, and what life is all about. This will also guide you in the pursuit of the realization of the Vision - Mission and Core Values of our school.

As you live your life here in school, with its equivalent ups and downs, may you be strengthened by the thought that our patron saints, St. Louise de Marillac and St. Vincent de Paul, will always be there to intercede for you.

The Administration and Faculty

PURPOSE OF THE HANDBOOK

This serves as a guide for you – our dear LOUISEANS the knowledge and understanding of the policies, practices, rules and regulations stated in this handbook will enable you to participate actively, responsively and meaningfully towards your own spiritual, intellectual, social, emotional and physical growth.

Teachers

This will serve as your reference in the implementation of schools policies, practices, rules and regulations with the view toward the realization of the Mission – Vision, Philosophy and Objectives of SLMCS.

both the House of Representatives and the Senate.

SEC. 6. *Sanction for Noncompliance.* – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepEd shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

SEC. 7. *Implementing Rules and Regulations.* – Within ninety (90) days from the effectivity of this Act, the DepEd shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. *Separability Clause.* – If for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. *Repealing Clause.* – All laws, decrees, orders, rules, and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 10. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Appendix 2 DATA PRIVACY ACT OF 2012

To protect the privacy of stakeholders, SLMCS fully subscribes to the following:

Section 1. Title. These rules and regulations shall be known as the “Implementing Rules and Regulations of the Data Privacy Act of 2012”, or the “Rules”.

Section 2. Policy. These Rules further enforce the Data Privacy Act and adopt generally accepted international principles and standards for personal data protection. They safeguard the fundamental human right of every individual to privacy while ensuring a free flow of information for innovation, growth, and national development. These Rules also recognize the vital role of information and communications technology in nation-building and enforce the State’s inherent obligation to ensure that personal data in information and communications systems in the government in the private sector are secured and protected. (pls. refer to the Rules provided by the Act of 2012.)

The Department of Education (DepEd) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers, and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 4 . Mechanisms to Address Bullying. - The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

(a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

(b) Take appropriate disciplinary administrative action;

(c) Notify the parents or guardians of the perpetrator; and

(d) Notify the parents or guardians of the victim regarding the action taken to If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

SEC. 5. Reporting Requirement. - All schools shall inform their respective school's division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectiveness of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools. Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective school's division superintendents all relevant information and statistics on acts of bullying or retaliation. The school's division superintendents shall compile these data and report the same to the Secretary of the DepEd who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of

THE SCHOOL SEAL



CROWN

*Stands for Our Lady of the Miraculous Medal,
the Patroness of the School*

TWELVE STARS WITH TWO HEARTS AT THE FOOT OF LETTER M

*The hearts of Jesus and Mary;
the reverse of the Miraculous Medal*

CARITAS CRISTI URGET NOS

*The motto of the Company of the Daughters of Charity
adopted for the school.*

It means, "The Charity of Jesus Christ Crucified Urges Us."

HEART WITH FLAME AND A CROSS IN THE MID

*This signifies that
every Louisean should have a
burning love for Christ.*

*It also stands for the Mission objectives of the
school, to imbue in every student
the love of Christ and a love for person living in
situations of poverty.*

HISTORICAL BACKGROUND

ST. LOUISE DE MARILLAC COLLEGE OF SORSOGON: JOURNEY THROUGH THE YEARS

The Daughters of Charity is a company of consecrated women founded by St. Vincent de Paul and St. Louise de Marillac. Fifteen Daughters of Charity arrived on the Philippine soil on July 22, 1862, together with two Vincentian priests, two Vincentian brothers, seven Jesuits and thirteen Recollect friars. They were met by Manila officials with a fluvial procession.

The Sisters' profound faith and selfless love served as the foundation for the rapid growth of various institutions of charity. The pioneer Sisters' "foundling" missions were school-based and hospital-health services. Education apostolate expanded and the Sisters found themselves in the mainstreams of building life-giving communities among the poor in several dioceses throughout the country.

In the long span of one hundred and fifty-two years of faithful service in the country and partnership with the local Church, the DC communities have been established one after another to answer the needs of the Filipino community. One of these communities is Colegio de la Milagrosa now named St. Louise de Marillac College of Sorsogon. It takes pride in being the first Catholic school in the city of Sorsogon as well as being the only PAASCU level II accredited school in the Province of Sorsogon.

Colegio de la Milagrosa, now named St. Louise de Marillac College of Sorsogon, takes pride in being the first Catholic School and the only PAASCU Level II accredited school in the Province of Sorsogon.

EARLY BEGINNINGS

1937 Most. Rev. Francisco Reyes, former Bishop of Nueva Caceres, parish priest for many years in the town of Sorsogon, took cognizance of the total absence of Catholic schools in the province. The felt need to provide a Catholic education to the youth compelled him to seek the assistance of the Daughters of Charity of St. Vincent de Paul who, at that time was being actively managing Colegio de Sta. Isabel, now Universidad de Sta. Isabel in Naga City.

June 30, 1937 – Birth of Colegio de la Milagrosa.

1939 Government recognition of primary course with twenty-two pupils, housed in a seven-room building located at Calle Reyes and Livingston, now Burgos Street.

- (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
- (5) Providing counseling or referral to appropriate services for perpetrators, victims, and appropriate family members of said students;
- (d) Enable students to anonymously report bullying or retaliation: *Provided, however,* That no disciplinary administrative action shall be taken against a perpetrator solely based on an anonymous report; commensurate with the nature and gravity of the offense: *Provided,* That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- (e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- (f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- (g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school, and how parents and guardians can provide support and reinforce such policies at home; and
- (h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: *Provided,* That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website if there is any.

SEC. 3. *Adoption of Anti-Bullying Policies.* – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

(1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased, or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;

(2) Bullying at a location, activity, function, or program that is not school-related and through the use of technology or an electronic device that is not owned, leased, or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies and strategy for:

1)Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student's need for protection;

1940 Fifth & sixth Grades of General Intermediate Course obtained Government Recognition.
1946 Complete Elementary program received government recognition
1947 Complete Secondary program obtained government recognition

BECOMING A TEACHER-TRAINING INSTITUTION

1950 Government recognition of Two-Year Junior Normal Collegiate Course (ETC).
1955 Liberal Arts (AB) and the Bachelor of Science in Education (BSE) obtained government recognition. One Year Special Course in Home Economics received government recognition.
1961 Associate in Commercial Science (ACS) obtained government recognition.
1962 Colegio de la Milagrosa celebrated its Silver Jubilee
1963 Bachelor of Science in Elementary Education (BSEED) received government recognition
1964 Marked increase in enrollment led to the construction of the three-story modern structure to house the Elementary and Secondary Departments.
1973 Kindergarten received government recognition.
1974 The High School Department became co-education with the admission of male students breaking the tradition of an 'all-girls school.'
1978 The Two-Year Junior Secretarial course received government recognition.

MOVING ON TOWARDS CURRICULAR EXPANSION

1982 Bachelor of Science in Commerce (BSC) obtained government recognition integration of the Elementary and High School Departments into Basic Formation Department then to Basic Education Department. Similarly, the College Department from a service Formation Department was changed to Higher Education Department.
1986 The administration ventured to open the Graduate School in response to the need of the personnel, alumni, and other professionals of the larger community who were determined to upgrade themselves through higher studies.
1987 Colegio de la Milagrosa celebrated its 50th Foundation Anniversary. The school underwent a Congregational Evaluation Visit CEV) as part of the Catholic School System Development Program adopted by the DC schools. The visit led to the school's further quest for and commitment to quality and excellence. The Graduate school received government recognition with a major in Instructional Methods.

- 1991 Bachelor of Science in Accountancy was granted government Recognition
- 1992 Educational Management as an additional major in the Graduate School was offered.
- 1995 Master in Business Administration (MBA) received government recognition
- 1997 SLMCS celebrated its 60th Foundation Anniversary.

First formal PAASCU Accreditation Visit to Basic Education Department and was granted a level II Accreditation Status. SLMCS became the first PAASCU accredited school in Sorsogon City leveling it with other prestigious accredited schools all over the country.

The school received recognition by the Department of Education as a Service Provider of the Alternative Learning System that caters to out-of-school youths and adults, who, because of poverty were unable to finish their schooling.

FIRST RE-CONFIGURATION SCHEME OF D.C EDUCATION MINISTRY

- 1998 Birth of the DC St. Louise de Marillac Education System (SLMES) Change of name from Colegio de la Milagrosa to St. Louise de Marillac College of Sorsogon (SLMCS).
- Two additional majors in the Graduate School were offered: Guidance and Counseling and Religious and Values Education
- 1999 The Higher Education Department underwent the preliminary PAASCU Accreditation visit for Liberal Arts, Education, and Commerce Programs.
- 2000 Clustering of DC schools in Albay-Sorsogon (A-S) areas composed of the St. Louise de Marillac School of Tabaco (SLMST), Colegio de Sta. Luisa Alternative Learning Center, St. Louise de Marillac School of Bulan (SLMSB), St. Anthony Academy of Gubat (SAA), and St. Louise de Marillac College of Sorsogon (SLMCS) as the lead school.

The A-S Cluster schools are led by a Servant Leadership Team (SLT), an alternative shared leadership in the management and supervision of the school. The Team is composed of the Cluster President, the Vice President for Student Affairs and Services, the Vice President for Academic, Research, Christian Vincentian Formation and Community Extension Services, the Vice President for Administrative Services & Finance, and the Site Sister Servants.

APPENDIX I

[REPUBLIC ACT NO. 10627]

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

in Congress assembled:

SECTION 1. *Short Title.* - This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. *Acts of Bullying.* - For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such a, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, fighting, and the use of objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity as the target, name-calling, tormenting or commenting negatively on victim’s looks, clothes, and body; and
- d. Cyber-bullying or any bullying is done through the use of technology or any electronic means.

In case lost items are found it they should be brought to the Student Affairs Office or Dean's Office.

- **Stairs and Corridors.** Always keep right when passing the stairs and corridors.
- **Fire/ Earthquake Drills.** All students are required to participate during the fire/ earthquake drills. It is part of the schools' safety education.

Amendment in the Articles of Incorporation with a special provision that all courses being offered in SLMCS can also be offered in the Site Schools. This extension program led to the conception of St. Anthony Academy as an extension campus of SLMCS.

- 2003** First PAASCU Formal Survey visit of the Liberal Arts, Educational and Commerce programs and was granted Level II accreditation status the following year.

Basic Education Department received five-year level II PAASCU accreditation.

- 2006** Conceptualization of offering Technical Skills Development Authority (TESDA) related courses to meet the emerging and changing needs of Industry. The following courses received Certificate of TVET Program Registration: Information Technology, Two-Year Certificate in Entrepreneurship, and Nominal Speech Power.

Two super typhoons (Reming and Milenyo) during September and November visited the country and did not spare the Province of Sorsogon. The typhoons left great damage to SLMCS leaving St. Vincent de Paul building which houses the Basic Education Department unroofed and windows slabs broken. The Miraculous Medal building, the Laboure Hall, the Basic Education library, and other school facilities were in total disarray. Equally, the damage is the college building classroom divisions. In all these events, the College served as one of the city's evacuation centers with hundreds of families occupying the ground floor of the buildings. Classes were suspended for a month while major repairs were undertaken. Reset of PAASCU Re-survey visit to the Higher Education accredited programs was done.

- 2007** Change of nomenclature of Bachelor of Science in Commerce to Bachelor of Science in Business Administration

One year PC Operation NC II received the Certificate of Program Registration.

SECOND RE-CONFIGURATION SCHEME OF THE D.C EDUCATION MINISTRY

- 2008** Pre-school, Elementary, and the Basic Education Curricular programs received renewal of government recognition.

Visit of the DC Management Review and Mission Audit Team to Albay- Sorsogon cluster schools to evaluate the current performance of the apostolate vis-à-vis Vision-Mission.

Louise de Marillac Foundation Inc. - Community Extension Service (LMFI-CES) Education for Life unanimously won First Place in the National Literacy Award.
Start of the DC Expanded Operational Development Program Plan.

- 2009** Transfer of supervision of St. Louise de Marillac School of Tabaco and the Colegio de Sta. Luisa Alternative Learning Center from A-S Cluster to the Caceres Merger as part of the DC Province re-direction program. St. Louise de Marillac School of Bulan became a supervised school of SLMCS and St. Anthony Academy is being prepared for its integration to SLMCS.

Additional TESDA short-term and nominal qualification courses were offered: One-Year certificate in Food Service Management; Six months Commercial Cooking NC II, Housekeeping NC II, Food and Beverage Services NC II.

LMFI-CES Literacy Education for life received the distinctive honor as one of the two Philippine entries to the UNESCO International Literacy search.

PAASCU first re-survey visit of the SLMCS Basic Education Department and the first re-survey visit of the Higher Education Department (Liberal Arts, Teacher Education and the Business Education Programs)

Higher Education Department Programs of Liberal Arts, Teacher Education, and Business Education were granted PAASCU Accredited Status Level II).

- 2010** Celebration of the 350th Death Anniversary of the Patron Saints of SLMCS: St. Louise de Marillac and St. Vincent de Paul Change of leadership style: from Servant Leadership Team (SLT) to Vincentian Management Team (VMT).

An offering of the Bachelor of Science in Hospitality Management.

TESDA Registered Programs: Commercial Cooking NC II, Bread, and Pastry Production NC II, Food and Beverages Services NC II, Housekeeping NC II, and Tour Guiding NC II.

- 2011** Differentiated Elective Subjects with the following programs: Marillac Technical Vocational Education, Marillac Special Program in the Art, and Marillac Special Program in English and Mathematics w offered for the first time to the Grade 7 students. TESDA qualifications were offered to the Upper BED students as elective subjects.

