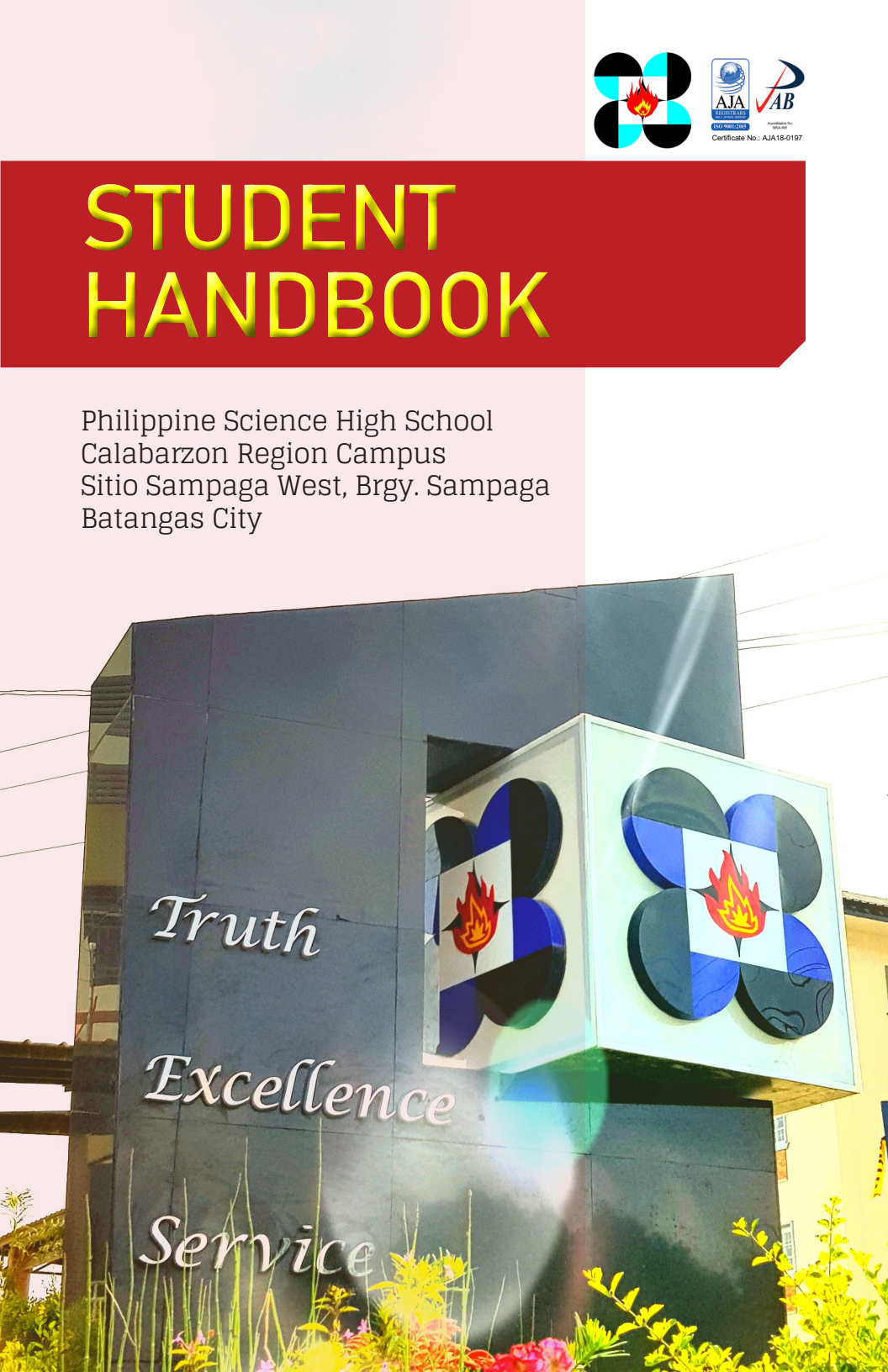




STUDENT HANDBOOK

Philippine Science High School
Calabarzon Region Campus
Sitio Sampaga West, Brgy. Sampaga
Batangas City



THE SCHOLAR'S PLEDGE

Committed to the pursuit of excellence, foremost in my academic life and later, in my service to the Filipino people to whom I owe the gift of my education and to whose upliftment I must dedicate my God-given talents and acquired expertise in science and technology.

I envision myself as creative, inventive, and innovative, taking the lead in initiating positive changes that will enrich my school, my community, and Philippine society.

As a scholar, I embody the scientific spirit - inquisitive, logical, analytical and critical - but also equally imbued with the humanist values of justice and compassion, prudence, integrity, and humility.

I am committed to the perpetuation of the human race and the preservation of the universe that is its home;

I finally envision myself as actively professing and operationalizing love of God, country, others, and self in all my goals, activities and achievements.

CONFORME

We have read and fully understood the content of the Philippine Science High School Calabarzon Region Campus Student Handbook SY 2019 - 2020 and will abide by the school rules and regulations.

Student's Name and Signature
Date: _____

Father's Name and Signature
Date: _____

Mother's Name and Signature
Date: _____

Guardian's Name and Signature
(optional)
Date: _____

School Representative/Class Adviser
Date: _____



FOREWORD

This Handbook is prepared to provide scholars with basic information about the Philippine Science High School (PSHS) - Calabarzon Region Campus' guidelines, offices, services, programs, the PSHS Code of Conduct and other rules and regulations. It aims to equip students with basic knowledge in facing the challenges of being PSHS scholars.

The contents of this Handbook are based on existing Board of Trustees (BOT) approved guidelines, ISO Manuals on Curriculum and Instruction, Student Services and Student Affairs, ISO Forms, and PSHS Calabarzon Region Campus policies. Amendments made by the BOT and/or PSHS Calabarzon Region Campus Management Committee (ManCom) to any provision shall be circularized within ten (10) days after approval and shall be an integral part of this Handbook and take effect fifteen (15) days after circulation.

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Approved by the Management Committee
of PSHS Calabarzon Region Campus

Office of the Student Services Division (SSD)
PSHS Calabarzon Region Campus
Sitio Sampaga West, Barangay Sampaga
Batangas City

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I. INTRODUCTION

A. History

The Philippine Science High School was established by R.A. No. 3661 which was signed into law on June 22, 1963. The school formally opened on September 5, 1964. The charter mandates the PSHS “to offer on a free scholarship basis, a secondary course with emphasis on subjects pertaining to the sciences with the end in view of preparing its students for a science career.” From the first campus in Diliman, Quezon City, it has expanded into a nationwide system of schools.

The PSHS started out in a rented building owned by the Philippine Government Employees Association (PGEA) on a one-hectare site along the Elliptical Road, Quezon City. On August 1, 1970, the school moved to its present campus housed in prefabricated buildings on a 7.5 hectare site along Agham Road, Diliman, Quezon City. On July 1, 1972, the school occupied its permanent buildings.

The PSHS started with a 5-year curriculum. This was reduced to four years in school year 1970-1971. Over the years, the curriculum has undergone changes designed to upgrade the quality of education at PSHS.

To expand the opportunities for students who are talented in science, mathematics and technology, two regional campuses were established. The PSHS - Mindanao Campus started its operations in July 1988. It is located at Sto. Niño, Tugbok District, Davao City. The PSHS - Western Visayas Campus formally opened on July 1, 1993. It is located at Barangay Bitoon, District of Jaro, Iloilo City. The school further expanded through Republic Act No. 7373, which created the PSHS Eastern Visayas Campus at Tacloban City. It started operations on July 4, 1994. Each regional campus annually admits 90 scholars.

On February 12, 1998, President Fidel V. Ramos approved R.A. No. 8496 or the Philippine Science High School System Act of 1997. The law took effect on March 6, 1998. The primary objective of this Act is to integrate the existing PSHS at Diliman, Eastern Visayas, Western Visayas, Mindanao and future campuses into one system of

governance and management. This will ensure uniformity in quality standards to maintain its leadership in secondary level science and technology education.

Three new campuses were added to the PSHS System in 1998 which started operations in School Year 1998-1999. These are: the PSHS Lanao del Norte Campus, created by R.A. No. 8496; the Cagayan Valley Campus which started out as the Nueva Vizcaya Science High School in Bayombong, Nueva Vizcaya, created by R.A. No. 7622, as amended by R.A. No. 8364 and later integrated into the PSHS System under R.A. No. 8496; and, the Bicol Region Campus in Goa, Camarines Sur which was created by R.A. No. 8304, as amended by R.A. No. 8619 and also integrated into the system under R.A. No. 8496.

In 2001, the PSHS System law was further amended by R.A. No. 9036 consolidating the power and authority over all PSHS System campuses into a single Board of Trustees to ensure uniform policy coordination, standards and management. The Ilocos Region Campus was also created under R.A. No. 9036. It opened on July 14, 2003.

The System continues to grow, PSHS - Cebu, located in Argao, Cebu opened in July of School Year 2006-2007.

For School Year 2009 - 2010, two new campuses opened, namely PSHS -Region III in Clark, Pampanga and PSHS - CAR in La Trinidad, Benguet.

PSHS SOCCSKSARGEN Region Campus (SRC) in Region 12 has started to operate in 2013 and is the country’s 12th and the third in Mindanao. It is located at Barangay Paraiso in Koronadal City near the would-be-state-of-the-art Philippine National Halal Laboratory and Science Center of DOST-12.

PSHS System’s 13th campus is named PSHS-CARAGA located in a 5-hectare land in Barangay Ampayon, Butuan City, donated by former Philippine Vice-President Teofisto T. Guingona, Jr. Construction of the buildings started in 2013 and classes began in School Year 2014-2015.

“With the growth of Pisay comes development. With development comes great change.”[1] (<http://mc.pshs.edu.ph/about/history/>) As the 14th Regional Campus of the Philippine Science High School

System, PSHS CBZRC is so honoured to be part of the PSHS Fifth Decade/ Golden Years. From its inception when the donation of the campus location was formally finalized in November 2013 as then DOST Secretary Mario Montejo and the school's Board of Trustees (BOT) signed Resolution No. 2013-11-34, that established said regional campus until its Ground breaking last March 10, 2016, with the theme, "Igniting the Gift of Fire", PSHS CBZRC has indeed the makings of a diamond in the rough – cultivated and polished relentlessly. Upon completion of the campus' Academic Building 1, Residence Hall for Boys and perimeter fence in a five hectare lot in Barangay Sampaga last June, 2017, it is the seventh and the last PSHS campus to be built in mainland Luzon. [2] (https://en.wikipedia.org/wiki/Philippine_Science_High_School_CALABARZON_Region_Campus)

Now on its 3rd year and 9 months from its launch and 2 years in operation, PSHS CBZRC is already housed in its permanent site since June 1, 2017 in Sitio Sampaga West, Barangay Sampaga, as one of its great achievements. It is thus, without a doubt, that PSHS CBZRC has been gifted with remarkable milestones even from its foundation.

As embodied in its philosophy, PSHS CBZRC under the distinguished leadership of its Campus Director, Dr. Jose M. Andaya along with competent Special Science Teachers and administrative staff in the Finance Division and Student Services Division, in partnership with the Local Government Unit, government and non-government organizations as well as supportive parents, Team Pisay Calabarzon generate a formidable teamwork that develops the full potential and unique giftedness of its scholars.

Indeed, PSHS CBZRC's gift of fire has been ignited and the people behind it continue to lift up the torch with blazing ardour and dedication to let its brilliance gleam in the 21st century and beyond.

On June 12, 2015, the PSHS System Board of Trustees signed the resolution to establish PSHS Zamboanga Peninsula Region Campus (PSHS-ZRC) in Barangay Cogon, Dipolog City, Zamboanga del Norte.

PSHS Zamboanga Peninsula Campus opened last June, 2016 as

the 15th campus of the PSHS System.

The 16th PSHS Regional Campus known as MRC (Mimaropa) had its groundbreaking ceremony last April 7, 2016 in Brgy. Rizal, Odiongan, Romblon.

Governor Eduardo C. Firmalo gave support by lending the Provincial Convention Center while the construction of the buildings of PSHS MRC is on going.

PSHS MRC formally opened its classes last July, 2016.

B. Philosophy and Goals of the PSHS Education

The main purpose of the PSHS education is to develop the full potential and unique giftedness of its scholars. The PSHS special science curriculum instills a passion for learning in the scholars and inspires them to choose careers in science and technology in order to contribute to national development. The PSHS is most effective in a globally-competitive environment characterized by all-around performance excellence, a dynamic and collaborative leadership, outstanding facilities, resources and support alliances, and an unswerving commitment of service to the nation and to one another.

C. Mission

The Philippine Science High School, operating under one System of Governance and Management, provides scholarships to students with high aptitude in science and mathematics.

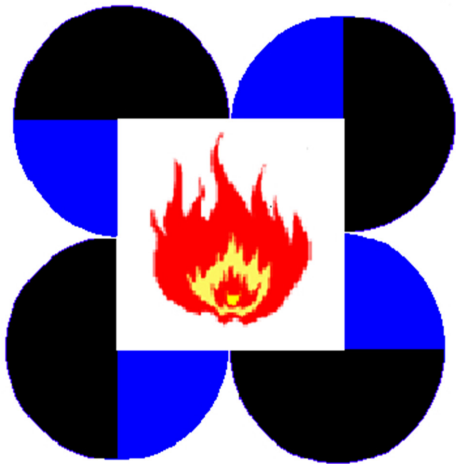
The PSHS System offers an education that is humanistic in spirit, global in perspective, and patriotic in orientation. It is based on a curriculum that emphasizes science and mathematics as well as the development of well-rounded individuals.

The PSHS prepares its students for careers in Science and Technology and contributes to nation building by helping the country attain a critical mass of professionals and leaders in Science and Technology.

D. Vision

We are the leading science high school in the Asia Pacific region preparing our scholars to become globally competitive Filipino scientists equipped with 21st century skills and imbued with the core values of truth, excellence and service to nation.

E. The Official Logo



The flame, which is the substance of the PSHS logo, symbolizes enthusiasm, ardor, light and warmth. The flame is seen in the center of the four circles (paired together), the common symbol of the DOST and its agencies, one of which is the Philippine Science High School. The circles symbolize unit particles, the building blocks of nature, which are the subject and substance of science and technology. The circle design gives an illusion of movement signifying progress through Science and Technology.

F. The Philippine Science High School Hymn

English Version

Philippine Science High
Thou stands above
with thy thoughts that lift
And fit all thy sons with wings
To lend us flight
in the sowing of our gifts

Oh, Philippine Science High,
Thy wisdom arms our youth
As we reach for our dreams
As we strive for our goals
As we search for the
untarnished truth.

Philippine Science High,
The PSHS in us will grow
And go as we wander o'er
the crests and troughs
of the sea of life that flows

Oh, Philippine Science High
Thy light our beacon be
In our path through the world
In our fight for the right
In pursuit of a glorious thee

*Lyrics: Mario Taguiwalo
(PSHS '69)*

Music: Rey Paguio

Tagalog Version

Philippine Science High
Patuloy mong itinataas
Kaming 'yong mga anak
Sa paglinang ng aming kakayahan.

O, Philippine Science High
Dunong mo'y patnubay
Sa mga pangarap
Sa aming hinahangad
Na katotohanang lantay.

Philippine Science High
Sa aming puso'y lumalago
At sa'n man magtungo
Magpapatuloy sa dagat ng buhay

O, Philippine Science High
Liwang mo'y tanglaw
Sa amin ay gabay
Sa landas ng buhay
Sa dakilang minimithi

*Lyrics: Tanglaw Roman
(PSHS '99)*

G. Himig DOST

Dumating na ang bagong pag-asa ng ating bansang sinisinta.
Ang DOST ay sumilang na, lingkod ng bayan sa t'wina.
Pagtuklas ng bagong karunungan sa iba't-ibang uring agham,
Ang mithi'y kasaganaan at kaunlaran ng ating lipunan.

Ibandila ang kanyang sagisag,
Ya'y tanda ng ating pagsisikap.
Pagtupad ng 'ting pangarap at biyayang malalaspap.
Magpugay tayo ng sabay-sabay.

Mabuhay, mabuhay, ang DOST
Ang siyensiya'y sandigan ng maunlad na bayan
Layuni'y dakila at maipagkakapuri
Magkaisa ng dalangin para sa inang bayan.

Mabuhay, mabuhay, ang DOST
Ang siyensiya'y sandigan ng maunlad na bayan
Layuni'y dakila at maipagkakapuri
Magkaisa ng dalangin para sa inang bayan.

H. Panatang Makabayan

Iniiibig ko ang Pilipinas, aking lupang sinilangan.
Ito ang tahanan ng aking lahi;
kinukupkop ako at tinulungang 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 tungkulin ng mamamayang makabayan;
naglilingkod, nag-aaral, at nagdarasal nang buong katapatan.
Iaalay ko ang aking buhay, pangarap, pagsisikap sa
bansang Pilipinas.

I. Panunumpa Sa Watawat

(RA 8491—Flag and Heraldic Code of the Philippines)

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

J. The Scholar's Pledge

I am a Philippine Science High School scholar
committed to the pursuit of excellence,
foremost in my academic life and later,
in my service to the Filipino people
to whom I owe the gift of my education and
to whose upliftment I must dedicate my God-given talents
and acquired expertise in science and technology.

I envision myself as creative, inventive, and innovative,
taking the lead in initiating positive changes
that will enrich my school, my community, and Philippine society.

As a scholar, I embody the scientific spirit - inquisitive, logical,
analytical and critical - but also equally imbued
with the humanist values of justice and compassion,
prudence, integrity, and humility.

I am committed to the perpetuation of the human race and
the preservation of the universe that is its home;
Finally, I envision myself as actively professing and
operationalizing love of God, country, others, and self

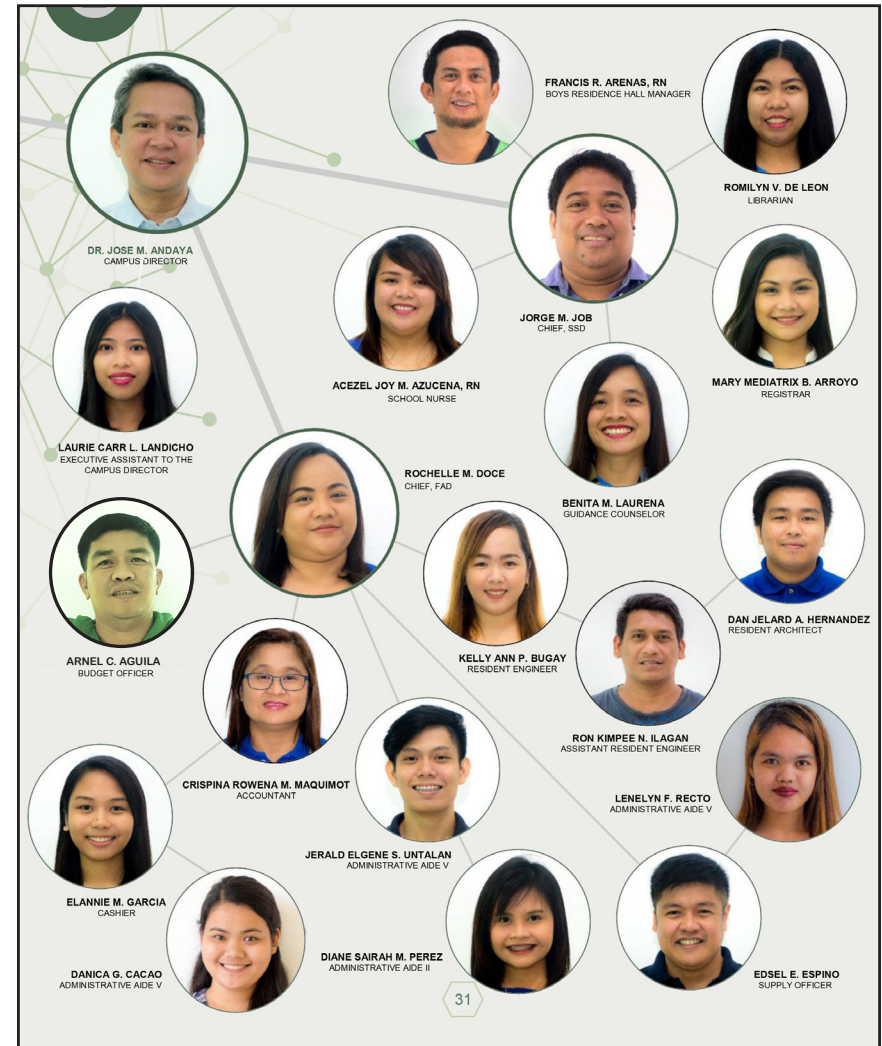
K. Governance

The PSHS Calabarzon Region Campus is one of the campuses of the PSHS System, which is under the administrative supervision of the Department of Science and Technology (DOST). The PSHS System Board of Trustees (BOT) is the Governing Board of all campuses under the PSHS System.

The Board of Trustees is chaired by the DOST Secretary, with the Secretary of the Department of Education as vice-chair. The members are: the UP President, the PSHS System Executive Director, the Director of the Science Education Institute (SEI), the Chairman of the PSHS National Alumni Association, the chairpersons of the congressional committees in science and technology of the Senate and the House of Representatives, and one representative each from higher education, education of the gifted, industry, agriculture, and new and emerging technologies.

L. Organizational Chart of PSHS Calabarzon Region Campus

Office of the Campus Director
 Finance and Administration Division
 Student Services Division



Curriculum and Instruction Division

RICHARD A. INUMERABLE UNIT HEAD, SOC.SCI., VAL. ED. AND PEHM PE 1, 3, and 4	RONNEL S. ESCALERA PE 1 and 2, HEALTH 1 and 2	MYLA A. ARGENTE HEALTH 3 and 4, VAL. ED 2
JONI M. ALBARICO CHIEF, CURRICULUM AND INSTRUCTION DIVISION INTEGRATED SCIENCE 2	QUENNIE MARICE D. MAGLASANG UNIT HEAD, LANGUAGES FILIPINO 2	ARLENE F. MAUHAY FILIPINO 1
MARIBEL C. FLORIDA ASSISTANT TO THE CID CHIEF COMPUTER SCIENCE 2	MABELLE V. FURTO UNIT HEAD, BIOLOGY, CHEMISTRY AND RESEARCH CHEMISTRY 1 and 2	DEXTER VILE J. LAURDEN INTEGRATED SCIENCE 1 and CHEMISTRY 2, BIOCHEMISTRY
JUDITH-ANN U. SORIANO SECRETARY TO THE CID	FRANCIS M. EMRALINO UNIT HEAD, MATH and PHYSICS PHYSICS 1, EARTH SCIENCE	HAZEL H. ABARETA PHYSICS 2, ADVANCED PHYSICS
ERNIE V. ROA UNIT HEAD, COMPUTER SCIENCE AND TECHNOLOGY / ADTECH 2	KRISTOFFER NOLAN C. MORADA ADTECH 1	KIMBERLY FAYE M. VIANA COMPUTER SCIENCE 1

Curriculum and Instruction Division

SARHA A. BAUTISTA MUSIC 1-4	NAZARENO M. GAVINA SOCIAL SCIENCE 1 and 2	FERDINAND S. PAUNIL SOCIAL SCIENCE 2 and 3	MARY ANGEL L. GAVINA VAL. ED. 1 and 2, SOCIAL SCIENCE 1
JARHYN D. FLOQUENCIO FILIPINO 2 and 4	JOHN VINCENT V. FORTEZA ENGLISH 1	ABIGAIL M. OCAMPO ENGLISH 2	SUNSHINE G. BLANCO ENGLISH 3
JOHN JOSHUA A. AZUCENA BIOLOGY 1, BIOTECHNIQUES	AVRIL LEY ANN V. RECTO BIOLOGY 2, INTEGRATED SCIENCE 2	CLADYS M. FALCUNAYA RESEARCH 1	RENDELL M. SANCHEZ ENGLISH 1 and 4
KARLO B. CRISTOBAL MATHEMATICS 1 and 4	ALONA I. GATOC MATHEMATICS 2	ELMER C. ALCAZAR MATHEMATICS 3, INTEGRATED SCIENCE 2	EDUARDO V. ISABELA JR. SCIENCE RESEARCH ASSISTANT
LEO R. MACALALAD COMPUTER SCIENCE 3	AMY U. ACLAN COMPUTER SCIENCE 4, ADVANCED COMPUTER PROGRAMMING	SHIELA LIZ L. ATIVO STATISTICS 1, ADVANCED STATISTICS	ROMEO M. MADRONA JR. MATHEMATICS 4, NUMBER THEORY

M. Pisay Creed

The PSHS believes that each student can expand his abilities by integrating certain qualities. Each letter represents a trait that PSHS hopes to imbibe in each of its students in order to fulfill the philosophy the school has laid out for the benefit of the whole community.

P. Patriotism

Scholars are taught to be proud of their Filipino identity and cultural heritage. They are also taught to promote a culture of excellence in their fellow countrymen. The school also inculcates the love of country in order to instill a sense of pride in being a Filipino.

I. Integrity

Beginning in their first year of education, the scholars are taught to be honest and truthful in their work, words and actions. They are taught to uphold the untarnished truth, and as they go through their four years of education, they are also trained to incorporate in themselves a sense of dignity and self-discipline.

S. Service

Every PSHS scholar is obliged to serve the country as a way of giving back to the government that has educated him. To serve the nation wholeheartedly is one of the goals of PSHS in unifying the whole system and scholars alike.

A. Academic Excellence

Scholars strive for excellence in their studies in order to make world-class scientists and mathematicians. The PSHS also aims to align their achievements with local and international standards, creating highly-trained students competing inside and outside the country.

Y. Youth leadership

Every scholar is given the chance to lead and is encouraged to take initiative in leading others to do the right thing. The PSHS instills a sense of leadership and independence in order for the students to promote a sense of cooperation in the whole community and become active in nation-building.

II. SCHOLARSHIP POLICY

A. Scholarship Categories

The Philippine Science High School offers free tuition, monthly stipend and loan of available textbooks to scholar awardees. In addition, a monthly living allowance determined by the Board of Trustees shall be given to those financially deserving.

There are four scholarship categories to which the present scholar may belong: Full, Partial 1, Partial 2, and Partial 3.

Classification of a student into any of the scholarship categories is dependent upon his socio-economic bracket based on economic indicators as determined by the Scholarship Categorization Committee .

