



## TABLE OF CONTENTS

### ARTICLE I. GENERAL INFORMATION 1

1. WLC Vision and mission	1
2. The School Seal	2
3. History	2
4. Organizational Structure	10
5. College Campuses	11

### ARTICLE II. ACADEMIC POLICIES 12

1. Admission and Retention	12
1.1 Requirements	13
1.2 Admission Processes	14
1.3 Continuing Students	20
1.4 Special Students	20
1.5 Graduate Students	21
2. Enrollment	21
3. Curricular and Non-curricular Academic Requirements	23
4. Physical Education	24
5. Examinations and Grading System	25
6. Graduation	27
7. Fees and Payments	29
6.1 Full Payment During Enrollment	29
6.2 Installment Payment	29
6.3 Payment In Case of Withdrawal	29
7. Academic Policies and Scholarship Programs	30
7.1 Secondary Students with Graduation Honors	31
7.2 Students on the Dean's Honor List	32
7.3 WLC Varsity Teams	33
7.4 Working Scholars	34

### ARTICLE III. INSTRUCTIONAL SUPPORT UNITS 34

1. College Registrar's Office	34
2. College Library System	36

3. College Accounting Department	36
4. Electronic Data Processing System	36

### ARTICLE IV. SERVICE SUPPORT UNIT 37

1. Student Affairs Services	37
1.1 Definition	37
1.2 Athletics and Recreational Services	37
1.3 Guidance Center	38
1.4 Health Services	38
1.5 Office of Students Affairs	40
1.5.1 Definition	40
1.5.2 General Objectives	40
1.5.3 Functions	40
1.5.3.1 Student Activities	41
1.5.3.2 Student Discipline	43
1.5.3 General Behavior	44
1.5.4 College ID Card	45
1.5.5 School Attire	46
1.5.6 Definition and Types of Offenses	49
1.5.7 Sanctions	55
1.5.8 Initial Settlement	62
1.5.9 Fact Finding Committee	62
1.5.10 Complaints	63
1.5.11 Steps of Resolving Disputes	64
1.5.12 Disciplinary Action	64
1.5.13 Jurisdiction	65
2. Human Resource Management Office	65
3. General Services	67
4. Finance Division	68
5. The College Torch	69

WLC Organizational Chart	71
Educational Tour and Field Tri	74
Implementing Rules and Regulations of the Anti-Sexual	75

## **ARTICLE I. GENERAL INFORMATION**

### **Section 1. WLC VISION AND MISSION**

#### **Vision**

Western Leyte College of Ormoc City envisions itself to be a center of Academic Excellence whereby students are empowered to become globally competent and competitive.

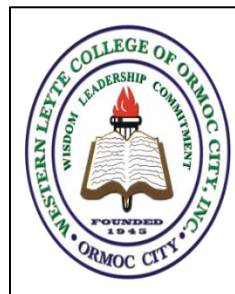
#### **Mission**

Western Leyte College of Ormoc City commits itself to provide quality education for the masses as its avowed mission anchored on trinity of values – Wisdom, Leadership and Commitment.

In Consonance with the above values, WLC considers its mission to be as follows:

1. Guiding persons develop their innate, God-given talents and capabilities for personal and societal benefit;
2. Inculcating quality leadership to become readily prepared for societal challenges as they awaken character and build integrity;
3. Offering programs and training to the needs of the person, community, country and humanity;
4. Develop relevant programs that may train students to be intellectually sensitive and be responsive to service to the needs of society;
5. Producing graduates who can readily adapt and easily respond to a rapidly-changing industrial, technological and multicultural environment.

### **Section 2. THE SCHOOL SEAL**



#### **(SCHOOL SEAL)**

The School Seal bears the symbol of the fervency of the Western Leyte College of Ormoc City, Incorporated to be faithful to her mission of **QUALITY EDUCATION FOR THE MASSES**

At the center is the burning flame of knowledge anchored on the open book as the symbol of the source of knowledge and wisdom and an arc bearing the trinity of virtues for which the Western Leyte College of Ormoc City, Incorporated stands: **WISDOM, LEADERSHIP AND COMMITMENT.**

It is the WLC's dictum that he who comes into the **TRIAL OF VIRTUES** shall be led from darkness to light and unfettered from poverty.

### **Section 3. HISTORY**

#### ***July 1, 1945***

The founding incorporators were authorized to operate Ormoc High School with an initial enrollment of 300 students from the neighboring areas, even from far off Camotes Islands. Classroom were makeshift affairs of bamboo slats and nipa roofs, located at Bonifacio Street Extension Road.

#### ***January 1946***

With the existing regular class, Ormoc High School enlisted in the Department of Education's Acceleration program with one hundred enrollees in an abridged class from January to April 1946. It was intended to offset the interrupted school years of pre-war high school students.