The Board of Trustees meeting dated January 28, 2011, unanimously resolved that the Corporate Life of St. Anthony

Academy will no longer be extended beyond June 16, 2011, and with

- **Information Center.** The Center serves as the reception area for visitors and clientele. Near the Information Center is Bundy Clock where personnel punches their time in for and out from work. Also, found in the Inquiry machine used by students to monitor their school accounts and grades.
- **St. Joseph Carpentry.** The shop is located on the ground of the Basic Education Department. All school repairs and woodworks are done at the carpentry.
- **Guest Rooms.** SLMCS has 3 guest rooms that accommodate school visitors for lodging. The Bahay Kubo is a mini house with 2 bedrooms, a living room, and a mini-kitchen. The guest room located at the Basic Education Department Building has 4 cubicles. The other guest room is located in the Higher Education Department.

SAFETY AND SECURITY MEASURES

- **Entrance to the School Campus during School Days.** Upon entering the school campus, every student must submit herself/himself including her/ his things for proper inspection.

The school implements the NO ID, NO ENTRANCE policy. Improper wearing uniform/ attire and improper haircut/ hairstyle may also hinder students from entering the school campus.

- **Entrance to the School Campus during Non-class Days.** Students can only enter the school campus during the weekend and non-class days upon presenting to the guard a PARENTS PERMIT during the weekend and non-class days duly signed by the teacher-in-charge, Program Coordinator noted by the Student Affairs Coordinator and approved by the Dean of College.
- **Prevention of Losses.** To prevent losses, students are discouraged from bringing money more than their daily allowance and expensive gadgets/ items to school. The school is not held responsible for any lost items.

Correct and wise decision in life. The staff is available for individual as well as group counseling. It is located on the ground floor of the Miraculous Medal Building.

- **School Supplies Services.** It caters to the students' needs for books, paper, pencils, ball pens, folders, envelopes, etc. It is open from 7:00 am to 5:00 pm on weekdays.
- **Marillac Ecological Park and Farm.** The Marillac Ecological Park in Tugos serves as a venue for recollections, retreats, seminars, meetings, and sports activities of the school community. These facilities and services are extended to the external community.
- **Laboure Hall.** Students' convocations, school assemblies, and programs, cultural presentations, symposium, forum, etc. are held at the Laboure Hall.
- **Multi-purpose Hall.** The Multi-purpose Hall is used for varied purposes. It serves as a P.E. area, assembly for students, area for practices, etc.
- **Blessed Rendu Conference Room.** The Conference Room, named after a D.C Sister, Blessed Rosalie Rendu, is located on the second floor of the Marillac Building for purposes of holiday conferences, meetings seminars, and gatherings for small groups.
- **Ozanam Conference Room.** This is located on the ground floor of the Basic Education Department. It is commonly used by the Basic Education Department for small group meetings and conferences.
- **Basketball and Volleyball Courts.** The basketball and volleyball courts serve as the area for P.E. instructions, training of student-athletes, and other sports activities.
- **Memorabilia.** The Memorabilia is found inside the Higher Education Library on the ground floor of the Marillac building of the Main Campus. This is where historical records and events and memorabilia of the school are displayed for viewing.

that, the Corporation will be dissolved. Under Article 10 of the Article of Incorporation, the assets of the Corporation will be transferred to the Daughters of Charity and/or Louise de Marillac College of Sorsogon.

2012 75 yea 75thion anniversary of St. Louise de Marillac College of Sorsogon Main Campus and the 60 years foun60thnniversary of SLMCS Gubat Campus.

Start of the Re-training of Personnel for the K to 12 Basic Education Program.

Increased in the number of Personnel with TESDA National Certificate II and III (NC II & III) and National TVET Trainer's Certificate (NTTC) in the SLMCS Main and Gubat Campus in the following TESDA qualifications: Commercial Cooking, Bread and Pastry Production, Food and Beverage Services, Front Desk Office Services, Housekeeping, Bookkeeping, Tour Guiding, Carpentry, Masonry, Tile Setting, Horticulture, and Animal Production.

The above-mentioned qualifications are offered to the Upper Basic Education, Higher Education, and SLMCS Gubat Campus students.

2013 Government Recognition was granted to SLMCS to operate the BSHM ladderized (I-IV) program Effective School Year 2013-2014.

Became TESDA Assessment Center for the following qualifications: Bread and Pastry Production NC II, Food and Beverage Services NC II, Commercial Cooking NC II, and Housekeeping NC II.

more interesting and alive. It is open from 8:00 am to 5:00 pm on weekdays and from 8:00 – 3:00 pm on Saturdays.

- **Speech Laboratory.** The Speech Laboratory is an air-conditioned room located on the second floor of the Marillac Building of SLMCS Main Campus. The system allows the individual students to listen to her/ his voice and her/ his strengths and weaknesses are individually monitored by the teacher during their speech class.
- **Science Laboratories.** There are three rooms for Science Laboratories, namely: Chemistry, Biology, and the Physics Laboratories. These Science Laboratories are intended to reinforce the students' quest for scientific facts and satisfy their scientific probing.
- **Computer Laboratory.** The Computer Laboratory is fully air-conditioned and is equipped with an adequate number of computers to provide students with quality instruction.
- **Science Research Associates Laboratory.** The Science Research Associates Laboratory is equipped with SRS kits that provide an avenue for self-phased learning in mathematics, Science and Reading.
- **Blessed Lindalva Food Laboratory.** The Blessed Lindalva Food laboratory serves as the training laboratory for the following TESDA qualifications: Bread and Pastry Production NC II, Commercial Cooking NC II, and Food and Beverage Services NC II.
- **Music Rooms.** The Music Rooms are equipped with musical instruments used for the training of students taking guitar, keyboard, and musical ensemble classes. Music classes from Grades 1 to 10 are also held in these rooms.
- **Clinic.** A Clinic is a place where both the medical and dental needs of the students are served by a dentist, a physician, and a nurse. The clinic offers consultation, periodic physical examination, first-aid treatment, and periodic dental examination.
- **Guidance Center.** The Guidance Center welcomes all students and assists them in their personal growth and development towards making

health issues and other health-related topics like HIV-AIDS, human sexuality, and endemic diseases. It provides regular information to parents about the health condition of their children.

- **Food Services Program.** The Food Services Program is designed to provide nutritious snacks and well-balanced meals that are served in the canteen. It provides an ambiance of a clean, sanitary, and cozy environment with healthy and gracious personnel.
- **Sewing Services.** It is designed to provide students and School personnel the services of sewing school uniforms to all students. Made-to-order uniforms are sewn by the school seamstress in the sewing room. This is done to ensure uniformity in design and style on the prescribed uniform.

SCHOOL FACILITIES

- **Chapel.** Our Lord Jesus in the Blessed Sacrament awaits the students. They are encouraged to begin and end the day in communion with God. The Eucharist is celebrated regularly.
- **Library.** The library is a place for reading, studying, and research. It plays an important role in the intellectual development of the students. The library is open from 8:00 am to 5:00 pm on weekdays and from 8:00 to 12:00nn on Saturdays. All rules and regulations as regards library use should be observed by every student.
- **Research Office.** The research Office through research output and pertinent data are responsible for coordinating and integrating the various aspects of planning and development in which the entire institution is involved in.
- **Instructional Media Center.** To enrich classroom instructions, the Instructional Media Center has been provided. It is fully air-conditioned and equipped with audio-visual materials and some equipment such as slides, filmstrips, tapes, records, projects, etc.. which make learning

Since her birth in 1937, St. Louise de Marillac College of Sorsogon has remained steadfast in living out her mission, giving life to the very purpose of her existence. Guided by a renewed Vision and Mission expressed through the Core values, Flagship Programs, and Priority thrusts based on the Sustainable Development Goals, the journey of transformative, loving service goes on...empowering, and promoting the dignity of persons through Catholic Vincentian Education.

VISION-MISSION

St. Louise de Marillac College of Sorsogon (SLMCS) of the St. Louise de Marillac Educational System (SLMES) of the Daughters of Charity (DC) is an audacious Christ-centered institution committed to empowering communities of learners into inner-directed Vincentian Leaders who are advocates of persons in poverty situations and of God's Creation.

CORE VALUES

- Commitment to Vincentian Excellence
- Respect for Human Dignity
- Respect for God's Creation
- Advocacy for Persons who are poor
- Simplicity

ENABLING VALUES

- Compassionate Service
- Co-Responsibility
- Social Commitment
- Solidarity

ACTION GOALS

At SLMCS, we commit ourselves to:

- Courageously pursue value innovative educational programs and services anchored in Christ
- Interdependently accelerates leadership and professional development through continuing education and intensive Vincentian Formation.
- Synergistically facilitate the integral development of the learners towards transformation through current researches, relevant curricular offerings, and responsive community engagements and services.
- Relentlessly generate a new breed of self-directed, global, and environmentally caring Vincentian leaders.
- Ardently support one another in sustaining the shared mission.

INSTITUTIONAL GOALS

As a Catholic Vincentian institution of learning, St. Louise de Marillac College of Sorsogon (SLMCS) sees its primary role as that of facilitating the integral formation and development of transformed woman and man of character with the Person of Christ as the Center of Foundation of its educational program. To this end, the following institutional goals are desired and pursued:

1. As a **Catholic / Christian College**, St. Louise de Marillac College of Sorsogon provides access to all educational programs and services that strengthen the spiritual, moral, social, cultural, and economic life of the students and the people they serve with a preferential option for the persons who are poor.
2. As a **Vincentian / Daughter of Charity College**, it provides open opportunities that enhance the development of the human resources system towards prophetic servant leadership and foster dynamic support to innovate practices and structures that bring about an alternative mode of service towards an empowering partnership in mission.
3. As a **Filipino College**, it provides programs and structures that open opportunities for industry-academe partnership on local, regional, provincial, national, and international levels with a healthy sense and appreciation of Filipino cultural values.

PROFILE OF THE IDEAL SLMCS GRADUATE

A Vincentian – Louisean graduate is one who:

1. Recognizes the centrality of Christ in her / his life and others;
2. Grows in the practice of Christian virtues of faith, hope, and love, and lives out the values of justice, peace, prudence, courage, truthfulness, among others, in her /his relationship and service;
3. Exhibits Vincentian values of compassion, simplicity, humility, and gentleness in serving persons who are poor;
4. Demonstrates inner-directedness, resourcefulness, creativity, maturity, and sound decision in coping with life situations;
5. Exhibits quality of life of the Filipino people and participates actively in the community and nation-building activities;
6. Takes pride in her / his national identity and appreciates the richness of her / his Asian culture; and
7. Exercises responsible stewardship and works toward the preservation of the country's national resources.

STUDENT SERVICES PROGRAMS

The Student Services Programs (SSPs) are coordinated services designed to assist students in attaining optimum self-actualization, becoming inner-directed persons, and productive members of society. The SSPs complement the instructional Program. The current SSPs are Guidance Program, Health Services Program, Food Service Program, and Sewing Services.

The objective of Student Services:

1. To disseminate information regarding the services and functions of the Student Services Office.
 2. To promote care for in-campus and off-school environments through advocacy and social concern programs.
 3. To guide children/students whose parents are overseas workers through accompaniment and counseling service.
 4. To facilitate linkages with government and non-government agencies for scholarships and grants to assist poor but deserving students.
 5. To provide information on health issues particularly HIV/AIDS and to maintain the well-being of students and personnel through continuous medical and dental check-ups.
 6. To set guidelines and standards for proper food preparation and delivery in the food centers.
- **Guidance Program.** The Guidance Program recognizes and addresses the assessed needs of the students. It guides the students to discover their personality, abilities, talents, and interests; to help students find solutions to their problems, and to work independently in making wise decisions in life through testing, counseling, information, inventory, and follow-up services. All the services are aimed at supporting the instructional program. Fundamentally, it facilitates the integral formation and full development of the students by the School's Vision, Mission, and Goals.
 - **Health Services Program.** This Health Services Program is designed to provide for the health needs of the students and school personnel through consultation, referrals, periodic physical and dental examination, and first aid treatment. It also provides information on

4. To enjoy and participate in any organization/ club recognized by the school to foster her/ his intellectual, spiritual, physical, and cultural improvement.
5. To express her/ his grievance, complaints, or doubts through the proper channel of communication in the spirit of sisterhood and brotherhood.
6. To be informed and to enjoy equal protection of the policies, rules, and regulations established and implemented by school administrators, teachers, and students.
7. To be informed of charges of accusations against herself/ himself and to have a fair hearing.
8. To publish a student's newspaper and invite resource persons during assemblies or symposia in line with the curricular or co-curricular activities of the school.
9. To avail of the use of the school service and facilities upon grant of proper permission and consequently, to the given set of policies involved therein.
10. To be protected from danger while on campus.

Responsibilities of Students

1. To respect the human dignity, worth, individuality, and rights of the member of the school community.
2. To know, observe, and abide by all policies, rules, and regulations of the school.
3. To exert maximum effort for the development of one's potentials.
4. To promote peace and harmonious relationships inside and outside the campus.
5. To observe at all times, inside and outside the classroom or school campus, the accepted principles of proper decorum and good behavior.
6. To uphold the integrity, ideals, and good name of the school.
7. To show respect, courtesy, and politeness to school personnel, visitors, parents, and fellow students.
8. To preserve school properties and to exercise care in using them.
9. To maintain discipline during assemblies, masses, and other gatherings.
10. To cooperate with parents, the administration, and the faculty in their efforts to improve their weaknesses and strengthen their good points.
11. Maintain cleanliness and orderliness in their belongings on the school premises.
12. To meet promptly her/his financial and property obligations to the school.

1. Manifests mastery of skills in constructive critical analysis and thinking, reflection and research;
2. Demonstrates volunteerism towards the improvement of society.

OBJECTIVES OF THE HIGHER EDUCATION DEPARTMENT

The college and the graduate school curricula of St. Louise de Marillac College of Sorsogon are designed to seek the total human and Christian development of the Filipino man and woman by providing varied opportunities for their continuing education through a balanced program of spiritual, moral, intellectual, physical and social formation.