B. The Science-Based and Technology-Enriched Curriculum

GRADE SEVEN

Subject	Course Description	Units
Integrated Science 1	Investigating Our Surrounding	1.7
Mathematics 1	Elementary Algebra	1.7
English 1	Communication Arts 1 and Philippine Literature	1.3
Filipino 1	Kasanayan sa Komunikasyon (Wika at Panitikan)	1.0
Social Science 1	Philippine History	1.0
PEHM 1	Physical Education, Health, and Music 1	1.0
Values Education 1	Foundation of Values Education	0.7
ADTech 1	Basic Skills in Design and Technology	1.0
Computer Science 1	Foundations of Information and Communications Technology	1.0

GRADE EIGHT

Subject	Course Description	Units
Integrated Science 2	Exploring and Understanding the Interconnections of Science	2.0
Mathematics 2	Intermediate Algebra	1.7
English 2	Communication Arts 2 and Afro-Asian Literature	1.3
Filipino 2	Kasanayan sa Komunikasyon at Pagpapahalaga sa Noli Me Tangere (Wika, Panitikan at Iba pang Anyo)	1.0
Social Science 2	World History 1	1.0
PEHM 2	Physical Education, Health, and Music 2	1.0
Values Education 2	Foundation of Human Actions	0.7
AD'Tech 2	An Introduction to the Design Process – Resistant Materials and Electronics (Application and Evaluation)	1.0
Computer Science 2	Introduction to Computational Thinking	1.0
Earth Science	Earth Science	0.7

GRADE NINE

Subject	Course Description	Units
Biology 1	Fundamentals of Biology I	1.0
Chemistry 1	General Inorganic Chemistry 1	1.0
Physics 1	Fundamental Physics 1	1.0
Mathematics 3	Mathematics 3	1.0
English 3	Communication Arts 3 and English and American Literatures	1.0
Filipino 3	Retorika, at Pagsusuri at Pagpapahalagang Pampanitikan	1.0
Social Science 3	World History 2	1.0
PEHM 3	Physical Education, Health, and Music 3	1.0
Statistics 1	Introduction to Statistics	1.0
Computer Science 3	Client-Side Web Development	1.0

GRADE TEN

Subject	Course Description	Units
Biology 2	Fundamentals of Biology II	1.0
Chemistry 2	Introduction to Organic Chemistry/ General Inorganic Chemistry 2	1.0
Physics 2	Fundamental Physics 2	1.0
Mathematics 4	Mathematics 4	1.3
English 4	Communication Arts 4 and World Literature	1.0
Filipino 4	Kasanayan at Pag-unlad ng Panitikang Pilipino	1.0
Social Science 4	Philippine Government and Politics /Constitution	1.0
PEHM 4	Physical Education, Health, and Music 4	1.0
Research 1	Science, Technology, Engineering, and Mathematics (STEM)	1.0
Computer Science 4	Object Oriented Programming	1.0
Elective		1.0

GRADE ELEVEN

Subject	Course Description	Units
Science Core Course (either Biology, Chemistry, Physics)	Biology 3 (Exploring Biodiversity)/ Chemistry 3 (Reactions of Interactions of Organic and Inorganic Compounds)/ Physics 3 (Extended Topics in Fundamental Physics)	1.7
Mathematics 5	Differential Calculus	1.0
English 5	Effective Communication for Pre-University Students 1	1.0
Filipino 5	Filipino sa Agham, Matematika, at Teknolohiya	1.0
Social Science 5	Economics	1.0
Research 2	Knowledge Integration, Application, and Extension	2.0

STEM Elective Course	Biology 3 (Exploring Biodiversity)/ Chemistry 3 (Reactions of Interactions of Organic and Inorganic Compounds)/ Physics 3 (Extended Topics in Fundamental Physics) / Computer Science 5 (Data Structures and Algorithm) / Technology (Design and Make Technologies) / Engineering (Selected Topics in Engineering)/Agricultural Science (Basics of Agricultural Science: Appreciation and Applications in a Philippine Setting)	1.7
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GRADE TWELVE

Subject	Course Description	Units
Science Core Course (either Biology, Chemistry, Physics)	Biology 4 (Critical Environment and Health Issues)/ Chemistry 4 (Frontiers of Chemistry)/ Physics 4 (Experimental, Theoretical, and Computational Physics)	1.7
Mathematics 6	Integral Calculus and Linear Algebra	1.0
English 6	Effective Communication for Pre-University Students 2	1.0
Filipino 6	Pananaliksik sa Filipino	1.0
Social Science 6	Civic Engagement and Leadership	1.0
Research 3	Research for a Sustainable Development	2.0
Elective Course	Biology 4 (Critical Environment and Health Issues)/ Chemistry 4 (Frontiers of Chemistry)/ Physics 4 (Experimental, Theoretical, and Computational Physics)/ Computer Science 5 (Data Structures and Algorithm) /Technology (Design and Make Technologies) / Engineering (Selected Topics in Engineering) / Agricultural Science (Basics of Agricultural Science: Appreciation and Applications in a Philippine Setting)	1.7

C. Service, Creativity, Action, and Leadership Enhancement (SCALE) Program

The PSHS provides an education that is humanistic in spirit, global in perspective, and patriotic in orientation. The Service, Creativity, Action, and Leadership Enhancement (SCALE) Program is inspired by the Creativity, Activity, Service (CAS) of the International Baccalaureate (IB) Diploma Program, and is redesigned to fit the PSHS context in order to fulfill its mission, that is, to offer a curriculum that emphasizes science and mathematics and the development of well-rounded individuals. It is the balancing element which complements the strong S&T component of the PSHS curriculum.

The SCALE Program provides PSHS scholars with the opportunity to engage in activities that will widen their interests, enable them to collaborate with a team, hone their leadership skills, serve their school and community, and learn something new.

Aims of the SCALE Program The SCALE Program aims to develop students who are:

- reflective and creative thinkers;
- adventurous – willing to accept new challenges and new roles;
- responsible members of their communities and stewards of the environment;
- active team members who can collaborate sustained projects; and;
- balanced – enjoy and find significance in a range of activities involving intellectual, physical, creative, and emotional experiences.

SCALE Strands The SCALE Program engages scholars in activities in four strands. Each activity may cover one or more strands. The four strands are characterized as follows:

SERVICE – an unpaid and voluntary exchange that benefits the scholar's learning, the school, the community, and the environment.

CREATIVITY – includes arts and other experiences that involve creative thinking and output.

ACTION – involves physical activities contributing to a healthy life-style.

LEADERSHIP – engages in leading a team on planning and implementing a relevant program or activity.

The SCALE Program allows scholars to develop or enhance their personal and interpersonal skills and nurture important values by engaging in extra-curricular activities within or outside of the school environment. SCALE empowers the scholar to bravely take a personal journey of self-realization which is challenging and enjoyable. Each individual scholar may have different goals and needs, but through SCALE, we hope that each one will become a better person at school and in the wider community.

To be qualified for SCALE, each activity must:

- be realistic and purposeful with significant outcomes;
- provide an achievable personal challenge; and
- engage the scholar to reflect on outcomes and their personal learning.

SCALE activities should be performed during their Grades 11 and 12 – known as the Specialization Years. The students are expected to manage their time well so that they have definite SCALE activities to be performed for each academic quarter. Successful completion of SCALE is a requirement for PSHS graduation. SCALE is not formally assessed but scholars need to document their activities and provide evidence that they have achieved the key learning outcomes.

SCALE Learning Outcomes

Eight learning outcomes must be accomplished by a student to complete the SCALE Program. Some may be demonstrated many times, in a variety of activities, but completion requires that there must be evidence for every outcome. This focus on learning outcomes emphasizes that it is the quality of a SCALE activity (its contribution to the student's development) that is of most importance. Scholars are expected to devote one or two hours per week of SCALE activity with a reasonable balance among all four strands. At least one major project, involving collaboration and the integration of at least two

strands is required.

As a result of their completion of the SCALE Program, scholars should have achieved the following learning outcomes:

1. Increased awareness of their own strengths and areas for growth They have improved understanding of themselves. As a consequence, they realize and work for the development of their potential, skills and ability to the betterment of oneself.

2. Undertaken new challenges They engage with new ideas, roles, strategies, tasks, activities and experiences challenging themselves to try something unfamiliar.

3. Introduced and managed activities Introducing relevant activities often requires planning and managing collaboratively with others. Such activities may be simple components of a larger activity such as initiating small projects during the school fair or taking responsibility for a part of a bigger school program.

4. Contributed actively in group activities Effective group membership can be shown in many different activities involving collaboration such as planning a club activity, team sports, playing in a band or orchestra, or guiding school children in a field trip.

5. Demonstrated perseverance and commitment in their activities Being determined to attend consistently to the activities chosen or initiated, and accept with utmost dedication the responsibilities in dealing with challenges that may come along the way.

6. Engaged with issues of global importance Scholars should think globally and act locally. They may participate in activities that address problems in the local community with global significance; for example, caring for the elderly and orphans, environmental activities or public health concerns.

7. Reflected on the ethical consequences of their actions Scholars consider ethical decisions made and the implications of these as they

emerge in the SCALE activity. Insights and learning on these ethical issues may be demonstrated through their journals and reflections and in their consultations with the SCALE Adviser.

8. Developed new skills This may be demonstrated by scholars participating in activities that are new to them or by enhancing previously developed skills.

Responsibilities of the Student

PSHS scholars have opportunities to choose their own SCALE activities and to undertake these in a local or international context as appropriate. As far as possible, students should own their personal SCALE program. With guidance from the SCALE coordinator, and through mentoring by the SCALE Adviser, students should plan their program by choosing activities for themselves, initiating new ones where appropriate, but judiciously decide considering the risks involved.

Scholars are expected to:

1. Self-review at the beginning of their SCALE experience and set personal goals for what they hope to achieve through their SCALE Program;

2. Plan (activities as detailed as possible and have them approved by the SCALE Adviser first), do (carry them out based on the schedule of activities), and reflect (on what they have learned);

3. Attend at least one individual mentoring session per quarter with the SCALE Adviser and pass an Exit Interview with the SCALE Coordinator at the end of the two-year program;

4. Take part in a range of SCALE-quality activities (preferably self-initiated) and at least one major project must be completed; and

5. Keep records of their activities and achievements. Show evidence of achievement of the eight learning outcomes, presented in a journal or portfolio that collates: a. matrix of activities undertaken in alignment with the four strands and eight outcomes; b. proof of attendance in plenary, mentoring, and panel sessions; c. certificates, pictures, and other forms of activity documentations; and d. reflections for each activity which includes:

- i. reporting (details of the activity);
- ii. relating (connection between the activity and your own experience);
- iii. reasoning (importance of the activity); and
- iv. reconstructing (improvements and possibilities to benefit others).

Responsibilities of the SCALE Adviser The Adviser's role is to mentor scholar and monitor their SCALE activities. The Advisers are involved in:

- helping scholars to identify personal and social goals at the start of the program;
- monitoring the range and balance of activities undertaken by individual scholars;
- developing scholars' reflective thinking through group discussion and individual consultation;
- guiding scholars in their consideration of ethical concerns;
- monitoring scholars' progress and completion of requirements;
- helping students make connections between activity and expected outcomes;
- reading and responding to portfolios;
- submitting quarterly monitoring reports to the SCALE Coordinator;
- liaising with section advisers, adult supervisors, and parents for ensuing concerns; and
- approving activity plans and consulting with the SCALE Coordinator in the approval of major, collaborative, or risky activities.

Responsibilities of the SCALE Coordinator The Coordinator's role is to maintain oversight of every aspect of the school's SCALE Program. It includes:

- disseminating information and guidelines for the entire community on SCALE;
- providing leadership for staff involved in SCALE;
- supervising and training SCALE Advisers;
- publicizing achievements and reporting them to the Academic

Council or Management Committee;

- managing a centralized record and database for the SCALE Program;
- networking PSHS stakeholders who may be able to support SCALE activities for the scholars;
- bridging scholars from different sections and Advisers that collaborate on SCALE activities; and
- referring to the Campus Director activities that requires their approval.

Adult Supervisors

Major, risky, physically-demanding, or out-of-campus activities should be under the guidance of an adult who is always present in the venue of the SCALE activity. They may be club advisers, sports coach, fitness trainer, point person in the collaborating agency, etc. They will confirm that the students are present and performing their activity in the pre-arranged time and place. They may evaluate the baseline, performance, and end-of-activity achievements of the students under their supervision. The lines of communication between the Adult Supervisor and the SCALE Adviser should be consistent and frequent.

Range and Diversity of Activities

Based on the presented strands, learning outcomes and criteria, SCALE activities are those that:

- provide scholars of learning experiences in terms of their development in the areas of creativity, leadership, action and service;
- allow scholars to deal with real life situations, problems or challenges for the benefit of self, environment and community;
- enable scholars to take up new roles to better understand and improve themselves;
- apply at least one of the SCALE strands and at least one learning outcome (1+1 Rule);
- develop teamwork and collaboration that enhance their interpersonal skills in the process;
- address global concerns in a local setting;

- are part of the school's annual or initiated events but the activities must be planned and facilitated by the scholars themselves; and
- are not an academic requirement in any of their Grade 11 and 12 subjects.

Sample Activities

SERVICE – tutor lower-year students; emergency response team; activity-for-a-cause; outreach and volunteer work; membership in service-oriented clubs (Yes-O, Scouting) are output-based

CREATIVITY – compose graduation song, voice clinic, play musical instruments, design a website; dance or music recital; arts contests or exhibits; perform in a band or orchestra ACTION – sports clinic and contests; varsity player; swimming lessons, personal fitness training

LEADERSHIP – organize and supervise self-initiated activities such as fair, exhibits, trainings and workshops; serve as team captain, dance leader, director of play, lead engineer of a technical project; host a fund-raiser; committee chair or officership (classroom, clubs, organizations) are output-based

The following activities are deemed too risky or does not target SCALE strand, and thus not allowed: Parkour, driving lessons, free climbing, downhill running, open-sea diving, any extreme sport without safety gear, etc.

Activities that touch sensitive topics must be discussed in detail with the Adviser and Coordinator to specify scope and bounds: highly debatable contemporary issues; activities that involve religion, regional, minority or marginalized sector; working with proprietary or classified information; collaborating with political parties, partisan groups or sponsorships need full disclosure of involvement and expectations.

Completion Requirements

- One (1) sustained, one (1) collaborative, and one (1) major (hits at least two strands) activities;

- Approved proposal for each activity;
- Completion of all four (4) strands;
- Completion of all eight (8) learning outcomes;
- Reflected on each of the completed activities (in printed or digital formats). A diary or journal may be required for sustained or repetitive activities;
- Submitted an organized portfolio of documentations relating to all the activities performed. These may be printed proofs (filled-up official SCALE forms, evaluations, reflections, progress report, mood boards, advisory notes) or digital media (audio-video, photograph of work of art, screenshots or archive of online proofs), depending on the nature of the activities;
- Attended all required plenary or mentoring sessions; and
- Submitted a Post-Program Reflection Paper validated by an Exit Interview.

Forms to be Accomplished by the Students

- Form 1 – Student Profile
- Form 2 – Individual SCALE Program Plan
- Form 3 – Activity Plan (per activity)
- Form 4 – Individual SCALE Program Report

D. Grading System

The academic year is divided into four (4) quarters or two (2) semesters. Grades are released at the end of each quarter. The school follows the cumulative system of grading. This means that, except for the first quarter grades, quarterly grades are computed according to the following formula:

$$\frac{[(\text{Tentative Grade}) \times 2] + [\text{Previous Grade}]}{3} = \text{Grade for Present Quarter}$$

1. Academic Grades

Academic performance is evaluated using this scale:

RATING SCORES	GRADE EQUIVALENT	DESCRIPTION
96 - 100	1.00	EXCELLENT
90 - 95	1.25	VERY GOOD
84 - 89	1.50	
78 - 83	1.75	GOOD
72 - 77	2.00	
66 - 71	2.25	SATISFACTORY
60 - 65	2.50	
55 - 59	2.75	UNSATISFACTORY
50 - 54	3.00	
40 - 49	4.00	CONDITIONAL FAILURE
Below 40	5.00	FAILED

2. Character Rating

Individual scholars are rated on the following qualities:

- Integrity
- Industry and Resourcefulness
- Observance of School
- Rules and Regulations Cooperation
- Responsibility Respect for Others and Property
- Physical Well-Being (Health consciousness and grooming)

Rating Scale for Character Profile

- 1 — Excellent
- 2 — Good
- 3 — Fair
- 4 — Needs Improvement

The quarterly character rating is determined by getting the mode of the character rating given by all subject teachers for every character quality (trait).

E. The Scholarship Committee

The Scholarship Committee implements scholarship policies, rules and regulations, pertaining to promotion, probation and dismissal of students. Its findings are recommendatory and subject to review by the Management Committee (ManCom) and PSHS System Executive Committee (EXECOM) and approval by the Board of Trustees (BOT). The committee is composed of the Chief of Curriculum and Instruction Division (CID) as chairman and the Student Services Division (SSD) Chief, Unit Heads, Homeroom Advisers, Subject Teachers, Residence Hall Managers and the Registrar as members. There is a scholarship committee for each grade level. The Office of the Registrar shall act as Secretariat for the Committee. The Discipline Officer, Guidance Counselors and Residence Hall Managers are resource persons at the meetings. The committee meets every quarter to assess the performance of the scholars, discuss factors that may have contributed to substandard performance, and to deliberate and make recommendations for academic honors for the graduating class.

F. Revised Guidelines on Promotion, Probation, and Graduation of PSHS Students (Approved by the PSHS Board of Trustees, May 2013)

1. Rationale

The Revised Guidelines on Promotion, Probation and Graduation of PSHS Students better ensure quality standards in evaluating and assessing student performance. The amendments shall also be a step to further harmonize the academic standards throughout the PSHS campuses nationwide and foster a greater understanding by the students of the rules and regulations governing their scholarship status.

2. Policy The desired characteristics of the PSHS scholar, as mentioned in the PSHS Vision, "...to become globally competitive Filipino scientists equipped with 21st Century skills and imbued with the core values of truth, excellence and service to nation", if to be molded in the character of the scholars with the help of the school, the faculty and staff must possess nurturing characteristics

themselves. The school shall have programs that will ensure that the students fully develop their potential and become responsible citizens of the country and leaders for the future.

Needs of individual students differ; thus a well-rounded curriculum as well as various programs will have to be in place in order to address these needs. Once these programs are in place, and the students are given every opportunity to adjust to the rigorous requirements of the scholarship, the scholars are thus expected to perform according to expectations, both academically and behaviourally.

3. Guidelines

a. Good Standing

A student is in good standing for the incoming school year if s/he meets the minimum academic and disciplinary standards in the previous year, namely:

1. S/he receives a final GWA of 2.25 or better;
2. S/he has no failing grade of 5.00 in any subject in the final quarter of the school year; and
3. S/he incurs three (3) or less unexcused days of absences.

b. Probationary Status

A student will be on probationary status for the incoming school year:

1. If s/he receives a final GWA below 2.25; or
2. If s/he has committed a major offense (at least Level III offense); or
3. If s/he incurs at least eight (8) days of unexcused absences.

A student on probationary status is not allowed to be an officer in any school organization and shall not be allowed to represent the school in competitions.

c. Termination of Scholarship

1. Termination of scholarship means that the scholarship contract shall be unilaterally rescinded due to the student's failure to comply with any provision in the contract.
2. A Grade 7-11 student shall be recommended for termination of her/his scholarship:
 - a. If s/he receives a failing grade of 5.00 in any subject

- in the final quarter of the school year; or
- b. If s/he incurs thirteen (13) or more unexcused absences; or
- c. If s/he has committed two (2) major offenses (at least Level III offense) within the school year; or if s/he incurs two (2) successive probationary status.

d. Graduation of Students

A student in her/his final academic year at the PSHS is eligible for graduation if s/he meets the scholarship policy requirements on the following: academic performance; conduct; and attendance.

e. Ineligibility for Graduation of Students

1. A student who fails to graduate shall not be issued a diploma as proof of her/his graduation.
2. A student in her/his final academic year at the PSHS shall not be eligible to graduate should any of the following conditions be present:
 - a. if s/he receives a failing grade of 5.00 in any subject in the final quarter of the school year; or
 - b. if s/he incurs thirteen (13) or more unexcused absences; or if s/he has committed two (2) major offenses (at least Level III offense) within the school year.

G. Academic and Special Awards For Graduating Students

1. Rationale

The scheme for selecting honors and awards for graduating students acknowledges the efforts of students in coping with the very challenging PSHS curriculum. Their successful completion of the prescribed curriculum speaks not only of their innate intellectual capability but also of the high standards they have set for themselves. It is only fitting that all students who exerted effort to be better than the rest be recognized.

2. Classification and Guidelines in the Selection of Awardees

- a. Academic Awards Academic awards will be given to all graduating students with a general weighted average (GWA) of 1.50 or better:
 - With High Honors - GWA of 1.50 to 1.21
 - With Highest Honors - GWA of 1.20 to 1.00

Taking into consideration their performance since 1st year/ Grade 7.

- b. Special Awards DOST Secretary Award for Model Science Scholar - this award is given to a graduating student who possesses the following traits: promotes goodwill, harmony, and unity through actions; committed to the pursuit of academic excellence; of good moral character; upholds righteousness in speech and deed at all times; and shows initiative and active involvement in community activities inside and outside PSHS.

Gerry Roxas Leadership Award - this award consists of a gold medallion given by the Gerry Roxas Foundation to a graduating student who has shown exemplary leadership and dynamic spirit in both academics and extra-curricular activities.

H. The Director's List

Students who obtain a GWA of 1.00 to 1.50 every quarter shall be included in the Director's List for posting within five (5) days from the card-giving and PTC, provided that he/she has no grade below 2.50 in that quarter.

I. The Recognition Day

Only academic and special awards duly granted and/or recognized by the school shall be given on recognition day.

II. STUDENT BEHAVIOR

A. Expected Student Behavior

Scholarship is a commitment to responsibility. A scholar must be committed to excellence in academics, self-discipline, integrity in dealing with his fellow scholars and other members of the school/campus or PSHS community, and being of service to his country.

It is the responsibility of the scholars to:

1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
2. Attend school daily, except when excused, and be on time for all classes and other official school functions.
3. Complete the courses of study prescribed by the school charter and thus maintain their scholarship satisfactorily.
4. Respect the rights of others and be courteous to teachers, administrators, teaching and non-teaching staff, students, and all the other members of the school community as well as visitors.
5. Dress and groom themselves appropriately.
6. Assist the school staff in operating a school that is safe for all scholars and the rest of the school community.
7. Be willing to volunteer information in matters relating to the health, safety, integrity and general welfare of the school community and the protection of school property.
8. Exercise proper care when using facilities and equipment and repair or replace such when damaged or lost during use.
9. Provide for their own school and personal needs in order not to burden other scholars.
10. Protect the good name of the school by observing proper decorum at all times and, in all places, on or off campus.

A.1. On Campus

- a. Wear the school uniform and ID properly from the time of entrance to the time of departure from campus.

b. Greet or acknowledge school authorities, teaching and non-teaching staff as well as guests thru Gesture of Respect embodied in SSD-MEM-2017-009.

d. Dispose of trash in the garbage bins. Take the initiative to pick up litter and dispose of them properly.

e. Bring your things wherever you go. Bags and other school things must not be left unattended.

A.2. In the Classroom

a. Stand up to show respect towards the teacher when he/she enters and leaves the classroom.

b. Refrain from leaving the classroom during class hours.

c. Ask permission from the teacher before leaving the classroom.

d. Avoid loitering along the corridors and making unnecessary noise during class hours and in-between periods.

e. Refrain from bringing comic books, magazines, toys and other materials that are not needed for academic use.

f. Use the chairs and tables properly. Lift them when necessary to move them from place to another. Do not drag them across the floor.

A.3. Along the Corridors and the Front/ Back Lobby

a. Observe silence along the corridors and stairways.

b. Avoid loitering along the corridors during class hours and in between periods.

c. Keep the corridors clean.

- d. Avoid shouting and talking loudly.
- e. Refrain from playing and running around.
- f. Avoid obstructing or blocking the corridors and lobby.

A.4. In the Auditorium and Gymnasium

- a. Be prompt in going to the auditorium or gymnasium for programs and other affairs.
- b. Occupy assigned seats as quietly as possible.
- c. Sit up straight in a relaxed manner without slouching or putting up your feet on the seat in front of you.
- d. Observe the rule of “No Eating and Drinking” unless permitted.

A.5. In the Theater/ Concert Hall

- a. Dress properly for the occasion. A formal or smart casual attire is recommended.
- b. Observe polite behavior. To be polite is to be polished, refined, cultured and correct in manner.
- c. Upon entering the concert hall, be seated at once, keep quiet and avoid roaming around.
- d. Eating, drinking or taking pictures during the concert are strictly prohibited.
- e. Turn off/ Put in silent mode all cellular phones or any electronic gadget.
- f. Join in the singing of the Philippine National Anthem.

- g. Once the program has started, be quiet and be attentive.
- h. Do not leave the room or hall in the middle of a performance.
- i. Avoid talking, whispering or giggling.
- j. Applaud politely or enthusiastically after a musical number and not during the number. Avoid shouting or making unnecessary remarks while applauding.
- k. Do not hum, sing or tap fingers or feet during a musical number to avoid distracting others and show respect for the performance.

A 6. In the Cafeteria

- a. Line up and observe the “First come, first served” rule in buying food.
- b. Be courteous in dealing with canteen personnel.
- c. Consume the food bought.
- d. Segregate food leftovers, utensils, paper/plastic wastes.
- e. Empty plates should be piled up properly.
- f. Leave the tables and chairs clean and orderly.
- g. Clean as you go.

A 7. Off Campus

- a. Wear the uniform for school purposes only and not for shopping, watching movies, eating at restaurants and engaging in recreation. Use of the uniform off campus is allowed only if one is officially representing the school in approved activities.
- b. Do not act as a representative of the school unless authorized to do so.

B. Attendance and Absences

The Student Services Manual or SSM Document No. 3.9; Policies 3.2 requires, “The PSHS student is expected to attend class promptly, regularly and diligently.”

Attendance monitoring is a system being used to record students’ punctuality and actual presence in class. The Registrar’s Office keeps the Attendance Monitoring Folder which is issued and retrieved daily. The Office is open before classes start to provide the class monitor assigned reasonable time to get the Attendance Monitoring Folder and return the same to the Registrar’s Office.

SSM Document No. 3.9; Policies 3.3 stipulates, “Subject teachers and Homeroom Advisers shall check the attendance of the students every start of the classes/ school activities and mark the student as present, absent, tardy or cutting class.”

The subject teacher at the start of the class period, writes down the names of the students who are late or absent in class in the Attendance Monitoring Form. The subject teachers must sign in the appropriate space to indicate his/her actual presence in the classroom. The CID uses the same form in checking the actual presence of the faculty in the classroom.

At the end of every quarter, the Home Room Advisers encodes in the PSHS database the summary of attendance for the use of the CID every Scholarship Committee meeting before the Card giving day and SSD for the Parents’ Teachers Dialogue. Parents are notified of the attendance report reflected on the report card. Queries on tardiness, cutting classes and absences may be addressed on or before card-giving day with the class adviser. Parents may also inquire from the Registrar’s Office anytime.

B1. Regular Classes

School days are from Mondays to Fridays. Class periods are 50 minutes each. Morning classes begin at 7:20 AM while afternoon classes end, at the latest, at 3:20 PM.

The first bell rings five(5)minutes before each period. This means that students and teachers should wind up the class. The second bell

signifies the start of the next class.

B 2. Tardiness

A scholar is considered tardy if: (SSM 3.9; 3.5)

- a. He/she is not in line formation at the start of the Flag Ceremony; or
- b. He/she enters the classroom ten (10) minutes after the designated start of class period; or
- c. He/she is not in the designated venue ten (10) minutes after the start of any class activity in lieu of a regular class period(i.e. field trips, seminars, contests, symposia, etc.)

B 3. Cutting Class

A scholar is considered to have cut a class or classes if, for no valid reason: (SSM 3.9; 3.6)

- a. He/she is known to be on campus but is not in the classroom during a class period; or
- b. He/she leaves the class and does not return after ten (10) minutes.

B 4. Excused Absence

The following are considered as valid reasons for being absent. Any other reason not included below must have a special approval, in advance, by the Campus Director or any authorized school official:

- a. If the scholar officially represents the school in any off-campus activity;
- b. If the scholar is sick or has a medical emergency; or
- c. If there is death of an immediate family member (parent, sibling, grandparent); or

d. Any other reason deemed similar in nature to those mentioned above.

For excused absence, the scholar is given a chance to make up for missed lessons and tests. However, this must be done within five(5) school days after his/her return to school; otherwise, he/she forfeits the right to make-up for lessons/exams missed.

B 5. Unexcused Absence

An absence is unexcused if a student fails to present to the Registrar's Office a medical certificate or a letter from a parent or guardian, immediately upon reporting for school after an absence, coming in late or cutting a class.

An absence is unexcused if:

- a. It is not covered by any provisions under Excused Absences; or the scholar fails to obtain an excuse slip from the Registrar's Office within two (2) days of their return to school.
- b. Further, a student shall incur one unexcused absence for every five (5) absences during the flag ceremony.

The number of times a student has incurred such absences shall be counted and reflected in his attendance record.

For unexcused absences, the scholar is not entitled to make up for missed lessons and tests.

SSM Document No. 3.9; Policies 3.4 states, "A student is considered absent for a whole day if he/she:

- 3.4.1 Misses all classes in a school day; or
- 3.4.2 Is not present in a school-organized activity held in or off campus."