***February 27, 1946***

Department of Education granted the recognition of Ormoc High School. Ormoc High School was changed to Western Leyte College operated by Ormoc Educational Corporation.

***July 1946***

College Courses were offered for the first time:

1. Associate in Arts (A.A) which was accepted as the preparatory Law Course
2. Elementary Teacher's Certificate (E.T.C)

***January 7, 1947***

*Western Leyte College was officially registered with the Security and Exchange Commission (SEC) operated by the Ormoc Educational Corporation.*

***March 1994***

Forty-seven from the abridged class graduated high school, and twelve graduated from the college course – 10 from E.T.C. and 2 from the Associate in Arts.

***1947 – 1948***

This year saw the opening of the 3-year Bachelor of Science in Education.

***1948 – 1949***

Bachelor of Laws was offered and was permitted to operate for the 1<sup>st</sup> and 2<sup>nd</sup> year Regular Law.

***November 1949***

The incorporators decided to start constructing a three story buildings for classrooms and offices.

***May 21, 1952***

Fr. Matiga officiate the blessings of the newly constructed Main Building. It presently houses the high school classrooms where the administration also holds office at present.

***1951 – 1952***

Bachelor of Laws was discontinued and Elementary classes were opened.

***1959***

The Department of Education recognized the Secretarial Course. WLC offered Bachelor of Science in Commerce thereafter.

***1970's to 1980's***

The main building was getting crowded for both high school and college classes, so college classrooms were reconstructed over the big canal alongside

William Bryant Street (now Navarro St.). The wooden Practical Arts Building and the Annex rooms on the ground floor in what is now the Law Building were converted into classrooms.

***1993***

Permit to offer the Midwifery Course attracted students with medical inclinations to enroll at Western Leyte College.

***January 7, 1997***

The extension of the life of the corporation to another fifty years occasioned to change of Ormoc Educational Corporation to Western Leyte College of Ormoc City, Inc.

**1999**

A concrete Commerce Building along Bonifacio Street was built.

**2001**

The School Clinic and the ROTC Building were constructed inside the WLC Compound.

Construction of College of Law building started.

**2003**

College of Nursing was granted permit to offer first nursing course.

College of Law was granted TP no 26s.2003 to offer first year of Bachelor of Laws.

The inauguration of the College of Law Building was a grand affair. The three-story College of Law Building beside the Main Building on Bonifacio Street added prestige to the school's edifice. It certainly called for the celebration.

**May 21, 2003**

SEC Registration #2431 issued a certificate of approval for Capital Stock Increase from P500,000.00 to P20,000,000.00.

**2004**

The Education Building in Bonifacio Street was constructed.

Construction of the Nursing Building with its laboratories made a significant impact on the Ormoc community, with WLC offering the first school of Nursing in Ormoc City.

TP # 24 s. 2004 gave WLC the permit to proceed with the formal offering of the Bachelor Science in Nursing.

TP # 24 s. 2004 CHED granted WLC the permit to offer Bachelor of Laws

**2005**

Western Leyte College was granted the permit to offer:

2-year Information Technology

4-year Information Technology

Bachelor of Science in Computer Science

**2006 – 2007**

A brainchild of Manuel T. Fiel, the WLC Gymnasium was constructed on the space of what the WLC ground before. At this point, the Health Science Laboratories were also set up.

**2008**

100% of the first graduates of Bachelor of Science in Nursing passed the Board Examination.

28.57% of the first graduates of Bachelor of Laws passed the BAR examination and ranked 22<sup>nd</sup> among the BAR examinees throughout the Philippines.

**2011**

Our student from the College of Business won the Miss Ormoc 2011.

**2011**

Champion Table Tennis National PRISAA Zamboanga City April 2011.

**2012**

Our student from the College of Business won the Miss Tugob Festival Queen October 2012.

**2013**

Our student from the College of Business won the Miss Ormoc 2013.

**2013**

Jaymar Pelin Dumagsa ranked 5<sup>th</sup> Place in the Certified Public Accountants (CPA) Licensure Examination May 2013 with a rating of 93.57%.

**2013**

Month of November the school is greatly affected by Super Typhoon Yolanda (Haiyan) but we were able to continue to operate notwithstanding the destructive effects.

**2014**

Western Leyte College won Grand Champion in the 5<sup>th</sup> Ormoc Tugob Festival Dance Showdown.

