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Malayan Colleges Mindanao  
A MAPÚA SCHOOL

**SENIOR HIGH SCHOOL  
STUDENT HANDBOOK**



## ABOUT MALAYAN COLLEGES MINDANAO

### MISSION

1. The institute shall provide a learning environment in order for its students to acquire the attributes that will make them globally competitive and locally in-demand.
2. The Institute shall engage in cutting edge and economically viable research, development and innovation that is relevant locally and beyond.
3. The Institute shall provide state-of-the-art solutions to problems of industries and communities locally and beyond.

### VISION

#### The School

Malayan Colleges Mindanao shall be a school of global standards and of great significance locally and beyond.

#### The Graduates

Our graduates are well-informed, caring, responsible, and productive members of an ever-changing global profession.

### CORE VALUES

1. Discipline
2. Excellence
3. Commitment
4. Integrity
5. Relevance

### SCHOOL MOTTO

“Excellence and Relevance”

## SCHOOL LOGO



Malayan Colleges Mindanao's logo mark was designed to represent the level of excellence that the school is striving to make itself known for. The goal was to make it scholastic, iconic, and modern.

The coat of arms or shield is a symbol of achievement, protection, and identification. The single helix "M" is a symbol of the excellence embedded in our DNA.

## MCM SENIOR HIGH SCHOOL

In a move to support the Enhanced Basic Education Act of 2013 or RA 10533, MCM formally announced the opening of the MCM Senior High School Department.

The MCM-SHS initially offered both Academic and Technical-Vocational Livelihood Tracks. The Academic Track would include STEM, ABM, HUMSS and GAS. While the Technical-Vocational-Livelihood Track included ICT –Animation and Programming strands.

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

## Student Services

### **CENTER FOR GUIDANCE AND COUNSELING (CGC)**

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

Functions and Responsibilities:

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

### **CENTER FOR LEARNING AND INFORMATION RESOURCES (CLIR)**

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

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

- Procure, organize, and provide a well-balanced collection to complement the academic programs of MCM;
- Provide and maintain appropriate facilities and equipment that shall enable users to fully utilize the center's resources;

- Produce skilled researchers by providing timely and instant access to various formats of information in any part of the country and of the world;
- Create an environment that encourages learning through quality services; and,
- Develop an efficient staff that shall guide students and other researchers in their quest for learning.

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

## **PREFECT OF DISCIPLINE (POD)**

The Office of the Prefect of Discipline (POD) promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity and true self-expression among the student body .

POD is also responsible for monitoring the discipline of all students and for handling student related complaints, cases and investigations .

### **Functions and Responsibilities:**

#### **On student activities:**

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

#### **On student discipline:**

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

## **CENTER FOR HEALTH SERVICES AND WELLNESS (CHSW)**

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

### Functions and Responsibilities:

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

## **SECURITY SERVICES**

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

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

### Other Security Measures:

- The Students ID are embedded with an RFID system that they must TAP-IN and TAP- OUT at the school's entry points kiosks . This enables the school's system to know when a student has entered the campus, which building they enter, and at what time they entered . The system also tracks the students' TAP-OUT, signifying that the student has left the building .
- Security checkpoints are in place at the entry points to the SHS Department . Security personnel at these checkpoints shall monitor the entry and exit of SHS students . SHS students may be prevented from exiting, especially during class hours . Students may obtain special exit passes

from the Principal's Office if they will need to exit the MCM campus before the end of their scheduled classes .

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

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

- SHS Students who are not riding the MCM-accredited school buses will not be prevented from leaving the campus after class hours: 12:30 PM for the morning sections, 6:00 PM for the afternoon sections .
- Those taking the public transportation, fetched by their own vehicles by parents or guardians, or carpooling with other students, are presumed to be going home immediately after classes when they tap out of an MCM entry/exit kiosk . If not, they are presumed to have informed their parents or guardians of their after-school activities and destination before heading home . MCM cannot be held liable for the students who have left MCM's jurisdiction .
- MCM Security personnel, however, are trained and instructed to take note of any unusual scenarios or student behaviors, and shall therefore report these to school administrators and/or prevent SHS students from leaving the campus . (e.g. talks of going to some places of ill-repute, planning an impromptu overnight outings, suspicious-looking vehicles and personnel fetching students)
- Should some parents want their child to be prevented from leaving the campus unless fetched by a specific person and/or vehicle, they will have to put this request into writing, addressed to the Principal .
- If the students have finished their classes and are intending to stay within the campus, they may be allowed to stay in the following areas in the MCM campus:
  - Soccer Field
  - Covered Court
  - Cafeteria
  - Library
  - Designated Student Lounges

## **Fire, Earthquake, and Bomb Drills**

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

## **Transportation**

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



## **Other Services**

### **MCM Bookstore**

Business Hours:

8:00 AM to 5:00 PM, Monday to Friday

It offers the following:

- SHS Uniforms, PE uniforms, uniforms for other strands
- Textbooks and Laboratory Manuals
- Photocopying, printing, ring binding services
- School supplies, apparels and other items

### **Food Services (Cafeteria)**

The MCM cafeteria is located on the ground floor of the Administration Building.