B 6. Sanctions for Unexcused Absence

a. Probation and Termination of Scholarship

A scholar who has incurred eight(8)to twelve(12) unexcused absences from the start of the school year will be put on probation and for more than twelve(12)unexcused absences, he/she will be recommended for termination of scholarship.

Probation and termination of scholarship will be meted out as soon as the scholar incurs the above mentioned total unexcused absences anytime during the school year.

Absence/s resulting from disciplinary suspension will not be included in counting the scholar's total number of unexcused absences.

For purposes of determining the attendance status of a student, only whole day absences will be considered. Cutting class and number of times tardy are not converted to unexcused absences.

B 7. Admission Slips

A student who has been absent, whether for official or personal reasons, late or has cut classes must secure a Class Admission Slip from the Registrar's Office immediately, upon his/her return to school before he/she will be admitted in class (SSM Doc. No. 3.9; Policies 3.7).

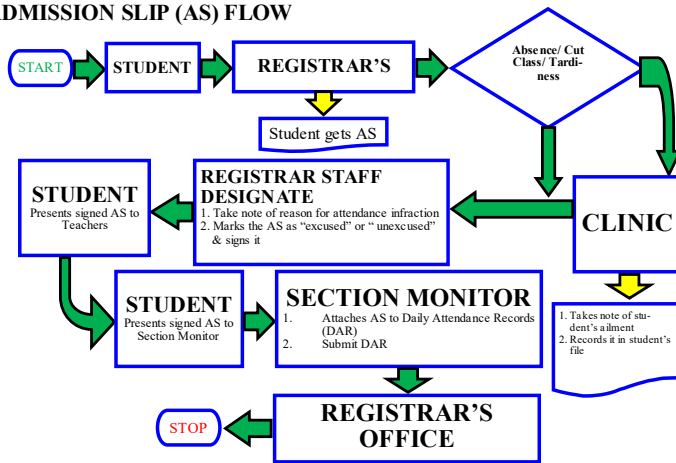
Only absences supported by a medical certificate, letter from parents, guardians, school administrators and/or teachers may be considered excused. If the absence is for more than three(3)days, supporting documents such as a medical certificate shall be required. If one or both parents are physicians, the medical certificate should be issued by another physician. The Registrar's Office will issue an Admission Slip to the student, indicating if the student is excused/ unexcused. The Admission Slip should be kept by the student as proof of his/her submission of the excuse letter to the Registrar's Office. In turn, the Registrar's Office shall keep a log of the processed excuse letters, signed by the student upon issuance of the Admission Slip.

Absences due to health reasons and official representation of the school to functions, exchange programs and competitions are automatically excused upon presentation of the excuse letter and/ or other supporting documents. Absences due to personal reasons are considered as unexcused. Absences incurred due to attendance to conferences/competitions not sponsored or officially channeled through the school may be excused provided that an advanced notice is given to school authorities, who shall determine if the absence will be excused or unexcused, depending on the academic relevance of the event. Failure to give notice beforehand automatically renders the absence unexcused.

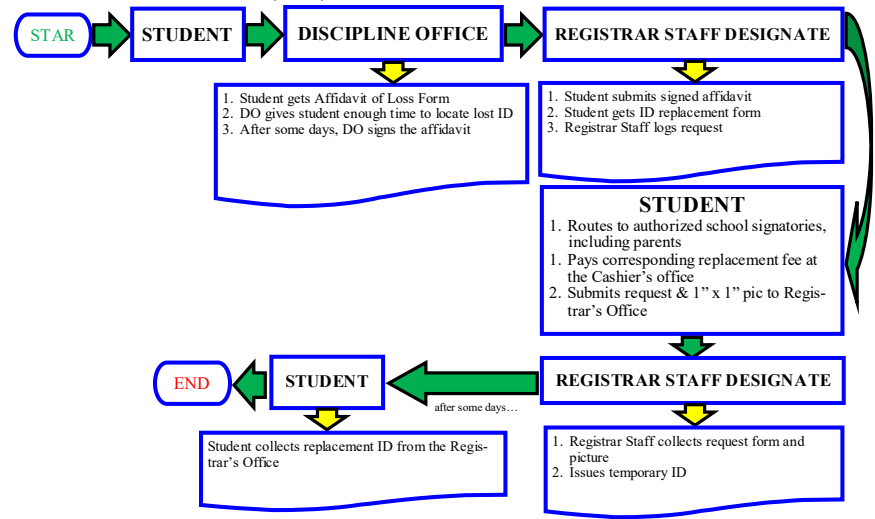
The student shall be responsible for showing his/her Admission Slip to the teachers concerned.

Students who incurred absence as a result of official business for the school shall likewise secure an Admission Slip. The absence/s are automatically excused but the teacher/s affected must be notified thru the Admission Slip.

ADMISSION SLIP (AS) FLOW



ADMISSION SLIP (AS)



C. Identification Card (School ID)

The student ID is part of the student’s complete uniform. It must be worn at all times while inside the school premises. It must be worn properly for identification and security purposes. Lending one’s ID to another student and putting stickers on the ID are prohibited, and shall be subject to disciplinary action.

A student who lost an ID must immediately secure a new one from the Registrar’s Office as follows:

- a. Fill out an Affidavit of Lost duly notarized;
- b. Fill out the ID replacement form;
- c. Pay the corresponding fee at the Cashier’s Office
- d. Submit the form to the Registrar’s Office.

A temporary ID will be issued while the permanent ID is being processed.

Students caught using the ID of another student, lending his/her ID to another student or defacing his/her ID shall be reported to the Discipline Officer. The ID shall be confiscated and turned over to the Registrar and/or SSD Chief who in turn shall endorse the case to the Discipline Officer.

All students are required to wear their IDs upon entrance to the school premises and during regular class hours. Those with no IDs will be reported to the Discipline Office for proper action.

To identify an extern from an intern, a yellow bar shades the full name of the intern.

IDs issued upon enrollment shall be free of charge but replacements shall be charged according to agreed upon and prescribed fees.

D. Grooming and School Uniform

1. The School Uniform

The school uniform must be worn everyday on and off campus when attending classes and official functions. For boys, the uniform consists of a white polo shirt with collar and breast pocket (worn over a white undershirt), black slacks, white or black socks and black leather shoes. For girls, it is a cream blouse with collar and breast pocket worn over a white undershirt, brown and white checkered skirt, white socks, and black leather shoes. The school patch is sewn in the breast pocket.

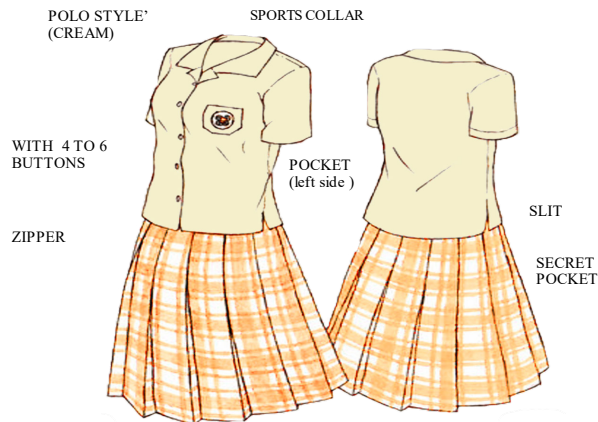
Sunglasses and slippers should not be worn during class hours and outside dormitories unless medically prescribed. Caps/hats, trinkets and dangling earrings must not be worn with the uniform.

The school identification card (ID) and PSHS strap is also part of the school uniform and must be visibly worn. The use of an ID sachet/case is strictly prohibited. Borrowing, lending, modifying, or mutilating ID cards are strictly prohibited.

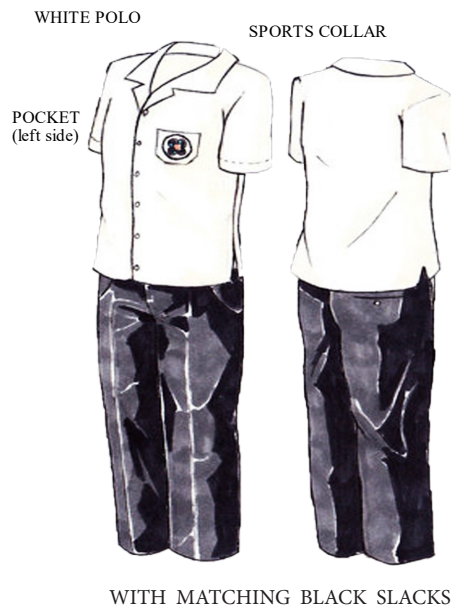


a. Girls' Uniform

ID should be secured in an ID case & strap worn over the polo



b. Boys' Uniform



c. Wearing of "Dengue Uniform"

In anticipation of the rainy season and the onset of dengue cases, students will be required to wear the "dengue uniform" indicated below on specified dates. As such, the following will be used as codes for uniforms:

1. Type A - regular school uniform

Boys: white polo, black slacks, white/black socks and black leather shoes

Girls: cream blouse, brown and white checkered skirt, white socks and black leather shoes

2. Type B - regular school uniform, with modification for girls: knee high socks

3. Type C - "Dengue Uniform"

Boys: regular white polo, khaki pants, white/black socks and black leather shoes

Girls: regular cream blouse, light colored pants, white/black socks and black leather shoes

PE Uniform: PE t-shirt and jogging pants

2. Haircut and Good Grooming

The boys' hair length must not go beyond the top side of their collars, and should not cover the ears and eyebrows. The 2"x 3" rule shall be followed in checking compliance with the prescribed haircut. Students are not allowed to sport dyed hair and moustache, wear make-up, and use nail polish nor maintain long finger nails. Boys are strictly prohibited from wearing earrings. Girls sporting long hair should tie their hair during laboratory and P.E. classes.

Haircut inspection shall be conducted by the HR adviser every 1st Monday of the month. Non-compliance will be dealt with as follows:

- | | | |
|--------------------|---|-------------------------|
| 1st non-compliance | - | warning |
| 2nd non-compliance | - | conference with parents |
| 3rd non-compliance | - | incident report |

3. Playing on Campus

Except in P.E. classes, playing on campus of any kind of ball games (e.g. basketball, volleyball, soccer and the like), frisbee or playing cards is not allowed during class hours.

E. Guidelines on Proper Attire

1. PSHS Parties and Activities

In general, the student's attire should:

a. Reflect the culture of the PSHS Community. PSHS is an academic community, a government scholarship school for the education of the gifted.

b. Reflect the mission of PSHS and its leadership - the development of "values" and "physical and moral habits".

c. Not offend the sensibilities and the values of the members of the PSHS community.

d. Not distract students from the main objective of the affair. e.g. the Junior-Senior Promenade is a ritual that signifies acceptance of responsibility and transmission of values.

e. Not be an occasion for scandal, materialism and consumerism.

f. Be appropriate to the occasion.

2. Rules and Guidelines on Prom Attire

"Prom" is a shortened form of the word "promenade" which refers to a formal dinner-dance. Being a formal event, all students are expected to be in formal wear.

a. For GIRLS

1. Do not wear a dress with a plunging neckline. The neckline of your dress should not show your cleavage.

2. Dresses with plunging backs, should not plunge below the waistline.

3. Dresses with see through fabric should be lined or worn with a camisole.

4. The slits of the skirt should not be more than three(3) inches above the knee.

5. Exposure of the torso area should not be more than(2) inches above or below the belly button.

6. Shorts and short skirts (more than 3 inches above the knee are not allowed.

7. Rubber slippers and wooden clogs (bakya), sneakers/ rubber shoes are prohibited.

b. For BOYS

1. Wear a decent long-sleeved polo.

2. T-shirts, whether collared or non-collared, are improper.

3. Shoulders and upper arms should not be exposed.

4. Coat and tie or barong is recommended.

5. Footwear should be closed leather shoes. Sandals and rubber shoes are not allowed

6. Boys are strictly prohibited from wearing earrings.

7. Wear long slacks; denims and hip-hop pants are not allowed.

8. Underwear should not peek over the pant's waistline.

9. Wearing of caps or other headgear are not allowed.

F. Guidelines During the Flag Ceremony

1. General Guidelines

The flag ceremony is held every Monday or any first day of the week from 7:00 to 7:20 A.M. It is considered a first period class every Monday. Attendance shall be checked by either the class adviser or the first period subject teachers. The Attendance Monitoring Folder shall be distributed by the Registrar's Office starting 7:00 A.M.

The Campus Director oversees the flag raising ceremony, assisted by the SSD and the CID chiefs. It shall be under the leadership and supervision of the Student Alliance. The flow and conduct of the ceremony must be uniform and must conform to the expectations of

an orderly and systematic program for the students.

SSM Doc. No. 3.9; Policies 3.1 stipulates, “ Flag ceremony shall be conducted on Mondays and Flag Retreat shall be conducted on Friday afternoon.”

2. Specific Guidelines

a. Student Behavior

All scholars are expected to:

1. Be punctual;
2. Observe silence and order;
3. Sing and act properly;
4. Recite from memory the following songs and pledges:
 - 4.1 National Anthem
 - 4.2 Panatang Makabayan
 - 4.3 Panunumpa sa Watawat
 - 4.4 PSHS Hymn
 - 4.5 DOST Hymn

5. Be in complete uniform with the ID worn properly.

b. The SA shall assign a batch, section or club to facilitate the flag ceremony. The batch, section or club adviser shall take the responsibility to train or practice the leaders for the Prayer, National Anthem, “PSHS Hymn”, “Panunumpa sa Watawat” and “Panatang Makabayan” and DOST Hymn.

All scholars shall sing the National Anthem and hymns with dignity and respect. The oaths shall be recited in a formal manner. No “huvvahs” or “hoots” shall be made before, during and after the anthem, hymns and prayer.

c. All scholars should assemble at 7:00 A.M. and the line formation should be complete by 7:05 A.M. (first bell). The second bell will ring at 7:10 A.M. to formally start the Flag Ceremony. Students are not allowed to go up the academic buildings on Mondays until after the flag raising ceremony.

School bags shall be beside their owners during the flag ceremony. Bags and other belongings of the students should not be left on the tables at the front lobby, corridors and walkways to avoid crowding and prevent delays in going to the classrooms.

d. The class advisers and/or first period subject teachers must stay with their classes and help maintain order while the flag raising ceremony is ongoing.

e. No announcements shall be made during the flag raising ceremony unless approved by the Office of the Director, CID, SSD or the SA Adviser. Important announcements have to be submitted for approval at least 15 minutes before the flag ceremony.

As a general rule, only announcements involving institutional activities are allowed. Announcements must be short and simple. The following personnel shall be allowed to make announcements: Director, Division Chiefs, Unit Heads, Club Advisers and SA Adviser.

f. After the flag raising ceremony, the students should return to their classrooms in an orderly manner.

g. The SA Officers and teachers are assigned to monitor the behavior of the students. Students who misbehave and or who violate the guidelines will be referred to the Discipline Officer. The Discipline Officer shall impose the following sanctions for the violations.

- | | |
|-------------|---|
| 1st offense | - conference with the Discipline Officer
- submission of reflection paper to the Discipline Officer |
| 2nd offense | - conference with the Discipline Officer
- 1/2 day (4 hours) community service |
| 3rd offense | - marked as half (1/2) day of unexcused absence with corresponding stipend deduction
- discipline case report filed against the student. |

h. The flag lowering ceremony (flag retreat) - The flag shall be lowered every Friday afternoon right after the last period classes under the supervision of the SSD chief. It shall be a short, quick and simple ceremony. Attendance and formation of students shall be checked.

7. All students may avail of lockers at the beginning of the school year. This is for proper safekeeping of students' belongings.

8. During P.E. classes, students should surrender their valuables to the teacher.

9. Students who steal and/or use stolen items shall be held liable under the PSHS Code of Conduct.

10. Students should be responsible for their belongings and should not expect anyone to pick them up for safekeeping.

Students are enjoined to follow these guidelines:

a. Personal belongings and loaned items should be labeled properly.

b. Bags should not be left unattended at any time. However, in case bags are not allowed inside a facility or room (such as the library), students must bring their valuables with them.

c. Students are advised not to bring unnecessary cash, jewelry or other expensive items to school.

d. Cell phones should be used discreetly and responsibly.

11. When claiming a lost and found item, the student must fill out the Claiming for Lost Item Form (available at the Discipline Office), signed by one of his/her parents. For dormers, such form may be signed by his/her Dorm Manager. The form shall be presented to the Discipline Office staff and establish proof of ownership before the item may be released to him/her.

LOST ITEM REPORT

Discipline Form 13: LOST ITEM REPORT

Philippine Science High School—Calabarzon Region Campus
Sitio Sampaga West, Barangay Sampaga, Batangas City

Filed by: _____ Date of Filing: _____
(Printed Name & Signature)

Year & Section: _____

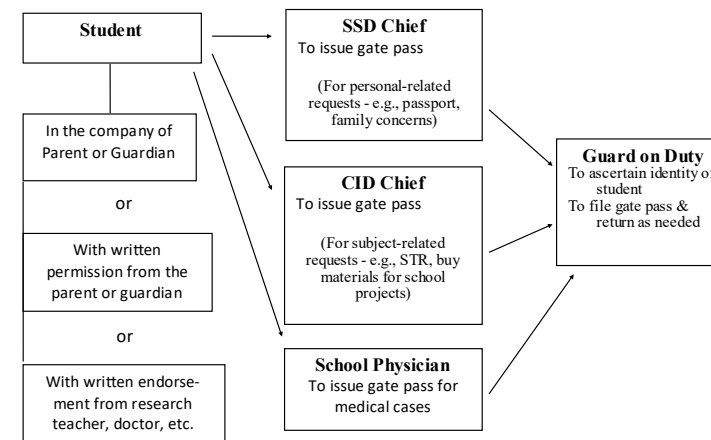
DETAILS OF THE LOSS

When did you lose the item/s? (DATE): _____
About what time did you lose the item/s? (TIME): _____
Where did you lose the item/s? (PLACE): _____
What item/s did you lose? _____

Received by: _____ cc: SSD Chief HR Adviser
Date: _____ Discipline Officer Parent
Time: _____ Chief of Security Student
Registrar

G. Securing a Gate Pass

1. During Class Hours



2. For Interns after Class Hours/Weekends

Sample gate pass

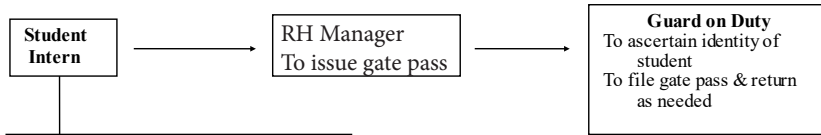
Philippine Science High School
Student Services Division
 Sitio Sampaga West, Brgy. Sampaga,
 Batangas City

No: _____
 Date: _____

CAMPUS GATE PASS
 Name/s: _____

Yr. & Sec: _____ No of Students: _____
 Purpose/Activity: _____
 Destination: _____
 Valid for: _____
 Time to leave: _____
 Expected time of arrival: _____
 Requested/ Endorsed/ _____
 Accompanied by: _____
 Approved by: _____

 SSD Chief



- With written permission from the parent or guardian (for weekday gate pass)
- or
- In the company of parent or guardian (for weekday gate pass)
- or
- In accordance with official instructions ("contract") signed by parents

SAMPLE GATE PASS

PHILIPPINE SCIENCE HIGH SCHOOL
 CALABARZON REGION CAMPUS
 Sitio Sampaga West, Brgy. Sampaga,
 Batangas City

Residence Hall Gate Pass

Name: _____
 Year & Section: _____
 Purpose: _____

Destination: _____
 Date Issued: _____
 Date & Time to Leave: _____
 Expected Date & Time of Arrival: _____

Approved by: _____

Residence Hall Manager/ Staff/ Volunteer on Desk Duty
 (Signature over printed name)

H. Guidelines on Lost and Found Items/ Upkeep of Things

1. The Discipline Office shall be the official depository of all Lost and Found items.
2. Lost and Found items shall be reported and turned over to the Discipline Office as soon as possible.
3. Lost and found books owned by PSHS shall be turned over to the Property Office by the Discipline Office within one week from surrender. A conference with parent/s and a commitment paper are needed for the retrieval of the books.
4. Students who habitually misplace their things shall be referred to the Discipline Officer for a parents' conference. The students shall write a commitment paper and/or render community service.
5. School supplies (paper, pencil, etc.) lying around unattended in the lobbies, corridors, canteen, etc. shall be considered as lost and found items and shall be collected by the school authorities (faculty and staff), SA officers, Security Staff or Utility Staff and shall be deposited to the Lost and Found.
6. Unclaimed items as of the 3rd school day following the last day of the calendar month shall be disposed of and donated to charitable institutions through the Student Alliance.

IV. PSHS CODE OF CONDUCT

Amended May 2013

A. Rationale

The Philippine Science High School provides its scholar a positive and nurturing learning environment. The achievement of this goal depends largely on the scholar's attitude towards learning and his/her adherence to high standards of behavior. This Code serves as a guide for a PSHS scholar to behave in a manner befitting him/her.

To ensure safety and well-being of the scholar, a general sense of order, discipline, and harmony must be established; thus, this Code requires a PSHS scholar to demonstrate:

Pursuit of **TRUTH**. A scholar seeks true knowledge and wisdom, and is always honest and respectful.

Passion for **EXCELLENCE**. A scholar goes beyond what is expected, does his/her best at every opportunity, and commits to achieving outstanding performance in all undertakings.

Commitment to **SERVICE**. A scholar uses his/her talents and resources to render service to God, country, and fellowmen for the betterment of the society.

The implementation of this Code of Conduct takes into account the special rights of children as embodied in Paragraph 2 of the United Nations Declaration of the Rights of the Child, to wit:

“The child shall enjoy special protection, and shall be given opportunities and facilities, by law and by other means, to enable him to develop physically, mentally, morally, spiritually and socially in a healthy and normal manner and in conditions of freedom and dignity. In the enactment of laws for this purpose, the best interests of the child shall be the paramount consideration.”

Section 13, Article II of the 1987 Constitution also provides that:

“The State recognizes the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual,

intellectual and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs.”

Section 6 of Rule VI of the Implementing Rules and Regulations of Republic Act No. 8496 as Amended by Republic Act No. 9036 (both known as the PSHS System Laws) states:

“The philosophy of the rules of discipline for students is character formation for scholars of the nation. The PSHS System Code of Conduct shall form part of this Implementing Rules and Regulations.”

This code, thus, encapsulates the aspiration of PSHS to provide an academic environment conducive to the holistic formation of each scholar. It recognizes the shared responsibility among the stakeholders – scholars, personnel, and parents – in the development of positive scholar behaviour.

B. PSHS Core Values

The Philippine Science High School, in fulfillment of its vision and mission, upholds the core values that serve as guiding principles in the lives of a PSHS scholar. These core values are established to inculcate in the scholar the right attitudes and desirable behaviors for his/her welfare, others, and country. In addition, these values are intended to mold him/her into a citizen imbued with positive character as the scholar embarks on his/her respective chosen career.

2.1. Pursuit of Truth

A PSHS Scholar seeks the truth in all undertakings. Truth implies and encompasses the values of integrity and respect. It is an intrinsic part of the “scientific mind” that

inspires personal and intellectual humility, leading to a realization that the quest for truth is the pursuit for knowledge and wisdom. A PSHS scholar, then, upholds the following values:

2.1.1 Integrity. A scholar who has integrity values honesty and truth in the pursuit of knowledge. He/She is true to his/her words, actions, and intentions. A scholar also demonstrates the value of academic integrity with respect,

fairness, and responsibility in all actions.

2.1.2 Respect. A respectful scholar recognizes individual differences and shows understanding and appreciation of the unique persons. A PSHS scholar is objective and fair in his/her consideration and regard for his/her rights, values, beliefs, and property of all people.

Respect for Oneself. A respectful scholar is accountable for his/her behavior and well-being; manages his/her emotions; uses resources effectively and responsibly; and values excellence and industry. He/She takes pride in being a PSHS scholar.

Respect for Others. A respectful scholar places high regard for authority and every member of a community. He/She is observant of school rules and policies. He/She is trustworthy, fair, patient, helpful, courteous, kind, generous, compassionate, cooperative, sensitive, and empathetic with others.

Respect for property and environment. A respectful scholar makes use of all resources and facilities with care, foster environmental conservation and preservation, and advocates waste management strongly.

Respect for Country. A respectful scholar imbues love of country and the willingness to serve their country and countrymen, upholds the laws, and honors the Philippine flag.

2.2. Passion for Excellence

A PSHS Scholar continuously and tenaciously strives to attain excellence in all undertakings. This excellence goes beyond what is expected, surpassing what is usual, and achieving the highest possible quality of performance. A PSHS scholar, then, espouses the following values:

2.2.1 Scientific Mind. He/She develops critical and creative

thinking imbued with right attitudes. He/She is objective, open-minded, and intellectually honest.

2.2.2 Creativity and Resourcefulness. He/She continuously seeks innovation and uses available resources well for the betterment of the society.

2.3. Commitment to Service

A PSHS Scholar dedicates himself/herself to the service of God, country, and fellowmen. This means using one's God-given talents with compassion and dedication. Through the spirit of service, a PSHS scholar adheres to the following values:

2.3.1 Responsibility. He/She takes the initiative to do what needs to be done with less prodding. He/She is accountable for his/her actions.

2.3.2 Commitment. He/She puts into practice the values learned by helping individuals and the community. Their commitment involves willingness and determination to use their mind, heart, and strength for the good of others and the nation.

C. Scholar's Rights and Responsibilities

Anchored on the principle that the best interest of scholar is of paramount consideration in all actions concerning him/her, the PSHS fosters an environment where scholar's rights as individual are duly recognized and respected. In the exercise of these rights, the scholar keeps in mind that he/she has a responsibility to ensure that the learning environment of the PSHS is conducive and holistic.

3.1 The scholar has the right to equal educational opportunity and the freedom from discrimination. The scholar is admitted to PSHS regardless of his/her socio-economic status, sex, political or religious belief and ethnic origin. As such, a scholar has the responsibility to consistently meet the scholarship requirements stipulated in the contract signed upon admission to the school and pursue the mandate to take up any mandated Science and Technology course

after graduation.

3.2 The scholar has the right to quality education provided by competent and committed school personnel. Accordingly, the scholar has the responsibility to put forth his/her best efforts during the educational process, as well as show respect for the rights of all persons in the educational community.

3.3 The scholar has the right to academic information. Accordingly, the scholar has the right to know his/her class performance and to access his/her academic records. In doing so, the scholar has the responsibility to abide by legitimate policies and procedures set by the school regarding this right.

3.4 The scholar has the right to be provided with a copy of the Student Handbook upon enrolment to PSHS. He/She has the responsibility to be aware of the existing school policies, rules, and regulations governing his/her scholarship.

3.5 The scholar has the right to be provided with adequate, clean and well-maintained school facilities, a safe and secure environment to guarantee total development, and an academic atmosphere conducive to learning. He/She has the responsibility to take care of the school facilities, and to take an active role in ensuring safety and security of the environment.

3.6 The scholar has the right to be involved in any school activity for the promotion of his/her holistic development. While participating in such activities, he/she has the responsibility to protect the good name and reputation of the school.

3.7 The scholar has the right to due process with respect to the application of interventions and disciplinary sanctions. He/She has the responsibility to know, understand, and abide by the PSHS Scholar's Code of Conduct, and to recognize the legal authority of the PSHS to implement rules and regulations for the orderly operation of the school.

3.8 The scholar has the right to join organizations that develop harmonious relationships and promote the scholars' well-being. He/She has the responsibility to observe the guidelines and policies set by the school regarding this.

3.9 The scholar has the right to free inquiry and expression. He/She has the responsibility to observe courtesy and respect in the exercise of such right.

D. Behavior Expected of a PSHS Scholar

The PSHS scholar is expected to behave in a manner befitting his/her status as scholar. This means contributing to a general sense of order, discipline, and harmony in the school. He/She knows and adheres to the contents of the PSHS Scholar's Code of Conduct.