Tugob Festival Queen  
Best Street Dancing  
Best in Costume

**2015**

2<sup>nd</sup> Runner up National Mutya ng PRISAA April 2015

**2015**

Our student from the College of Business won the Miss Tugob October 2015

**2015**

January 2015, the school is accredited to offer the Senior High School in both Academic and Technical-Vocational Track

**2016**

Accredited as TESDA ASSESSMENT CENTER March 2016 on the following TESDA Courses: Food and Beverages, Housekeeping, Bartending and Cookery

**2016**

Being the only School of Law in Western area of Leyte, Western Leyte College produced 5 (five) Lawyers with a school passing percentage of 62.50 and a national passing percentage of 59.06.

**2017**

Champion in the Philippine Institute of Certified Public Accountants (PICPA) among the twenty (20) Senior High School (SHS) in Ormoc City.

1st Place in the Sci-Tech Feature Writing Contest (English Category) Regional School Press Conference Baybay City November 2017

Miss Ormoc 2017 our Miss WLC 2014 a Nursing student won the crown during the 1<sup>st</sup> Piña Festival

**2017**

The CICTE Department won the 1<sup>st</sup> Mister Western Leyte College

2018

Champion in the Junior Philippine Institute of Accountants (JPIA) Regional Quiz Bowl in Northern Samar February 2018

Champion in the Regional Private School Athletic Association (PRISAA) Dance Sport Latin and Standard Tacloban City January 2018

Today, Western Leyte College of Ormoc City, Inc. offers 14 collegiate courses and a graduate course in Education handled by the different departments from the high school education to the most recent, the Bachelor of Laws.

The school has consistently operated on the original vision of “Quality Education for the Masses” up till now. We, of the present generation, envision the full flowering of our founding father’s dream into seasoned fruition of successful men and women steeped in the lessons of:

WISDOM

LEADERSHIP

COMMITMENT

#### Section 4. ORGANIZATIONAL STRUCTURE

Western Leyte College, Inc. (WLC) is a stock organizational academic institution it is governed by a ten-member Board of Directors which is vested with the corporate powers of the WLC Corporation. The Board elects the President who is the Chief Executive Officer of the College and appoints Vice Presidents, Department Deans, Principals and other major officers of the College.

Attached to the Office of the President are the Office of the Guidance Counselor, Office of the Human Resource Management and Development, the Comptroller, the Office of Facilities and General Services, and the Campus Security.

In the exercise of his duties and powers, the President is assisted by the Vice President.

The Vice President is responsible for matters that pertain to formal and non-formal education. He exercises jurisdiction over the College Registrar, Department Deans, and Principal. He also exercises jurisdiction over the Student Affairs Services. Attached to his office are Students Councils of the different academic departments, the Performing Arts, the School Band, Sports, Athletics and Varsity, and the Property Custodian. The Vice President is also the deputy officer in charge of the business and financial aspects of the College. He has supervision over the General Services and Facilities Management, and the Comptroller.

## Section 5. COLLEGE CAMPUSES

Western Leyte College, Inc. has three campuses, namely:  
The Main Campus and the two Training Campuses.

### MAIN CAMPUS

The Main Campus is bounded by the Bonifacio and Lopez Jaena Streets. The Administration Building which houses the Office of the President, the Board Room, the Board Secretary, Treasurer, Cashier, Property Custodian, High School Library, Office of General Services and Facilities Management, the College Supreme Student Council Office, and the deputy High School Registrar.

The Main Campus also houses the School of Law building. The first floor of this building billets the Office of the Registrar, the Accounting and the Comptroller Office, Electronic Data Processing Office (EDP) and the Office of the Dean of Information Technology. The second floor is utilized for the School of Law Library, the Hotel and Restaurant Management Laboratory, and the Professional Review Network (PRN). The third floor accommodates the Office of the Dean of School of Law. The third floor classrooms hold the classes of Information Technology and Law.

The Information Technology (IT) Laboratory is located at the fourth floor at the CICTE building main campus. The High School building holds the Principal's office and High School classes.

The Working Student's Quarter, the Office of the Guidance Counselor, the office of the Human Resource Department and the School Gymnasium is also at the Main Campus.

## TRAINING

One of the Training Campuses holds the College of Education, Business, Accountancy, Graduate Studies and the offices of their respective deans. The College Library, Student Affairs, Student Council and Student Publication offices are also found at this Training Campus.

The other training campus houses the Nursing and Allied Health Sciences Classrooms and Laboratory.

## ARTICLE II. ACADEMIC POLICIES

### Section 1. ADMISSION AND RETENTION

Academic entrance requirements vary with the status of the prospective student, the program in which he/she desires to enroll, and the requirements of the College. The school reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the program and of the College. Information about the specific provisions for admission to any program in the college may be obtained from the Department handling the program applied for.

Students graduating from secondary school who want to enroll at Western Leyte College, Inc. as well as college students who want to transfer to the College may take the entrance examination anytime.