Breakfast, lunch, and early dinner, as well as snacks, are served . The cafeteria is open from six in the morning until six in the evening (6:00 AM - 5:00 PM) during weekdays .

### **INFORMATION TECHNOLOGY OFFICE (ITO)**

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

### **RADIO FREQUENCY (RF) IDENTIFICATION SYSTEM**

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

### **THE MCM WEBSITE**

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

The site's URL is [www.mcm.edu.ph](http://www.mcm.edu.ph) .

### **WI-FI ACCESS ANYTIME AND ANYWHERE**

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

# Student Rules and Regulations

## Overview

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

The authority of MCM to instill discipline is based on the Manual of Regulations for Private Higher Education (MORPHE) which states the following:

*“Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises.” (Article XXI, Section 102)*

*“Every higher education institution shall have the right to promulgate reasonable norms, rules, and regulations it may deem necessary and consistent with the provisions of this Manual (MORPHE) for the maintenance of school discipline and class attendance.” (Article XXI, Section 103)*

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

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

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

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

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

## Attendance, Absences and Tardiness

- a. Students are expected to attend classes regularly and to be punctual at all times . Students’ class attendance will be recorded by the teachers daily. MCM-SHS adopts the following class schedule:  
7:00am-12:30pm Morning Schedule  
12:30pm-6:00pm Afternoon Schedule
- b. At the end of each term, the attendance is reflected in the report card . No student shall be given credit in any course/subject unless he/she is enrolled in the course and attends his/her classes regularly.

- c. A student who incurs **absences more than 20%** of the prescribed number of class or laboratory periods during the term is automatically dropped from the school except if the absence is due to justifiable reason.
- d. Principal may, at his/her discretion and in the individual case, exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the school . The discretionary authority is vested in the Principal, and may not be availed of by the student or granted by a faculty member without the consent of the Principal .
- e. Students coming to school late and/or in attending class, he/she should secure **Admission Slip** from the Office of the Prefect of Discipline before he/she can be admitted to class.
- f. Habitual tardiness, especially during the first period in the morning and in the afternoon, is discouraged. Class Advisers will inform the parents/guardians and the Center for Guidance and Counselling (CGC) through a written notice if a student has incurred 5 days of tardiness, or repeated tardiness spread through the semester .

3 repeated tardiness spread through the semester – Adviser talks to student

4 repeated tardiness spread through the semester – CGC referral

5 repeated tardiness spread through the semester – Adviser Informs Parents

6 or more repeated tardiness spread through the semester – POD referral \* *Major Offense #31*

- g. The following situations are considered as **Excused Absences**:
  - a. Sickness/Illness (2 days and above, supported by Medical Certificate)
  - b. Officially represents Malayan Colleges Mindanao in external activities; and/or,
  - c. Officially represents his strand in MCM-SHS activities .
- h. A student who has been absent must abide by the following **procedure** upon returning to school:
  1. Provide **Excuse Letter duly signed by the student and parent/guardian**. The Excuse Letter must contain the inclusive date(s) and reason (s) for the absence. If absence is due to sickness/illness, **Medical Certificate** must be attached to the Excuse Letter.
  2. Excuse Letter and Medical Certificate (if applicable) must be submitted to the Class adviser upon return of student.
  3. Student shall likewise submit a copy of the Medical Certificate to the Center for Health Services and Wellness (CHSW) must be secured clearance prior to readmission to class as the case may be .
  4. Make-up Quizzes, Long Tests and Exams may be allowed only for excused absences.

## **Rights and Responsibilities in the Classroom and in the Campus**

Both freedom to teach and freedom to learn should flourish in the classroom . The manner and conduct of classroom work is the primary responsibility of the instructor, in the discharge of which h/she shall encourage maximum participation among his/her students .

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

## Code of Conduct for Students Inside and Outside the Campus

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

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

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

The students of the MCM-SHS shall **AT ALL TIMES** abide by all the laws of the country, all memoranda issued by the Department of Education (DepEd) and all rules and regulations of MCM. Thru this policy, the code of conduct for MCM students extends well beyond the confines of the MCM campus.

While the school cannot monitor the decorum of its students outside the school premises, the MCM community members are duty bound to inform its authorities of such incidents they witness outside or reported to them, for proper intervention and/or disciplinary measures.

### Student Discipline

The Office of the Prefect of Discipline (POD) aims to promote DISCIPLINE in accordance with the MCM core values (Discipline, Excellence, Commitment, Integrity, and Relevance). Furthermore, the POD envisions providing guidance for the integral development of student's moral values, habits, ethics and ideals to become a responsible and better person in the future.