Ignorance of this Code does not exempt a scholar from being sanctioned. The Code is intended to assist every scholar in adjusting to and making the most of PSHS life and to help ensure his/her safety and well being.

4.1 On attendance

The PSHS Scholar attends classes promptly, regularly, and diligently. Any scholar who comes to class every day learns more, earns better grades, and achieves greater success. In establishing patterns of regular daily attendance, it is important to avoid tardiness, the scheduling of appointments during a school day, and having extended vacations during the school year.

4.1.1 Absences.

4.1.1.1 A scholar is considered absent for a whole day if he/she:

- a. misses all classes in a school day; or
- b. is not present in a school-organized activity held in or off campus.

4.1.1.2 A scholar exhibits absenteeism if he/she is absent in school at least four (4) days in a quarter.

4.1.1.3. Excused Absences. The following are considered as valid reasons for being absent. Any

other reason not included below must have a special approval, in advance, by the campus director or any authorized school official:

- a. If the scholar officially represents the school in any off-campus activity;
- b. If the scholar is sick or has a medical emergency; or
- c. If there is death of an immediate family member (parent, sibling, grandparent); or
- d. Any other reason deemed similar in nature to those mentioned above.

4.1.1.4 Unexcused Absences. An absence is unexcused if:

- a. it is not covered by any of the provisions under Excused Absences; or
- b. the scholar fails to obtain an excuse slip from the Registrar's Office within two (2) days of their return to school.

4.1.1.5 Grounds for Intervention/Disciplinary Action

- a. Having three (3) unexcused absences (in a quarter) is subject to intervention.
- b. Absenteeism is subject to intervention/disciplinary action.

4.1.2 Tardiness

- 4.1.2.1 A scholar is considered tardy if:
- a. he/she is not in line formation at the start of the Flag Ceremony; or
 - b. he/she enters the classroom ten (10) minutes after the designated start of a class period; or
 - c. he/she is not in the designated venue ten (10) minutes after the start of any class activity in lieu of a regular class period (i.e., field

trips, seminars, contests, symposia, etc.).

4.1.2.2. Grounds for Intervention

Appropriate intervention shall be done when a scholar incurs five (5) counts of tardiness.

4.1.3 Cutting Classes

4.1.3.1 The scholar is considered to have cut class/es if, for no valid reason,

- a. he/she is known to be on campus but is not in the classroom during a class period; or
- b. he/she leaves the class and does not return after ten (10) minutes.

4.1.3.2 Grounds for Intervention

Appropriate intervention shall be done the moment a scholar incurs five (5) counts of cutting classes.

4.2 On School Attire and Grooming

The PSHS uniform identifies a PSHS scholar. He/She is expected to dress appropriately and observe proper grooming at all times.

4.2.1 Wearing of Uniform. Proper and complete school uniform must be worn during class hours and in official off-campus activities unless otherwise prescribed.

4.2.2 Proper Grooming. A scholar is expected to exemplify neatness, cleanliness, appropriateness, and decency at all times.

4.2.3. Grounds for Intervention/Disciplinary Action

- 4.2.3.1 Incomplete uniform
- 4.2.3.2 Inappropriate attire
- 4.2.3.3 Improper grooming

4.3 Proper Behavior

A scholar is expected to behave appropriately at all times in a

manner befitting his/her status as PSHS scholar. A scholar values the pursuit of truth, passion for excellence, and commitment to service. As part of the community, the PSHS scholar carries the name of the school at all times. Proper decorum in and outside the campus is called for.

4.3.1 Pursuit of Truth. A scholar is always honest in thoughts, words, and deeds. He/She demonstrates:

- 4.3.1.1 honesty;
- 4.3.1.2 responsibility;
- 4.3.1.3 humility;
- 4.3.1.4 self-respect; and
- 4.3.1.5 modesty and decency.

4.3.2 Commitment to Service. A scholar uses his/her talents to render service to God, country, and fellowmen for the betterment of the society. He/She exhibits:

- 4.3.2.1 generosity and compassion
- 4.3.2.2 courtesy and respect for others;
- 4.3.2.3 respect for property;
- 4.3.2.4 loyalty to the school; and
- 4.3.2.5 stewardship.

4.3.3 Grounds for Disciplinary Action

- 4.3.3.1 All forms of academic dishonesty;
- 4.3.3.2 Disrespect for authority and others;
- 4.3.3.3 Possession, use, and/or distribution of prohibited/controlled/dangerous materials and substances as enumerated in the Annex of Republic Act No. 9165 otherwise known as the Comprehensive Dangerous Drugs Act of 2002 including any subsequent amendment, or those substances that are deemed dangerous by the PSHS Board of Trustees;
- 4.3.3.4 Disruptive behaviour during class hours or official activities inside and outside the PSHS campus;
- 4.3.3.5 Failure to observe the established PSHS rules and regulations;
- 4.3.3.6 Indecent or lewd conduct;

4.3.3.7 Any act that endangers life and/or disregards the safety of oneself and/or others;

4.3.3.8 Any act that results to damage to property;and

4.3.3.9 Any act that constitutes a crime or offense under Philippine law.

4.4 Security and Safety

The school shall ensure the safety of the PSHS community as well as the security of facilities.

4.4.1 A scholar observes the security and safety measures instituted by the school.

4.4.2 Parents must conform to the guidelines set forth by the MANCOM.

4.4.3 Waivers must be duly complied with and submitted to the SSD Office.

a)Waiver 101— to go home alone

b)Waiver 102— to go home thru carpool

4.4.4 Grounds for Intervention/Disciplinary Action

Violations to security and safety measures may include, but are not limited to:

4.4.4.1 Non-observance of security and safety measures instituted by the school;

4.4.2.2 Causing damage to or loss of property;

4.4.2.3 Reckless or negligent behavior that endangers oneself or others; and

4.4.2.4 Other acts not included in the above but resulting in physical injuries and/or material damages.

E. Violations of the Code of Conduct (SSM Doc. No. 9.0)

A PSHS scholar conducts himself/herself in an appropriate manner, with proper regard for the rights and welfare of self, others, and for the care of property. He/She assumes and accepts responsibility for his/her behavior, as well as the consequences of his/her misbehavior.

Any violation of the PSHS Scholar's Code of Conduct is considered as an offense. Levels of offenses pertain to the nature, gravity, and

scope of the offense committed. School authorities are expected to intervene and/or use disciplinary action only when necessary to establish and maintain order in school, to protect the good name and reputation of the school, and most importantly, to develop the students' self-discipline and character.

Interventions are actions taken by school personnel in order to call the attention of erring students, prevent them from repeating the offense, or committing further offenses. Upon discovery of or witnessing an offense, confiscation may be done when necessary.

Disciplinary actions are sanctions meted out by school personnel in order to inculcate responsibility and accountability, respect for law and authority, and a sense of justice and fairness in general. The disciplinary action is determined by a designated authority, depending on the gravity of the offense.

5.1 Level I Offenses

5.1.1 A Level I offense is defined as an act that is either (1) contrary to the rules and regulations of the PSHS or (2) while not resulting to any physical injury or damage to property, is inherently disruptive in nature.

5.1.2 The following acts constitute Level I offense:

- absenteeism;
- bringing visitors to school without following the proper procedure for entry of visitors;
- cutting classes;
- disobedience to directives issued by teachers and other school authorities;
- excessive teasing or taunting that degrades or humiliates another person;
- littering;
- leaving school without permission;
- loitering or being in an area designated for authorized personnel only
- tardiness;
- unauthorized use of skateboard, bikes,

- skates, and the like;
- unauthorized use of gadgets during class hours (paging devices, cell phones or other electronic communication devices);
- violation of the dress code;
- violation of safety rules; and
- any other circumstances of a similar nature and analogous to those mentioned above.

5.1.3 Interventions shall be done when a scholar commits a Level I offense. Interventions may be in the form of any one or combination of the following:

- a. verbal correction/warning;
- b. teacher/counselor-student conference;
- c. teacher-parent conference; and
- d. letter to parents/guardian.

5.1.4 Special tasks in the form of activities that are commensurate to the offense committed may also be required.

5.1.5 The sixth time that a Level I offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.1.2, shall be treated as a Level II offense.

5.2 Level II Offenses

5.2.1 A Level II offense is defined as any act that is a willful disregard of school rules and regulations that results to less serious physical and/or material injury.

5.2.2 The following acts constitute Level II offense:

- academic dishonesty;
- bullying;
- disobeying school rules and regulations while riding the school bus;
- engaging in lewd or inappropriate conduct towards other scholars, faculty

- members or employees of PSHS;
- falsification of school ID or school pass;
- fighting or inciting another to fight;
- gambling (first commission);
- possessing or consuming any alcoholic drink or beverage while in school premises or outside the campus while on official school activity;
- possessing or using any type of weapon or dangerous item such as, but not limited to, firearms, bladed instrument, and explosive weapons or substances;
- possessing pornographic materials;
- using or possessing any type of tobacco product or paraphernalia connected with the use thereof;
- using profanity or vulgar, racist, or sexually inappropriate language to verbally abuse another scholar, faculty member or an employee of the PSHS;
- violating acceptable technology-use policy as defined by the DOST/PSHS;
- committing, for the sixth time, an act or a combination of acts enumerated as a Level I offense; and
- any other circumstances of a similar nature and analogous to those mentioned above.

5.2.3 The following disciplinary actions may be imposed for Level II Offenses:

- a. written reprimand;
- b. execution of behavior contract;
- c. restitution; and
- d. reparation.

In such cases, the Discipline Committee shall determine and directly impose on the erring scholar, through the Discipline Officer, the disciplinary

actions mentioned above. The said actions may be imposed alternatively or simultaneously. However, in no case shall restitution and reparation be imposed simultaneously. Disciplinary actions may only be imposed on an erring scholar at the discretion of the Discipline Committee.

5.2.4 A character mark of “Needs Improvement” shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

Integrity;
Observance of School Rules and Regulations; and
Respect for Others and Others’ Property.

5.2.5 Interventions in Section 5.1.3 of this Code, as well as special tasks related to the offense may be required by the Discipline Officer.

5.2.6 The sixth time that a Level II offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.2.2, shall be treated as a Level III offense.

5.2.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Discipline Committee/Officer may modify the penalty to be imposed.

5.3 Level III Offenses

5.3.1 A Level III offense is defined as any act that is a gross and willful disregard of PSHS rules and regulations that may result to serious physical and/or material injury.

5.3.2 The following acts constitute Level III offense:

- academic dishonesty;
- assaulting or assisting in the assault of a school employee or volunteer;
- committing theft or assisting in the perpetration thereof;
- committing extortion/blackmail against a fellow scholar;
- engaging in any form of voyeurism which includes the posting of indecent or lewd photos or videos on the internet;
- falsification of school documents other than the ID and school pass;
- gambling (second and successive commissions);
- membership in any organization, group or association that espouses violence or any illegal or criminal activity;
- possessing or using, without school authority, any type of fireworks or pyrotechnic device;
- selling, possessing, or being under the influence of any illegal or controlled drugs or substances or possessing paraphernalia in connection with the use thereof;
- tampering of a fire extinguisher, fire alarm and other emergency devices;
- committing, for the sixth time, an act or a combination of acts enumerated as a Level II offense; and
- any other circumstances of a similar nature and analogous to those mentioned above.

5.3.3 Disciplinary actions for Level III offenses require the approval of the Management Committee before implementation. The sanctions that may be applied, whether simultaneously or alternatively, are

the following:

- a. reparation or restitution whenever applicable to the offence committed;
- b. suspension of privileges commensurate to the offense committed, such as but not limited to: usage of ICT resources; borrowing of book/s for home use; issuance of leave pass in the case of dormers; assuming positions in organizations or school representation; and
- c. suspension from classes, not exceeding ten (10) school days.

5.3.4 A character mark of “Needs Improvement” shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

- a. Integrity;
- b. Observance of School Rules and Regulations; and
- c. Respect for Others and Others’ Property.

5.3.5 Additional actions may be implemented for Level III offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.

5.3.6 The sixth time that a Level III offense is committed, whether it be the same act or it be a series of acts all covered by Section 5.3.2, shall be treated as a Level IV offense.

5.3.7 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the Management Committee may modify the penalty to be imposed.

5.4 Level IV Offenses

5.4.1 A Level IV offense is the willful commission of a crime which endangers life or results to considerable damage to property.

5.4.2 Disciplinary actions for Level IV Offenses require the approval of the PSHS Board of Trustees before implementation. They may be in the form of any of the following sanctions:

- a. Termination of Scholarship;
- b. Expulsion; and
- c. Non-graduation.

5.4.3 Taking into account the gravity of the offense, and the presence of mitigating or aggravating circumstances, the BOT may modify the penalty to be imposed.

5.4.4 A character mark of “Needs Improvement” shall be given for one or a combination of any of the following areas for the quarter the offense was committed:

- a. Integrity;
- b. Observance of School Rules and Regulations; and
- c. Respect for Others and Others’ Property.

5.4.5 Additional sanctions may be implemented for Level IV offenses in the form of any one or combination of the stated interventions in Section 5.1.3, and/or disciplinary actions stated in 5.2.3 of this Code.

F. Procedures

The PSHS, in accordance with its vision and mission, establishes disciplinary procedures that ensure the protection of the scholar’s right to due process. Interventions and disciplinary actions are given after an evaluation not only of the nature, gravity and scope of the

offense committed, but also of the circumstances surrounding the scholar and the incident. Accordingly, mitigating and aggravating circumstances are duly considered in giving out sanctions to erring scholar.

Disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

The right to appeal decisions made in the course of disciplinary proceedings is available to the aggrieved party, the scholar under investigation, as well as school personnel other than the investigating authority.

6.1 The Discipline Officer

The Discipline Officer (DO) is a faculty member designated by the Campus Director to carry out programs for maintaining discipline in the campus. The DO reports directly to the Campus Director.

6.2 The Discipline Committee

The Discipline Committee (DC) is composed of a Chairperson and a pool of members, drawn from the faculty. The composition of the DC is constituted by the Campus Director at the beginning of the school year.

The Chairperson and two members of the committee shall be designated to handle each case elevated to the Committee.

6.3 Situational Assessment

Situational assessment is done by any school personnel who discovers, witnesses, or is informed of a possible offense.

6.3.1 If a Level I offense is determined, appropriate intervention(s) should be implemented immediately.

6.3.2 If a higher-level (II, III or IV) offense is determined, the incident is referred to the Discipline Officer for proper action.

6.3.3 If the possible offense cannot be classified immediately, the case is referred to the Discipline Officer for proper action.

6.4 Filing of an Anecdotal Report

An anecdotal report is a narrative account of the incident, detailing the date, time, place, persons involved, and interventions or actions done, if any, by the one filing the report.

6.4.1 Any member of the school community who witnesses, discovers, or learns of the occurrence of a possible violation of the PSHS Scholar's Code of Conduct may file the report. The person filing the report must affix his/her signature on the report.

6.4.2 The anecdotal report should be submitted to the Discipline Office within three (3) school days from the commission or discovery of the incident.

6.4.3 If an intervention is done, as in the case of Level I offenses, details of the intervention(s) should be indicated in the anecdotal report. The report is signed by the school authority who implemented the intervention(s) and is filed with the Discipline Office.

6.5 Anecdotal Report Evaluation

The Discipline Officer reviews the anecdotal report and determines the nature of the offense.

6.5.1 If there is no indication of a violation of the Code of Conduct, the Discipline Officer disregards the report and submits his/her findings to the Campus Director.

6.5.2 If there is indication of a Level I violation of the Code of Conduct, the Discipline Officer shall make

the necessary intervention(s), unless such intervention has already been imposed pursuant to Sections 6.3.1 and 6.4.2 of the Code of Conduct.

6.5.3 If there is indication of a Level II, III or IV violation of the Code of Conduct, the Discipline Officer shall conduct a preliminary inquiry.

6.6 Conduct of Preliminary Inquiry

A preliminary inquiry is a fact-finding exercise where the Discipline Officer gathers information relevant to the case.

6.6.1 All scholars involved in a case, through their parent(s)/guardians, shall be notified in writing of the details of the incident and the schedule of inquiry. The written notice may also be given to the scholar, and the scholar shall require his/her parent(s)/guardian to sign the same. Should the parent(s)/guardian fail to respond within five (5) school days after the notice is sent with reasonable efforts exhausted, the notice of the preliminary inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar.

6.6.2 Any preliminary inquiry where a scholar is involved must be conducted in the presence of an adult (i.e. parent/guardian/designated representative by the parent/s) and counsel (as an observer), if desired. During the inquiry, a scholar accused of a misconduct shall be given the opportunity to defend himself/herself by presenting written and/or oral evidence. Witnesses may also be called to provide more details on the case.

6.6.3 The inquiry should be conducted within ten

(10) school days from the receipt of the anecdotal report, but in no case earlier than five (5) school days from receipt by the scholar/s involved of the notice of such preliminary inquiry. The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.

6.6.4 After ascertaining the facts of the case, the Discipline Officer determines the level of the offense.

6.6.5 If there is admission of a Level II, III or IV offense, the Discipline Officer shall elevate the case to the Discipline Committee to determine or recommend the appropriate sanction. Otherwise, if there is no admission, the Discipline Officer will elevate the case to the Discipline Committee for formal inquiry within three (3) school days from the conclusion preliminary inquiry.

6.6.6 After the preliminary inquiry, the Discipline Officer informs in writing, all scholars involved in a case, through their parents/guardians on the results of the preliminary inquiry.

6.7 Conduct of Formal Inquiry

A formal inquiry is further investigation to determine and/or ascertain the facts of a discipline case. It is conducted by the Discipline Committee if more information is needed.

6.7.1 The process of inquiry must commence within five (5) school days upon receipt of the report from the Discipline Officer, but in no case earlier than three (3) school days from receipt by the scholar/s involved of the notice of such formal inquiry.

6.7.2 A formal inquiry where a scholar is involved

must be conducted in the presence of an adult and counsel (as observer), if desired.

6.7.3 A representative of the Student Body shall also sit and observe during formal inquiry, but without any right to vote thereat.

a. A formal notice of inquiry shall be served to the parent(s) or guardian. The written notice may also be given to the student, and the student shall require his/her parent(s)/guardian to sign the same.

b. Should the parent(s)/guardian fail to respond within ten (10) school days after the notice is sent with reasonable efforts exhausted, the notice of the formal inquiry shall be sent to the surviving grandparent, oldest brother or sister over twenty-one (21) years of age, or if it should be impossible to serve notice to the foregoing, any adult identified by the scholar. The proceedings shall commence no less than five (5) school days from receipt of notice of such adult.

6.7.4 The proceedings shall be adequately documented and/or recorded, and such records shall be in the custody of the Disciplinary Committee.

6.7.5 After the Formal Inquiry:

6.7.5.1 For Level II offenses, the Discipline Committee shall submit its report and decision within three (3) school days from the conclusion of the formal inquiry to the Discipline Officer for implementation.

6.7.5.2 For Level III and IV offenses, the

Discipline Committee shall submit its report and recommendations to the Management Committee within three (3) school days from the conclusion of the formal inquiry. A copy of the report shall be furnished to the Discipline Officer.

6.7.5.3 If the Discipline Committee determines that the act(s) complained of is a Level I offense, it shall refer the same back to the Discipline Officer within three (3) school days from the conclusion of the formal inquiry for imposition of the appropriate intervention.

6.7.5.4 The findings of the formal inquiry shall be given to the scholar through the parent/s.

6.8 Determination of Sanctions

6.8.1 The determination of appropriate interventions and/or sanctions shall depend on the level of the offense committed.

6.8.1.1 Interventions for Level I offenses are determined by a teacher, school personnel, or the Discipline Officer.

6.8.1.2 Sanctions for Level II offenses are determined by the Discipline Committee.

6.8.1.3 Sanctions for Level III offenses are determined by the Discipline Committee and are submitted to the Management Committee for review and approval. If after review, the Management Committee finds that the offense is either a Level I or Level II

offense, it shall refer the implementation of the intervention to the Discipline Officer/ Discipline Committee.

6.8.1.4 Sanctions for Level IV offenses are determined by the Discipline Committee, and submitted to the Management Committee for review and recommendation. This is elevated to the Board of Trustees, through the Executive Committee, for final approval. If after review, the Board of Trustees finds that the offense is either a Level I, Level II or Level III offense, it shall refer the implementation of the intervention to the Management Committee, Discipline Committee or Discipline Officer, as the case may be.

6.8.2 In the determination of sanctions, mitigating and aggravating factors may be considered.

6.9 Implementation of Interventions

6.9.1 Any teacher or school personnel may implement interventions of a Level I offense only within five (5) school days from the commission. However, maintenance and security personnel shall not implement interventions; the Discipline Officer shall carry out the appropriate interventions on their behalf within five (5) school days from the filing date.

6.9.2 An anecdotal report on the intervention undertaken should be furnished to the Discipline Officer immediately.

6.10 Implementation of Disciplinary Actions

6.10.1 The Discipline Officer carries out the sanctions for Levels II and III.

6.10.2 In case of termination of scholarship or expulsion, the decision of the Board of Trustees shall be carried out by the Campus Director.

6.10.3 One count of a Level III offense will automatically place a student on probationary status for the succeeding school year.

6.10.4 Two counts of a Level III offense within a school year shall be a ground for termination of scholarship.

6.10.5 In the case of a graduating scholar involved in a Level III or IV case:

6.10.5.1 If suspension is no longer possible, a sanction of rendition of special tasks shall be imposed.

6.10.5.2 All efforts shall be exerted in resolving pending cases of graduating scholar before graduation without compromising the substantive and procedural aspects of due process.

6.11 Appeal Procedures

6.11.1 A party who wishes to appeal a decision rendered pursuant to this Code of Conduct shall signify his/her intent to do so by simply filing a written notice of appeal to the authority which rendered such decision within five (5) days from receipt thereof.

6.11.2 It shall be the responsibility of the authority which rendered the decision to forward the records of the case to the reviewing authority within five (5) days from receipt of the written notice of appeal.

6.11.3 Decisions of the Discipline Officer shall be appealable to the Discipline Committee.

6.11.4 Decisions of the Discipline Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Management Committee.

6.11.5 Decisions of the Management Committee, whether or not rendered at the first instance or on appeal, shall be appealable to the Board of Trustees.

6.11.6 Decisions of the Board of Trustees shall be final, unless the party aggrieved by such decision wishes to appeal the same to the proper authority, in accordance with law.

V. ICT NETWORK USAGE AND SECURITY POLICY

Adopted from DOST-ICT Rules

A. All Information and Communications Technology (ICT) facilities and resources of the school are valuable assets and must only be used to perform school-related duties or officially authorized activities.

B. The authority and responsibility to install, upgrade or modify any hardware or software rests solely on the MIS Unit, unless authorized for a specific class activity, otherwise it will be considered as vandalism.

C. Inserting foreign objects into any equipment in the laboratory shall be considered vandalism in accordance with the PSHS Code of Conduct. Defacing laboratory equipment or furniture shall likewise be considered as vandalism.

D. Copying a computer file that contains another person's work and submitting it for one's own credit or using it as a model for one's own work, and/or submitting the shared file, or a modification thereof, as one's individual work, when the work is a collaborative work, or part of a larger project is considered cheating.

E. Use of ICT resources for any activity unrelated or inappropriate to the duties and responsibilities of the scholar shall be prohibited at all times e.g. playing games or watching videos.

F. Accessing, downloading, producing, disseminating or displaying material that could be considered offensive, pornographic, racially abusive, culturally insensitive or libelous in nature are prohibited.

G. Students shall be given a login account to access their files on the servers. They are responsible for the password making sure it is kept secret, and for all the files found in their folder. The MIS or authorized

personnel may delete files or softwares that are unauthorized or inappropriate. The student is responsible for keeping the size of his folder within the prescribed limit set by the MIS.

H. There is no assumption of privacy in the student's files stored within the school's infrastructure. The school reserves the right to examine any and all files stored within the system.

I. The student is also expected to follow other rules and regulations in addition to these guidelines as set by the DOST, PSHS and other units within the campus specific to their jurisdiction.

J. The following laptop areas and allowed devices should be observed:

Laptop areas:

1. Classrooms and labs during class, subject to teacher's approval
2. Free lab and library during free time, subject to teacher's/ librarian's approval
3. Dorms—library, Internet room, common area, study hall, subject to dormitory manager's approval
4. Cafeteria—the coop will designate a specific area, subject to coop manager's approval

A permit from the teacher and the MIS must be secured before using laptops.

Allowed devices: (subject to approval by the teacher/manager concerned)

- Cell phones, Laptop in designated areas.
- Permission is required for all other electronic devices.

Clarificatory Details (From PSHS Main Campus)

Use of gadget in areas not listed here are not allowed unless

supervised by a teacher or a school staff.

White list - the school observes a white list during school hours. Only sites included in the list are allowed. Access to sites not in the list via other gateways or proxies are prohibited. Should a student require a site to be included in the list for academic purposes, he/she should ask the teacher to make the request to the MIS office.

VI. STUDENT SERVICES

A. Registrar's Office (SSM Doc. No. 3.0)

The Registrar's office is in-charge of enrollment, dissemination of general information regarding entrance tests and the release of results, recording and ranking of grades, preparation of stipends payroll, issuance of ID's, report cards and transcript of records at the end of the school year. It is open from 7:00 A.M. to 5:00 P.M. Mondays to Fridays.

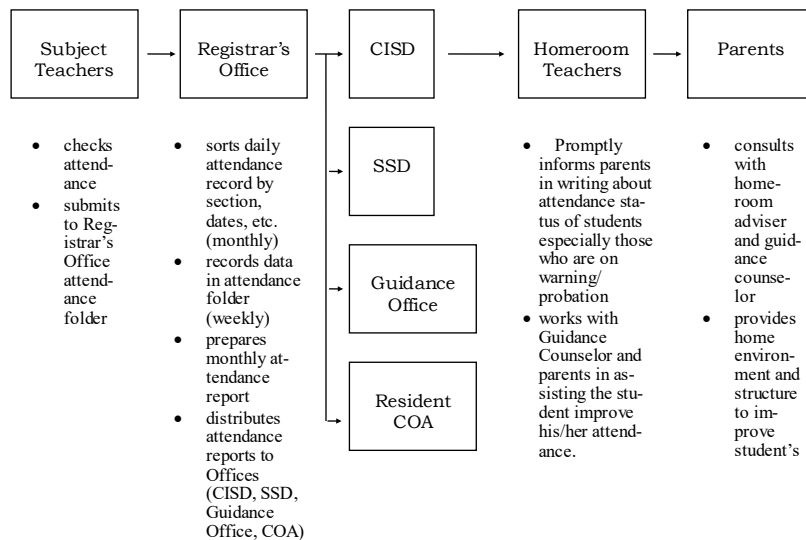
1. Attendance

Attendance monitoring is a system being used to record students' punctuality and actual presence in class. The Registrar's Office keeps the Attendance Monitoring Folder which is issued and retrieved daily. The Office is open before classes start to provide the first period teachers reasonable time to get the Attendance Monitoring Folder. The teacher of the last class for the day shall return the Attendance Monitoring Folder to the Registrar's Office.

The subject teacher at the start of the class period, writes down the names of the students who are late or absent in class in the Attendance Monitoring Form. The subject teachers must sign in the appropriate space to indicate his/her actual presence in the classroom. The CISD uses the same form in checking the actual presence of the faculty in the classroom.

At the end of the month, the clerk in charge of the class prepares the summary of attendance for the preparation of stipend and living allowance payroll and for the use of the class adviser, CISD and SSD. Parents are notified thru the attendance report reflected on the Report card. Queries on tardiness, cutting classes and absences may be addressed on or before card-giving day with the class adviser. Parents may also inquire from the Registrar's Office anytime.

All records of attendance are kept in the Registrar's Office.