Higher Education Department generally aims:

1. Deepen the students' sense of responsibility towards God, self, and society so that they are able to contribute effectively to the building of a Christian Community.
2. Develop committed Christian leaders who are personally equipped to respond to the needs of Philippine society and the Church and able to work toward the integration of faith, life and culture.
3. Respond to the changing needs and demands of society by advancing knowledge in research and strengthening habits of intellectual discipline through critical thinking, reflection and problem-solving
4. Strengthen nationalist consciousness and develop a sound hierarchy of values and profound sense of social responsibility geared toward service and the improvement of the quality of life of the Filipino people.
5. Prepare students for a responsible choice of their state of life.

Higher Education Department specifically seeks to develop:

A. A fully-functioning person who:

- demonstrates mastery of skills in analysis, reflection, research, creative thinking, and decision making;
- participates meaningfully in his/her development and that of others;
- grows in self-understanding, self-acceptance, and self-expression;
- possesses clear conviction about good and evil, and is capable of making a sound moral judgment;
- demonstrates inner-directedness, resourceful and creativity in coping with life situations; and
- practices regular study habits and social graces

B. A mature Filipino who

- conscientizes the realities of the Philippine Church;
- deepens consciousness of national identity, traditions, and aspirations;
- distinguishes what is truly Filipino and takes pride in his nationalist identity by preferring the use of Filipino goods over imported ones;
- uses media critically and discriminatingly, clear-sighted in his convictions about “national development” and “national progress” and works toward the genuine improvement of the quality of Filipino life;
- strives toward national solidarity, unity, and reconciliation in his efforts to contribute nation-building;
- serves his country and its people honestly and sincerely; and works toward the preservation of the country’s national resources, and the enrichment of its cultural heritage and values.

C. A mature Christian who:

- possesses a full grasp of the fundamentals of the Christian faith and Christian life;
- demonstrates social awareness, commitment, and responsibility;
- commits himself to the teaching of Christ; practices devotion to Mary as Servant of the Poor;
- grows in the practice of the Christian virtue of faith, hope, and love through a deepened, meaningful relationship with persons in the

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

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/ or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes, and body; and
- d. Cyber-bullying or any bullying is done through the use of technology or any electronic mean.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

EVERY Louisean of the Higher Education Department shall enjoy her/ his rights and is likewise expected to be responsible in performing her/ his duties.

Rights of Students

1. To be recognized and respected as a person with dignity and to be treated as such.
2. To express her/ his ideas, opinions, and suggestions within the framework of accepted norms of communication and the rules of courtesy.
3. To learn in an atmosphere conducive to learning and interacting as well as to enjoy the fruit of her/ his honest endeavors.

9. Threatening, coercion, intimidating, or provoking fellow students to do unfavorable actions.
10. Using the schools' name/emblem and/or seal for out-of-school affairs without official sanctions of school authorities;
11. Possession of firearms or deadly weapons, pornographic literature or articles, and provoking or participating in fighting or quarrel in, and outside the campus.
12. Borrowing and lending of a school ID or library card which is non-transferable;
13. Refusal to submit to school authorized personnel e.g. Security
14. Use of vulgar or indecent language;
15. Membership in any organization i.e. fraternities, sororities whose goals and practices are contrary to the objective of the school;
16. Pending criminal or civil cases in another school or court;
17. Vandalism, deliberate destruction of school property;
18. Rampant violations of any provisions of the handbook

PROVISION FOR STUDENT-TEACHER RELATIONSHIP

As a Catholic Educational Institution, guided by the school vision, mission, core values, and administrative policies, SLMCS discourages intimate relationships between student and teacher or any form of relationship which is beyond the usual connection of a student and a teacher.

The same procedures with the Major Offense will be applied in the processing of the case. A special committee will be created to investigate the case. The compositions of the special committee are the following:

Dean of the College	-	Chairman
Student Affairs Coordinator	-	Vice Chairman
Members:	-	Program Coordinators
	-	Director, Christian-Vincentian Formation

After the investigation, the committee will convene to create recommendation/s to be forwarded to the Vincentian Management Team (VMT). The VMT shall decide and impose possible sanction/s.

POLICIES, RULES, AND REGULATIONS ON BULLYING

SLMCS strongly believes that all students have the right to a safe and healthy learning environment. Accordingly, the school has a zero-tolerance policy for bullying that infringes the safety and health of any student.

- context of community;
- assumes a leadership role in Christian prayer and worship;
- serves as a model to others in the meaningful and frequent reception of the sacraments; and
- adopts a lifestyle that is Christ-centered and Marian.

D. A mature Vincentian who:

- response sensitively to the “signs of the times” by serving the truly poor;
- strives for simplicity of lifestyle which approximates that of the greater majority of the Filipino people;
- invites the rich to compassionately share their surplus with the needy;
- demonstrates compassion, simplicity, humility, and competence in serving people specifically the truly poor of the society; and
- collaborates his charitable works with others systematically and promotes the rights of the oppressed, powerless, and the exploited of society through active non-violence.

E. A service-oriented person who:

- shares himself generously to the truly poor of society; and
- participates actively in community service like a mission, catechetics, literacy campaign, etc.

F. A professional who:

- equips himself academically in response to the demands in his field of specialization;
- practices transformative leadership for national development;
- fosters the value of human dignity and fraternal concern in any place he finds himself in; and
- acquires a correct understanding of the human experience and realities.

G. A Marian devotee who:

- models Christian, Vincentian, and Marian heritage to promote devotion to the Blessed Mother through the Miraculous Medal.

H. A DC school graduate who:

- exhibits good leadership that is anchored on Christian and Marian principles.

These objectives can be realized through:

A. The Religious Education Program that:

- provides Christian formation of the student through religious education in the faith;
- gives the student full opportunities to participate in meaningful liturgical services; hence, a deepening of his spiritual life through prayer;
- promotes social consciousness oriented towards dedication to justice, freedom, and respect for human rights; and integrates faith and life into human experiences deeply rooted in a culture that is Filipino.

B. The Academic Program that:

- allows opportunities for true human development by a progressive curriculum and work-study courses that develop independent learning through the realistic human processes of experience, true knowledge and sound judgment, inner direction, and responsible decisions, and creative resourcefulness; and
- provides channels for the acquisition of professional competence, quality service, and effective contribution to human and social changes through the major field of concentration.

C. The Non-Academic Program that:

- challenges the students to get involved in extension services in the larger community through practicum and exposure programs; and
- helps promote in the campus itself a climate of mutual trust, concern, respect, and collaboration through co-curricular activities.

D. The Faculty who:

- models loyalty, responsibility, creativity, resourcefulness, and cooperativeness;
- grows dynamically and progressively to be versatile and relevant in coping with the needs of the clientele and society; and

The Dean sits with the Committee once a decision is arrived at for final review and presentation to the VP – ARC and Chairperson – VMT/ School President. The decision, in writing, is documented in five copies.

The decision of the Committee shall be final and binding except when a serious error in the finding is raised and which could cause greater damage to the party concerned. In this case, the decision is appealable to the office of the Chairperson – VMT/ School President whose decision is final. The decision is without prejudice to the right of the aggrieved party to exhaust administrative measures in accord by

BEHAVIOR AND MEASURES OF DISCIPLINE STUDENT'S CONTRACT

SLMCS students are obliged to abide by the school's general policies for all students.

Objectives:

1. To concretize the philosophy and objectives, and the Vision and Mission of the institution.
2. To facilitate the ongoing formation of students towards an integrated and disciplined personality.
3. To promote order and mutual understanding and harmony among all the sectors of the institution
4. To provide an objective and written code of conduct/sanctions thus avoiding arbitrary and professional/unethical judgments and decisions.

The school reserves the prerogative to deny admission, or re-admission or drop from the roll should one commit any of these acts.

5. Any word or act of conduct against the Catholic Church and its teaching.
6. Continuous violation of the rule on punctuality, uniform, respect for authority in and outside the classrooms.
7. Cheating in all its form:
 - forging of officials documents
 - Tampering of school forms and notices
 - Issuing or submitting false credentials
 - Attempting or cheating during examinations
 - Thievery/pilferages
 - Unauthorized use of school property/facilities
8. Smoking, gambling, drinking liquors, use of prohibited drugs inside the campus, attending school or school functions under the influence of liquor.

THE PEACE COMMITTEE OR COMMITTEE ON STUDENT DISCIPLINE

The Committee on Student Discipline (Peace Committee) is n-charged of the routinary student discipline. It is composed of the Student Affairs Coordinator as Chairperson, with the following members: Program Coordinator /Moderator, Subject Faculty, and the President of the Louisean Student Government or a student representative duly appointed by the LSG.

Functions of the Committee:

1. Takes immediate action and deliberates on cases referred to and/or filed, in writing, which involved disciplinary offenses and violations of the school rules, regulations, memoranda, bulletins, and circulars of the CHED, manual of Regulations for Private Schools, and such other relevant provisions contained and provided in the Student Handbook.
2. Observes due process in the investigation, hearing, and trial of cases or charges which may lead to the student dismissal, suspension, or similar disciplinary penalties as provided for in the Student SOP's/Handbook; in all appearances, the Committee will always safeguard the right against self-incrimination. The parent or guardian of the student concerned may be invited during the hearing. All proceedings shall be duly recorded.
3. In all cases, the Committee maintains the confidentiality and integrity of the decision arrived at, until after an official declaration is made public for the guidance of the entire studentry.
4. Imposes disciplinary sanctions on erring student/s where the penalty imposed is suspension from classes and penalties that are clearly defined in the Student SOPs/Handbook.

- dedicates himself/herself to quality service, the spirit of justice, and accountability to God, school, and students.

E. Administrative Service that:

- offers maximum quality service to the clientele; and
- extends and administers its services anchored on the vision and mission of the school.

EDUCATION PROGRAM (BEED & BSED)



CROWN - stands for Our Lady of Miraculous Medal, Patroness of the School. Mary, being the crown jewel of every Louisean - Milagrosinians, stands tall guarding the institution.

LAUREL - signifies the Louisean-Milagrosinians' commitment to excellence and victory that is Christ-centered, Marian and Vincentian.

MAP of the Province of SORSOGON - stands for the province of SORSOGON which hallmarks the school's commitment to integral FORMATION for Transformation.

CROSS at the Center of the Map - reminds every Louisean-Milagrosinians of Christ's constancy amidst variance in the local and global society.

TORCH - stands for TRUTH, WISDOM, and LIGHT. It symbolizes the role of the school community in its commitment to social transformation that starts from within and extends to the community it serves.

BOOK - stands for knowledge. As academe, SLMCS is called to provide its clientele knowledge that is both liberating and evangelizing - for KNOWLEDGE determines baselines and milestones of an educational milieu.

OBJECTIVES OF EDUCATION PROGRAM

The Education program is designed to prepare students to become educators for the 21st Century Education is imbued with Christian and Vincentian spirituality, leadership, commitment, pride of one's cultural heritage, and concern with the promotion of quality life in the larger community. To facilitate their integral formation, they are further trained to be globally competitive and competent in their chosen field of specialization, capable of critical thinking, effective communication, and sound judgment.

The Bachelor in Elementary Education offers areas of General Education. The Bachelor in Secondary Education offers major in English, Biological Science, Mathematics, Social Studies, and Filipino.

BACHELOR OF ARTS PROGRAM (BA)

CROWN - stands for Our Lady of Miraculous Medal, Patroness of the School. Mary being the The crown jewel of every Louisean - Milagrosinians stands tall guarding the institution.



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CROSS at the Center of the Map - reminds every Louisean-Milagrosinians of Christ's constancy amidst variance in the local and global society.

PLUME - symbolizes achievements, accomplishments, and peak performance in different disciplines and fields of knowledge.

BOOK - stands for knowledge. As academe, SLMCS is called to provide its clientele knowledge with both liberating and evangelizing - for KNOWLEDGE determines baselines and milestones of an educational milieu.

Processing of Major Offenses. Cases involving a major offense are handled by the Peace Committee

1. When the complaint is presented, the Committee shall take immediate appropriate action within three days upon receipt of the written complaint/report.
2. The SA Coordinator, as Chair of the Peace Committee, summons the parties concerned, together with their respective Program Coordinator, and a representative from the Louisean Student Government (LSG).
3. Both parties take turns in airing their side.
4. Optimum solutions are discussed with the agreement of both parties.
5. The student concerned expresses in writing, an apology and a sincere intention to change for the better, and to avoid the commission of similar violations in the future.
6. The peace Committee declares a recess and excuses both parties concerned. They then reconvene to deliberate on the appropriate lines of actions to be taken. An official copy of such a decision will be forwarded to the Dean's office for final review. The decision is documented in five copies.
7. The person concerned shall be informed of the action taken within three (3) days from the presentation of the complaint. Moreover, the Peace Committee invites the former, together with his/her parents, to a conference, where the findings and recommendations are presented.
8. The decision of the Peace Committee is final and binding, except when serious errors in the findings are raised, which could cause further damage to the student. An appeal may then be forwarded to the Office of the Dean.
9. Other violations may be treated on a case-to-case basis. The right of the student to due process in the hearing, investigation, and trial of charges/ cases is fully guaranteed. The student concerned has the right to be informed in writing or be heard and to defend himself/ herself before a body duly constituted by the school.

Corrective Measure

First Offense:	Written warning, Reprimand, and Conference with parents
Second Offense:	Conference with parents, probation with automatic suspension for one week or longer days, demerit System.