The POD also strives to take part in creating an environment that is conducive to learning by implementing rules and regulations aligned with the Student Discipline Handbook and reflecting MCM's Core Values.

The following are the functions and responsibilities of this office:

- To inform students of their rights and responsibilities;
  - To appraise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees and administrative officers; and also to ensure that due process (Section 135, of MRPSBE) has been observed in every administrative proceeding:
1. Student must be **informed in writing** of the nature and cause of any accusation against him, and required the accusation in writing. If the student is minor, the parent or guardian shall be furnished with a copy of the show cause letter.
  2. If the student denies the allegations or alleges some fact or matter in justification or mitigation of the offense, and the issues are complex and/or sensitive in nature, the institute may form a **fact-finding committee** to hear and receive evidence;

3. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice.
4. The student shall have the right to examine the evidence presented against him, to ask clarificatory questions through the fact finding committee, and to present evidence on his behalf.
5. The fact-finding committee must consider the pieces of evidence received during the proceedings.
6. The student shall be informed in writing of the decision promulgated in his case.
7. If the student is found liable for the offense charged, the punishment imposed shall commensurate with the nature and gravity of the offense.

The Office of the Prefect of Discipline (POD) offers the following services:

- Supervision of Disciplinary cases and other student concerns
- Issuance of Certificate of Good Moral Character
- Processing of Affidavit of Loss

### Authority of the Prefect of Discipline

The authority of the Prefect of Discipline depends on the gravity and complexity of the case.

- a. The Prefect has the authority to investigate, decide and impose sanctions on **minor offenses**. He has the same authority with respect to major offenses where the imposable penalty is **suspension for 1-10 days** provided that **appropriate notices are sent to the Principal's Office** and the **Legal Affairs Department of the Institute** when such penalty is imposed.
- b. The Prefect may recommend to the Principal on the disposition of cases involving **major offenses where the equivalent sanctions are suspension for 11-20 days** of the school year or term.
- c. The Prefect may, at his discretion, **recommend to the Principal the creation of a Committee on Decorum and Investigation (CDI) in complex cases or those which are sensitive in nature**. Once constituted, the CDI shall then have jurisdiction to handle cases involving major offenses as defined in this Handbook.

The **Committee on Decorum and Investigation (CDI)** is ideally composed of, but not limited to, the following:

1. Prefect of Discipline;
2. Director for Guidance and Counseling;
3. Faculty Member;
4. Non-teaching Employee;
5. Student Council Officer or student leader;
6. MCM Legal Counsel.

### Definition of Terms

**Authority** - The power to determine, adjudicate, or otherwise settle issues or disputes; jurisdiction; the right to control, command, or determine.

**Complainant** -The party reporting/filing the complaint or concern against another party.

**Discipline** - Training expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement.

**Dismissal** – Is a penalty on which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer of credentials immediate issued. A summary investigation shall have been conducted, and no prior approval by the Department of Education is required in the imposition of the penalty.

**Evidence** - something (as testimony, writings, or objects) presented in a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact.

**Expulsion** – is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private schools in the Philippines and which requires the prior approval of the DepEd Secretary. The decision of the school on every case involving the penalty of expulsion, together with the supporting documents or papers shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

**Prefect of Discipline** - A person appointed as the head of the Office of the Prefect of Discipline with the primary task of implementing the student discipline policies as enumerated under the Student Discipline Handbook of MCM.

**Respondent** - Refers to the party responding to the complaint or concern reported regarding his/ her alleged behavior or actions not in accordance to the Student Discipline Handbook.

**School Premises**- Includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by MCM (including adjacent streets and sidewalks).

**Student** - Any person who is enrolled in the MCM Senior High School Department

**Suspension** – is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year or term.

## Types of Offenses

- a. **Minor Offenses** – are offenses committed against the provisions of the Student Discipline Handbook of MCM. A minor offense warrants a penalty of warning, up to nine (9) hours of community service.
- b. **Major offenses** – are serious infractions committed against any provisions of the Student Discipline Handbook of MCM. Such offenses warrant a more severe penalty of suspension, up to dismissal/expulsion.

## Penalties

### Minor Offenses and its Sanctions

1. Left/lost ID (without Affidavit of Loss);
  - 1st Offense – 1st warning (oral or written notice of warning)
  - 2nd Offense – 2nd warning (oral or written notice of warning)
  - 3rd Offense – 3rd warning (oral or written notice of warning)
  - 4th Offense – Student shall not be allowed to enter the campus.
2. Not properly wearing of ID while inside the campus;
3. Spitting or littering;
4. Wearing of inappropriate campus attire;
5. Violation of parking regulations;
6. Disrupting or disturbing classes by making excessive noise within the premises of the Institute;
7. Loitering in corridors during class sessions;
8. Eating and/or drinking in prohibited areas such as but not limited to classrooms, laboratories, elevators etc.;
9. Disruptive use of mobile phones, or other similar communication devices during classes;
10. Use of mobile phones and other similar communication devices during an examination;
11. Improper use of lavatories and washrooms;
12. Use of electronic cigarette within the school premises;

14. Possession of any gambling materials while inside the vicinity of the Institute; and
15. Simple misconduct.

**Sanctions for violation of Minor Offenses** except for the policy no.1 Left/lost ID (without Affidavit of Loss):

- 1st Offense - Warning
- 2nd Offense - 3 hours of community service
- 3rd Offense - 6 hours of community service

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense (please refer to Policy no. 2, Major offense).