FLOW CHART OF STUDENT ATTENDANCE MONITORING**3. Request for Certification and Other School Records**

All requests for certification and school records must be submitted to the Registrar's Office at least five(5) days before the actual date of need. This is to give the staff and the Registrar reasonable time to prepare the said request without affecting the workflow and load of the office. All required fees must be paid to the school cashier.

Clearance Process**A. Grade 12 - Individual Clearance Forms**

1. Academic
2. Administrative

Note: For graduating students, forms are available at the Registrar's Office.

B. Grade 7- Grade 11 - One-Stop Clearance Steps:

1. Academic - completion/submission of all academic requirements to subject teachers.

2. Administrative - returning of books/ settlement of financial and property accountabilities with the Property Office Library, Residence Halls, Registrar, Medical-Dental, Accounting, Cashier, PSHS Consumer's Cooperative, Homeroom Adviser, Batch Adviser and SA Adviser.\

3. Submission of list of students with accountabilities by teachers and section chiefs of SSD and FAD by e-mail.

4. Posting of names of students with accountabilities at SSD and Registrar's Office bulletin boards.

5. All students must secure clearance Form A from the Registrar's Office. Students with standing accountabilities will then settle such accountabilities and obtain clearance from the teacher/s or administrative head who will initial their names on Form A to attest that this student has been finally cleared. The student will return clearance Form A to the Registrar's Office to verify his/her new status and if so cleared, will be stamped CLEARED.

6. Present your clearance Form A marked CLEARED to claim your Report Card during the PTC/ card-giving.

B. Guidance Center (SSM Doc. No. 7.0)

The Guidance Center follows a developmental approach in its program. The counselors act as agents of change through innovative approaches to the education of gifted students. The guidance counselor is able to bridge the various components involved in the gifted program. Among these components are identification, planning intervention, in-service education, program coordination, counseling and consultation.

1. Core Services

Counseling and Follow-up
 Testing and Appraisal
 Information Service and Inventory
 Career Placement
 Research and Evaluation

2. Guidance Programs

Academic Probationary/Warning Follow-up Program
 Peer Facilitator's Program a.k.a Big Brother/Sister Circle
 (BBSC)
 Class Time-Out Program
 Parents' Formation Program
 Practicum Program

C. Library (SSM Doc. No. 4.0)

The school library is open from Monday to Friday from 7:30 AM to 4:30 PM.

Students are not allowed to bring bags, trappers, and big folders inside the library. However, they are encouraged to bring their valuables like laptop, wallet, and cell phone.

Students can create their own library account by getting their username and password from the librarian.

1. Privileges in the Library

a. Circulation of Books - Students with current validated PSHS CBZRC ID may borrow circulation books for three (3) days and fiction books for one (1) week. Up to five (5) books may be borrowed. However, fiction books is limited to two (2) at a time. Just present your school ID.

b. Renewal - Books may be renewed, unless another student has reserved it. It may be done online provided that the student is within the school premises.

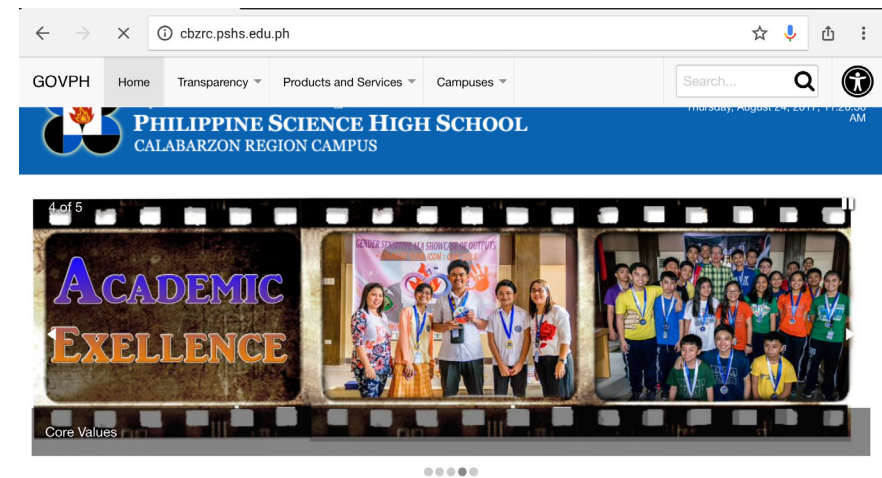
c. Computer Services - Students can use the computers for encoding term papers and research papers. Students can use the internet for free but for research purposes only. Chatting and playing computer games are strictly prohibited. Students who may want to print materials from the computer are required to pay agreed upon fees:

P 5.00 per page/ toner ink

P10.00 per page/ half page picture

P 20.00 per page/ whole page picture

d. Homepage — The homepage of PSHS Calabarzon Region Campus (www.cbzrc.pshs.edu.ph) includes the profile of the different services.



D. Medical and Dental Clinic (SSM Doc. No. 6.0)

The school clinic is responsible for safeguarding the health of the scholars and school personnel on campus. The temporary clinic staff is composed of the PEHM teachers. At the start of the school year, the clinic conducts general physical and dental examinations for freshmen. Upper level scholars have their annual check-up before the end of the school year. In emergency cases, the scholars are accommodated at the nearby private hospitals.

The following basic services are available: health information and first aid treatment.

E. Residence Halls (SSM Doc. No. 5.0)

The Philippine Science High School Calabarzon Region Campus runs the Residence Halls male interns and female interns from Grade 7 to Grade 11.

The Student Services Manual provides the following provisions:

1. SSM 5.1

a) 3.2.1 stipulates, “Accommodation shall be prioritized based on grade level, economic status and distance of residence from the campus. The campus reserve the right to reject applications for accommodation.”

b) 3.2.3 further states, “Accommodation fees shall be collected based on the prescribed rate by the current policy.”

2. SSM 5.2

a) 2.0 specifies, “The Philippine Science High School Residence Halls are intended to provide growing-up adolescents with a home away from home, among a community of scholars. It is in this environment that group living should be made delightful, educational and a wholesome experience. In such a community, each has a role to play and a commitment to uphold. Everyone is therefore enjoined to be responsible and concerned, and to participate actively in various activities, projects and programs of the residence halls.”

b) 3.2 instructs, “Residents shall pay a minimal monthly fee for lodging. They take care of their own beddings and personal belongings.”

c) 3.5.1 informs, “The Residence Hall Head shall determine the schedule of the interns such as but not limited to waking up time, sleeping time, curfew hours, visiting hours, meal time and study period. Interns must follow said schedules.”

d) 3.6.1 requires, “The interns shall follow the guidelines set in the Residence Hall Handbook of the campus.”

The dormitory managers look after the physical upkeep of the dormitory facilities and maintain order, discipline and security. Volunteer staff and faculty members who reside in the dormitories assist in providing a wholesome life for the interns.

1. Guidelines During Visiting Hours

a. Visiting Hours:

5:00 - 7:00 P.M. - Monday - Friday

3:00 - 7:00 P.M. - Holidays

b. Visitors are entertained at the dormitory reception area only.

c. Visitors who may wish to see the dormitory and its facilities should secure permission from the SSD Office. They should be accompanied by the Dorm Managers while going around the dormitory.

e. Visitors are required to sign in the visitor’s logbook.

f. Students must report untoward behavior of visitors immediately to the Dorm Manager or Dorm Staff.

g. Dormers are expected to observe proper decorum:

1. They should treat visitors with respect.

2. They should be in proper attire when entertaining visitors.

3. They should be responsible for the behavior of their visitor/s.

4. They should fix the tables, chairs and clean up leftover food, peelings and wrappers after their visitors leave.

2. Curfew

All residents are required to be inside the dormitories on or before the prescribed curfew time.

Dorm curfew: 7:00 P.M. — Daily

* For more information on rules and regulations of the Residence Hall, please refer to the PSHS CBZRC Residence Hall Handbook.

VII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

While its emphasis is on academic excellence, the school realizes that the scholar's overall development must be its ultimate concern. Thus, it encourages the scholar to engage in as many and as varied co-curricular and extra-curricular activities as time, interests, and abilities would allow him. However, the scholar must keep in mind that academics must always take priority over extra-curricular activities.

The Student Services Division (SSD) coordinates and monitors all extra-curricular activities. One week before the activity, the application to hold student activities must be filed with the SSD Office for permits and the necessary arrangements regarding the use of school facilities.

The sponsoring group must see to it that the proposed activities are in consonance with school policies and student welfare.

The Director approves in-school and out-of-school activities endorsed by the Chiefs of Curriculum and Instruction Services Division and the Student Services Division.

A. Co-curricular Activities

The various academic units sponsor co-curricular activities where scholars are required to participate. These need prior endorsement from the CISD. These activities include:

1. Buwan ng Wika - Filipino (August)
2. ALA/Club Showcase of Outputs (October)
3. Foundation & Humanities Week — (November)
4. Intramurals—The PEHM unit
5. Science/ Math/ Computer Science and Technology Fair
(February)
6. GAD Student centered Showcase— (March & December)

Regular classes during these special weeks may be selectively suspended by the Director to enable the scholars to participate in

the activities in which their attendance is required.

No other major student activity shall be allowed unless previously approved in the planning of the yearly program of activities.

B. Extra-Curricular Activities

Extra-curricular activities are those which are not related to the school's academic program but are important for the development of the scholar's interest, talents, leadership and other special abilities.

These activities are supervised by the teachers/ advisers/sponsors from the planning stage to the implementation of the activity.

Scholars may conduct their own extra-curricular activities (such as parties and talent shows), with the approval of the school authorities. The organizers of said activities should see to it that there are teachers/advisers present to supervise the activities. Off campus activities shall require parents permits and one (1) teacher-chaperone for every 15 students. Attendance in extra-curricular activities, while not required, is encouraged.

C. Student Organizations

There are several student organizations and interest groups officially recognized by the school:

CLUBS:

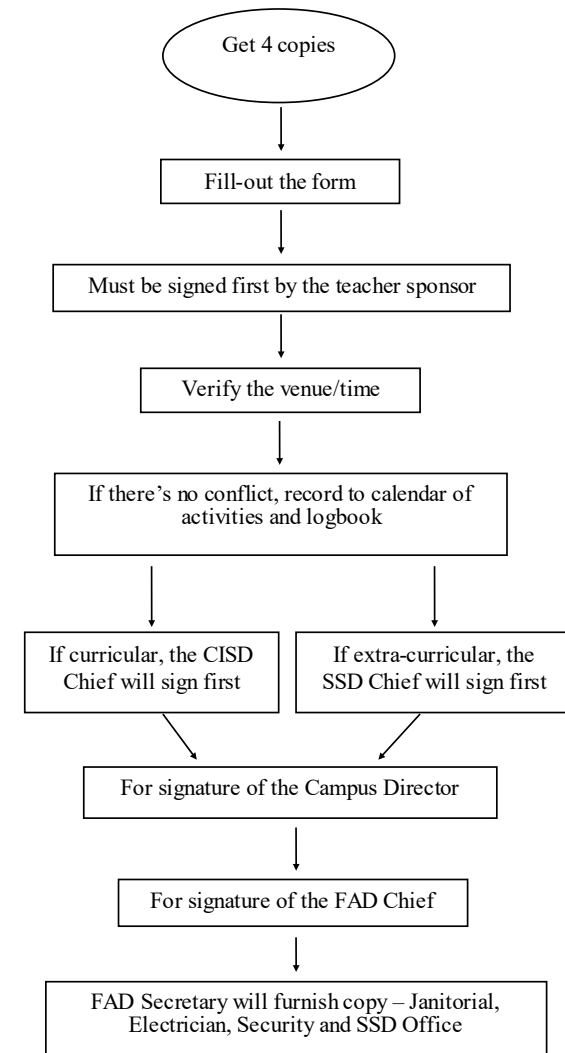
1. Rondalla
2. Journalism
3. Math
4. Chem
5. Physics
6. Creative Writing
7. Malikhaing Pagsulat

ALA:

1. Robotics
2. Visual Communication
3. Environmental Science
4. Citizenship

5. Theater Arts
6. Electronics
7. Sports
8. Programming
9. Glee Club

FILING OF ACTIVITY PERMIT



Membership in these organizations is encouraged. However, only scholars in good standing may be elected as officers in any school organization.

Organizations not listed above are not recognized by the school. Scholars who affiliate with unrecognized organizations shall be meted the appropriate sanctions. However, a student group seeking recognition may submit the following to the Chief of Student Services Division:

1. Constitution—philosophy, objectives, governance and membership requirements
2. A calendar of activities
3. A signed statement from the prospective club adviser (who should be a faculty member) that he/she is willing to assume supervision of the group.

D. Publications

The official student publications of PSHS Calabarzon Region Campus are:

1. The Calabarzon Scholar (English)
2. Ang Pisay Metamorphosis (Filipino)

E. Leadership and Exchange Program

The PSHS Calabarzon Region Campus intends to coordinate a program through a Memorandum of Understanding (MOU) between the PSHS Calabarzon Region Campus and other schools and institutions with the following objectives:

1. To develop students into global citizens;
2. To inculcate in students greater sensitivity and rootedness to their home countries;
3. To further concretize ties between the premiere schools gifted in science, technology and mathematics; and
4. To exchange best learning habits, techniques and strategies for excellent academic performance between students from both schools.

F. Guidelines in the Conduct of Co-curricular and Extra Curricular Activities

1. Definitions

- a. Co-curricular activities are offshoots of academic programs sponsored and/or participated in by the academic units.
- b. Extra-curricular activities are activities sponsored by clubs and other interest groups.

2. Objectives

- a. Co-curricular activities aim to support instruction and academic activities.
- b. Extra-curricular activities aim to develop student's leadership, talent and other special abilities.

3. Approval and Coordination

- a. The Student Services Division and Student Affairs Coordinator coordinate both the curricular and extra-curricular activities.
- b. The Curriculum and Instruction Division evaluates and recommends the approval of all co-curricular activities.
- c. The Student Services Division and Student Affairs Coordinator evaluate and recommend the approval of all extra-curricular activities.
- d. The Director approves all co-curricular and extra-curricular activities.

4. Areas of Responsibility and Implementing Guidelines

- a. Co-curricular and extra-curricular activities should be in consonance with school objectives, policies and student welfare.
- b. The proposed activity shall not, as much as possible, affect formal classes.

- c. The advisers/sponsors must supervise the activities from the planning stage to the implementation of the same.
- d. Clubs, organization should submit their proposed calendar of activities a month before or first week of every quarter.
- e. Application for an activity permit must be filed strictly one week before the activity.
- f. Facilities and equipment will be made available through the office of the Chief, Finance and Administrative Division, only when the activity is approved.
- g. The Student Alliance shall assist in the implementation of co-curricular and extra-curricular activities.
- h. The Security Guards shall be responsible for the security in the campus during the activity.
- i. The homeroom, club/organization, batch advisers should see to it that cleanliness, orderliness and proper behavior are observed during the activities.
- j. Activities shall be undertaken at the least possible cost to students.

G. Guidelines in the Conduct of Religious-Oriented Activities

1. Religious-oriented activities are activities organized and conducted by clubs to be accredited by the Campus Director. The Parents' and Teachers Association or PTA may give logistical support to these activities.
2. Religious-oriented activities include but are not limited to worships, sacraments, fellowships, bible-study, lectures, counseling and optional religious instruction.

3. Activities sponsored by the accredited clubs are for Catholics, other Christian groups or non-Catholics.
4. Attendance of students to activities not sponsored by his/her religion shall be allowed only according to written instruction of parents. These written instructions are filed in the SSD office.
5. An organizing group shall specify the religious denomination to which it is affiliated, i.e., Pentecostal, Iglesia ni Kristo, Evangelicals, etc.
6. The conduct of religious-oriented activities shall pass the usual flow of application for an activity permit and approval of the SSD, CID, FAD Chief and the Director.
7. Optional religious instruction under the auspices of the PTA may be conducted for students under the following conditions:
 - a. The option to request or to allow their children to attend religion classes should be expressed in writing by the parents.
 - b. The written request or permission to attend religion classes shall clearly indicate the faith or religion the student should receive instruction on.
 - c. Optional religious instruction shall be given within regular school hours only.
 - d. The teachers or instructors who shall teach religion shall be designated by their respective religious authorities and shall submit to the SSD their course outline.

Such religious instruction shall be without additional cost to the campus.

H. Support Organizations

1. PSHS Parent-Teacher's Association (PTA) - The PSHS-PTA is composed of the parents of all PSHS scholars and the faculty

members of the school. The Association is actively involved in helping the PSHS find solutions to the problems of the scholars, as well as in aiding the development of the school.

2. PSHS National Alumni Association (PSHSNAA) - The PSHSNAA was organized primarily to serve the collective interests of the PSHS graduates, and to establish stronger bonds of cooperation between the PSHS Alumni and the PSHS administration and studentry.

3. PSHS CBZRC Teachers and Employees Cooperative, Inc. (PSHS CBZRC TEMCOI) - The PSHS CBZRC TEMCOI is owned, managed, controlled and patronized by its members (PSHS CBZRC faculty and administrative staff). It operates the canteen and the mini grocery for the school community.

I. Inter-campus Transfer

GUIDELINES ON INTERCAMPUS TRANSFER

I. Rationale

Each year, the Philippine Science High School usually admits 240 students at the PSHS-Main Campus and 90 students each for the PSHS regional campuses for the incoming Grade 7 batch. On the first year of intake for a given batch, either one of two things can happen: the number of slots is fully subscribed, or it is not due to various reasons. In the case of the latter, qualified students from a campus may be admitted to another PSHS campus to fill the vacant slots. In allowing this type of transfer, the utilization of PSHS System resources is maximized, and the reason for the student's need to transfer is addressed.

Intercampus transfer may be allowed on a case to case basis and provided there is compliance with requirements set by the Board of Trustees. In the process of admitting students to fill up vacant slots in a campus, the campus director shall first consider applications for intercampus transfer before opening up the slots for lateral

admissions.

II. General Guidelines

1. Intercampus transfer will be allowed only for incoming Grade 8, 9 or 10 students. This will provide the scholar time to adjust to the new school environment and to ensure at least two years residency prior to graduation.

2. The number of slots for intercampus transfers approved yearly depends on the number of vacant scholarship slots available to complete an enrolment of 240 for the Main Campus and 90 for each of the regional campuses.

3. The number of slots available (if there any) is determined by the campus immediately at the end of the school year. The application to transfer from one PSHS Campus to another should be filed with the campus of origin by the student and his/her parents/s, not later than the 25th of May*, and evaluation of applications commences with the availability of the final grades.

*If the date given falls on a Saturday or Sunday or holiday, the deadline is then set for the next working day.

4. The campus directors of both the campus of origin and the receiving campus shall evaluate the application on the bases of the reason/s for the transfer and compliance to the set of criteria approved by the PSHS System Board of Trustees. Both campus directors may either endorse or deny the application, stating the reason/s therein.

5. Intercampus transfer shall be given priority over lateral admissions/entry in completing the number of scholarship slots available in the campuses.

6. The receiving campus may require additional documents as deemed necessary.

III. Criteria for Eligibility

A scholar may be allowed to transfer from one campus to another provided a slot is available and he/she fulfils the following requirements:

1. Must complete the necessary Grade level/s in the campus of origin;
2. Must not have a final grade lower than 1.5 in any subject (if transferring to the Main Campus); or must have a GWA of 1.75 or better in the previous year level (if transferring to any of the regional campuses);
3. Must have a final character rating of at least Good (G) during entire stay in the campus of origin;
4. Must be in good standing in attendance during entire stay in the campus of origin;
5. Must not have committed a level 2 or higher level offense during entire stay in the campus of origin; and
6. Must submit a letter of intent to the campus of origin duly signed by the parent/authorized guardian.

IV. Procedure for Application

1. The student, with his/her parents/s, submits a letter to the campus director of his/her present campus (referred to as the campus of origin), signifying the student's intent to transfer to another PSHS campus. The deadline for submission of the letter of intent together with the documentary requirements is May 15.
2. The campus director of the campus of origin either endorses or denies the request based on the criteria, and upon evaluation

of the reason/s for the transfer. In case of endorsement, the campus director formally informs in writing, the accepting campus of the student's intention to transfer and provides the accepting campus a certified true copy of the student's report card for evaluation. In case of denial of request, the campus director formally informs the student and his/her parents of the decision in writing, stating the reason/s therein.

3. The decision to accept the application for intercampus transfer rests with the Management Committee of the receiving campus, upon evaluation of the eligibility and reason for the transfer.
4. The campus director of the accepting campus then informs the student and his/her parents in writing regarding the decision, through the campus director of the current campus, and presents the matter to the Executive Committee for notation.

VIII. PROCEDURES DURING EMERGENCIES

A. In Case of Fire

1. All faculty members in their respective classrooms and/or class officers shall perform the following functions:

- a. Switching off of electrical or gas appliances in use.
- b. Directing their students to the nearest exit away from the fire to a safe place (oval, etc.).
- c. Conducting an orderly but fast movement of students out of the fire scene.
- d. Advising their students to carry with them only their important belongings (if it is still possible).
- e. Allaying the fear of students.
- f. Attending to the safety of their students in general.

2. All employees shall observe safety procedures and shall perform emergency functions assigned to them such as switching off gas and electrical appliances.

3. The medical staff, with the assistance of trained volunteers i.e. P.E. Unit, must attend to those who are injured or have suffered other health-related problems.

B. In Case of an Earthquake

1. Wherever you are, stay calm.

2. During the initial shock and tremors:

- a. If you are inside the building, seek cover under heavy furniture such as tables, beds and couches (“DUCK, COVER AND HOLD”)
- b. Stay away from the beams and glass panels such as windows, doors, etc.

3. After the initial shock and tremors:

- a. Carefully get out of the place where you sought cover.
- b. Switch off gas and electrical appliances.
- c. Calmly but quickly get out of the building and go to the oval (or open space) where you can keep a distance of about half the height of the tallest building.
- d. Wait for further instruction from the School Emergency Response Team.

4. If you are in an alley or street or between tall structures and walls:

- a. Seek cover inside strong structures
- b. Be aware of falling electric posts and wires, falling glass and debris from building and sign boards.
- c. Stay away from hanging objects that may fall.
- d. After the initial shock or tremors immediately go to open spaces where you can be at a distance of about half the height of the tallest building.

5. All faculty members, laboratory assistants, and student officers shall perform their assigned functions such as:

- a. Attend to the safety of students.
- b. Direct the students to seek cover during the initial tremors.
- c. After the initial shock and tremors, switch off gas and electrical appliances.
- d. Direct students to the nearest exit.
- e. Attend to a fast and orderly evacuation of the building to a place of refuge (oval, etc.)
- f. Account for their students

C. The School Emergency Response Team

To ensure preparedness and capability of the school community to respond to any emergency and/or disaster, the PSHS CBZRC has created the School Emergency

Response Team with five(5)sub-teams to:

1. devise emergency plans

2. conduct drills for emergency and disaster preparedness
3. organize and mobilize emergency control action for rescue, evacuation and relief during emergency situations or disasters.

The 5 sub-teams pertain to First Aid, Evacuation, Fire and Site Security/ Search and Rescue, Communications and Maintenance.

Note: Announced fire and earthquake drills shall be conducted twice during the school year. Unannounced drills shall also be conducted anytime.

D. Detailed Instructions During the Evacuation Drills

An evacuation drill is an opportunity to test knowledge on how to exit from the building during an emergency.

1. Upon hearing the alarm, stop whatever you're doing. Do not panic, remain calm. Follow the instructions of your teacher. Observe silence to enable you to hear the instructions from the PA system.
2. Take only what you need - eyeglasses, keys, cell phone, medication and wallet. Do not take your school bag, books or other school materials.
3. Proceed to the nearest stairs and exit area inside the building in an orderly manner and in single or double file lines. Stay to the right and do not run. When using the stairs, take one step at a time. Overtaking of other classes or individuals is not allowed. You should not push your way out an exit.
4. Proceed to pre-determined assembly area and be counted.
5. If you are not in class when the alarm sounds, proceed immediately to the assembly area and join your class.
6. Do not stay near the buildings or in the street.

7. Do not return to the building until an "all clear signal" is given.

8. Strictly follow the PSHS CBZRC Evacuation Plan during emergencies.

E. One Point Lesson (OPL)

The conduct of an earthquake drill is different from that of a fire drill.

Fire Drill — The sound of a siren/bell means that a fire is ongoing and all occupants of the building are to immediately evacuate to ensure their safety.

Earthquake Drill — The sound of a siren/bell indicates that a strong shaking is ongoing and the level of ground shaking prevents people to stand and move around.

Participants during the 1-minute siren/bell should perform the DUCK, COVER AND HOLD response.

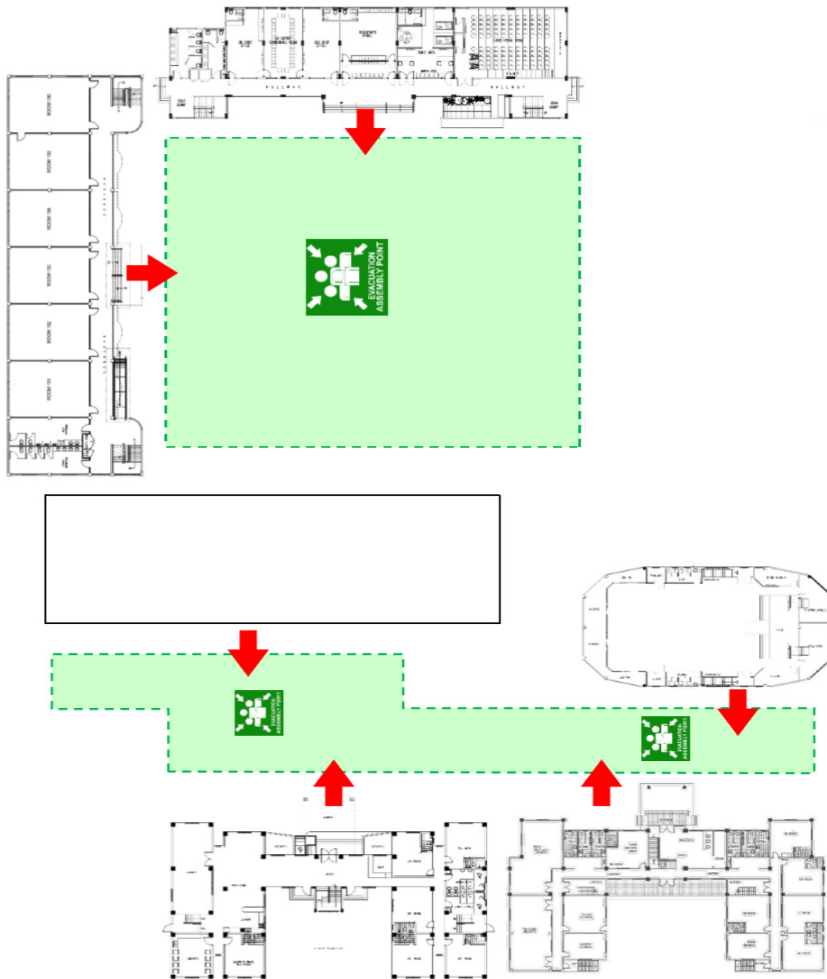
After the 1-minute siren/bell, participants quietly go out of room and proceed to the designated evacuation area.

F. The Earthquake Survival Kit and First Aid Kit

Each student shall keep and maintain an Earthquake Survival Kit bag consisting of the following items: a small battery-operated radio, flashlight, bottled water, ready to eat food (candies and biscuits), dust mask and a First Aid kit.