- personnel in social networks such as Facebook
 - Propagating false orders and information about the school
 - Refusal to make any necessary replacement of destroyed/damaged and borrowed materials
- 17. Fighting in and out of the campus.
 - Instigating others to fight
 - Quarreling with and shouting at classmates
 - Being involved in/ joining rumbles, tumultuous affray, or any notorious act inside or outside the campus causing great disorder
- 18. Joining fraternity/sorority and participating in initiations where hazing and other physical injuries are inflicted on neophytes. Membership in any organization, fraternity, or sorority group totally or partially organized for the purpose contrary to the public morals and objectives, policies, rules, and regulations of the school.
- 19. Using the school's name and uniform in any outside programs, shows, publications, social functions, or fundraising activities that are not sanctioned by the school authorities.
- 20. Lending of school ID to others; wearing of other student's ID; allowing non-student/non-member of the school community to wear the uniform to enter the school premises, and wearing the school uniform for street war.
- 21. Bribery/ Extortion
 - Collecting money from other students without permission from the school authorities
 - Coercing/ threatening classmates/ other students to get money from them
- 22. Gross dishonesty and disobedience
 - Open disobedience to legal orders of authorities
 - Swindling
 - Telling lies to cover up for what is wrong and other means of suppressing righteousness and justice
- 23. Allowing non-bonafide students or outsiders to participate in club/organization/school-sponsored activities without prior written permission from school authorities.
- 24. Bullying friends, classmates, schoolmates, or school personnel result in disrespect of the dignity of the person, causing physical and psycho-emotional infringement on the part of the other.
- 25. Any offense analogous to the above-mentioned offenses.
- 26. Any other major offenses provided by law. In the event of inconsistency or conflict between the Student Handbook and the law as to the classification of the offense and the penalty to be imposed, the latter shall prevail.

OBJECTIVES OF BACHELOR OF ARTS PROGRAM

The Liberal Arts Program is geared towards the preparation of students to become competent, productive, and Christian-Vincentian, value-oriented professionals. To be trained wholistically specialization in various fields offered such as Communication, History, English, Mathematics, and Economics.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION PROGRAM (BSBA)



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MAP of the Province of SORSOGON - stands for the province of SORSOGON which hallmarks the school's commitment to integral FORMATION for Transformation.

CROSS at the Center of the Map - reminds every Louisean-Milagrosinians of Christ's constancy amidst variance in the local and global society.

WINGED COIN - stands for world-class business and industry education. It also symbolizes integrity, professional attitudes, and continuing desire to learn as basic adaptations in the workplace.

OBJECTIVES OF THE BUSINESS ADMINISTRATION PROGRAM

The BSBA program is designed to prepare the students for future business leaders in the new global economy imbued with Christian-Vincentian values, ethics, and attitudes.

Specifically, the program caters to competency standards that will demonstrate the value of fairness and accountability, leadership qualities, innovativeness, and responsible citizenship.

The Program includes three major areas:

1. **Human Resource Development Management (HRDM)** to prepare the students for a career in the field of human resources.
2. **Marketing Management (MM)** geared to prepare the students for careers in marketing, as marketing manager, marketing executive, or marketing director.
3. **Financial Management** which aims to produce graduates for careers in the financial department of both local and international financial institutions.

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT PROGRAM (BSHM)



CROWN - stands for Our Lady of Miraculous Medal, Patroness of the School. Mary, being the crown jewel of every Louisean-Milagrosinians, stands tall guarding the institution.

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MAP of the Province of SORSOGON - stands for the province of SORSOGON which hallmarks the school's commitment to integral **FORMATION** for Transformation.

CROSS at the Center of the Map - reminds every Louisean-Milagrosinians of Christ's constancy amidst variance in the local and global society.

GLOBE and HUMAN - symbolize students' global competence imbued with Christian-Vincentian values.

TOQUE- signifies flexibility, professionalism, and purity of heart. The folded pleats of the toque represent different skills present among students.

- Tampering of school forms and documents

- Securing or using school records, forms, and documents without proper authorization from the school administrators
7. Stealing of school property, and/or personal belongings of students, faculty, or personnel. Theft in and out of the school
 8. Vandalism
 - Willful destruction of property, writing on walls, tables, chairs, library books, etc.
 - Tampering of bulletin board displays
 - Breakage of glass windows and doors
 - Destruction of library materials, laboratory equipment, and other school materials and properties
 9. Cheating during examinations (possession of notes or any material related to the exam to use them to cheat, deliberately looking at a neighbor's paper, copying or allowing another to copy from one's examination papers or reports, talking with a seatmate or another without permission from the proctor.
 10. Threat
 - harm or any form of blackmail/ harassment
 - Threatening, coercing, intimidating, or provoking fellow, students, and others to commit an offense or unfavorable acts
 11. Moral injury
 - Spreading rumors that can discredit the good name and reputation of the school, school authorities, teacher, personnel, and fellow students
 - Causing moral and emotional harm to others
 12. Inflicting verbal abuse. Physical or psychological punishment on students or school personnel.
 13. Habitual /excessive absenteeism or tardiness without justifiable reason.
 14. Grave acts of disrespect by insulting, uttering invectives, and other vulgar words to a member of the faculty or school personnel.
 15. Gambling inside the school campus. Playing cards.
 16. Insubordination to School Authorities
 - Show acts of disrespect or abusive behavior in words or in the deed which tend to put any member of the faculty/ school personnel and administration in ridicule or contempt
 - Prompting others to insubordination or to commit an offense
 - Provoking incidents that affect the good name of the school like posting comments about the school, teachers and

Corrective Measure

First Offense:	Verbal Warning
Second Offense:	Written reprimand/ warning/written apology and Conference with parents
Third Offense:	Demerit System, Conference with parents, suspension from classes (3-5 days), research work, project paper for submission to the Program Coordinator or College Dean.
Fourth Offense:	Dismissal (for repeated violation)

Major Offenses

The following are considered Major Offenses which merit the “teacher’s attention and concern,” but which nevertheless deserve equivalent corrective measure.

1. Carrying deadly weapons such as firearms, explosives, deadly weapons, bladed and sharpened materials, letter openers, ice pick, knife, guns, etc.
2. Truancy
 - Cutting classes/ coercing fellow students to cut classes
 - Leaving the house in school uniform but not reporting to class
3. Public or campus disturbance—brawling in public places and inside the campus
4. Immoral acts (intimate kissing, necking, petting, living-in with a partner outside matrimony with the same or opposite sex, distributing or displaying pornographic materials within the College and its immediate premises.
5. Participation/ involvement in drugs, narcotics, and alcohol-related activities
 - Smoking
 - Drinking liquor inside the campus or within the perimeter (50 meters) of the school at any time
 - Pot session
 - Possession of cigarettes, liquor, and drugs
6. Forgery
 - Falsification of letters/ signatures of parents, guardians, and school authorities in the excuse letters, permits, etc.

FORK and SPOON - signifies partnership and compassionate service from different sectors of the Hospitality Industry that provides intensive training to the students.

OBJECTIVES OF THE HOSPITALITY MANAGEMENT PROGRAM

The hospitality Management Program is designed to prepare students to be global leaders in the different sectors of the hospitality industry such as tourism, hotel, food service, cruise ship, and transportation industry instilled with Christian-Vincentian values, ethics, and attitudes.

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING PROGRAM (BSMA)



CROWN – stands for Our Lady of Miraculous Medal, Patroness of the School. Mary, being the crown jewel of every Louisean-Milagrosinians, stands tall guarding the institution.

LAUREL – signifies the Louisean - Milagrosinians’ commitment for excellence and victory that is Christ-centered, Marian and Vincentian.

MAP of the Province of SORSOGON – stands for the province of SORSOGON which hallmarks the school’s commitment to integral FORMATION for Transformation.

CROSS at the Center of the Map – reminds every Louisean-Milagrosinians of Christ’s constancy amidst variances in the local and global society.

LAPTOP Computer Circumscribed by ORBITS – stands for world-class accountancy educations. It also symbolizes the zeal of commitment and integrity in every accountancy student and graduate who translates values and principles in global business and accountancy.

OBJECTIVES OF MANAGEMENT ACCOUNTING PROGRAM (BSMA)

The Management Accounting Program aims to produce competent and ethical professional accountants capable of making a positive contribution over their lifetimes to the profession and society in which they work with appropriate Christian-Vincentian values, ethics, and attitudes.

Specifically, the program seeks;

1. To equip the students with general, organizational, and business information technology, accounting, and finance knowledge.
2. To develop the strong intellectual, interpersonal and communication skills.
3. To promote high standards of professionalism which include integrity, objectivity, independence, and confidentiality.

- Not wearing the prescribed shoes
 - Not in a proper haircut for boys
 - Improper use of the P.E. uniform
1. Littering
 - Scattering pieces of paper, wrappers, etc. in the classrooms, corridors, and canteen.
 2. Coming to school not wearing the prescribed civilian clothes during weekends, activity days, and other days that require them.
 3. Habitual loss of I.D.
 4. Loitering / by standing in the canteen, multi-purpose hall, entrance gates, stairways, and along the corridors especially during class hours.
 5. Failure to submit to school authorities, such as security guards' checking of bags at the school gate.
 6. Posting of announcements by non-recognized organizations, groups, or individuals.
 7. Unbecoming behavior/ disorderly conduct
 - Distractive talking, giggling, shouting, howling, uttering vulgar words, jumping over the fence, and other misdemeanors.
 8. Using a mobile phone (calling, texting, playing music, watching the movie, etc. while the class is going on)
 9. Improper use of school facilities
 - Leaving the lights and electric fans on in the classroom after use.
 - Leaving the faucet in the drinking areas and CR open after use.
 13. Violation of the General Rules and Regulations.
 14. Any offense analogous to the above offenses.
 15. Any other minor offenses provided by law. In the event of inconsistency or conflict between the Student Handbook and the law as to the classification of the offense and the penalty to be imposed, the latter shall prevail.

Processing of Minor Offenses

1. The SA Coordinator summons the student allegedly reported to have incurred a violation, within three days upon receipt of the report/complaint.
2. The student concerned is given the chance to explain his side, after which optimum solutions are discussed.
3. The student concerned prepares a letter of intent stating that such misdemeanor will not be repeated in the future.

13. Written permit from a parent or guardian must be obtained for duly sanctioned off-campus activities. Outside the school premises a student is expected to conduct himself in a manner worthy of the college ideals.
14. Avoid joining any fraternity or sorority.
15. Observe cleanliness and sanitation in and out of the school campus
16. Observe silence in the classroom, in the library, conference room, or when passing along hallways and corridors especially when classes are going on.
17. Know the Philippine National Anthem and the College hymn by heart, and all the prayers, which a good Catholic Christian should know.
18. Join the opening and closing prayers during class sessions, with a sincere heart.

Section 2. Disciplinary Action

A student shall be subjected to disciplinary action when found guilty of violating the rules of conduct not only within the school premises but outside the school as well.

1. Other violations may be treated on a case-to-case basis.
2. The right of the student to due process in the hearing, investigation, and trial of charges/cases is fully guaranteed. The student concerned has the right to be informed in writing or be heard and to defend himself/herself before a body duly constituted by the school.

OFFENSES AND CORRESPONDING CORRECTIVE MEASURES

Minor Offenses

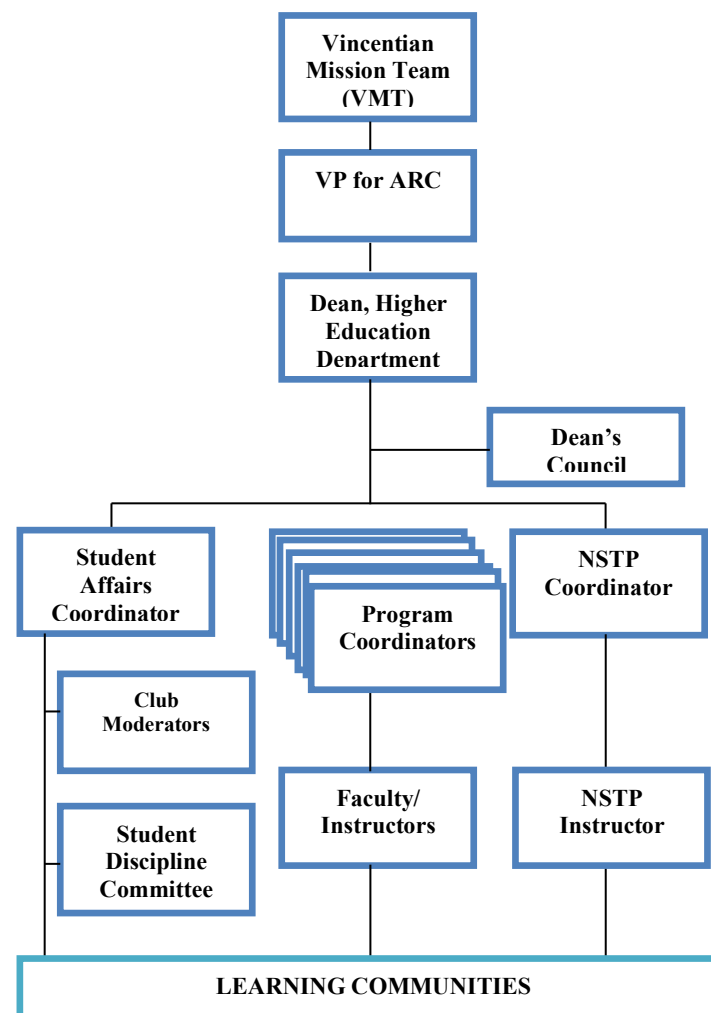
The following are considered Minor Offenses which merit the “teachers’ attention and concern,” but which nevertheless deserve equivalent corrective measure.

10. Tardiness
11. Entering the school campus without an ID card; not wearing the ID card while on the campus.
12. Not wearing the complete and prescribed uniform
 - No ID, Tie, T-shirt used as an undershirt
 - ID with sticker/ other paraphernalia

ORGANIZATIONAL SET-UP OF THE HIGHER EDUCATION DEPARTMENT

St. Louise de Marillac College of Sorsogon desires to give every student the best education possible. This education can materialize through the school personnel with the cooperation of the students.