### Major Offenses and its Sanctions

Any of the following sanctions may be imposed to any student who is found guilty of committing a major offense:

- a. Suspension for a period of 1-10 days with or without community service;
- b. Suspension for a period of 11-20 days with or without community service;
- c. Academic Sanctions (academic offenses only)
  - c.1 Zero in graded activity
  - c.2 Failure in the Subject
- d. Dismissal from the Institute;
- e. Expulsion.

### List of Major Offenses and Its Sanctions

MAJOR OFFENSES	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Any act of Dishonesty such as but not limited to the following:				
1.1 Cheating in examinations, unauthorized possession/use of notes or any materials relevant to the examination during the exam;	a/c.1	b/c.1	b/c.2	d
1.2 Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials;	a/c.1	b/c.1	b/c.2	d
1.3 Communicating (through any medium) with another student/any other person (inside or outside examination room) during examination, without permission from the professor or proctor;	a/c.1	b/c.2		
1.4. Plagiarism, or submitting another person's work as one's own;	b/c/d			
1.5 Massive, pre-meditated, organized cheating including but not limited to major exams	b/c/d			
1.6 Other forms of cheating during examination, in passing of homework or assigned projects or any other academic work;	a/c.1	b/c	d	
1.7 Falsification of documents, forgery and or any similar acts of alteration but not limited to:				
1.7.1. alteration or misuse of school documents in connection with official matters;	b/c/d			
1.7.2.alteration or misuse of school records or credentials;	b/c/d			
1.7.3. submission of false or fraudulent information and/or documents to the Institute in connection with official matters;	b/c/d			
1.7.4. publication or dissemination of false information about the	b/d/e			

school administration, its officials, faculty members, or students;				
1.7.5. forging of security stamp to gain entry to the institute;	a/b	d		
1.8 Lending or borrowing of school ID, official receipt, certificate of matriculation, or other official documents and/or presenting another person's documents as one's own; tampering of school ID and into using it to gain entry the Institute.	a/b/d			
2. Accumulation of any four (4) minor offenses of any nature within one (1) quarter of the school year.	a	b	d	
3. Physical injury/assault upon any member of the faculty, administration, staff; or any student, personnel, or visitor of the Institute.	b//d/e			
4. Any acts of threat either physical or by means of any medium of communications including but not limited to: oral, through social media, and using any electronic gadgets against any school officials, faculty member, employee, student and or any visitor of the Institute.	a/b//d/ e			
5. Discourtesy in any form (physical/ oral, written) by means of any medium of communication, such as, but not limited to;				
5.1. Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student;	a/b	d		
5.2. Disrespect toward any faculty member, or any official of the Institute or his authorized representative.	a/b/d			
5.3. Failure to comply with the deadline given/ set to complete the given disciplinary sanction and/or to submit an explanation letter for commission of any of the minor offense; unless justified.	a	b	d	
6. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside MCM premises.	a/b/d			
7. Illegal possession of deadly weapon of any kind and or use of explosives, incendiary devices, and/or any other similar devices.	b/d			
8. Forcible entry to the campus	b/d			
9. Unauthorized use of MCM facilities and services but not limited to:				
9.1. Unauthorized use of rooms;	a	b	d	
9.2. Tampering with or misuse of computer applications, software, programs, and other IT systems of the Institute, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in computer security breach.	a/b	d		
10. Any form of bribery (attempted or consummated) of any faculty member or personnel of the Institute	b/d			
11. Stealing, attempting and/or facilitating to steal	a/b/d			
12. Vandalism, or the willful or negligent destruction of any property of the Institute which includes, but is not limited to such acts as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the Institute	a/b	d		
13. Unauthorized/misuse of emergency switch such as but not limited to fire alarms, activation of water sprinklers and the likes	a/b			



14. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the Institute	b/d			
15. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Activities or not listed in the official list of organizations	b/d			
16. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to: LSD, marijuana, heroin, shabu, amphetamines, barbiturates or opiates in any form within the premises or immediate vicinity of the Institute	b/d			
17. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the Institute whether or not in connection with an official school activity approved by the Office of Student Activities; drinking outside the premises of the Institute in connection with an official school activity approved by the Office of the Student Activities; or entering the campus under the influence of alcohol	b	d		
18. Public display of Affection (PDA), which offends or tends to offend the sensibilities of the Academic Community or inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying / leaning on another person, etc. within the school premises or at any school-sponsored activity	a	b	d	
19. Engaging in lewd, obscene, or immoral conduct within the campus premises	b/d			
20. Engaging in any form of gambling within the premises of the Institute	a	b	d	
21. Smoking at any time within the school premises	a	b	d	
22. All forms of student protests whose distinctive characteristics are physical force, violence, threat and intimidation	b/d			
23. Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of the Student Activities	a	b	d	
24. Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of Student Activities or appropriate school authorities	a	b	d	
25. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	b/c/d			
26. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the Institute	b	d		
27. Embezzlement of funds of a student organization or student council	b	d		
28. Willful failure to comply with instruction (either oral or written), summons and/ or notices given/issued for purposes of investigation conducted in connection with discipline related offenses, or any matters related/in connection to the official function of the Institute in accordance with law of the land	a	b	d	
29. Perjury, lying or giving false statements in any administrative proceeding and/ or presenting false documents to mislead an investigation during the administrative proceedings	b/d			
30. Violation of any penal statute or of rules and regulations	b/d			

promulgated by the Department of Education, of the policies and regulations of MCM or of any valid order by proper authorities				
31. Habitual tardiness (6 or more repeated tardiness spread through the semester)	a	b		
32. Discourtesy or disrespect to faculty members, employees, students and visitors	b	d		
33. Misbehavior during school programs, activities and events	a	b	d	
34. Disrespect for national and MCM symbols	a	b	d	
35. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	d			
36. Any other acts that compromise the name and reputation of MCM as a premier educational institution	b/d			

Deadline of the completion of the community service given as sanction both for minor and major infractions to a student shall be determined by the Prefect of Discipline in consideration of the academic schedule and activities of the student.

Student liability shall NOT be confined to the enumeration because some may be generally worded to encompass related wrong doings.

In order for the students to understand the gravity of their misdemeanor, the Office of the Prefect of Discipline can require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the Head of the Center for Guidance and Counseling.

The Institute reserves the right to impose other sanctions other than those stipulated in this handbook provided that it is in accordance with the law.

## Discipline Procedures

a. Formal complaints against students shall be submitted to the Office of the Prefect of Discipline; complaints may come from faculty members, school officials, non-teaching employees and students.

b. The Prefect of Discipline shall then conduct a **preliminary investigation** and shall gather all evidence including documents and materials as he/she may deem relevant.

c. Upon receipt of all relevant documents, materials, and other evidence including the names of witnesses, the Prefect of Discipline shall assess the gravity and complexity of the case, and proceed to handle the same in accordance with the provisions of "Authority of the Prefect of Discipline." The Prefect shall have authority to dismiss any complaint which to his/her opinion is devoid of merit with the written approval of the School Principal.

## **Procedures Applicable to Cases Involving Major Offenses or Complex Cases**

### **I. SHOW-CAUSE NOTICE**

The Prefect of Discipline shall serve a show-cause notice to the student/s involved informing them of the offense charged and the imposable sanctions and requiring them to submit a notarized reply countersigned by their parent/guardian within 72 hours from receipt.

### **II. NOTICE OF HEARING**

a. A written notice shall be served by the Prefect of Discipline, as the case maybe, at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the schedule and/or proceedings of the hearing.

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

### **III. HEARING**

a. The Prefect of Discipline or CDI, as the case may be, shall ensure that due process is duly satisfied.

b. The Prefect of Discipline or CDI, as the case may be, shall ensure that the respondent is duly informed in writing of the nature and cause of the complaint, the sanctions involved. The respondent shall be given an opportunity to answer the charges filed against him. In any stage of the proceedings, respondent may seek assistance of counsel if he so prefers.

c. The Prefect of Discipline or CDI, as the case may be, shall likewise ensure that a respondent is given an opportunity to face the accuser/s, examine the evidence presented against him, defend himself and present witnesses if he so desires.

d. The absence of the respondent at the initial hearing after due notice shall be noted and the Prefect of Discipline or CDI shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted and no further hearing is required under the circumstances, the Prefect of Discipline shall submit its recommendations to the Principal based on the merits of the evidence(s) presented and admitted.

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

f. The official hearings shall be held continually. All cases shall be resolved within three (3) months from the receipt of the complaint. Any delay shall not be allowed except for justifiable reasons as may be determined by the Prefect of Discipline.

g. During the hearing, the complainant and the respondent shall each present evidence(s) and witnesses, unless otherwise waived.

h. This is an administrative proceeding. Complainant, and respondent and or witnesses are obligated to tell the truth as this is an official proceeding.

i. After all parties have presented their evidences, the Prefect of Discipline or CDI shall proceed to evaluate the evidence and testimonies.