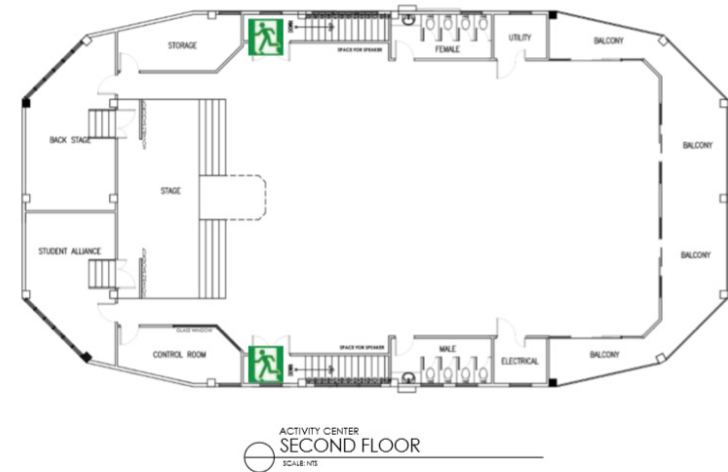
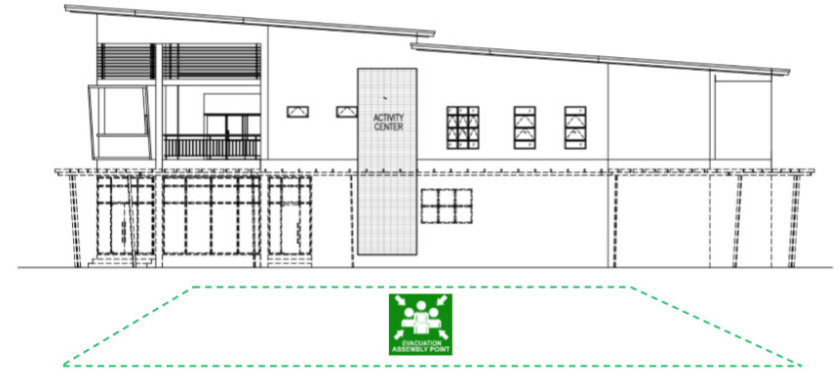
The First Aid Kit shall consist of alcohol, burn ointment, plaster, band-aid, cotton balls, paracetamol, Loperamide, and other over-the-counter, non-prescription medicines.

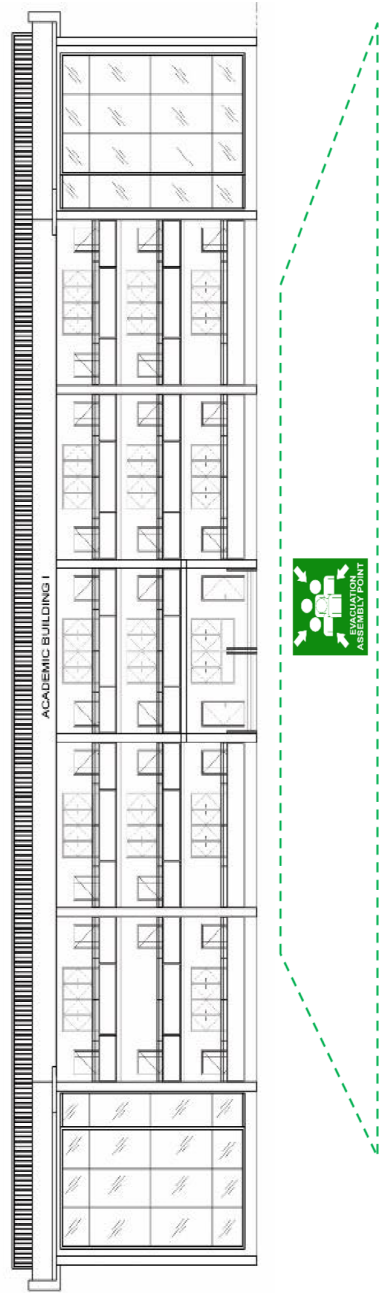
G. The School Evacuation Map



H. Evacuation Routes

Activity Center/Cafeteria





Academic Building I



Academic Building II

IX. THE SCHOOL CAFETERIA (SSM Doc. No. 8.0)

The PSHS CBZRC Teachers & Employees Cooperative, Inc. operates the Cafeteria. Scholars and school personnel may apply for voluntary membership to the PSHS CBZRC Teachers & Employees Cooperative, Inc. The Cafeteria is a self-service facility that includes a mini-grocery section.

The cafeteria offers reasonable prices that are comparatively low and regularly caters to school activities, faculty and administrative needs and other activities that require catering services. The cooperative has a policy that encourages the cooperative members to patronize the school cafeteria. It provides annual rebates and dividend earnings.

A. Membership in the Cooperative

Membership in the cooperative shall be open to all and shall fall under the following categories:

1. Regular Members
 - a. Employees, faculty and staff of the PSHS who reside or work within the cooperative's area of operation.
 - b. Employees of the PSHS CBZRC Teachers & Employees Cooperative, Inc. and are working in the area of operation.

B. Facilities

The cafeteria operates during school days from Monday to Friday from 6:00 A.M. to 6:30 P.M.

1. Main Dining Area

The cafeteria has a spacious area where adequate tables and chairs are arranged to provide convenience and satisfaction to students, faculty, staff, parents and visitors who wish to eat breakfast, lunch, snacks and supper at the canteen.

2. Faculty Lounge

The faculty lounge is an area where faculty and staff eat their lunch during peak hours. The space can also be utilized by the faculty and students for small conferences, fora and parties.

3. Mini-grocery

The mini grocery caters to the school as well as to the household needs of both the dormers and the externs. School supplies, toiletries and additional food items are found in the mini-grocery and are sold at reasonable prices.

C. Food Services

The cafeteria offers two(2) types of food service; general and ala carte:

1. The General Line

The General Line usually serves the student- interns. The interns, upon verification of their identity, can eat their meals even without cash on hand using the prepaid card. The bill is deducted from their prepaid card. In case the bill exceeds the prepaid card, the balance may be paid in the next prepaid card bought from the General Manager of the Cafeteria.

2. The "Ala Carte" Service

The Ala Carte caters to the general public, faculty and staff, parents and visitors. The customer can select from among the displayed menu and may place his/her order at the counter. The bill is paid at the cashier at the end of the counter.

X. ECONOMY AND SECURITY MEASURES

A. Economy Measures

1. Water

- a. Close faucets tightly when not in use.
- b. Check/report leaking pipes, water tanks, faucets and other water outlets.
- c. Check/ report private persons using faucets in washing cars/ vehicles.
- d. Flush the toilets properly. Use the garbage bin for tissues and disposable materials.

B. Security Measures

1. Entry to the School Premises

a. Students

1. No ID, No Entry
2. Students should always wear their ID's while within the school premises.
3. Students with vehicles shall secure car stickers for easy identification of vehicles entering the school premises.
4. Visitors shall be required to log-in at the visitor's logbook and secure a visitor's entry permit before they are allowed to enter the school premises.
5. All incoming vehicles shall be subject to inspection by the Security Personnel.
6. Students reporting to school on weekends should secure permit to enter the campus from the Student Services Division and with consent from their parents.

7. "Park at your own Risk" policy shall be adopted and implemented. All personal and valuable belongings should be secured by the concerned employee and or student.

b. Visitors/Parents

1. Entry of parents/visitors are strictly for official business only.
2. Support Organizations conducting activities/ meetings on weekends should secure an activity permit duly approved by school officials.
3. Visitors shall be required to deposit identification cards with the guard on duty who shall issue the corresponding Visitor's ID, which must be worn visibly while inside the campus.
4. Visitors shall be required to log-in at the visitor's logbook and secure a visitor's entry permit before they are allowed to enter the school premises.
5. All incoming vehicles shall be subject to inspection by the Security Personnel.
6. Employees must inform the guard on duty of their expected visitors.
7. Visitors of Residence Hall interns during regular school days are only allowed after class hours (3:30 P.M., 3:00 P.M.— 5:00 P.M. on Fridays). They are required to register at the guard on duty at the entrance gate.
8. Vehicles dropping off and picking up students shall observe the following schedule:

Drop Off	Schedule	Area
Externs	Monday—Friday * with service and with car stickers * commuters 6:00—7:00 A.M.	Academic Building 1
Interns	Sunday Monday 5:00—8:00 P.M. 5:30—6:30 A.M.	Residence Halls
Pick Up		
Externs	Monday—Friday 3:30—6:00 P.M.	Academic Building 1
Interns	Friday 3:30—5:00 P.M.	Residence Halls

9. Walk-in vendors shall not be allowed to enter the Campus without the proper approval by the Management. Promotional materials, product endorsements and samples shall be scrutinized properly by the school authorities.

2. Leaving the School Premises

a. Students

1. Interns leaving the school must surrender their approved gate pass and present their IDs to the guard on duty. The drivers of vehicles with the interns as passengers must stop and surrender to the guard on duty the gate passes of their students.

2. Students' vehicles shall be subject to inspection before leaving the school premises.

b. Visitors/Parents

1. Visitors shall log-out at the visitor's logbook and

return the visitor's ID and form to the guard on duty before leaving the school premises.

2. All vehicles shall be subject to inspection before leaving the school premises.

3. Inspection of Vehicles/Bags/Baggage

a. Students

1. All equipment/ materials to be brought into the campus shall be registered upon entry with the guard on duty which shall serve as basis for the guards when it will be brought out of the premises. If the equipment/materials will be left in the campus for more than one day, it shall be registered at the Discipline Office and an authority to bring out the equipment shall be secured when it will be brought out of the premises.

2. Bags/ Baggage and vehicles of the students shall be subject for inspection by the guard on duty upon leaving the campus.

b. Visitors/Parents

1. All bags/ baggage and incoming vehicles shall be subject for inspection by the guard on duty.

2. All equipment/materials to be brought in to the campus shall be registered upon entry as basis for the security guards when it will be brought out of the premises.

4. Buildings

a. For security reasons, Academic Buildings will be closed at 5:30 P.M. everyday. No activities will be authorized for PSHS students after 5:30 P.M. unless with approval from the proper authorities.

- b. Entering the school buildings during weekends are strictly prohibited without authority.
- c. Use of school facilities by outsiders in June and July require approval by the Director. Approved request shall be guided by the existing guidelines on the use of PSHS CBZRC facilities.

5. Implementation by PSHS Security Force

- a. The campus security force is authorized to implement the guidelines to ensure the safety of our entire community.

NOTE:

Bringing of firearms, dangerous drugs, and chemicals in the school premises are strictly prohibited.

The PSHS CAMPUS is a non-smoking, non-drinking (liquor), and non-gambling area.

Campus speed limit is 10 KPH.

Residence Hall Rules and Regulations

FOREWORD

The Philippine Science High School Residence Halls intends to provide growing up adolescents with a home away from home, in a community of scholars. It seeks to provide an environment where group living becomes a delightful, educational, and wholesome experience. Here, each has a role to play, and a commitment to uphold. Everyone is therefore enjoined to be responsible and concerned, and to participate actively in the various activities, projects and programs of the residence halls.

The following policies and rules are formulated for every resident to observe as a means of maintaining discipline and order. Everyone has a responsibility towards creating an environment not only conducive for study, but also for the growth and development of enlightened, happy and morally upright individuals.

1. ADMISSION (Please refer to Document No. 5.1)

- a. Priority accommodation to the PSHS Residence Halls shall be given to students coming from outside Batangas City.
- b. Prospective upper year interns are advised to plan ahead of time in terms of looking for accommodation outside the PSHS.
- c. An intern may be asked to leave anytime during the school year or be refused acceptance the following school year because of unsatisfactory behavior or if management feels that his/her continued stay in the Residence Hall will be detrimental to the welfare of others.

2. FEES

- a. Lodging fee is Sixty Pesos (P60.00) per month deducted by the school from the stipend and living allowance of the intern.
- b. An appliance/gadget permitted by the school authorities to be brought in for use shall be charged a fee of P20.00 for each appliance/gadget per month (Please refer to PSHS-00-F-RHU-04 Rev0-04/17/17).
- c. The student interns are served food through the PSHS CBZRC Teachers and Employees Cooperative Inc. to ensure that they take meals regularly. Prepaid cards or chits are used to purchase for their meals. In case the prepaid card/ chit has been consumed, the parents/ guardians shall pay the amount incurred by their child to the Cafeteria manager.

3. BASIC SUPPLIES/ITEMS

Interns shall provide themselves with the following basic supplies/ items:

- a. At least five (5) sets of prescribed school uniforms, black leather shoes, white socks, or black socks for boys, shoe brush and polisher.
- b. Bed covers , blankets, pillows and pillowcases
- c. At least one mosquito net, mosquito repellent
- d. Enough undergarments, hankies, bath and face towels.
- e. Tumbler, toothbrush, toothpaste
- f. Teaspoon, spoon and fork, drinking glass
- g. At least a dozen clothes hangers and sewing kit
- h. Raincoat, umbrella and a flashlight
- i. Broom, dustpan, waste basket, pail, dipper (“tabo”), rug, doormat
- j. Basic school supplies
- k. Earthquake Survival Kit: (refer to page 19)
- l. First Aid Kit: (refer to page 19)
- m. Personal over the counter medications.

4. VISITING GUIDELINES / RULES

- a. Visitors shall be entertained only at the reception area.
- b. Visiting Hours: 5:00 PM - 7:00 PM - Monday to Thursday
- c. All visitors are required to sign in the visitor’s logbook.
- d. Visitors should be dressed appropriately and observe Residence Hall rules/regulations.
- e. Interns should observe proper decorum. Specifically,

1. Treat visitors with respect.
2. Wear proper attire when entertaining visitors. Wearing of house clothes are restricted to inside the Residence Hall only.
3. Be responsible for the behaviour of their visitor/s.
4. Fix the tables, chairs and clean up leftover food, peelings and wrappers after their visitors leave.
5. Wearing of sleepwear is restricted to the bedroom only.

5. WAKE UP CALL

- a. The bell rings at 5:00 AM and again at 5:30 AM to wake up the interns. Each intern is allotted maximum of 10 minutes to use the bathroom for their morning bath.
- b. All interns should be out of the Residence Hall by 6:30 AM.
- c. Early morning exercise may be organized from 6:00 AM -6:30 AM; one for Boys and another for Girls.

6. MEALS

- a. Interns should report promptly for meals at the Cafeteria dining hall.

- b. Meal Schedule:

Breakfast - 6:0 AM - 7:00 AM Monday to Friday

Lunch - Meal schedule varies across grade levels

Dinner - 5:30 PM - 6:30 PM Monday to Thursday

- c. Interns must be dressed appropriately at the Cafeteria dining hall.

- d. Table and meal etiquette should be observed. After eating, segregate food leftovers, utensils, paper/plastic wastes. Trays must be placed on the designated locations.

7. FLAG CEREMONY AND DAILY CLASSES

All students are required to observe daily wake-up call and meal time to enable them to promptly attend the Flag Raising every Monday and Flag Retreat every Friday

8. CURFEW

All interns are required to be inside the Residence Hall by 6:30 PM, curfew time. Headcount shall be conducted by the Residence Hall Manager or Residence Hall Volunteer-in-charge nightly to monitor the student's whereabouts. Students not at their designated room shall be reprimanded for the 1st Offense and be subjected to Anecdotal Report for the Second Offense and onwards.

On the other hand, 3:00 PM is the curfew observed upon departure for weekends and 7:00 PM arrival from weekends.

Non-observance of curfew shall likewise subject the intern to Disciplinary action: Oral Reprimand for the 1st Offense and Filing of an Anecdotal Report for the 2nd Offense and onwards.

Parent interns are expected to observe the 3:00 PM curfew on fetching their child every Friday and 7:00 PM curfew on bringing their child every Sunday to the Residence Hall. Non-compliance shall result to a forfeiture of the Residence Hall privilege within the School Year upon recommendation by the Dormitory Council Committee and approved by the MANCOM.

9. STUDY PERIOD AND RULES ON THE USE OF LAPTOP/ HANDHELD GADGETS

- a. As a scholar, it is the duty of every intern to take his/her studies seriously; hence, he/she should attend classes punctually and regularly and submit all subject requirements on time.
- b. All interns must be in their rooms by 7:00 PM. The study period is 7:30 PM - 9:00 PM Monday to Thursday. The interns are required to open/unlock their doors from 7:30 PM - 9:00 PM to facilitate the supervision of the study period.
- c. Study period is a time set for individual study in the intern's respective rooms or at the study hall. To create an atmosphere conducive to studying, SILENCE must be observed during the study period.
- d. Study time may be extended up to 10:00 PM only; however, the Study Hall can be used only until 09:00 PM.
- e. Interns should use the study period for academic activities only.
- f. Group studies shall be conducted only at designated areas only, with prior notice/letter from the subject teacher and duly signed and approved by the Dorm Manager.
- g. Laptops/Handheld Gadgets may be brought inside the Residence Hall under the following rules:
 1. Secure a permit to bring your laptop/handheld gadgets from the Discipline Office (DO).

2. Register your laptop/handheld gadgets with the MIS.
3. Deposit the laptop with the Residence Hall Manager/Volunteer for safekeeping after the Study Period.
4. Use the laptop at a designated common area and time only.
5. Use of laptops inside the rooms after the study period is strictly prohibited.

10. BEDTIME

- a. Bedtime is from 9:00 PM to 5:00 AM.
- b. By 9:00 PM, all interns must be in bed and all room lights must be switched off.

11. THE RESIDENCE HALL STUDENT LEAVE PASS (Please refer to PSHS-00-F-RHU-07-Rev0-04/17/17)

- a. The Residence Hall Management shall refer to the parent's instruction guide as to when the child can go out of the campus. (Document No. SSM 5.2; Procedure 4.2.1)
 1. When the intern goes home or to his/her guardian's home for the weekend. (Waiver 101 and Waiver 102 must have been duly signed by the parent intern and submitted to the SSD Office)
 2. When the intern joins school functions like

seminars, contests, field trips, recollections and other official activities.

- b. A Student Leave Pass Record (SLPR) is kept in the intern's individual file, in which only the Residence Hall manager, staff or the volunteer on duty is authorized to make entries.
- c. Interns should personally apply for their Student Leave Passes.
- d. Procedure in securing a Student Leave Pass:
 1. A intern personally requests a student leave pass from the Residence Hall staff/volunteer on duty on the day he intends to leave.
 2. The intern completely and clearly fills out the student leave pass form in duplicate. (the first copy shall be given to the Security Guard on Duty and the duplicate copy shall be given to the Residence Hall Manager for safekeeping & record purposes.)
 3. The Residence Hall Manager, staff/volunteer shall approve or reject the request accordingly.
 4. The Residence Hall Manager, staff/volunteer shall Monitor the intern's compliance with details of the Student Leave Pass and applies appropriate interventions to violations.
 5. The intern is issued a Return Slip to be signed by his/ her parents or guardian after a weekend.

- e. The Student Leave Passes are left with the security guard at the gate to be filed for future reference.
- f. Upon returning, the intern signs in the Logbook and/or submits the return slip duly signed by the parents or guardian.

12. TELEPHONE USE

- a. Incoming calls are strictly for important office-related calls, and emergencies, and should be limited to three (3) minutes only.
- b. Externs are not allowed to use the Residence Hall phones.

13. PAGING SYSTEM

The paging system shall be handled only by the Residence Hall Manager or Residence Hall volunteer assigned/ on desk duty.

14. USE OF TELEVISION

- a. The following schedule on the use of the Residence Hall TV must be strictly followed:

6:30 PM - 8:00 PM Monday to Thursday (news broadcast/educational purpose only)

5:00 PM - 7:00 PM Every Sunday

- b. The above schedule does not apply on occasions where TV programs are required for viewing by a subject teacher outside of the schedule.

The subject teacher must inform the Residence Hall manager of such requirement in writing, a day before so that the students may be allowed to watch TV beyond the set schedule. (Please refer to PSHS-00-F-RHU-06-Rev0-04/17/17

- d. While watching TV, interns must not be noisy.

15. USE OF RECREATIONAL FACILITIES

- a. Recreational facilities are available to all interns who may wish to use them.
- b. When borrowing recreational materials, fill in the logbook used to record borrowers of sports equipment.
- c. Interns are prohibited from bringing sports equipment and conduct table/ parlor games inside the rooms or along the corridors.
- d. All kinds of playing cards (e.g. Dungeons and Dragons, Magic Cards) are strictly prohibited in the Residence Hall.
- e. Interns should use the Residence Hall sports equipment with utmost care.

16. ROOM UPKEEP

- a. It is the responsibility of the intern to maintain the cleanliness and orderliness of his/her room.
1. Beddings must be properly arranged at all times.
 2. Books must be properly stacked on the bookshelf.
 3. Clothing must be placed and hung in their proper places.
 4. Vandalism is a major offense (writing, drawing and painting

on the walls, tables, chairs, sofas, beds, lockers, etc.) punishable under the PSHS code of Conduct.

5. Interns in every room must provide their own trash bin/garbage bag, broom, mop, rug and door mat.
 6. Valuables should be kept under lock and key at all times.
 7. In case of loss/es, the Residence Hall Management shall not be held liable for the lost items/money incurred by the intern. The same shall be reported to the DO by the RH Head via Anecdotal Report.
- b. Snacks are allowed provided leftovers/wrappers are properly disposed of in the trash bins and eaten only in designated area but never inside the room.
- c. Garbage must be placed in trash bins and not thrown out of the windows. Each room should have at least two (2) trash bins for non-biodegradable and biodegradable waste. This waste from the rooms should then be segregated in the large common bins on the first floor.
- d. Interns must have their own room cleaning schedule. (Refer to SSD-00-F-RHU-01-0-08/28/17 and PSHS-00-F-RHU-05 Rev0-04/17/17)

17. USE OF COMFORT ROOM / SHOWER ROOM / WASH ROOM

The proper use and upkeep of the comfort rooms shall be the responsibility of its users. The following rules should

be strictly observed:

- a. Sit properly on the toilet bowl. Do not put your feet or shoes on the toilet seat.
- b. Flush toilet bowls and urinals after every use.
- c. Wrap and dispose of sanitary napkins in the trash bins provided in the comfort rooms. Do not flush tissue or sanitary napkins down the toilet.
- d. Control the flow of water in the faucets and showers.
- e. Check that faucets are properly closed after use.
- f. In case of malfunctions of facilities, immediately inform the dormitory manager or staff.
- g. Cost of replacement of damaged facilities, especially of renovated areas, shall be borne jointly by the users.
- h. Those who will use the common Comfort Room must clean the premises before leaving.

18. LAUNDRY and PRESSING

Parent interns are responsible for the laundry of their child's used clothes by bringing out the latter every Friday and bringing in newly washed and pressed clothes and uniform every Sunday.

19. SILENCE

- a. Lift feet when walking along the corridors and going up and down the stairs.
- b. Boisterous laughing and shouting at any time should be avoided.

- c. Cell phones, radios and/or MP3 players as well as blue tooth speakers are not allowed in the library/ computer room. The use of the same in the bedrooms should be governed by charity and due consideration for the sensibilities of the roommates.

20. ORDERLINESS

- a. Contents of individual lockers should be neatly arranged.
- b. Beds should be made and kept orderly throughout the day.
- c. Foot wears under the cabinets should be neatly arranged.
- d. Pasting or nailing on beds, lockers or walls are prohibited.
- e. Chairs should be pushed gently and properly back in place after use.
- f. The orderliness and cleanliness of the whole Residence Hall should be the concern of everyone. The room as well as hallway just outside one's room shall be kept clean always.
- g. Maintain orderliness and cleanliness by voluntarily picking up the scattered pieces of papers or litter, putting disarranged chairs or tables back in their proper places and the like.
- h. Room inspection shall be conducted daily or as often as possible by the Residence Hall Managers.

- i. The Discipline Officer/s shall likewise conduct Spot-Check in the Residence Hall as well as in each of the rooms assigned to their respective Grade level.

21. BEHAVIOR / CONDUCT IN THE RESIDENCE HALL

- a. Interns should abide by the Student Handbook, dormitory policies, rules and regulations.
- b. Vandalism, bullying, gambling, stealing, smoking, drinking, extortion and bringing in of dangerous drugs and chemicals, weapons and pornographic materials are major offenses punishable under the PSHS Code of Conduct.
- c. Taking things without permission from the owner or failing to return borrowed items to the owner or after having found lost property, fails to return the same to the owner or to the school authorities within the next working day, are likewise major offenses punishable under the PSHS Code of Conduct.
- d. Room-hopping and bed-hopping are strictly prohibited.
- e. Sneaking out of the dormitory is strictly prohibited.

Violators shall automatically forfeit their Residence Hall privileges and the appropriate Incident/Discipline Case shall be filed against them.

22. EMERGENCY PREPAREDNESS AND SAFETY MEASURES

a. Fire Safety

1. Fire drills shall be undertaken twice a year in the Residence Hall through the School Emergency Response Team.
2. A fire extinguisher is located in the Residence Hall Manager's office. Use it when necessary. Every intern should make it his/her responsibility to learn how to operate the fire extinguisher.
3. Use the fire escape in case of emergency. The key to the door leading to the fire escape is kept by the dormitory volunteer/staff assigned to each door.
4. Pull the fire alarm in case of fire. Use of the fire alarm in non-emergency situations is strictly prohibited and punishable by law.
5. At no time should candles be used in the bedrooms even during brownouts. In case of power failure, dormers should use their own flashlights/rechargeable lamps.
6. Unplug electric flat irons and other electrical appliances after use.
7. Turn off lights after use.
8. Cooking and heating food are not allowed in the rooms.
9. Dormers should wipe spilled liquid along the corridors and staircase to prevent accidents.

b. Earthquake Preparedness

1. A seminar on earthquake preparedness and drill shall be undertaken once or twice a year in the Residence Hall through the School Emergency Response Team.
2. Each dormer shall keep and maintain an Earthquake Survival Kit bag consisting the following items: a small battery operated radio, flashlight, bottled water, ready to eat food (candies and biscuits), dust mask, a first aid kit and personal over the counter medications.
3. The First Aid Kit shall consist of alcohol, betadine, burn ointment, band-aid (plaster), cotton balls, paracetamol, anti-diarrhea (diatabs), anti-hyperacidity (kremil-s), anti-allergy, etc.

23. SICKNESS AND INJURIES (Please refer to Document No. SSM 5.2; Procedure 4.2.2)

- a. Interns must inform the Residence Hall Manager or any of the dormitory staff of any illness or injury that may happen at any time of the day. A roommate is responsible to report sickness in his/her room.
- b. In case of infectious illnesses:
 1. Interns are advised to go home to their parent/ guardians to safeguard the health and safety of other Residence Hall occupants.

resumption of classes.

3. Interns confined in the designated room beside the Residence Hall Manager are prohibited from going out of the room or loitering around.

24. GENERAL RULES

- a. Interns must cooperate and participate in the activities of the Residence Hall Association.
- b. Interns must attend meetings set/scheduled by the Residence Hall Manager.
- c. In order to ensure Residence Hall security, privacy and enhance camaraderie, each dormer shall act as OFFICER OF THE DAY (OD) during the designated schedule. (Please refer to SSD-00-F-RHU-02-0-08/28/17)
- d. Interns must treat each other with respect and courtesy.
- e. An intern must not only be conscious of his/her rights and privileges but also those of others.
- f. Interns are responsible for the safety of their belongings and valuables.
- g. Matters affecting the safety of life, property and honour of any intern must be reported immediately to the Residence Hall Manager or volunteer.
- h. Interns are encouraged to approach the help of any security officer when the need arises.
- i. IDs must be readily presented by a intern when

requested by the security officer.

25. HOUSE RULES FOR ACCOMMODATION OF VISITORS FROM THE REGIONAL CAMPUSES

The Residence Hall of the PSHS Calabarzon Region Campus accommodates only visitors and students from the PSHS Regional Campuses subject to availability of space, and to these House Rules:

- a. The Residence Hall Manager, through the Student Services Division, should be informed at least two (2) days before the accommodation of visitors. The purpose of this is to enable the managers and staff to prepare the rooms as signed to the visitors ahead of time.
- b. Visitors/Guests (school officials and faculty from the regional campuses) will be given a duplicate key of their respective rooms for their convenience. The keys must be returned to the Residence Hall Manager or Volunteer on desk duty before leaving the campus.
- c. For security reasons, the Residence Hall curfew time should be observed. Visitors must be in the Residence Hall on or before 7:00 P.M., Mondays thru Thursdays and at 8:00 P.M., on other days and holidays. In case one cannot make it on time for personal reasons, then he/she should notify the Residence Hall Manager/ volunteer on desk duty ahead of time.
- d. Smoking and drinking are prohibited on campus in accordance with Executive Order 26 which stipulates that “tobacco cannot be sold within 100 meters, or about 330 feet, of schools, playgrounds or anywhere children might gather. Municipalities must also designate smoking areas that are far from these

places, and away from elevators, stairwells, gas stations, health centers and wherever food is prepared. “No smoking” signs are to be posted in all public places.”