Higher Education Department Organizational Chart



The following are the members of the working staff with whom each student will come in contact. The duties mentioned are only those related to student functions.

Vincentian Mission Team (VMT)

The Vincentian Mission Team is an alternative governance structure that “Institutionalized” the values of collaboration, co-responsibility, shared decision making, and communal discernment as a way of life. It is a plural executive body structure that operates as a collegial body. The VMT is headed by the Chairperson, who enters into transactions for the educational institution/ system as it duly authorized representatives, thereby recognizing as the President for the External Publics – by the community – at large and/ or the general public.

Chairperson, Vincentian Mission Team/ President

The chief executive officer of the institution and assumes general direction over the affairs of the supervised schools by the Vision-Mission, Core Values, Apostolic Priorities/Thrust of the DC-SLMES, and the institutional goals and objectives.

Vice President for Academics, Research, Christian Vincentian Formation (ARC)

Guided by the St. Louise de Marillac College of Sorsogon Vision-Mission and Core-Values, the VP for ARC, assumes leadership in planning, organizing, implementing, monitoring, and evaluating all academic programs, research, CES, Christian, and Vincentian Formation to empower learners into inner-directed Vincentian Leaders.

Vice President for Administrative Services and Finance (ASF)

The VP for ASF is the school treasurer. She acts as the steward of the temporal goods and is responsible for efficient and effective planning, supervision, coordinating, and executing of programs, projects, and activities that are administrative-financial related.

Vice President for Student Wellness and External Linkages (SWEL)

The VP for SWEL coordinates all units that offer support services

SCHOOL DISCIPLINE

A student who enrolls in St. Louise de Marillac of Sorsogon submits himself/herself to comply with the rules and regulations of the school. Being a Catholic school, SLMCS expects a student to conduct himself, in and out of school, in consonance with Christian values which give him a sense of purpose and direction.

A Louisean must have self-discipline and commitment to his responsibilities as a student for the advancement of the common good. Along this line, the school provides a nurturing environment for the learner and protects his rights and privileges as a student by the law.

Section 1. Personal Behavior

A Louisean is expected to conduct himself with dignity and decorum at all times, both inside and outside the campus, in accordance to Christian values:

The SLMCS students therefore must:

1. Have been officially enrolled to be admitted to classes
2. Be imbued with the responsibility to study
3. Be punctual and regular in class attendance
4. Be neat, clean, and decent in attire and the use of language.
5. Utilize class period in activities white relevant to the subject matter taken
6. Not sacrifice class hours for co-curricular activities, organizational meetings, or functions, much less the collection of money from students unless duly authorized.
7. Possess the value of self-respect and personal integrity.
8. Protect the good image of St. Louise de Marillac College of Sorsogon, thus avoiding asthmatics may bring dishonor to the school oo one’s family
9. Respect his fellow students, the faculty and school administration, and persons in authority.
10. Have self-discipline, which is characterized by courtesy and unselfish concern for others at all times, and show respect and politeness to all visitors on ton campus.
11. Manifest his love for the country by showing interest and/or participating in events taking place in the community.
12. Avoid joining activities outside the school, excursions, field trips, etc. without the permission of the Dean.

3. A student who has accumulated 7 unexcused absences from any of his MF / TTh classes is automatically dropped from the class list
4. A student who has incurred an absence for a valid reason must present a formal excuse letter duly noted by the parent/guardian upon his return to class. Such excuse letter should be prepared in duplicate and should be signed by 1 subject teaches concerned. One of the copies must be forwarded to the Chairperson's office. This becomes part of the students' data bank.
5. A student is held responsible for makeup for any class activity/requirement/work covered during her / his absence.
6. A class beabeadle/monitor is assigned to check the attendance, take note of latecomers, and submit a monthly attendance summary to the subject teacher.
7. A student who leaves the room while the class is in progress and fails to return is considered absent.

C. On Good manners and professional conduct:

1. A student listens attentively during class discussions. It is considered impolite to interrupt somebody who is talking. Wait for your turn to share your views.
2. A student is expected to come to class prepared for the day's lesson to participate in the class discussion.
3. All mobile phones must be turned off or put in silent mode, while the class is in progress. A student, whose cell phone rings when the class is in progress, will be sanctioned by the subject teacher.
4. Charging of cell phones inside the classroom/school campus is not allowed.
5. Shouting and other unruly behaviors are not allowed inside the classroom.
6. Observe silence when passing along corridors and hallways.
7. Passing sheets of paper/test papers during examinations should be done in an orderly.
8. A student who has to leave the room while the class is in progress may courteously give a sign to the subject teacher concerned, assuring of his/her return to class in due time.

to students and personnel, specifically, guidance and testing activities, admission and placement, health, school promotion, scholarship and student assistance, and alumni relations.

Dean of the Higher Education Department

As the chief administrative and supervisory officer of the College Department, she is responsible for its operation, in consonance with institutional vision, mission, goals, and objectives.

The Dean's Council

It is an advisory body that assists the dean on matters affecting the academic affairs of the department each member is empowered to submit concerns, issues, and recommendations for discussion. The council review discusses and deliberates the issues concerns, and improvements, particularly of the academic programs and services.

Program Coordinator

The Program Coordinator, anchored on the institutional mission - vision, goals, core values, and department thrust, serves as the principal colleague of the dean in the immediate exercise of supervision, coordination, and revaluation of the academic program which he or she chairs.

Student Affairs Coordinator

The Student Affairs Coordinator anchored on the institutional vision - mission, core values, and thrust and in consonance with the church's mission of evangelization exercises responsibility for the supervision, coordination, development, and revaluation of co-curricular programs, projects, activities, and services that support the institutional program in the Higher Education Department.

NSTP Coordinator

Promote and enhance the civic consciousness among youth/ students and develop students' ethics of service and patriotism guided by the vision, mission, and core values as well as the Implementing Rules and Regulations of the National Service Training Program (NSTP) Republic Act 9163 or otherwise known as NSTP Act of 2001.

Director, Christian Vincentian Formation

The Christian Vincentian Formation Director, anchored on the school's vision, mission, core values, and the thrust assumes responsibility for planning, budgeting, coordinating, supervising, implementing, monitoring, and evaluating religious education/ Christian living, Campus Ministry and Community Extension Services programs, and activities.

Coordinator, Community Extension Services

The Coordinator of CES, anchored on the school, vision, mission, core values, and thrust assumes responsibility for planning, budgeting, coordinating, supervising, implementing, monitoring, and evaluating the CES programs and services and the various coordinated outreach programs and activities of the Basic and Higher Education Departments, the Graduate Education, the Support services Personnel, the PTA / PTAC and Alumni Association for the upliftment, empowerment and sustainable development of its partner communities and clientele.

Coordinator, Campus Ministry

The Campus Ministry Coordinator, anchored on the school, vision, mission, core values, and thrust assumes responsibility for planning, budgeting, coordinating, supervising, implementing, monitoring, and evaluating of Campus Ministry programs, projects, and activities.

The School Registrar

The registrar serves as the chief operating officer in the matter of academic records of students and in preserving and safeguarding the accuracy, integrity, confidentiality, and security of the students' information system."

The Faculty

Guided by the spirit of service, teamwork, and collaboration, the HED Faculty is primarily responsible for facilitating the learning of the students towards the realization of the SLMCS vision-mission, core values, and departmental goals and objectives.

8. School uniform must never be used by any student while gambling, drinking liquor, or in places of ill-repute.
9. Uniform is worn only for school functions. The skirt should never be worn in combination with other clothes to make dresses for house or streetwear.
10. Students in school uniform are not allowed to roam, outside the campus after 10 pm and before 4 a.m.
11. Students are not permitted to come to school with their hair dyed.

F. Identification Card

1. Each student enrolled in the College is issued a non-transferable Identification Card. It is valid as long as the student is officially enrolled.
2. Students should wear their ID at all times within the school campus.
3. Lost ID cards should be immediately reported to the OSA. While a new ID is in the process a temporary ID may be issued and valid until the new ID is released.
 - * An Affidavit of Loss should be executed by the student concerned before the release of a new ID.
4. Graduating or transferring students are required to surrender the ID card to the Program Coordinator as a prerequisite for the Transfer Credentials.

Classroom Standard Operating Procedures

A. On Prayer:

The class starts and ends with a prayer invoking St. Louise de Marillac & St. Vincent de Paul (building a culture of Vincentian heritage) Teacher assumes responsibility to lead and /or designate a student as prayer-leader

B. On Attendance and Punctuality:

1. Regular and punctual attendance in all classes and activities is required of every student.
2. A student who reports 15 minutes beyond the scheduled time for his/her class, is considered tardy. Three (3) tardy marks are considered one absent.

- length of the shirt must be 2” below the knee
- at least one-inch heeled black shoes and necktie
- slippers, sandals, boots, fashion accessories, colored hair are NOT allowed

For Male Students**

- prescribed white polo, a white t-shirt under the polo
 - black slacks
 - black or dark-colored leather shoes with socks
 - neatly-cut hair, two inches from the base of the neck
 - maong pants, sandals, earrings, long hair, beards, goatees, mustache, are NOT allowed.
4. P.E. uniform must be worn only during P.E. classes.
 5. Students may be required to wear other types of uniform prescribed by the department, such as student-teaching, on-the-job training, or field practicum.
 6. Working students may be dispensed of wearing the school uniform upon seeking permission from the OSA. However, they are required to wear their school ID and must be in business or office attire when they report for classes.
 7. Civilian clothes are allowed during Saturday classes, and activity days, subject to the following conditions:
 - a. Modest and decent attire is highly recommended
 - b. Not allowed for Females Students
 - backless, see-through dresses, tubes, blouse or shirts with spaghetti straps, hanging blouses, blouses with plunging necklines
 - Dirty casual wears, or with holes, or with obscene prints and/or designs
 - Mini-skirts, skimpy shorts
 - Rubber slippers
 - Other attires deemed improper for school activities
 - c. Not allowed for Male Students
 - dirty shirts, clothing with holes or with obscene prints
 - dirty pants; pants with holes
 - rubber slippers
 - walking or “puruntong” shorts
 - crossdressing
 - earrings
 - long hair, beard, and goatees

Director, Co-Academics

The Director of Co-Academics services, anchored on the vision, mission, core values and thrust is responsible for providing dynamic and creative leadership in the development, direction, supervision, and reevaluation of the different programs, projects, and services of the library, audiovisual room and laboratories.

The Institutional Librarian

The institutional librarian is anchored on the institutional vision, mission, goals, core values, and thrust exercises over also supervision for the planning, organizing, and implementing programs and activities of the institution’s library system, maintenance, upkeep, and updating of instructional materials, audiovisual aids and equipment.

Guidance Counselor

The Guidance Counselor assists in the implementation of the guidance program which is geared towards the realization of the goals and objectives of the school. The Guidance Counselor provides counseling sessions for students’ and collects pertinent data about the individual student and maintains updated cumulative records.

Peer Facilitators

Selected HED students who are physically, intellectually, socially, and emotionally sound and are involved in the counseling program of the Guidance Center. They help out fellow students to adjust socially and emotionally to school life, particularly on self-awareness since this is instrumental to understanding others as well.

The Cashier

The cashier anchored on the school, vision, mission, and core values assumes responsibility for the physical control and collections of funds.

The Chaplain

The school chaplain anchored on the school, vision, mission, and core values is primarily responsible for the spiritual and ministerial needs of the faculty, students, and other personnel within the school.

STUDENT AFFAIRS PROGRAMS

The Student Affairs program refers to the programs designed for the exploration, enhancement, and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities. It is also a venue for the enhancement and development of values and the Vincentian Spirituality among the students.

Student Activity Program

The co-curricular program of St. Louise de Marillac College of Sorsogon is an integral part of the curriculum design. The factual concepts and theories gained by the students within the four walls of the classroom are enriched and solidified by actual involvement and active participation in various co-curricular activities sponsored by the school. To enhance students' physical, social, spiritual, aesthetic, and mental growth and development, SLMCS offers different clubs/ organizations.

Student Organizations

St. Louise de Marillac College of Sorsogon gives recognition to the student organizations under the pertinent rules and regulations of the school. These organizations are:

Louisean Student Government (LSG). This organization is the coordinating body of all students of the Higher Education Department. As such its activities are geared towards developing the students into mature Christian, Louisean, and Vincentian Filipinos who will live and lead the community in line with Gospel values. It assists co-curricular organizations in their programs and plans of activities for the attainment of the goals and objectives of the school.

It is composed of the President, Vice-President, Secretary, Treasurer, and Auditor who are elected at large by the students and the departmental/curriculum officers who are chosen by their respective department/curriculum. The LSG is under the advisorship of the Student Affairs Coordinator.

Functions and Responsibilities of LSG

- a. Formulate and recommend programs that will address relevant issues/ concerns of the studentry;
- b. Plan and implement policies and programs designed to protect and promote students' rights and welfare;
- c. Monitor and evaluate students' activities in the school and the community;

1. A student will be allowed to take the examination only upon presentation of an examination permit issued by the Accounting office.
2. Students who failed to take a periodic examination due to major illness as officially certified by a physician, death in the immediate family, or delayed payment of fees, may be given a special exam within the week following the regular schedule of examination.
3. A student who fails to take the exam within the specified period will be given a 60% rating for that exam.
4. No oral examination shall be conducted unless approved by Dean. Final examinations are always written and checked final examination papers are filed.
5. The college adopts a "No exemption" policy in the examination.
6. Any culminating activity/ special individual/ group project should not take the place of a written examination (to have ready evidence should questions be asked)
7. Clearance from financial obligation is a prerequisite before the Accounting Office releases the official examination permit card.
8. A student must observe utmost honesty during the examination. Cheating or attempting to cheat during examinations shall render the student liable to disciplinary action as defined in the Student Code of Conduct.