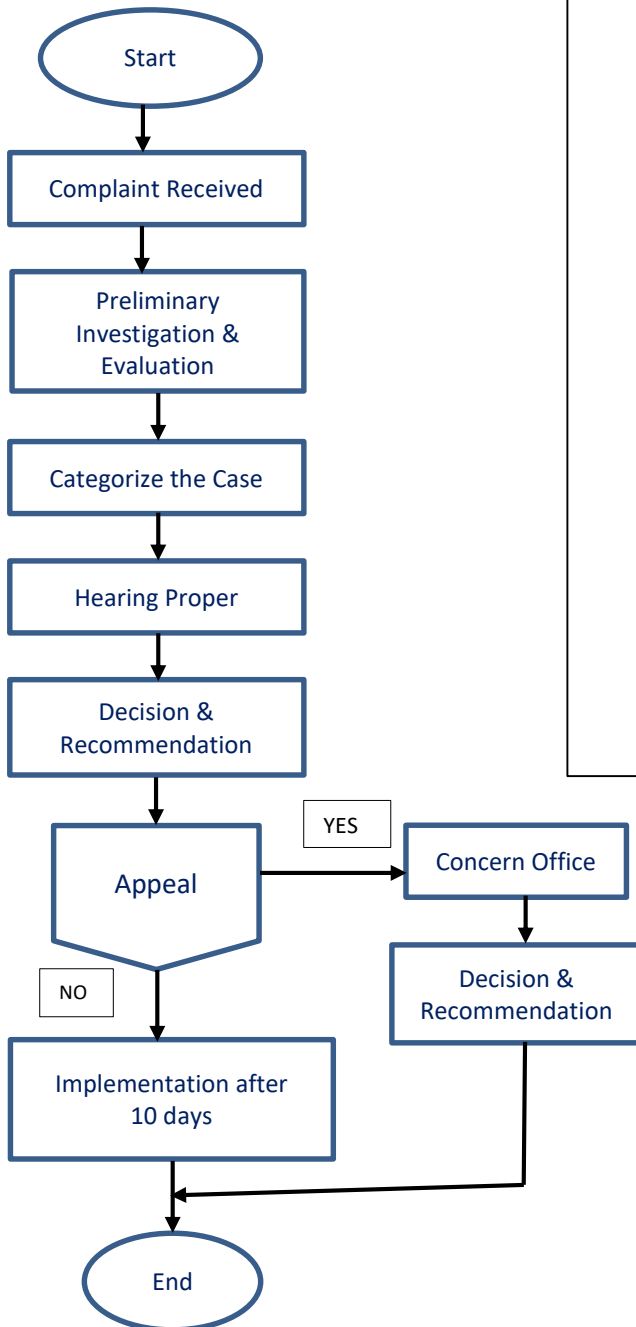
j. The Prefect of Discipline or the Chair of the CDI, as the case may be, shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process. Parties counsels may be allowed to intervene or ask questions only if allowed by the Prefect or CDI.

k. Should a respondent admit to the charges against him, he shall be required to execute a written admission or confession of guilt and shall be made to appear before the Prefect of Discipline or the CDI in order to affirm the written admission or confession. Sanctions shall be enforced immediately but may be lowered at the discretion of the Institute acting through the Prefect or the CDI.

## **Resolution**

- a. The Prefect of Discipline or the CDI, as the case may be, shall resolve a case within one (1) month after the last hearing of the case.
- b. Where the sanction recommended is equivalent to more than 10 days, the Prefect of Discipline or the CDI, as the case may be, shall endorse the findings and recommendations to the Office of the School Principal for execution.
- c. The Office of the Vice President (OVP), Office of the Registrar, the Principal, the faculty member(s) concerned, the student(s) concerned and the student's/parents, shall be given copies of the decision.
- d. The decision may be appealed to the Office of the Vice President (EVP) within ten (10) days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision shall be rendered final and executory.

## Flow Chart in Hearing of Student Cases



- Complaints shall be filed at the POD who has jurisdiction only in cases where Student/s are the respondents.
- POD conducts preliminary investigation and evaluation to determine prima facie evidence
- Cases are categorized into three;
  - a. cases with equivalent sanction of suspension 1-10 days with or without community service
  - b. cases with equivalent sanction of suspension 22-20 days with or without community service
  - c. cases recommended for Committee on Decorum and Investigation, upon discretion of the POD (based on the complexity of the case)
- All cases will be heard with strict observance of due process
- After hearing of the case, decision/recommendation will be formulated for implementation/approval of the concerned office/s
- Appeal of cases with equivalent penalty of suspension of less than 20% of the prescribed class days for the school year with or without community service imposed by the POD shall be filed with the Office of the Principal while cases handled by the CDI and those with equivalent sanction of non-readmission and/or expulsions shall be filed to the Office of Executive Vice President
- Decision shall become final and executory after 10

## Anti-Bullying Policy of MCM

Malayan Colleges Mindanao values a healthy and peaceful educational environment. All members of the school community, which includes students, parents and guardians, and the community in general should be made aware of the negative effects that bullying can have on victims and the school should work towards ensuring that students can work and study in an environment without fear.