Visitors are advised not to smoke, nor drink liquor inside the school premises most especially in the Residence Hall. Neither should visitors arrive on campus drunk nor reeking of liquor.

Good conduct is expected of visitors at all times.

- e. Vandalism of Residence Hall property is strictly prohibited.
- f. Telephones are for incoming calls only, except for emergencies.
- g. Visitors are responsible for the cleanliness and orderliness of their rooms.
- h. Visitors must ask permission for the use of facilities (telephone, TV, refrigerator, flat iron).
- i. When leaving for shopping or for other errands, visitors must inform the Residence Hall volunteer on desk duty of their time of arrival.

26. RULES FOR ACCOMODATION OF TRANSIENT STUDENTS FROM THE PSHS REGIONAL CAMPUSES

- a. The Student Services Division should be informed at least three (3) days in advance before the actual accommodation of students.
- b. During school days when the Residence Hall is fully occupied, only a limited number of transients, may be

accepted.

- c. Summer accommodation for trainings, seminars and camps involving more than ten (10) students may be arranged upon payment of a minimal transient fee.
- d. All rules and regulations embodied in this Residence Hall Handbook shall apply to students from the regional campuses who are accepted at the Residence Hall as transients.
- e. Students must always be accompanied by a teacher-chaperone.

27. Procedures and Protocol for the Residence Hall

1. The boy- interns/ girl – interns assigned as Officer/s of the Day per room reports to the Residence Hall Volunteer/s assigned that the following have been checked both in the morning and evening:
 - a. All bed-side tables and trash bins are clean and emptied of trash
 - b. Beds, pillows, and linens are properly fixed
 - c. All mobile phones, wallets, money are in the possession of the interns including the intern’s laptop, tablet, and electronic gadget.
2. The Residence Hall Manager/s monitors the line of the boy in- terns and girl interns separately in signing in the logbook while waiting for other interns to line up outside the Residence Hall door.
3. The boy interns/ girl interns will then line up and wait for the signal of the Residence Hall Manager/s to walk towards the Cafeteria.
4. Residence Hall Volunteers assigned/ scheduled for

supervision of the interns in the Cafeteria during breakfast oversees them until said interns go to Academic Bldg. 1 for their respective classes or the Residence Hall after dinner.

7:00 – 8:00 The Residence Hall Volunteer/s (as per schedule) double check/s the rooms by conducting inspection using the Good Housekeeping Checklist (PSHS-00-F-RHU-05-Rev0-04/17/17) in the morning and lock its doors. They will sign & attach the checklist in the file entrusted by the Residence Hall Manager/s for safekeeping and evaluation. The same procedure is conducted in the evening before lights off.

NOTE:

The doors of the Residence Hall as well as the rooms will have to remain locked throughout the day. It will only be opened by the Residence Hall Manager/s upon the return of the students from Academic Bldg. 1.

At NO time can any of the boy-interns and/ or girl-interns/Residence Hall Volunteers go inside the Residence Hall and any of the rooms for any reason This is in the exception of any fortuitous event or sickness or Injury where the said intern is to be fetched by his/her parent/s subject to prior approval from the SSD Chief or her Officer-In-Charge and with due observance of the Student Leave Pass.

The elected Peace Officers and Coordinators for each Grade level for boy-interns and girl-interns respectively shall assist the Residence Hall Manager/s and ensure that peace and order between and among the interns are maintained.

5:30 – 6:30 Dinner at the Cafeteria/ Practice Segregation and Clean-As-You-Go

7:00 – 9:00 Individual/Private time for study, rest
9:00 – 5:00 am Lights out/Rest/Sleep

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____**

RETURN SLIP

Student-Intern: _____

Grade & Section: _____

Place of Departure: _____

Address: _____

Contact No. _____

Date/Time of Departure: _____

Date/Time of Arrival/Return in the Residence Hall: _____

Companion:

Name: _____

Relationship: _____

Contact No.: _____

Received by:

Residence Hall Head

SSD-00-F-RHU-01-0-08/28/17
/malg

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____**

STUDENT ACTIVITY SLIP No. _____

() Curricular () Co/Extra-Curricular () In- School () Off- Campus

ACTIVITY: _____

DATE: _____

PLACE: _____

TIME of START & END of ACTIVITY: _____

PURPOSE: _____

(Please attach brief description/program of activities)

GROUP/S INVOLVED: _____

(Please attach list of students/ guests)

Fees Collection: () Yes () No If Yes, Amount: ____

Parents' Permit: () Yes () No

Saturday Permit: () Yes () No

I attest that there is no conflict with other activities.

REQUESTED By: _____ (Signature Over Printed Name)

_____ Teacher In-charge _____

Date of Filing

(one week before the activity)

() Recommending Approval () Recommending Approval

() Disapproval () Disapproval

Chief, Student Services Division Chief, Curriculum & Instruction Division
APPROVED

Campus Director

Note: If the activity involves fund raising, please attach detailed plan and proposed budget for the project subject of fund-raising and submit a financial report within 15 days from the date of the activity. For off-campus activities, there should be at least one teacher sponsor for every 15 students. Teacher sponsors shall supervise the students during the activity.

Transportation- Vehicle: _____ Date: _____ Departure time:

_____ Arrival time:

Equipment Needed: _____

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PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____

LIST OF APPLIANCES/ELECTRICAL DEVICES FORM

Name of Student : _____
Grade Level : _____
Contact No. : _____
Home Address : _____

Appliances / Electrical Devices	No. of Units	Wattage
1		
2		
3		
4		
5		

PARENT/GUARDIAN: _____ **STUDENT:** _____
 Signature over Printed Name Signature over Printed Name

Received by:
 Residence Hall Head

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____

ROOM CLEANING SCHEDULE

Room No. _____ Week: _____

Areas:	Monday	Tuesday	Wednesday	Thursday	Friday	Inspected By:	Conforme By:
Bed area	_____	_____	_____	_____	_____	_____	_____
Study area	_____	_____	_____	_____	_____	_____	_____
Cabinet area	_____	_____	_____	_____	_____	_____	_____
Toilet/Shower	_____	_____	_____	_____	_____	_____	_____
Sink area	_____	_____	_____	_____	_____	_____	_____
Garbage bin	_____	_____	_____	_____	_____	_____	_____

• Write the Surname first, followed by Nickname of the intern assigned to each area
 SSD-00-F-RHU-02-0-08/28/17
 /malg

Location: Dormitory Room No. _____		Monday				Tuesday				Wednesday				Thursday				Friday							
		Score				Score				Score				Score				Score							
No.	Bedroom	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Ceiling is clean and free from cobwebs																								
2	Windows are clean and free from cobwebs																								
3	Windows are free from unnecessary items																								
4	Floor is clean and free from shoemark and/or any stain																								
5	Floor is dry																								
6	Aisles/walkways are free of items/clutter (e.g. trash, slippers, etc)																								
7	Beddings are properly arranged (no clutter of items by the bed area)																								
8	Beddings (linens such as pillow cases, blankets, etc.) are clean and free from stain																								
9	Bed is free from trash and/or any unnecessary items																								
10	Electrical Appliances and devices are unplugged (when not in use)																								
11	Electrical appliances and devices are in good condition																								
12	Towels are hung properly																								
13	Broom and Dust Pan are properly arranged by the wall																								
14	Trash is thrown properly; trash bins are empty																								
15	Room is free from bad odor																								

Location: Dormitory Room No. _____		Monday				Tuesday				Wednesday				Thursday				Friday							
		Score				Score				Score				Score				Score							
No.	Area	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Study Area																									
16	Ceiling is clean and free from cobwebs																								
17	Floor is clean and free from shoemark and/or any stain and trash																								
18	Floor is dry																								
19	Aisles/walkways are free of items/clutter																								
20	Papers and other study items are properly and neatly arranged																								
21	Study table must be free from unnecessary items (food, etc.)																								
22	Drawers are clearly labeled																								
23	Chairs are properly arranged.																								
Cabinet Area																									
24	Ceiling is clean and free from cobwebs																								
25	Floor is clean and free from shoemark and/or any stain and trash																								
26	Floor is dry																								
27	Aisles/walkways are free of items/clutter																								
28	Shared Cabinets are clearly labeled																								
29	Contents of rack are properly arranged																								
Toilet/Shower																									
30	Ceiling is clean and free from cobwebs																								
31	Floor is clean and free from shoemark and/or any stain and trash																								
32	Floor is dry																								
33	Window is clean and free from cobwebs																								
34	Aisles/walkways are free of items/clutter																								
35	Toilet is free from stain, flushed clean and free from bad odor.																								
36	Toilet flush is functioning properly; no leaks																								
37	Bidet is functioning properly; no leaks																								

Toilet/Shower (continued)	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
38 Faucet is functioning properly; no leaks																
39 Sink is clean																
40 Sink is free from unnecessary items (i.e. toiletries, etc)																
41 Mirror is clean and stain-free																
42 Trash is thrown properly; trash bins are empty																

Total Score

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Legend: 4 - Very Good, 3 - Good, 2 - Fair, 1 - Needs Improvement
Passing Score: Average of 3
 Note: Check items only that apply to your campus.

Inspected by:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Conformed by:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____

OFFICER OF THE DAY SCHEDULE

Room No. _____ Date: _____

Complete Name (Surname, First Name) Grade level & Section

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____

Designated By: _____

Conformed By: _____

- Write the complete name (Surname first followed by First Name) and Grade level with Section of the Intern designated as Officer of the Day (O. D.)

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____

STUDENT LEAVE PASS

Home Leave Gate Pass Others

Specify the purpose _____

Name: _____

Grade & Section: _____

Place of Destination:
 Address: _____
 Contact No. _____

Date/Time of Departure: _____

Date/Time of Arrival/Return _____

Companion:
 Name: _____
 Relationship: _____
 Contact No.: _____

Approved by:

 Residence Hall Head

PSHS-00-F-RHU-07-Rev0-04/17/17

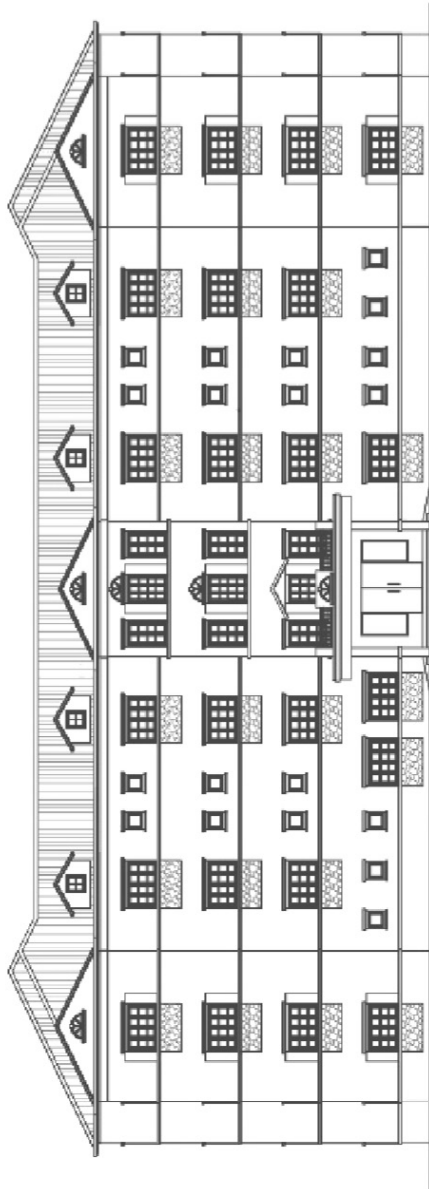
ISSUED TO: (Name in Print)	Grade/Year/Section	School Year	Residence Hall Manager's Signature
1			
2			
3			
4			
5			
6			
7			

I have read and fully understood the contents of the PSHS CBZRC Residence Hall Handbook and abide by its Rules and Regulations. I also commit to be part of the implementation of the said Handbook.

Student Intern's Name and Signature _____

Parent's Name and Signature _____

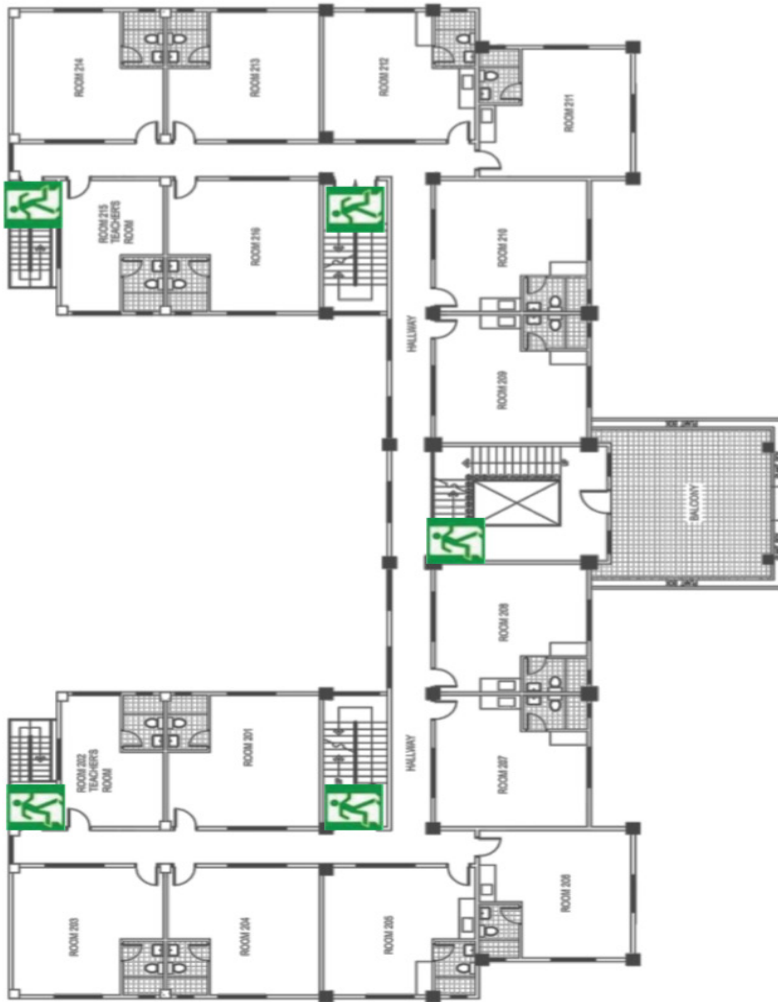
Residence Hall Evacuation Routes



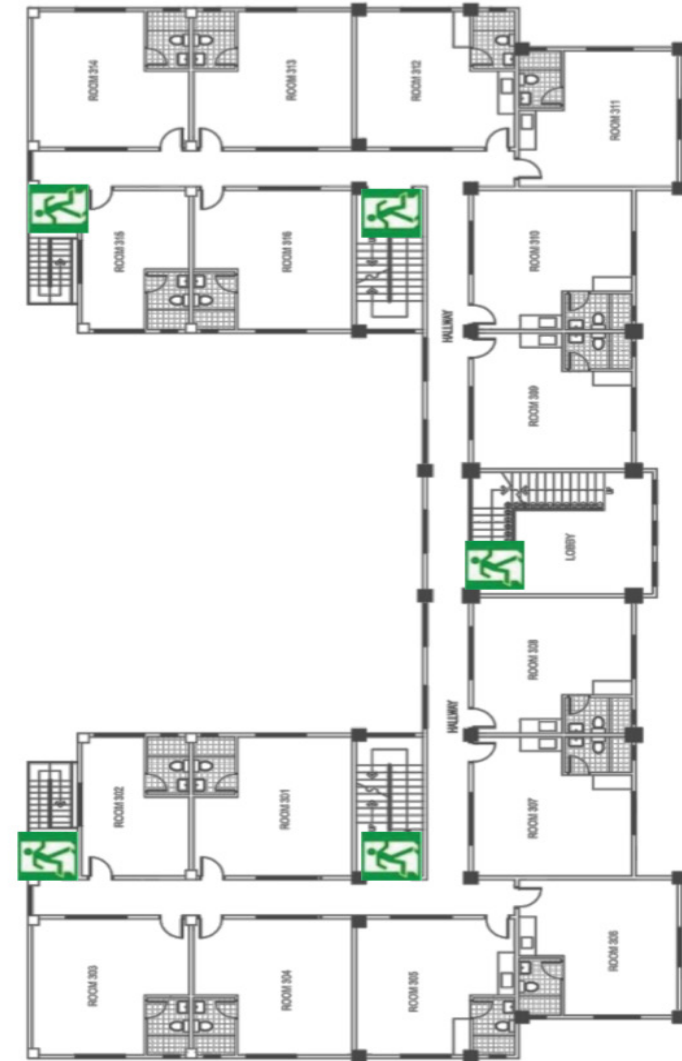
Boys' Residence Hall



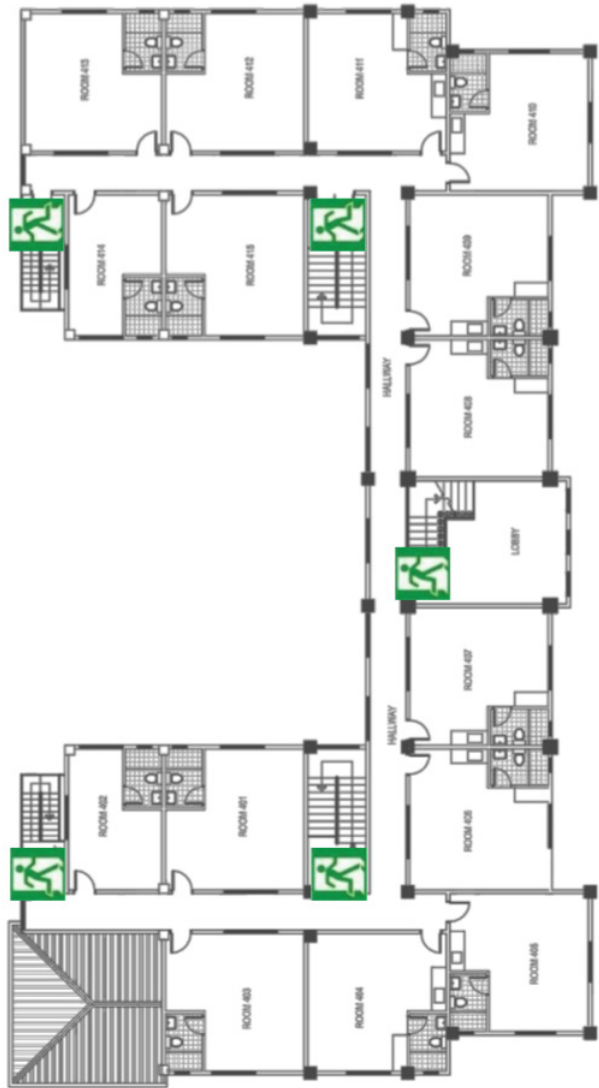
Boys' Residence Hall
Ground Floor



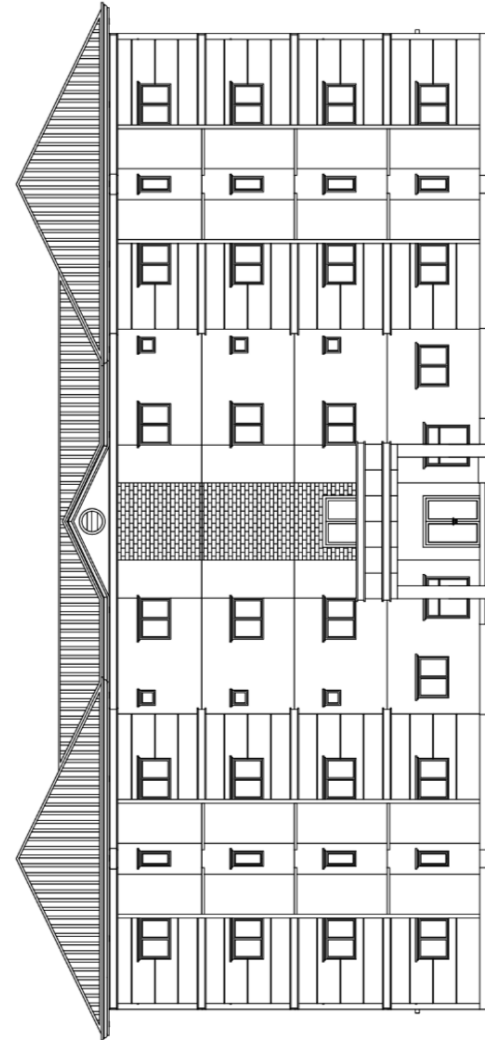
Boys' Residence Hall
Second Floor



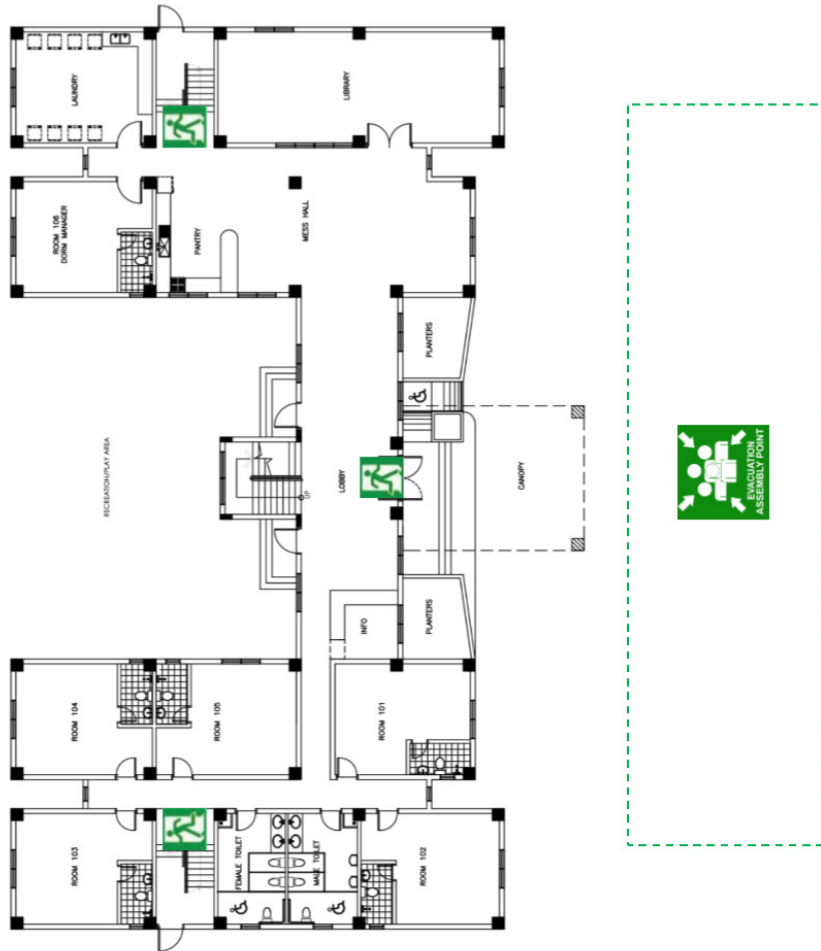
Boys' Residence Hall
Third Floor



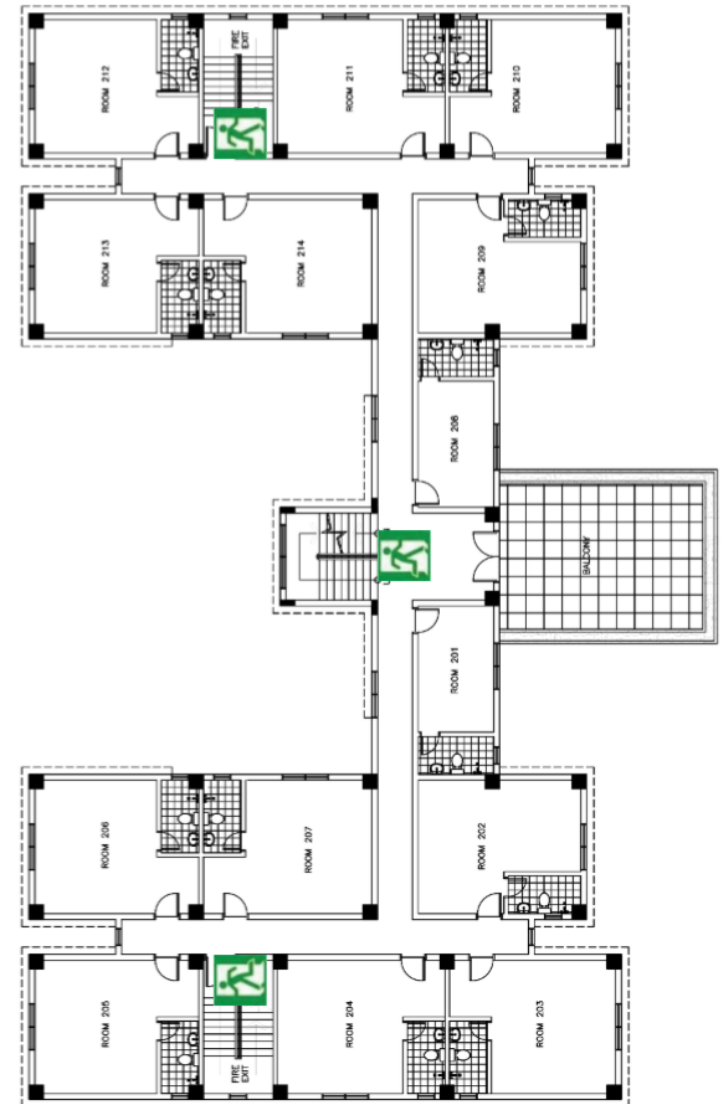
Boys' Residence Hall
Fourth Floor



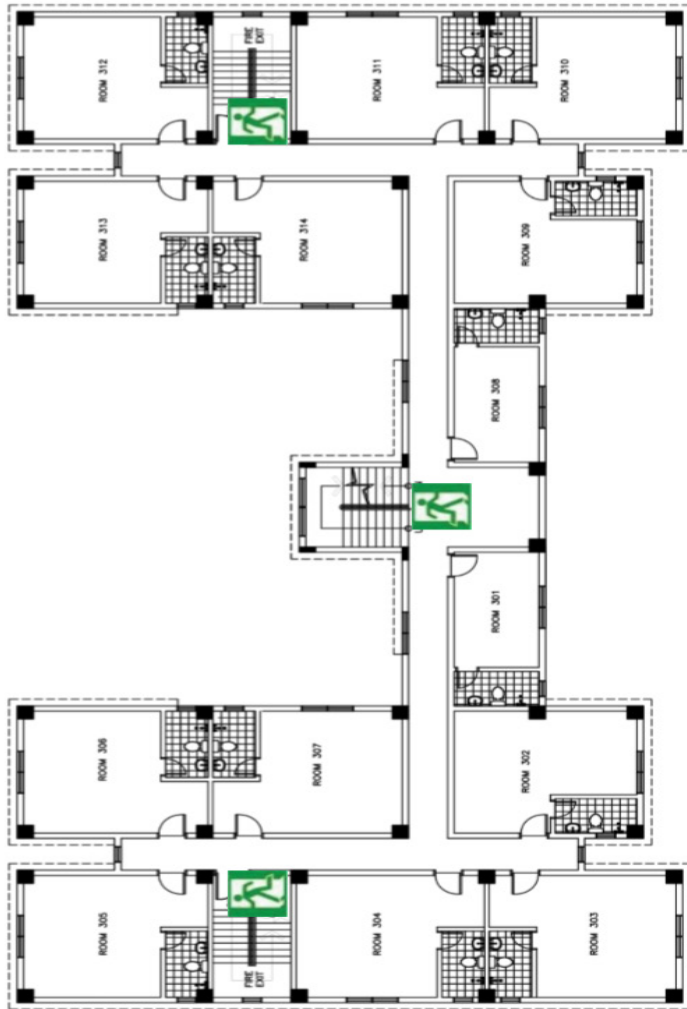
Girls' Residence Hall



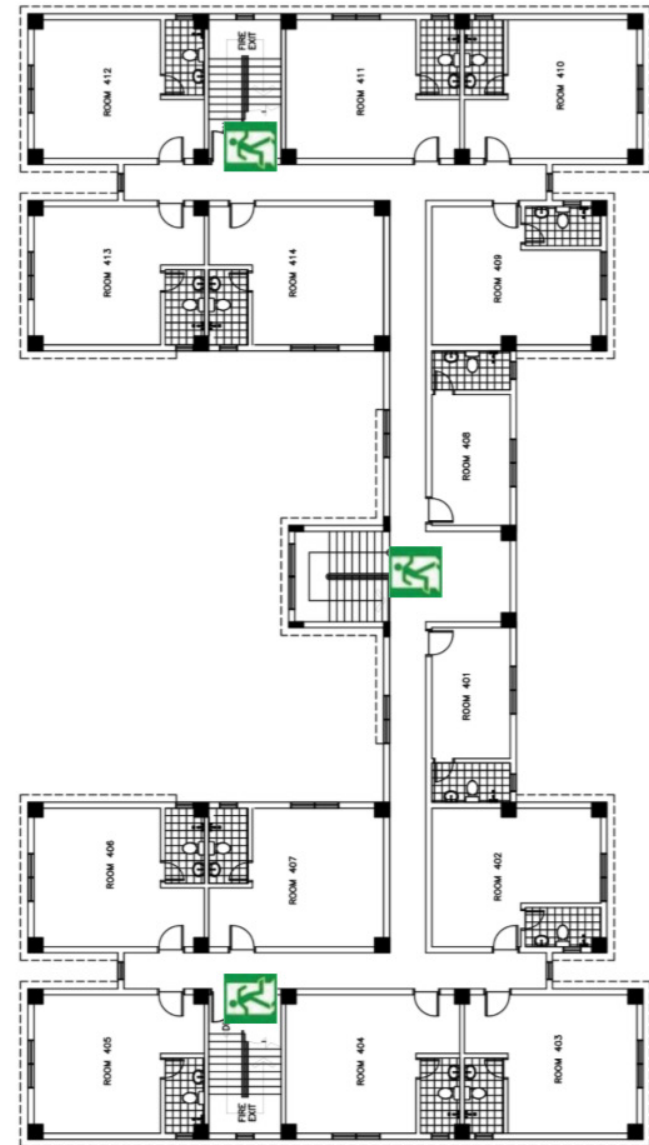
Girls' Residence Hall
Ground Floor



Girls' Residence Hall
Second Floor



Girls' Residence Hall
Third Floor



Girls' Residence Hall
Fourth Floor

Appendix A

ESTIMATED ENERGY AND NUTRIENT CONTENT OF CAFETERIA FOODS

(Based on RENI (PDRI 2015), children, 16-18 years old)