E. Uniform

1. The College prescribes a uniform for the students. As such they are expected to wear it with proper, modesty, and dignity during school days and on such other times when prescribed to do so.
2. Students are required to wear the prescribed uniform on school days. Old students, in particular, are expected to be incomplete uniform from the first day of classes, onwards. Nonetheless, new students are given due consideration of two weeks to comply with this requirement.

A NO Complete Uniform – NO Entry policy will be strictly enforced two weeks after the start of classes.

3. For Female Students*

- prescribed white blouse (tuck-in), necktie, and skirt
- plain white sando

5. A student who leaves the class and returns at the end of the period, or not at all, for no valid reason, is considered absent.
6. A student who missed one's class for the reason of school representation, in or out of the College and duly recommended by the Student Activities Coordinator and approved by the Dean, will be given special quizzes missed during the duration of one's absence.
7. Absences incurred during preliminary, midterm, and final examinations without serious reason are considered grave offenses. Such an act is guided by the provisions in the Code of Conduct.
8. Absences that are beyond the student's control such as residence, a sickness that needed days of hospitalization will be considered on a case-to-case basis as deliberated on by the Program Coordinator and the subject teacher.
9. A student who leaves the classroom after the attendance has been checked for about fifteen minutes and comes back later without any valid reason is considered absent.
10. Non-attendance during departmental and institutional functions/activities are considered absences.
11. The Program Coordinator notifies parents of the students concerned about their absence.
12. No student is allowed to attend a curriculum session if one's name is not on the official list.
13. A student may be called out of a class only on emergency cases.

B. Punctuality

1. Every student should develop the habit of reporting to class and any other school activity on time, preferably, 15 minutes ahead of time.
2. A student is marked LATE if he enters the class 15 minutes after the schedule.
3. Three instances of tardiness are considered as one absence.

C. Examinations

There are three examinations per semester: Preliminary, Midterm, and Final examinations

9. The examinations are so scheduled that there is only one exam time slot per subject, to be administered by the subject teacher concerned. Subjects with two or more sections will be proctored by assigned faculty members.

- a. Create committees necessary to address the needs of the students;
- b. Make recommendations to school authorities regarding student matters, affairs, and activities;
- c. Serve as a representative of the studentry in voicing their opinions, suggestions, and grievances;
- d. Have such other powers and duties as the school authorities and studentry may, from time to time, grant or delegate, consistent with stated principles, objectives, and school policies;
- e. Monitor and supervise the elections of Student Government officers for the succeeding school year;
- f. Turn over financial assets, papers, documents, properties, and other responsibilities to the incoming Student Government Officers; and
- g. Submit financial accomplishment reports to the school authorities every month. Terminal reports must be submitted to the school authorities and the incoming LSG Officers during the turnover of responsibilities.

RELIGIOUS ORGANIZATIONS

1. **COM (Association of Vincentian Marian Youth).** This religious organization aims to spread true devotion to the Blessed Mother through the Miraculous Medal. True devotion means concern for one's sanctification and sharing in the apostolate of the Church.
2. **SSVP (Society of St. Vincent de Paul).** This religious organization is a brotherly community of students bonded by the Vincentian spirit of love for the poor, its activities are aimed at serving the poor with the gift of the heart and
3. **Luisas (Association of St. Louise de Marillac).** This is a religious organization intended to spread charity of Christ particularly to the less-privileged. Guided by the fire of commitment and intense dedication of St. Louise, their activities include serving and visiting the poor and consoling them in time of need.

ACADEMIC ORGANIZATIONS

1. **YOUNG EDUCATORS GUILD.** This is an organization composed of students of Bachelor of Elementary Education and Bachelor of Secondary Education Major in English, Filipino, Science, Math and Social Sciences. Its activities are geared to prepare students to become globally competitive for 21st century outcome-based education. Under this academic organization the, sub-organizations are KAMAFIL, COMMASS, and SOCSCI.

2. **JUNIOR FINANCIAL EXECUTIVES.** This is composed of students taking up Bachelor of Science in Business Administration major in Financial Management. It aims to develop productive leaders and career professionals for both local and international financial institutions.
3. **YOUNG ENTREPRENEUR'S CLUB.** This is composed of students taking up Bachelor of Science in Business Administration major in Marketing and Human Resource Development Management. It aims to develop productive leaders and career professionals of both local and business institutions.
4. **COUNCIL OF HOSPITALITY MANAGEMENT STUDENTS.** This organization is intended for Bachelor of Science in Hospitality Management students. Its activities are designated to prepare students to be global leaders in the Hospitality industry such as tourism, hotel, food service, cruise ship, and transportation industry.
5. **ENGLISH SOCIETY.** This organization is composed of students who are taking up a Bachelor of Arts Major in Communication and English and a Bachelor of Secondary Education Major in English. It aims to develop social awareness, social commitment, co-responsibility and enhance students' intellectual abilities and communicative skills through public speaking and debate. Under this academic organization, the sub-organizations are Student Publications and Debate Society.
6. **JPIA (Junior Philippine Institute of Accountancy).** This organization is the junior counterpart of the Philippine Institute of Certified Public Accountants (PICPA), a professional organization for CPA's. As such, it provides a training ground for future CPA's. Students who have already passed the selective retention screening for the Accountancy Program are qualified for membership.

CIVIC ORGANIZATIONS

1. **RCY (Red Cross Youth).** This organization is geared towards the development of the spirit of humanitarianism and social service. Affiliated with the Philippine National Red Cross-Sorsogon Chapter, it gives the members ample opportunities to participate in activities such as first aid training, basic leadership training, clean and green, and other civic-oriented projects.

GENERAL RULES AND REGULATIONS

For the good of the students and the whole academic community school **RULES** and **REGULATIONS** were formulated. When a student

enrolls at SLMCS and is accepted on a contractual basis by and through the representation of her/ his parent and or legal guardian, she/ he submits herself/ himself and agrees to comply with and is **BOUND** by the **RULES** and **REGULATIONS** of the SLMCS to enable them to strengthen their ethical and spiritual values, develop moral character and personal discipline.

In cases in which these **RULES** and **REGULATIONS** are violated, corrective measures are imposed accordingly to teach students respect for law and authority and a sense of justice and peace.

Code of Discipline

Every Louisean is expected to be at her/ his best at all times especially with how she/ he carries herself/ himself, with that she/ he says, and with what she/ he does. Proper conduct and good behavioral actions reflect the inner being of a Louisean. She/ he is expected to behave properly by Christian and Vincentian ideals.

A. Attendance

1. Students are allowed a maximum of seven (7) accumulated absences per semester for a two to the three-unit subject, and four (4) accumulated absences for a six-unit subject. The Dean may however grant exemptions for valid reasons.
2. Class hours missed due to late registration shall be considered absences.
3. Upon return to class after an absence, a student must present to the instructor, a formal excuse letter duly noted by the parent or guardian. All the necessary documents supporting the justifiable cause of the absence should be attached to the excuse letter. These are to be prepared in duplicate and must be duly signed by all subject instructors concerned. One copy is retained by the student and the other is submitted to the Program Coordinator.
4. A student is not exempted from doing the work covered by the class during his/her absence.

Liturgical Service Award

This award is given to the nominee on the merit of the following criteria:

- a) Active participation in liturgical activities in and out the campus;
- b) Has shown exemplary behavior; and
- c) No failing grade.

Revista Service Award

This award is granted to the student on the merit of the following criteria:

- a) Serve as the editorial staff of Revista for at least two years;
- b) Has contributed an article in the publication for at least two years;
- c) Has shown exemplary behavior; and
- d) No failing grade.

Inter-Varsity Debate Award

This award is granted to the student on the merit of the following criteria:

- a) Represented in Inter-Varsity Debate Tournament;
- b) Active participation in the Debate Society;
- c) Has shown exemplary behavior; and
- d) No failing grade

Outstanding Club Member Award

- Certified member, in good standing for at least two consecutive years, of a campus organization duly recognized by the school.
- Training attended
- Recognitions/awards received
- Involvement and quality of performance in organizational activities
- With known Vincentian values/qualities manifested for the past 2 years.

Member in Good Standing

- Must be a member for at least two consecutive years;
- Active participation in the organization's activities for at least two years;
- Has shown exemplary behavior and no failing grade.
- With Vincentian values/qualities manifested for the past 2 years.

2. **YCSC (Youth Community Service Club).** It is a nationally affiliated civic organization dedicated to community service. They are the prime movers when it comes to community extension services.

3. **SPORTS CLUB.** It is an athletic organization attuned to enhancing the mind and body through physical activities. It aims to promote sportsmanship and teamwork among its members.

4. **GLEE CLUB AND THEATER ARTS.** This organization aims to develop and bring out the best of the students' talents in singing. Students are provided with opportunities to perform; those musically inclined actively participate during all liturgical celebrations of the college.

STATUS OF STUDENT ORGANIZATIONS

Student organizations may be classified as accredited or recognized.

Recognized Status. This is given to a newly-formed organization that has complied with the requirement for recognition. The same status is applied to existing organizations that have not yet applied for accreditation or have not yet merited an accredited status.

Accredited Status. This is given to recognize organizations who have complied with the accreditation requirements set forth by the Accreditation Committee for Campus Organizations (ACCO).

Recognition of New Organizations

Any group of at least 25 bonafide students, who wish to organize themselves as an active campus organization, may apply in writing to the OSA.

1. The following documents must be submitted:

- Constitution and By-Laws
- List of interim officers with their respective positions, course and year level, address, birthday, and specimen signature
- Annual Plan of Activities

2. The Student Affairs Coordinator, in consultation with the Dean, Program Coordinators, Faculty, and LSG representatives, will evaluate the application on the following merits:

- Constitution and by-laws by the vision-mission, policies of the school, and the LSG
 - Nature of activities, not duplicating that of existing organizations
3. The new organization will be granted recognized status for one school year.
 4. An organization may apply for an accredited status one year after earning the recognized status.

No student organization is allowed to operate in the school unless it is officially recognized.

Accreditation/Re-accreditation of Campus Organizations

1. The Accreditation/Re-accreditation of school organizations are duly processed by the Accreditation Committee for Campus Organizations (ACCO) whose composition is as follows:
 - Student Activity Coordinator-Chair
 - Vice-President for Academics, Research and Christian Vincentian Formation
 - Dean
 - Program Coordinator
 - Louisean Student Government (LSG) President/Representative
2. Accreditation of campus organizations is scheduled for the month of February. An organization seeking accreditation submits to the Accreditation Committee a Letter of Intent accompanied by the following documents:
 - Constitution and By-Laws of the Organization/Club
 - Organizational Set-up
 - Program of Activities for the next two years

All pertinent documents must be forwarded to the Accreditation Committee one (1) month before the accreditation schedule.
3. Re-accreditation of existing campus organizations must be conducted every two years. Organizations due for re-accreditation must submit the following documents:
 - Constitution and By-Laws of the Organization/Club Organizational Set-up
 - Program of Activities for the next two years

- have demonstrated exemplary behavior in and off-campus
- Have active involvement in different pieces of training/activities outside the school

Loyalty Awardee

A bonafide student whose school residence falls under any of the following categories:

- Grand Loyalty Award - Pre-elementary/Elementary to College uninterrupted
- Loyalty Award (Silver) - High School to College/Elementary and College uninterrupted

St. Vincent de Paul Award

This is given to parents of loyalty awardees.

LSG Leadership Award

This award is granted to the LSG officer on the merit of exemplary leadership and active participation in the activities conducted within the school campus.

LSG Service Award

This award is granted on the merit of exemplary service/behavior exhibited by a nominee within the school campus

Award in Culture and Arts

This award is given to the nominee on the merit of the following criteria:

- a) Actively participate in Culture and Arts in and out the campus;
- b) Has shown exemplary behavior; and
- c) No failing grade.

Athlete of the Year

This award is granted to the student on the merit of the following criteria:

- a) Represented the school in the Provincial, Regional and National sports, and athletic event;
- b) Has shown exemplary behavior; and
- c) No failing grade.

A. Graduation Honors

The following honors and awards can be obtained by a graduating student upon completion of requirements, recommendation by the Faculty, and approval by the administration.

For Four-Year Degree Courses

Summa Cum Laude
Magna Cum Laude
Cum Laude
Dean's List

General Conditions:

1. Seventy-five percent (75%) of all subjects required in the course should have been taken from SLMCS Higher Education Department.
2. The student should have attended at least six (6) consecutive semesters with at least 18 units load.

Specific Conditions:

1. **Summa Cum Laude:** A general average of 1.2 and above; no grade below 1.4.
2. **Magna Cum Laude:** A general average of 1.4 and above; no grade below 1.8.
3. **Cum Laude:** A general average of 1.8 and above, no grade below 2.0.
4. **Dean's List:** A general average of 2.0 and above; no grade below 2.2.
5. All these honors may be given to those enrolled in regular classes with a minimum load of 21 units for full-time students and 18 units for part-time students.
6. Active involvement in co-curricular activities and community extension services.
7. Exemplary conduct and discipline.

A. Special Awards

Louisean Award

The highest special award was given by the school. To qualify, a student must:

- be on the Dean's List
- be a Loyalty Awardee

- Audited Financial Reports for the last two years
- Performance Report for the past two years
- Summary of Club Evaluation by members for the past two years

All pertinent documents must be forwarded to the Accreditation Committee one (1) month before the re-accreditation schedule.

4. The Club Moderator and Officers of the organization applying for accreditation/re-accreditation present their Program of Activities before the Committee on Accreditation. Such Program of Activities will be evaluated on the merits of the extent of academic support, contribution to professional growth and integral formation of the student, and the relevance of the organization towards the realization of the school's Vision-Mission and Core Values.
5. The Committee on Accreditation for Campus Organizations (ACCO) recommends the organization concerned to the School President for Final Approval.
6. The Committee on Accreditation awards a Certificate of Accreditation/Re-accreditation to the campus organization that has successfully met accreditation/re-accreditation requirements.
7. An organization that fails the evaluation of the accredit Committee will revert to recognized status.

