



STUDENT SERVICES: RESIDENCE HALLS RULES AND REGULATIONS (Student Handbook – Revised in 2022)

The Philippine Science High School Residence Halls intend to provide 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 to maintain discipline and order. Everyone is responsible for creating an environment conducive to study and 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 to look 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 their 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 twenty pesos (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 their meals. If 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, wastebasket, pail, dipper (“tabo”), rug, doormat
 - j. Basic school supplies
 - k. Earthquake Survival Kit
 - l. First Aid Kit
 - m. Personal over-the-counter medications.

4. VISITING GUIDELINES / RULES

- a. Visitors shall be entertained only at the waiting area.
- b. Visiting Hours: 5:00 PM - 7:00 PM - Monday to Friday
- c. All visitors are required to sign in to 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 is restricted to inside the Residence Hall only.



3. Be responsible for the behavior of their visitor/s.
4. Fix the tables and 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 4:30 AM and again at 5:00 AM to wake the interns. Each intern is allotted a 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.

6. MEALS

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

- b. Meal Schedule:

Breakfast - 6:30 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, and 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 calls and meal time to enable them to promptly attend the Flag Raising every Monday and Flag Retreat every Friday

8. CURFEW

All interns must 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 in their designated room shall be reprimanded for their 1st Offense and be subjected to Anecdotal Report for their 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: an oral reprimand for the 1st Offense and an Anecdotal Report filing for the 2nd Offense and onwards. Parent interns are expected to observe the 3:00 PM curfew on fetching their child every Friday and the 7:00 PM curfew on bringing their child to the Residence Hall every Sunday. Non-compliance shall result in 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, every intern must take their studies seriously; hence, they 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 the study hall. To create an atmosphere conducive to studying, students must observe SILENCE 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 in 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 their 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. An 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 and 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 apply appropriate interventions to violations.
5. The intern is issued a Return Slip to be signed by their 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 when TV programs are required for viewing by a subject teacher outside the schedule.

The subject teacher must inform the Residence Hall manager of such a 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 conducting 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 Halls.

e. Interns should use the Residence Hall sports equipment with utmost care.

16. ROOM UPKEEP

a. It is the intern's responsibility to maintain the cleanliness and orderliness of their 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 doormat.

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 areas 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 / WASHROOM

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 facility malfunction, immediately inform the dormitory manager or staff.
- g. The cost of replacing damaged facilities, especially renovated areas, shall be borne jointly by the users.
- h. Those who 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 uniforms 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. Mobile phones, radios, and/or MP3 players, and Bluetooth 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 and the hallway just outside one's room shall



always be kept clean.

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 and 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 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 dormitories 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 be responsible for learning how to operate the fire extinguisher.

3. Interns must 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. In case of fire, interns must pull the fire alarm. 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. Dormers should unplug electric flat irons and other electrical appliances after use.

7. Dormers must 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 (SERT).

2. Each dormer shall 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, 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 for reporting sickness in their room.
- b. In case of infectious illnesses:
 1. Interns are advised to go home to their parents/guardians to safeguard the health and safety of other Residence Hall occupants.
 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. To ensure Residence Hall security and 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 their 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 an intern's life, property, and honor 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 an intern when the security officer requests.

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 the availability of space and 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 assigned 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 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 PM, Mondays thru Thursdays, and at 8:00 PM, on other days and holidays. If one cannot make it on time for personal reasons, then they 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 should be posted in all public places.”

Visitors are advised not to smoke or drink liquor inside the school premises, 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 to use facilities (telephone, TV, refrigerator, flat iron).
- i. When leaving for shopping or other errands, visitors must inform the Residence Hall volunteer on desk duty of their time of arrival.

26. RULES FOR ACCOMMODATION 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. A teacher-chaperone must always accompany students.

27. PROCEDURES AND PROTOCOLS FOR THE RESIDENCE HALL

- 1. The boy interns/girl interns assigned as Officer/s of the Day per room report to the Residence Hall Volunteer/s assigned that the following have been checked both in the morning and evening:
 - a. All bedside tables and trash bins are clean and emptied of



trash;

b. Beds, pillows, and linens are properly fixed; and

c. All mobile phones, wallets, and money are in the possession of the interns, including the intern's laptops, tablets, and electronic gadgets.

2. The Residence Hall Manager/s monitors the line of the boy interns 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 oversee them until said interns go to Academic Bldg. 1 for their respective classes or the Residence Hall after dinner. From 7:00 AM to 8:00 AM, 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) and lock the doors. They will sign & attach the checklist to 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. The Residence Hall Manager/s will only open it 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 their 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 PM – 6:30 PM Dinner at the Cafeteria/ Practice Segregation and practice Clean-As-You-Go



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

7:00 PM – 9:00 PM Individual/Private time for study, rest

9:00 PM – 5:00 AM Lights out/Rest/Sleep