The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms. The School takes a strong stance against bullying. Bullying is unacceptable in our school and will not be tolerated.

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

(1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

(2) Any act that causes damage to a victim's psyche and/or emotional well-being;

(3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;

Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012.

The school designates an **Anti-Bullying Committee** (as required by DepEd order No.40,series 2012) who shall ensure that the anti-bullying policy is adopted by the school is implemented, monitor cases related to bullying and make necessary referrals to appropriate agencies, persons, offices as may be required by the circumstances. The Anti-Bullying Committee is composed of the following:

1. Principal- Chairperson
2. Guidance Counselor-Vice Chairperson
3. Representative of the Faculty Members
4. representative of the Parents
5. Representative of the Students
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC) (ad hoc).

## **Procedure in Handling Bullying Cases**

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

## **Fact-Finding and Documentation**

The Office of Prefect of Discipline/Center for Guidance and Counseling shall:

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

## **Standard Campus Attire**

Students are expected to wear their prescribed school uniform during Monday, Tuesday, Thursday and Friday. Students may wear civilian clothes every Wednesday (wash day). Identification card is part of the uniform; hence, it must always be worn by the student inside the school campus.

P.E. Uniform must be worn during P.E. classes only. Students are required to wear school uniform before and after P.E. classes; except when P.E. class falls on Wash Day. If the P.E. class is on a Monday, first subject in the morning/afternoon, the students are required to wear proper school uniform to permit entry in the school premises.

## Recommended Attire during Wash Day for Male Students

- a. Short-sleeved shirts
- b. Long-sleeved shirts
- c. T-shirts with sleeves but without patches or indecent letterings or pictures or symbols/ logos of unrecognized student organizations like fraternities.
- d. All custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking **shorts is allowed** with length of 1 inch at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed.
- e. Well-polished shoes (leather or other materials) or washed rubber shoes.
- f. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is not allowed.
- g. Cross-dressing is not allowed.
- h. Wearing of slippers is not allowed.

Haircut for Male: . “Neat and Presentable hair style”(within the parameters of decency). Loud hair color(distracting to the teacher or other learners) is not allowed.

## Recommended Attire during Wash Day for Female Students

- a. Simple dresses
- b. Blouses except those with bare-midriff or spaghetti straps or off-shoulder/see-through
- c. T-shirts without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities.
- d. Skirts or custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking **shorts is allowed** with length of 1 inch at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed. Any types of clothing with length of more than 2 inches above the knee is not allowed.
- e. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is not allowed.
- f. Wearing of slippers is not allowed.
- g. Loud hair color(distracting to the teacher or other learners) is not allowed.

## Cleanliness and Orderliness in the Campus

The Institute adopts a CLEAN AS YOU GO (CLAYGO) System which must be observed by all students, faculty, non-teaching employees, visitors and guests anywhere and anytime inside the campus.

All students must observe proper waste disposal and segregation of wastes. Trash bins are provided for biodegradable and nonbiodegradable materials.



## Grading System and Identification of Academic Honors

Malayan Colleges Mindanao-Senior High School Department follows DepEd order No. 8 series 2015 in its grading System and in identifying its academic honors. MCM SHS uses a standards- and competency-based grading system.

		Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL/Sports/Arts and Design Track)	
			All other Subjects	Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance	All other subjects	Work Immersion/ Research/ Exhibit/ Performance
11 to 12	Written Work	25%	25%	35%	20%	
	Performance Tasks	50%	45%	40%	60%	
	Quarterly Assessment	25%	30%	25%	20%	

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

The transmuted grades will have number-equivalent as shown in the table below;

Transmuted Grade	Descriptor	Remarks
<b>90-100</b>	Outstanding	PASSED
<b>85-89</b>	Very Satisfactory	PASSED
<b>80-84</b>	Satisfactory	PASSED
<b>75-79</b>	Fairly Satisfactory	PASSED
<b>Below 75</b>	Did Not Meet Expectations	FAILED

The award for Academic Excellence within the quarter is given to learners from Grades 11-12 who have attained an average of at least 90 and passed ALL learning areas- with no grade below 88.

<b>Academic Excellence Award</b>	<b>Average Grade per Quarter</b>
<b>FIRST HONORS</b> <i>(With Highest Honors)</i>	96-100
<b>SECOND HONORS</b> <i>(With High Honors)</i>	93-95.99
<b>THIRD HONORS</b> <i>(With Honors)</i>	90-92.99

Students who have attained an average of at least 90 and passed all learning areas- with no grade below 88 in a given semester shall be given Certificate of Recognition at the end of the semester.

Students who have attained an average of at least 90 and passed all learning areas- with no grade below 88 for all courses taken in the grade eleven shall be given Recognition at the end of the school year.