Criteria for Accreditation

1. Quality and quantity of activities during the previous year. The minimum expected yearly achievements are one (1) major activity and two (2) minor activities.
2. Active participation in the activities spearheaded by the Office of Student Affairs and Louisean Student Government.
3. Compliance with school policies, rules, and regulations related to student organization and activities such as submission of financial reports, performance reports, minutes of the meeting, annual plan of activities, project proposals, review constitution, and by-laws.
4. Conduct of members within the campus

STUDENT ORGANIZATION

A. Officership in Student Organization

Qualification for officership is subject to the following conditions:

1. Must be a bonafide student of SLMCS.
2. Proven leadership, integrity, and good moral character reflective of the Vincentian core values.
3. Two years residency for President and Vice-President of LSG and one year for other organizations.
4. No student can be President and Vice-President of two or more student organizations at the same time.
5. At least average academic performance; NO failing grade in any subject.

Failure to meet the above requirements may mean disqualification to run for any elective post.

B. Guidelines Underlying Student Organizations

B1.Membership in organizations.

Students are required to join **one Religious** organization and **one Academic Organization** within a semester. Students may join **CivicOrganization** according to their interests, skills, and talents within a semester. The reasons for the provision are:

- a) To strengthen his/her scholastic standing
- b) To develop maximum leadership potential
- c) To enhance skills and talents
- d) To develop Vincentian Values

A Certificate of membership will be issued to a bonafide member of an organization.

A. Completion of Course Requirements

All students must comply with the requirements of the course before the final examinations. Students who do not complete on time the requirements of the course should not get a grade higher than 2.2.

B. Graduation Requirements

Graduation applications should be filed at the Registrar's Office within the first month of the last term or semester in the college.

Prerequisite for graduation:

Satisfactory compliance with all academic and non-academic requirements of a given degree or title;

- a. Residence in the College of at least two years before graduation.
 - b. Completion of all units in Religious Education Subjects;
 - c. Settlement of all financial and property obligations to the College;
 - d. Formal application for a title or degree filed with the Office of the Registrar;
1. No title or degree will be conferred upon any college student until one's eligibility to receive the same has been officially certified by the CHED.
 2. No student shall be allowed to participate in the graduation ceremonies if one has not satisfied all prerequisites for graduation, even a one unit subject. Requirements such as final examinations, research papers, and defense of research work made.

ACADEMIC HONORS

B. Dean's List

The academic achievements of students are given due recognition as Dean's listers and are given academic awards based on the merits of completion of course requirements, recommendations of the faculty, and approval by the administration.

To qualify, a student must have a general average of 2.0 and above, with no grade below 2.2 in all subjects. Likewise, a minimum load of 18 units shall be observed.

NSTP 2 Grading System

Community Extension Service.....	40%
School-Based Extension Service.....	30%
Output (Journal, Compilation).....	20%
Class Attendance and Performance.....	10%

For NSTP 1, the grading system of the school is applied.

A. Change of Grades

Final grades may be changed following due process.

1. Written request forwarded to the Dean by the faculty member and/or the student concerned.
2. Evaluation by a review committee, headed by the Dean.
3. Endorsement and approval of the Dean.

B. Remedial and Enrichment Classes

Based on tests given, remedial and enrichment classes may be given upon request to the subject teacher concerned.

RETENTION POLICY

Anchored to its commitment to educational excellence, the Higher Education Department of St. Louise de Marillac College of Sorsogon observes a selective retention policy. It purposely assists students to cope with the demands of a quality college education. This policy also provides proper placement for the students, particularly in the choice of a future career.

Selective retention is observed in the following courses:

1. BSED, BEED – student must maintain an average of 2.2 and a grade not lower than 2.5 especially in basic education and major subjects.
2. BSA – students must earn a grade of at least 2.0 in Accounting 1, 2, 3, 4, 4c, and 5. To qualify for admission into the Accountancy Program, all subjects taken during the first and second years should have a grade not lower than 2.0.

B2. PROCEDURES FOR HOLDING STUDENTS' ACTIVITIES

1. Co-curricular and extra-curricular activities conducted on campus from 7:30 am to 5:30 pm must have a letter noted by the moderator, recommending approval by the Student Affairs Coordinator and approved by the Dean. Sponsoring organizations shall secure permission at least one week before the date of the planned activity.

For Academic Program activities to be conducted on campus from 7:30 am to 5:30 pm must have a letter noted by the Program Coordinator and approved by the HED Dean copy furnished by the SAC.

Only recognized student organizations may use the facilities of the school for official activities and functions. Permission to use these facilities must be obtained from the proper authorities at least one week before the activity noted by the moderator, recommending approval of the Student Activity Coordinator, and the approval by the VP – ASF.

2. For off-campus activities and in-campus overnight activities, the organization must submit a project or activity proposal which includes the itinerary, expenses, and activities to the OSA two weeks before holding the activity noted by the moderator; recommending approval by SAC and Dean; and Approved by the VP – ARC and Chairperson – VMT / School President.

For Academic Program off-campus activities and in-campus overnight activities, the organization must submit a letter noted by the Program Coordinator and Approved by the HED Dean and a copy furnished by the SAC.

3. Recognized student organizations may organize/sponsor or undertake activities within the school campus provided that permission has been obtained from the authority concerned at least one week before the date of the planned activity.
4. Student organizations must submit an annual plan of activities to the OSA (Office of the Student Affairs) at the start of the school year as a prerequisite to the approval of any activity to be conducted by the organization within the campus.
5. No outsiders will be allowed to participate in student activities without the approval of the OSA.
6. No student activity shall be held one week before periodic examination schedules.

7. Fund-raising activities should be approved by the President, through the recommendation of the SA Coordinator, noted by the moderator/program coordinator, and the Dean.
8. No student organization will be allowed to collect fines from any student.
9. Restoration after every activity is the responsibility of the sponsoring organization.
10. Evaluation immediately follows the conduct of each activity. This is done in coordination with the Research Office. Financial reports, documentation, and evaluation results must likewise be submitted to the OSA within seven days after the activity.
11. Student organizations must submit a Performance Report to the OSA at the end of every semester.
12. SLMCS does not recognize organizations that inflict physical or psychological punishment as part of its initiation rites. The use of force or physical harm is strictly prohibited.
13. Students who intend to represent the college in any activities such as interim play, congress, conference, must secure written approval from the Dean thru the Office of Student Affairs.
14. The college does not allow participation in beauty pageants as this does not conform with the vision, mission, and core values of the college.
15. Each student/participant must present a Parent's Permit to the moderator for an overnight/day activity. Club moderators must be held responsible for the security and safety of the students.

C. Religious Activities

St. Louise de Marillac College of Sorsogon is a Catholic school, hence religious activities which are held regularly play a major role in students' spiritual development.

D. Moderatorship

There is a moderator, assigned for each student organization, to provide members with professional, moral, and spiritual guidance.

The student affairs coordinator, in consultation with the Dean, Program Coordinators, and members of the organization concerned, recommends the appointment of a moderator to the VP for ARC.

Laboratory subjects

Class standing.....	20%
Average quizzes.....	30%
Laboratory work (Projects/term paper).....	30%
Periodic test	20%

Accountancy

Class Standing	
(quizzes - 35%, + seatwork - 15%, + attendance - 10%)	60%
Periodic test	40%

RE 101—RE 106

Instruction

Class standing.....	40%
quizzes, Major Exam	20%

Formation

(Class attendance, attendance to related religious activities, community services, reflection/journal)	20%
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Initiation

(Community Involvement, teacher/self-evaluation)	20%
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Midterm Grade

To compute the midterm grade, the following formula is used:

The temporary midterm grade is computed in the same way as the preliminary grade.

2/3 of the temporary midterm grade computed is added to 1/3 of the preliminary grade to get the final midterm grade or,

$$\frac{PG + 2 (\text{Midterm Tentative Grade})}{3} = \text{Midterm Grade}$$

$$\text{Midterm Tentative Grade} \times 2 + \text{Prelim Grade} / 3 = \text{Midterm Grade}$$

Final Grade

The temporary final grade is computed; 2/3 of this computed grade is added to 1/3 of the final midterm grade to determine the Final Grade, or

$$\frac{\text{Midterm Grade} + 2 (\text{Midterm Tentative Grade})}{3} = \text{Final Grade}$$

$$\text{Final Tentative Grade} \times 2 + \text{Midterm Grade} / 3 = \text{Final Grade}$$

EVALUATION OF STUDENT PROGRESS

G. Grading System

The cumulative five-point grading system is used. Numerical rating equivalent and description are as follows:

100 - 99%	1.0
98	1.1
97	1.2
96	1.3
95 - 94	1.4
93	1.5
92	1.6
91	1.7
90 - 89	1.8
88	1.9
87	2.0
86	2.1
85	2.2
84	2.3
83 - 82	2.4
81 - 80	2.5
79	2.6
78	2.7
77	2.8
76	2.9
75	3.0
Failed	5.0

A course rating of the student is composed of the following:

Preliminary Grade:

Non-Laboratory

Class standing	60%
(quizzes -20%, recitations-20%, research work, and projects- 20%)	
Periodic test	40%

The tasks of the organizational moderator, include the following:

- To advise and assist the officers and members in the planning and implementation of programs, projects, and activities.
- To provide the members with the necessary formation.
- To be present in the regular meetings of the organization and all its important activities especially those held outside the school.
- To ensure that all activities of the organizations align with the vision and mission of the college.

LOUISEAN STUDENT GOVERNMENT ELECTION

A. Guidelines in Forming a Party List

1. Maximum of two parties only.
2. Each party should be well represented by each department.
3. Candidates must attain the qualification.
The line of positions are as follows:
President
Vice President
Secretary
Treasurer
Auditor
4. Each party must submit its lineup of candidates starting the second Wednesday of January.
5. last day of filing of candidacy will be on the first Wednesday of January.
6. It is a must that the lineup of Candidates be kept confidential until they have filed their candidacy.

Program Governors are automatically appointed as Louisean Student Government Officers.

B. Guidelines for Campaign

1. Public campaign is not allowed. (use of megaphones and the like will disturb classes.
2. Campaign materials must be approved by the Office of the Student Affairs.
3. No moral defamation is allowed during the campaign.
4. Meeting de Avance is scheduled one week before the election. Each candidate is entitled to a 2 to 3-minute speech.
5. Failure to follow the above-said guidelines would be a ground for disqualification of a candidate or the entire party.

SUPPLEMENTARY PROVISIONS FOR STUDENT ACTIVITIES

A. Posting of Announcement

1. In the posting of the announcement in the Announcement Board the following procedure should be followed: for Academic Program activities the letter should be noted by the Program Coordinator and approved by the HED Dean and copy furnished the SAC. For co-curricular activities, the letter of request should be noted by the Moderator recommending approval by the SAC and approved by the HED Dean.
2. Announcement/ posting other information campaigns related to the activity must bear the stamped recommending approval of the Student Affairs Coordinator for co-curricular activities / Program Coordinator for Academic Program activities, and duly approved by the Dean.
3. The sponsoring organization is responsible for the removal of all postings in the Announcement Board.
4. Tampering of any announcement without permission from the Office of the Student Affairs is subject to disciplinary sanction.

B. Requisitions

1. All requisitions for cash, purchases, job orders, stage props, etc. must bear the approval of the club moderator and countersign by the Student Affairs Coordinator.
2. All fund requisitions shall be done one week before the date of the activity.
3. A report on the accounting of expenses must be submitted to the office three days after the activity.
4. All borrowed materials must be returned immediately after the activity.
5. Any loss, damage, or destruction of any facility shall be the responsibility of the organization
6. Campus Organization treasurer shall provide the Student Affairs Coordinator a copy of the organization's audited financial report at the end of the semester, verified and signed by the club moderator.

THE LOUISEAN VARSITY

The college takes cognizance of sports as an avenue for skills development and character formation of students. The office of student affairs, in consultation with Sports Club Moderator and PE Instructor, designs a Sports Program that is anchored to the policies of the school in student development.

D. Special Classes

1. No classes shall be opened with less than ten (10) students, except for major subjects.
2. In the case of minor subjects and there are fewer than students (provided they are graduating students) who would like to enroll in the subject. The students may write a request letter that a subject or subjects be offered noted by the Program Coordinator and to be approved by the HED Dean

E. Shifting Course

A student who intends to shift course shall observe the following guidelines:

1. Only first and second-year students are allowed to shift courses.
2. A student who intends to change his/her course asks for an Application for Shifting form, from the Office of the Registrar.
3. A student consults the Program Coordinator of the course he/she is transferring to.
4. Upon evaluation of the student's credentials, the Program Coordinator refers the applicant to the Guidance Center for a qualifying exam.
5. An applicant who passes the qualifying exam is recommended by the HED Guidance Counselor and the Registrar, for approval.
6. The student seeks the approval of the Program Coordinator and the Dean.
7. The student submits his approved application form and other related documents to the Office of the Registrar.
8. Those who did not meet the academic requirements for accountancy and teacher educations, he/she will be redirected to take another course.

F. Schedule of Classes

Class days are structured on a Monday and Friday (MF); Monday, Wednesday, and Friday (MWF); and Tuesday and Thursday (TTH); and Saturday. For every one unit equivalent to one class hour per week.

4. LTS/CWTS of NSTP and P.E. requirements must be completed in the first and second year before they enroll in their third-year curriculum to avoid overloads and other curricular problems in the last two succeeding years of studies.