Ginisang Munggo with Malunggay Leaves

Nutrition Facts:

Serving Size: 1 cup
Energy: 118 kcal (5%)*
Calories from Fat: 64

<u>Nutrients</u>	<u>Amount/Serving</u>	<u>%RENI</u>
Protein (g)	3.6	6
Fat (g)	7.1	-
Carbohydrate (g)	10	-
Calcium (mg)	58	6
Phosphorus (mg)	57	5
Iron (mg)	1.1	4
Total Vit.A (ug RE)	66	11
Ascorbic Acid (mg)	15	25

Tortang Talong

Nutrition Facts:

Serving Size: 1 pc
Energy: 223 kcal (10%)*
Calories from Fat: 146

<u>Nutrients</u>	<u>Amount/Serving</u>	<u>%RENI</u>
Protein (g)	10.4	17
Fat (g)	16.2	-
Carbohydrate (g)	8.5	-
Calcium (mg)	95	10
Phosphorus (mg)	166	13
Iron (mg)	2.8	10
Total Vit.A (ug RE)	243	41
Ascorbic Acid (mg)	5	8

Pork Steak

Nutrition Facts:

Serving Size: 1 pc
Energy: 61 kcal (3%)*
Calories from Fat: 44

<u>Nutrients</u>	<u>Amount/Serving</u>	<u>%RENI</u>
Protein (g)	1.9	3
Fat (g)	4.9	-
Carbohydrate (g)	2.4	-
Calcium (mg)	11	1
Phosphorus (mg)	16	1
Iron (mg)	0.6	2
Total Vit.A (ug RE)	-	-
Ascorbic Acid (mg)	1	-

Inihaw na Liempo

Nutrition Facts:

Serving Size: 1 pc
Energy: 463 kcal (20%)*
Calories from Fat: 281

<u>Nutrients</u>	<u>Amount/Serving</u>	<u>%RENI</u>
Protein (g)	21.2	35
Fat (g)	31.2	-
Carbohydrate (g)	24	-
Calcium (mg)	36	4
Phosphorus (mg)	270	22
Iron (mg)	2.2	8
Total Vit.A (ug RE)	12	2
Ascorbic Acid (mg)	3	5

Sinigang na Tambakol

Nutrition Facts:

Serving Size: 3/4 cup
 Energy: 143 kcal (6%)*
 Calories from Fat: 16

<u>Nutrients</u>	<u>Amount/Serving</u>	<u>%RNI</u>
Protein (g)	29.2	48
Fat (g)	1.8	-
Carbohydrate (g)	2.6	-
Calcium (mg)	98	10
Phosphorus (mg)	525	42
Iron (mg)	2.3	8
Total Vit.A (ug RE)	196	33
Ascorbic Acid (mg)	12	20

Prepared by:

Myla R. Adarlo-Argente, RND

PRC License Number: 0011318

Note: The results are based on the list of ingredients used by the PSHS-CALABARZON cafeteria workers. Computation was made using the Food Composition Table. No chemical analysis was done.

Appendix B

SCIENCE IMMERSION PROGRAM



Republic of the Philippines
 Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
 Agham road, Diliman, Quezon City 1104 PHILIPPINES
 Telephone Nos.: +63 2 939-0022/+63 2 939-7749

January 12, 2018

MEMORANDUM No. **013**
 Series of 2018

TO : **ALL CAMPUS DIRECTORS**
 ATTN: *Science Immersion Program Coordinators*

FROM : **LILIA T. HABACON**
Lilia T. Habacon
 Executive Director

SUBJECT : 2018 Science Immersion Program for
 RPAD Coordinated Agencies

In line with the Science Immersion Program (SIP) 2018, please refer to the following details:

A. Coverage

- Incoming Grade 10 to 12 students are qualified to participate in SIP 2018.
- Proposed schedule of SIP is between **June 25 to July 13, 2018** or completion of a minimum of 80 hours. This schedule may vary depending on agreements of the RPAD with partner agencies. Number of slots are now being coordinated and may depend on the availability of the partner agency's supervisors who will handle the students during the immersion program.
- For RPAD-coordinated agencies/institutions in Metro Manila, parents, students and SIP Campus Coordinators are discouraged from coordinating or communicating directly with the institutions/agencies for centralized coordination. Please refer to **Annex D** for the list of RPAD-Coordinated agencies.
- In line with item no. 3, students from Metro Manila will be given priority on a first-come, first-served basis through their SIP coordinators. Please take note however, that the first-come, first-served basis rule is not an assurance that the slot will be given automatically to those who reserved first as they will still undergo screening process to be conducted by some of the partner agencies as requested.
- As in previous year, the campus coordinators may directly coordinate with other agencies/institutions in their regions.
- Participating campuses shall shoulder the expenses for agencies/institutes that require payment of Laboratory Fees.** To be implemented starting 2018 SIP, this new guideline is due to some campuses' last minute withdrawal of participation and request of changes in agency assignments, thus putting OED accountable to COA as OED paid the concerned host agency beforehand.

7. This year and the succeeding SIP years, RPAD will no longer collect the filled-out SIP PDS but only a summary of the students' profile (to be submitted to the host agency with corresponding sharing agreement with host agency in consonance with the Data Privacy Act) (**Annex E**). The files of completed SIP PDS shall be kept by the SIP Campus Coordinator.
8. For partner agencies that require complete monitoring of student-interns throughout the SIP, assigned teacher-chaperones shall accomplish and submit a copy of their Daily Time Record (DTR) and certificate of appearance signed by the partner agency. Teacher-chaperones are required to oversee their students during the SIP and strictly observe the roles and responsibilities stated in the SIP Implementing Rules and Regulations as per BOT Resolution No. 2016-03-29 (**Annex F**).
9. Attached are the following, for your perusal:
 - Annex A: SIP Personal Data Sheet (PSHS-00-F-DSA-20)
 - Annex B: Parent's Consent and Waiver Form
 - Annex C: Summary of Students' Preferred Agency Form
 - Annex D: List of RPAD Coordinated Agencies
 - Annex E: Summary of Students' Profile
 - Annex F: SIP Implementing Rules and Regulations

B. Target Schedule of Activities for SIP 2018

Date/s	Activities	Person/s Responsible
January 22, 2018	Submit names of Campus Coordinator/s for SIP 2018	Campus Directors
February 1 to February 28, 2018	Determine scholars' preferred agencies for SIP 2018 and accomplish necessary forms: <ul style="list-style-type: none"> • Student-Interns PDS Form, Annex A (PSHS-00-F-DSA-20) and • Parents' Consent and Waiver Form (Annex B) 	SIP Campus Coordinator
March 2, 2018	Deadline of Submission of Students' Preferred Agency (Annex C)	SIP Campus Coordinator
February 28 to April 3, 2018	Receipt of feedback report from RPAD staff to SIP Coordinators (Re: names of students placed in RPAD coordinated institutions)	OED RPAD Staff
April 16, 2018	Deadline for: <ul style="list-style-type: none"> • Withdrawal of participation in SIP; and • Request of change in agency assignment • Parents' Consent and Waiver Form • Summary of Students' Profile (Annex E) (please submit to Ms. Maribeth Ollet at mrollet@pshs.edu.ph)	Science Immersion Coordinator
April 30, 2018	Deadline of Submission: <ul style="list-style-type: none"> • Parents' Consent and Waiver Form (Annex B) (please submit to Ms. Maribeth Ollet at mrollet@pshs.edu.ph) 	Science Immersion Coordinator
May 2, 2018	<ul style="list-style-type: none"> • Sending of endorsement letter to agencies • Sending of TO's and SO's to participating campuses 	OED RPAD Staff

**ANNEX A
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: _____
SIP PERSONAL DATA SHEET**

Please print/ type legibly and fill-out completely:

Name: <i>Surname</i> <i>First Name</i> <i>Middle Initial</i>			Campus:
Sex:	Age:	Birthday:	Birthplace:
Complete Home Address:			Tel. No.:
Complete Residential Address during the Science Immersion Program (SIP):			Tel. No.:
Email address:		Cellphone No.:	

	FATHER	MOTHER	GUARDIAN during SIP (if any)
Complete Name:			
Cellphone No.:			
Email Address:			
Occupation:			
Office Name:			
Office Address:			
Office Tel. No.:			

Agency of Choice for SIP	Research Interest	Special Skills that may be relevant for internship

Honors and Achievements	Hobbies and Personal Interest

GWA (General Weighted Average)	Grade 7:	Grade 8:	Grade 9 (3 rd Quarter)

SUBMITTED BY: _____
Signature of Student
PSHS-00-F-DSA-20-Rev0-12/05/16

ANNEX B



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
 CAMPUS: _____

SCIENCE IMMERSION PROGRAM (SIP)
Parent Consent and Waiver Form*

This is to attest that we have read and fully understood the ____ (year) Science Immersion Program (SIP) primer distributed to our child and the Memorandum of Understanding between the PSHS System and the Host Agency concerned. We give our full consent to our daughter / son / ward to participate in the SIP ____ (year) at the:

_____ *Complete name of Collaborating Agency where child will be assigned*

at

_____ *Address/ Area of Institution*

For field trip:

- We do not allow the participation of our child for any field trip during the immersion program.
- We allow the participation of our child for any field trip during the immersion program.

We have considered the benefits that our child/ward will derive from her/ his participation in the activity. With the understanding that every precaution will be taken to ensure our child's safety. I understand that the PSHS Code of Conduct will be in effect. I have also ensured that my son/daughter understands that it is important for his/her safety, and for the safety of the group, that all rules and regulations given by the supervisors are obeyed. During the internship program and/or participation for the field trip/field work we will not hold the Philippine Science High School System, the PSHS Campus-In-Charge, or the partner/ hosting research institution responsible for any untoward incident or accident that may occur during the internship.

_____ of _____

_____ *(Printed Name and Signature of Student)*

_____ *(indicate PSHS campus)*

_____ *(Signature of Father or Guardian over Printed Name)*

_____ *(Date Signed)*

_____ *(Signature of Mother over Printed Name)*

_____ *(Date Signed)*

**please sign the two copies: the Parent's & Student's copy and the Campus Coordinator's copy*

ANNEX C

PSHS Campus: _____

SUMMARY OF STUDENTS' PREFERRED AGENCY FORM

	Name of Student (Surname, First Name, Middle Initial) ALL CAPS	Grade Level	SIP Agency Choice	
			First Choice	Second Choice
1				
2				
3				
4				

ANNEX D

RPAD Coordinated Agencies

Department / Institute
UP DILIMAN
1. Institute of Electrical and Electronics Engineering
2. Department of Mining Metallurgical and Materials Engineering (DMMME)
3. Geodetic Engineering
4. Chemical Engineering
5. Department of Computer Science
6. National Institute of Physics
7. Marine Science Institute Diliman
8. Marine Science Institute Bolinao
9. Institute of Biology
10. National Institute of Geological Sciences
11. Computational Science Research Center
12. Institute of Civil Engineering
13. National Institute of Molecular Biology and Biotechnology
UP MANILA
1. Institute of Molecular Biology & Biotechnology
2. Institute of Pharmaceutical Sciences
3. Institute of Human Genetics
4. Phil Eye Research Institute
5. Department of Physical Sciences and Mathematics
6. College of Pharmacy
7. Clinical Epidemiology
DOST/Government Agencies
1. Industrial Technology Development Institute (ITDI)
2. Philippine Atmospheric, Geophysical and Astronomical Services Division (PAGASA)
3. Philippine Nuclear Research Institute (PNRI)
4. Advanced Science and Technology Institute (ASTI)
5. Metals & Industries and Development Center (MIDRC)
6. Department of Energy (DOE)
Private Institutions/Schools
1. Wholesale Electricity Spot Market (WESM)
2. Edukasyon.PH
3. DLSU Dept. of Computer Studies
4. DLSU Dept. of Biology
5. DLSU Chemical Engineering
6. DLSU Department of Chemistry
7. DLSU Electronics and Communications Engineering

ANNEX E.

**SUMMARY OF STUDENTS' PROFILE
SIP 2018**

Campus: _____

Name of Student	Incoming Grade Level	Campus	Email add	Mobile No.	Research Interest	Final Choice of Agency

Note: Please prepare this form by agency of choice (one agency, one form)



Science Internship Program

Office of the Executive Director
Philippine Science High School System
Agham Road, Diliman, Quezon City

HISTORY

The Philippine Science High School (PSHS) **Science Internship Program (SIP)** provides opportunities for scholars to interact with individuals involved in Science and Technology (S&T), increases their awareness and knowledge of issues in S&T, and familiarizes them with the programs and strategies implemented by S & T institutions.

The PSHS System has been implementing the 120-hour Summer SIP (SSIP) in the past in collaboration with different agencies and universities all over the country. Feedback from student-interns indicate that their SIP experiences in host institutions were not only educational and productive, but also fun-filled and memorable. The program also allows student-interns to develop their interest in science-oriented courses and programs.

SCIENCE INTERNSHIP PROGRAM (SIP) IN THE NEW 6-YR PSHS CURRICULUM

The SSIP, now renamed as **Science Internship Program (SIP)** in the new 6-year PSHS curriculum, is a required, non-graded course. It can be taken before the start of the academic year for incoming Grades 10 to 12 students. The SIP is a two- or three-week internship program with a minimum of 80 hours official internship time in a participating science or research institution. Ideally, student-interns will be assigned to the institution based on their interests and chosen specialization for Grades 11 and 12.

As the PSHS aims to be the leading science high school in the ASEAN by 2016, the SIP has been expanded to cover international internship programs. Such opportunities will provide PSHS student-interns exposure to global trends in S & T, while enriching their cultural experience.

Through the SIP, student-interns are expected to:

1. learn science, engineering, and research laboratory skills and concepts;
2. foster interactions with researchers, scientists, and technical personnel as they participate in research projects;
3. be exposed to basic science or engineering principles applied in the operation of the facility;
4. identify possible research problems to be pursued as projects in the future; and
5. establish linkages with institutions especially for future collaborations.

QUALIFICATIONS AND PRE-SIP REQUIREMENTS FOR STUDENT-INTERNS

An incoming Grade 10 to Grade 12 student is qualified to undergo SIP wherein the student has the option when to take the course (i.e., during breaks preceding the start of Grade 10 to Grade 12 academic years).

Before the commencement of SIP, student-interns are required to submit the following documents:

- a. Accomplished Consent and Waiver form, signifying that the parents/ guardians permit their child to participate in the program;
- b. Student's Personal Data Sheet (PDS);
- c. Non-Disclosure Agreement (if needed, wherein the SIP Campus Coordinator shall be included as a signatory);
- d. Medical Clearance (if required by the host agency); and
- e. Other documents required by the SIP host agency.

In addition, students who plan to have their SIP abroad shall:

1. Secure valid passport (for at least 6 months) and travel requirements;
2. Help in identifying potential collaborating institutions;
3. Submit additional documents that may be required.

76 SIP IMPLEMENTATION

77

78 • KEY INDIVIDUALS/ OFFICES AND THEIR MAJOR ROLES

79 1. Student-Interns

- 80 a. Identify and communicate to SIP Campus Coordinator (SIP CC) their research interests and desired host agency;
- 81 b. Accomplish necessary documents and prepare additional requirements;
- 82 c. Attend orientation program (campus-based and host agency-based);
- 83 d. Report to designated host agency and perform tasks assigned by the Internship Trainee Supervisor (ITS);
- 84 e. Submit outputs as may be required by the SIP CC and/or ITS; and
- 85 f. Abide by the PSHS System Code of Conduct at all times during the internship period.

86 2. Parents/ Legal Guardians

- 87 a. Attend SIP orientation for parents/ legal guardians;
- 88 b. Assist their child in accomplishing necessary documents including the Consent and Waiver Form (with a liability clause for payment and replacement of damaged materials due to the intern's negligence/inadvertence);
- 89 c. Make provision for the following:
- 90 c.1 personal expenses of the interns including but not limited to food, transportation, field trip expenses, and
- 91 materials that may be required by the host institution;
- 92 c.2. lodging arrangement especially if the student will have the internship in another location far from his/her
- 93 residence;
- 94 d. Be primarily in-charged of ensuring the well-being and safety of their child. It is highly encouraged that
- 95 parents/legal guardians coordinate with the concerned teachers for updates on the internship.

97 3. SIP Campus Coordinators(SIP CC)

- 98 a. Conduct SIP orientation to student-interns and parents/ legal guardians;
- 99 b. Guide student-interns in choosing host institutions in line with their interests;
- 100 c. Identify and coordinate with institutions that are willing to accept student-interns, within or outside their regions;
- 101 - The coverage of RPAD-OED's coordination with host agencies is limited only to DOST-affiliated agencies in NCR, UP
- 102 Diliman, UP Manila where RPAD-OED has existing Memorandum of Agreement. SIP CC with new forged linkages in any
- 103 institute of the above should inform RPAD-OED.
- 104 - For other institutions: SIP CC will communicate directly to the host agency with regards to internship matters
- 105 d. Prepare the list of students assigned for local (within the region) or NCR-based (i.e., RPAD-OED coordinated or
- 106 not) internship;
- 107 e. Check and collect required documents from student-interns prior to start of internship;
- 108 f. Coordinate with RPAD-OED for necessary preparations (includes Travel Order and Special Order) prior to
- 109 internship, and for other relevant concerns during or after internship period;
- 110 g. Coordinate with the host agency on matters pertaining to the internship;
- 111 h. Consolidate feedback reports from both the interns and host agencies and submit a prescribed summary report to
- 112 the campus director copy furnished the RPAD-OED (for documentation purposes and as basis for future
- 113 decision/policy making);
- 114 i. Closely coordinate with the teacher-chaperones, agency supervisors, and parents; and
- 115 j. Liquidate expenses incurred in line with SIP activities.

116 4. Teacher-Chaperones (TC)

- 117 a. Monitor the attendance and behavior of student-interns in their host institutions during the internship period;
- 118 b. Extend necessary assistance (e.g., checking and following-up on documents required by host agency, etc.) to
- 119 student-interns during the internship period;
- 120 c. Report incidences that may occur within the duration of the internship period to the SIP CC or the RPAD-OED as
- 121 applicable;
- 122 d. Coordinate with SIP CC, host agency, and parents for relevant concerns during the internship period;
- 123 e. Attend Opening, Closing, and other SIP-related activities of the internship program as may be requested;

- 124 f. Accomplish and submit Student's Feedback reports to SIP CC; and
- 125 g. Liquidate expenses incurred in line with SIP activities.

126

5. Research, Policy, and Academics Division – Office of the Executive Director (RPAD-OED) Personnel

- 127 a. Identify and update collaborating agencies that are willing to accept student-interns;
- 128 b. Coordinate with host **agency*** and SIP CC with regards to the following:
- 129 b.1 assignment of student-interns to identified agencies;
- 130 b.2. necessary preparations prior to the internship period;
- 131 b.3. schedule of internship period; and
- 132 b.4 other concerns that may arise.
- 133 c. Assign student-interns to host agencies* based on research interests and availability of slots; and
- 134 d. Prepare necessary documents in relation to SIP, such as:
- 135 - Memorandum of Understanding (if needed)
- 136 - Endorsement Letters
- 137 - Travel and Special Orders
- 138 - Evaluation report for select host agencies*
- 139 - Accomplishment Report

140 * Limited only to DOST-affiliated agencies in NCR, UP Diliman, UP Manila.

142

6. Host Agencies

- 143 a. Communicate with SIP CC or RPAD-OED of their willingness to accept student-interns;
- 144 b. Coordinate with SIP CC or RPAD-OED the details of the internship program, such as:
- 145 - Number of students to be accepted;
- 146 - Work program schedule and details; and
- 147 - Necessary preparations and forms needed before and after the internship period.
- 148 c. Assign an Internship Trainee Supervisor (ITS) who will:
- 149 - Conduct orientation outlining the activities and the expectations prior to the actual internship;
- 150 - Ensure the proper implementation of the internship (by carrying-out activities that are appropriate to the goals of the SIP);
- 151 - Countersign and authenticate the Daily Time Record of the student-interns;
- 152 - Coordinate with TC on important and urgent concerns during the internship period;
- 153 - Fill-up a student-intern evaluation form provided by PSHSS*; and
- 154 - Issue a Certificate of Completion/ Training to the student-interns after the internship period.
- 155 • RPAD-OED will provide the student-intern evaluation form that is subject for modification by the campus, as necessary.

158

• LIABILITIES

- 159 1. The PSHS campus will provide a Php1,000.00 stipend to each student-intern upon completion of the internship if the
- 160 host agency will not provide any remuneration/ allowance. **Starting 2017, SIP stipend will be equivalent to one**
- 161 **month stipend and living allowance of the student-intern based on scholarship category. On a case to case**
- 162 **basis, poor student-interns from regional campuses who have exceptional aptitude, maybe deployed in**
- 163 **agencies outside of the region, with all expenses paid or subsidized by the campus.**
- 164 2. The PSHS System and the host agency shall not be liable for any loss of the student-interns' personal property while
- 165 inside the premises of the host agency.
- 166 3. The PSHS System and the host agency shall not be liable for any accident or bodily injury that may occur to the
- 167 student-interns, given that all necessary precautions were made.
- 168 4. The PSHS campus is responsible in ensuring that participating student-interns will replace or cause the repair of any
- 169 damaged property or material resulting from negligence or inadvertence during the internship period.
- 170
- 171
- 172
- 173

174 5. The PSHS System and the student-interns shall not use for their own benefit, any data, information, or idea obtained
 175 during the SIP without the expressed written consent of the host agency. Should the host agency allow the use of
 176 these, the student-interns shall expressly acknowledge the host agency as owner or source of the work, research
 177 idea, or project. Under the same principle, PSHS students should also be recognized by the host agency for their
 178 substantial contributions in a particular study/project.
 179

180 6. The PSHS System OED shall cover the required agency fees (e.g., payment of laboratory sundries, laboratory
 181 supplies like markers, seminar materials, printing, drives; event supplies, event programs, certificates, student take-
 182 aways and facility surcharges) as may be required, but limited only to the OED-RPAD coordinated agencies. Should
 183 the student fails to complete the number of hours of internship program, he/she will reimburse the said amount
 184 unless the student submits a medical certificate due to prolonged illness or official school related activities (e.g.
 185 competition and/or other conferences attended).

186 • COURSE REQUIREMENTS

187 To fulfill the SIP requirement, the student-intern should:

- 188 1. Complete at **least 80 hours** of internship as supported by Daily Time Record;
 - 189 2. Submit to the SIP CC an accomplished **Student's Feedback Form** as required by the agency; and
 - 190 3. Accomplish and submit to SIP CC a **Portfolio** (which includes Daily Time Record, Certificate of Completion and
 191 Journal, as required).
- 192 • Nature of the SIP Program that can be credited is not only restricted to actual "hands-on" laboratory protocols (e.g.,
 193 equipment manipulation, etc.) but it could also be worthwhile scientific experiences (e.g., participation in field data
 194 gathering).
 - 195 • Alternative SIP activities organized by the campus should follow certain criteria or standards for accreditation as SIP (e.g.,
 196 in-house training with technical experts or professionals, science camps, etc.)
 - 197 • In case of failure to satisfactorily comply with the SIP requirements, the student-intern is given a maximum of two (2)
 198 years to complete the program requirement. Incoming Grade 10 students are encouraged to take the SIP, but they may
 199 defer their internship to give priority to incoming Grades 11 and 12.

200 • FACULTY LOADING, SERVICE CREDITS, AND BENEFITS

201 The SIP Campus Coordinators shall be given a corresponding load of 3 units for every 90 students for facilitation of
 202 the program. On the other hand, the Teacher-chaperone shall be granted service credits or honorarium whichever
 203 is applicable, for monitoring activities undertaken during the internship period subject to accounting rules and
 204 regulations, and as described by a supporting Special Order for this purpose.
 205

206 Should the Teacher Chaperone be unavailable, the SIP Campus Coordinator shall be given the benefits and travel
 207 expenses but no service credit for monitoring activities undertaken during the internship period subject to standard
 208 accounting rules and regulations, as described by a supporting Special Order for this purpose.

209 SIP IMPLEMENTATION: INTERNATIONAL COMPONENT

- 210 1. Implementation of SIP will be enforced by a Memorandum of Understanding/ Agreement (MOU/MOA) between the host
 211 agency and the concerned PSHS Campus.
- 212 2. Student-interns will shoulder their travel expenses, if not provided for by the host agency.

- 213 3. When needed, SIP CC or TC may visit the interns abroad. Travel expenses, food, and accommodation of teachers will
 214 be shouldered by their respective campuses.
- 215 4. Students who wish to have their internship abroad should signify their intention to their respective campuses 6 months
 216 ahead of time. They should also identify, through their SIP CC/T the host agency they wish to have their internship with.