### **Promotion and Retention**

<b>Grades</b>	<b>Consequence</b>
Grades of 75 or higher in all courses/subjects	<b><u>Passed:</u></b> Cleared to enroll courses scheduled in next semestre
Grade of 70 to 74 in a particular course or courses	Will take remedial classes/removal exams
Grade of 69 and below	Re-enroll subject during summer

**Appendix 1 – Ang Pambansang Awit ng Pilipinas**

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

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

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

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

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

## **Appendix 2 – Panunumpa ng Katapatan sa Watawat ng Pilipinas**

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

## **Appendix 3 - Panatang Makabayan**

Iniibig ko ang Pilipinas,  
aking lupang sinilangan,  
Tahanan ng aking lahi,  
kinukupkop ako at tinutulungang  
Maging malakas, masipag at marangal  
Dahil mahal ko ang Pilipinas,  
Diringgin ko ang payo ng aking magulang,  
Susundin ko ang tuntunin ng paaralan,  
Tutuparin ko ang mga tungkulin  
ng isang mamamayang makabayan,  
Naglilingkod, nag-aaral at nagdarasal  
nang buong katapatan .  
Iaalay ko ang aking buhay, pangarap, pagsisikap  
Sa bansang Pilipinas .

## Appendix 4 – The Malayan Hymn The Malayan Hymn

**Lyrics: Dr. Reynaldo B. Vea**

**Music: Mr. Joel Navarro**

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

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

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

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

## **Appendix 5 – GOVERNMENT REGULATIONS**

### **GOVERNMENT REGULATIONS ON STUDENT DISCIPLINE**

Malayan Colleges Mindanao abides by the following government regulations in the enforcement of student discipline.

**Republic Act No. 11053 or the “Anti-Hazing Act of 2018” (Amendment of Republic Act 8049 or the “Anti-Hazing Law of 1995)** – “ An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose **Republic Act No. 8049**, Entitled “An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefor.”

**CHED Memorandum Order No. 4 Series of 1995** – “Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations”

**Republic Act No. 7877 or the “Anti-Sexual Harassment Act of 1995”** – “An Act Declaring Sexual Harassment Unlawful In The Employment, Education or Training Environment, and for Other Purposes.”

**Republic Act No. 9165 or “Comprehensive Dangerous Drugs Act of 2002”** – “An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing Republic Act No. 6425, Otherwise Known As The Dangerous Drugs Act Of 1972, As Amended, Providing Funds Therefor, and for Other Purposes”

**Republic Act No. 10173 or “Data Privacy Act of 2012”** – “An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for This Purpose A National Privacy Commission, and For Other Purposes”

**DepEd Order No. 40 Series of 2012: “DepEd Child Protection Policy”** - Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and Other Forms of Abuse

**Republic Act No. 10627: “Implementing Rules and Regulations of the Anti-Bullying Act of 2013”**

**DepEd Order No. 40 Series of 2017: “Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools”**

**Republic Act No. 11036 or “Mental Health Act of 2018”** – “An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes”

**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 SE

**REPUBLIC ACT NO. 9262 . "Anti-Violence Against Women and Their Children Act of 2004."** AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

**RA No. 7610**, “Special Protection of Children Against Abuse, Exploitation and Discrimination Act.” An Act Providing for Stronger Deterrence and Special Protection against Child Abuse, Exploitation, and Discrimination, Providing Penalties for its Violation and Other Purposes

**Republic Act 8504: “Philippine AIDS Prevention and Control Act of 1998.”**

AN ACT PROMULGATING POLICIES AND PRESCRIBING MEASURES FOR THE PREVENTION AND CONTROL OF HIV/AIDS IN THE PHILIPPINES, INSTITUTING A NATIONWIDE HIV/AIDS PROGRAM, ESTABLISHING A COMPREHENSIVE HIV/AIDS MONITORING SYSTEM, STRENGTHENING THE PHILIPPINE NATIONAL AIDS COUNCIL, AND FOR OTHER PURPOSES

## MEMORANDUM OF AGREEMENT (MOA)

We, \_\_\_\_\_, the parents of \_\_\_\_\_, enrolled our child at the Malayan Colleges Mindanao-Senior High School Department for the School year 2018-19 understand and agree to the following:

1. Uphold and support the high academic standard of MCM by providing guidance, supervision and encouragement to our child for the completion of any school work, assignments, exams and projects.
2. Motivate our child to accomplish his/her goals for the school year.
3. Attend the periodical parents-teacher conference to evaluate our child's work and progress and other school activities requiring our attendance.
4. Allow our child to take part in school activities including sports and other activities that is within the capacity and interest of our child.
5. Appreciate the standards of the school and will not tolerate disrespect and profanity in words or actions to the officials and personnel of the school.

In conformity with the MCM School Rules and Regulations and with this Memorandum of Agreement, we hereby affix our signatures.

\_\_\_\_\_  
Signature over Printed Name  
of Parent/Guardian

\_\_\_\_\_  
Signature over Printed Name  
of Parent/Guardian

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Student  
Date Signed: \_\_\_\_\_  
Grade Level & Section: \_\_\_\_\_