B. Changing, Adding, and Dropping of Subjects

1. During the first two weeks of the semester, a student may add subjects after seeking approval from the Dean. This is done by accomplishing a Change of Registration form and payment of certain fees.
2. A student, who drops a subject without prior approval from the Dean, shall be charged the corresponding tuition fees.
3. No adding/changing of subjects will be allowed two weeks after the start of classes.
4. A student who adds/changes a subject without the approval of the Dean forfeits the credit for that particular subject.
5. A student who drops out unofficially from a class after the preliminary examination gets a Failure due to an Absence (FA) mark, otherwise he is marked DROPPED.
6. Dropping of subjects is not allowed after the Midterm examination otherwise a student shall receive a failing mark due to absence (FA).
7. Students who drop subjects for two consecutive semesters shall not qualify for academic honors.
8. Dropping of subjects for at least three consecutive semesters may constitute a ground for deloading a student during a subsequent enrolment.
9. No Religious Education subject may be dropped in favor of an academic subject, without the Dean's approval.

C. Cross- Enrolment

Upon the approval of the Dean, based on the recommendation of the Program Coordinator, a student may be permitted to cross-enroll in another school under the following condition:

1. The student is in his last year in college and the subjects needed for graduation are not offered in the College during the term.

A. Screening of Varsity

The selection of the College Varsity is screened by a Selection Committee composed of Sports Club Moderator, PE Instructor, Student Affairs Coordinator, and Program Coordinators.

The following criteria are used:

1. **Academic Performance.** The student must not have any failing or incomplete grades, or dropped subjects during the previous two semesters.
2. **Health/Physical Fitness.** The student must secure a medical certificate from the school physician. Students with a history of illnesses, drug dependence, or major injuries are disqualified from membership.
3. **Level of Performance in Sports** includes speed, agility, accuracy, stamina, and alertness.
4. **Attitude and Discipline.** The student must possess the characteristic of an ideal Christian Vincentian student.
5. **Residence Requirement.** The student must be enrolled in SLMCS for at least one semester.

B. Requirement Load of Varsity Player

A varsity player must carry a minimum load of 18 units. A student who exceeds the regular number of years to finish his course is automatically disqualified from the varsity.

C. Schedule of Practice

Varsity players are required to attend practice schedules regularly. A coach may recommend for disqualification a varsity player who becomes irregular in attending scheduled practices.

D. Varsity Discipline

Varsity players are expected to be models of exemplary behavior on and off-campus. Engaging in vices such as smoking, drinking liquor, gambling, or failure to observe school policies and regulations are grounds for disqualification.

Only well-trained and well-prepared players shall be allowed to represent the College in any inter-school competition.

E. Incentives to Varsity Players

Varsity players are given uniform subsidies and are provided with the needed logistics during practices. Additional incentives such as financial assistance or scholarships are under study and are subject to the approval of the school president.

ADMISSION POLICIES

The College observes a Selective Admission Policy. It admits students who are of good moral character and have complied with the credentials set forth by the school. Qualifying entrance examinations are administered for purposes of placement. A student eligible for admission recognizes, accepts, and complies with all existing policies, regulations, and requirements concerning his school duties and campus activities, outlined in the Student Handbook.

St. Louise de Marillac College of Sorsogon exercises its prerogative to admit or not to admit students, under certain conditions as prescribed in its Manual of Operations and others under the Manual of Regulations for Private Schools.

A. Admission Requirements

Freshmen/ New students

1. Qualifying Entrance Examination
2. Submission of the following credentials within the designated period:
 - a. High School Report Card/Form 137
 - b. Three copies of ID pictures (1x1)
 - c. Good Moral Certificate
 - d. Birth Certificate from NSO (photocopy)
 - e. Medical Certificate
 - f. Narcom Certificate
 - g. Church Marriage Certificate (for married students)
 - h. Student Visa for foreigners
 - i. A written agreement signed by the student and the parents or guardian, to abide by the rules and regulations of the college

3. Alumni Scholarship Program

B. Private—Sponsored Scholarship Program

1. Cleotilde L. Salvador Educational Foundation Inc. (CLSEFI) for Teacher-Education Students
2. Amberg Sorsogon Scholarship Assistance Program (ASSAP)
3. Florencio Diño Scholarship Program
4. Advocates of Casiguranon International ((AFCI)
5. Youth Servant Leadership and Education Program (YSLEP)-CARITAS, Manila
6. Colegio de la Milagrosa Multi-Purpose Cooperative Scholarship Program (CMMPC)
7. Society of St. Vincent de Paul Assist-A-Student Program (SSVP-AASP)
8. Study Help Scholarship Program

C. Government Sponsored Scholarship and Grant-In-Aid Programs through the Commission on Higher Education (CHED)

1. Full-Merit Scholarship (FS)
2. Half-Merit Scholarship (HS)/ PESFA
3. Gender Development Half-Merit Scholarship
4. (GAD-HS)
5. Study -Now- Pay -Later- Plan (SNPLP)

The College accepts applicants with prepaid tuition plans and other agency-funded scholarships and grants.

ACADEMIC REGULATIONS

A. Academic Load

1. The regular load of students per semester is prescribed in their respective curricula.
2. No overload subject can be credited by the Registrar without the necessary approval of the Program Coordinator and the HED Dean.
3. The college adopts the policy of reducing the student's load proportionately to the number of failures incurred in the previous semester.

- b. Incoming freshmen not having been admitted in other colleges/universities, who are Valedictorians and Salutatorians from DepEd recognized secondary schools, enjoy full and half-tuition scholarships, respectively. This is valid for one year, but maybe retained, subject to the following provisions:

A weighted average of 1.4, with no grade below 1.8; a minimum load of 21 units for full-time students and units for working students, to qualify for full-tuition scholarship; Weighted average of 1.6, with no grade below 1.8 in all subjects, for the above-stated minimum load requirements to qualify for a half-tuition scholarship.

- c. Full scholarship is granted to old students who maintain an average of 1.4 with no grade lower than 1.8, with a load of at least 21 units for full-time students and 18 units for working students.
- d. Half scholarship is granted to students with a weighted average of 1.6 and no grade lower than 1.8 in all subjects.

2 . St. Louise de Marillac Grant (SLMG)

The grants special scholarships to poor but deserving students. These grantees are employed as student assistants in the various departments of the school, of which they enjoy free tuition fees.

Admission to the Program

An Admissions Committee composed of the Vice-President for Student Services, the school's social worker, Guidance Counselor, and Coordinator of MG's select the students who are to be included in the program based on the following merits:

- a. Satisfactory rating in the placement examination and interview.
- b. Good health as attested by a doctor's certificate
- c. Willingness to work
- d. Need for financial assistance
- e. Good moral character as certified by the Principal of the last school attended and the Parish Priest.
- f. Non-membership in any fraternity/sorority
- g. Not a relative of an incumbent MG or former MG's who have already enjoyed similar privileges and have been helped by the institution.

3. For enrollees who are Non-ABM but intended to get Business Education and Bachelor of Science in Hospitality Management Courses are required to take the following subjects as part of their Bridging Program:

1. Organization and Management
2. Business Finance
3. Applied Economics
4. Principles of Marketing
5. Fundamentals of Accounting.

For Education

1. Qualifying Entrance Examination (IQ result must be at least 88 and above)
2. Submission of the following credentials within the designated period:
 - a. High School Report Card/Form 137
 - b. Three copies of ID pictures (1x1)
 - c. Good Moral Certificate
 - d. Birth Certificate from NSO (photocopy)
 - e. Medical Certificate
 - f. Narcom Certificate
 - g. Church Marriage Certificate (for married students)
 - h. Student Visa for foreigners
 - i. A written agreement signed by the student and the parents or guardian, to abide by the rules and regulations of the college

For Transferees:

1. Qualifying Entrance Examination
2. Submission of the following credentials within the designated period:
 - a. Honorable Dismissal
 - b. Official Transcript of Records
 - c. Three copies of ID picture (1x1)
 - d. Letter of Recommendation duly signed by the head of school previously attended
 - e. Medical Certificate
 - f. Birth Certificate from NSO (photocopy)
 - g. Narcom Certificate

- h. Church Marriage Certificate (for married students)
- i. Student Visa for foreigners
- j. A written agreement signed by the student and the parents or guardian, to abide by the rules and regulations of the college

For Cross Enrollees:

Visiting students from other colleges are allowed to enroll at SLMCS for a period of one school term, upon submission of the following requirements:

- a. Permit granted by the Mother school
- b. Certificate of a good moral character granted by the mother school
- c. Certificate of an interview with the Admissions Committee

Degree Holders

1. Qualifying Entrance Examinations
2. Submission of the following credentials within the designated period:
 - a. Transcript of Records
 - b. Diploma (photocopy)
 - c. Photocopy of Birth Certificate
 - d. Three copies of ID pictures (1x1)
 - e. Student Visa for foreigners
 - f. A written agreement signed by the student to abide by the rules and regulations of the College

For Returning Students

Students who have not enrolled for two semesters at most must apply for re-admission. A re-admission form may be requested from the Registrar's Office. Those who have not enrolled for more than two semesters may follow Admission Requirements for New Students.

For Old Students

Students must request their clearance from the Registrar's Office and follow enrolment procedures.

The Dean's and Registrar's Offices verify the submitted credentials for authenticity and completeness. Falsification of documents constitutes a ground for disqualification.

B. Enrolment Procedures

Each student is required to enroll in person. He/she must enroll under his/her true name as reflected in the birth certificate or admission credentials.

For New Students/Transferees:

- a. Submit the following credentials to the Registrar's Office at **Window 1:**
 - Result of the Entrance Examination
 - Form 138 (Report Card) / Form 137
 - Certificate of Good Moral Character
 - 1 pc. ID picture (1x1)
 - NSO Birth Certificate (Photocopy)
 - Certificate of Eligibility to Transfer (for transferees)
 - Transcript of Records for evaluation (for transferees)
 - Photocopy of Marriage Contract (for married students)
 - Police clearance
 - NarCom Certificate
- b. Proceed to window 1 for pre-registration slip and student's contract. Fill in the subjects to be taken with each corresponding course code and section.
- c. Have it evaluated by Program Coordinators: BA/BEED/BSed/BSA/BSBA/BSHM/BSAM.
- d. Ask for Form 3 and transfer carefully legibly and neatly the approved subjects.
- e. Secure the approval of the Registrar and Dean
- f. Proceed to Business Office for payment of tuition and other fees. You are now officially enrolled this semester.

Note: Those who failed to give initial payment one week after the opening of classes will be deleted/removed from the master list.

- g. Present your certificate of Matriculation marked officially enrolled to every subject teacher on the first day of classes.
- h. New students: Present your receipt of payment at the Marillac Audio Visual Room for processing of ID.

ONLINE ENROLMENT PROCEDURE FOR OLD STUDENTS

Step:

1. Go to the Internet shop and log in to www.slmcs.dcpilippines.org
2. Click the student online portal, encode your student number and password

3. Click online enrolment ex. Second Sem 2017_____
4. Click the course code of the subject you are going to take.
5. Please fill in the blanks for your year level, email address, and cellphone number, view matriculation, and check the subjects you are going to enroll.
6. Save and send to the Dean's Office for approval.
7. You will receive a text message regarding the status of your enrolment. *(Approved by the Dean or Program Coordinator and please settle your account at the Finance Office within 3 days, excluding Saturday, Sunday, and Holiday, to avoid forfeiture of your enrolment slot)).*
8. After it has been approved print your matriculation form and proceed to the Accounting Office for your initial payment.
9. Please present your certificate of matriculation marked officially enrolled together with your receipt to the subject teacher.

C. For Re-Admission Students

Ask for a re-admission form for enrollment from the Office of the Registrar and **follow b to h.**

Note: Students who stopped for two (2) semesters will have to take the ENTRANCE EXAMINATION at the GUIDANCE CENTER

D. Financial Matters

Terms of Payment

Tuition fees may be paid semestral on four (4) installments, upon registration, and before examinations: Preliminary, Midterm, and Finals. However, payment in full upon registration is encouraged. Miscellaneous fees must be paid in full upon registration. To this effect, a 5% discount is given to students who settle their tuition fees in full, before the opening of classes.

Refunds and Withdrawals

1. Adjustment of fees for students who are dropping their subjects, whether or not they have attended classes, shall be made by the following:
 - a. Within 1 week (3 days - SUMMER) from the opening of classes - to be charged 5% of the fee per subject dropped.
 - b. Within 2 weeks (5 days - SUMMER) from the opening of classes - to be charged 10% of the fee per subject dropped.
 - c. Within 3 weeks (6 days - SUMMER) from the opening of classes - to be charged 15%.
 - d. After 3 weeks but before Prelim—refundable/adjustment payable is equal to the Tuition Fee divided by 5, plus

Additional miscellaneous/other fees, and be subtracted by the amount paid.

e. After Midterm—NO adjustment/refund

2. No change of course or subject will be allowed without the approval of the Program Coordinator, Dean, and the Registrar.
3. All requests for change of subject shall be done within two weeks from the start of classes.
4. In case of withdrawal, notice should be made in writing, addressed to the Dean.
5. No student shall be allowed to take the final examination unless all obligations are settled and examination permits are issued.
6. Miscellaneous fees are non-refundable.

SCHOLARSHIP AND AID-IN-GRANT PROGRAMS

The student Assistance Program of St. Louise de Marillac College of Sorsogon is designed to provide Educational Assistance to desirous and deserving young people who are academically capable but cannot fully finance their education.

This program is facilitated by the school in collaboration with the government, non-government agencies, and private-sponsored individuals or families which offer financial assistance to poor/less privileged, deserving, and academically qualified students through Scholarships, rant-In_Aid Programs, and loan Assistance

A. School-Sponsored Scholarship/Grant-In-Aid Programs

1. Academic Scholarships

- a. Incoming freshmen students who pass the entrance examination given by the College, qualify for this scholarship as follows:

Full Tuition Scholarship for the first top two.

Half Tuition Scholarship for the next top two.

This scholarship is valid for one year but may be retained subject to the provisions under Academic Scholarships.