The school reserves the right not to accept an enrollee for a particular course or program based on his/her results of the entrance examination and interview by the Guidance Office. He/she may be recommended, however, to a different program offered by the school.



## 1.1 REQUIREMENTS

1.1.1 ENTRANCE EXAMINATION. To take the entrance examination, the following are required:

- Pencil
- Testing fee (Please refer to the Guidance Office for the schedule of examination and the corresponding fee.)
- Entrance examination

1.1.2 HIGH SCHOOL GRADUATES/IN-COMING FRESHMEN STUDENTS. High School graduates must take the entrance examination and interview. They are required to submit the following to the Registrar's Office at the time of their enrollment:

### **COLLEGE**

- Good Moral Character (GMC)
- One (1) Long White Folder
- Two (2) long ordinary mailing envelopes
- Six (6) mailing stamps
- One (1) photocopy of Live Birth (PSA)
- One (1) photocopy Marriage Certificate (PSA for married students)
- One (1) Filled out Bio-data with 2x2 picture

1.1.3 TRANSFEREES. Transferees are those students who wish to enroll in the school after having been enrolled in a college course in another institution. They must take the entrance examination.

At the time of their enrolment, transferees must submit the following to the Registrar's Office:

- Transfer Credentials with Honorable Dismissal
- Good Moral Character (GMC)
- One (1) Long White Folder
- Two (2) Long White Ordinary Mailing Envelopes
- Six (6) Mailing Stamps
- One (1) photocopy PSA Birth Certificate
- One (1) photocopy Marriage Certificate (PSA for married students)

## 1.2 ADMISSION PROCESS

### **FRESHMEN**

#### **TELLER**

Entrance test

#### **GUIDANCE OFFICE**

Present your receipt of payment and take the Entrance Test

Fill out the Guidance Form

Interview

Application for Admission

#### **GYMNASIUM/DEPARTMENT**

Fill out your Enrollment Form and Medical Information Sheet.

**REGISTRAR**

Submit all necessary credentials

**ACCOUNTING**

Assessment of school fees

**TELLER**

Entrance fee

**CSSC OFFICE**

Student Membership Fee

**ELECTRONIC DATA PROCESSING (EDP)**

Study Load

**DEPARTMENT**

Validation of ID

**PROPERTY CUSTODIAN**

Get your Student Manual

Inquire about your School and PE Uniform.

**OLD STUDENT**

**GYMNASIUM**

Fill out your course Enrollment Form

**DEAN**

Evaluation

Fill out your Enrollment Form

**REGISTRAR**

Submit your enrollment form

**ACCOUNTING SECTION**

Assessment of school fees

**TELLER**

Entrance Fee

**CSSC OFFICE**

Student Membership Fee

**ELECTRONIC DATA PROCESSING (EDP)**

Study Load

**TRANSFEREES**

**TELLER**

Entrance Test

## **GUIDANCE OFFICE**

Present your receipt of payment and take the Entrance Test

Fill out the Guidance Form

Interview

Application for Admission

## **REGISTRAR**

Submit all necessary credentials

## **DEAN**

Evaluation

## **GYMNASIUM**

Fill out your Course Enrollment Form and Medical Information Sheet.

## **ACCOUNTING**

Assessment of school fees

## **TELLER**

Entrance Fee

## **CSSC OFFICE**

Student Membership Fee

## **ELECTRONIC DATA PROCESSING (EDP)**

Study Load

## **PROPERTY CUSTODIAN**

Get your Student Manual

Inquire about your School and PE Uniform.

## **GRADUATE SCHOOL**

## **DEAN**

Evaluation

Fill out Enrollment form

## **REGISTRAR**

Submit all necessary credentials

## **ACCOUNTING SECTION**

Assessment of school fees

## **TELLER**

Entrance Fee

## **ELECTRONIC DATA PROCESSING (EDP)**

Study Load

## **SCHOOL OF LAW**

## **DEAN**

Interview

## **REGISTRAR**

Submit all necessary credentials

## **ACCOUNTING SECTION**

Assessment of school fees

## **TELLER**

Tuition Fee

## **ELECTRONIC DATA PROCESSING (EDP)**

Study Load

1.2.1 A Permit to Study/Cross Enroll issued by the Registrar of the school where the student comes from is required if the student intends to enroll in the College for a semester. This permit is good for one term only.

1.2.2 Transferees must at least take one year residency as a requirement for graduation in the College.

1.2.3 Full time faculty member will be assigned to each student starting from the first year level until he/she finishes the course, to monitor the subjects to be taken per semester according to the prescribed curriculum.

1.2.4 Accreditation of Courses should be accomplished within the enrolment period upon admission to the College Subject to the following terms and conditions:

- Only Professional Courses taken in PAASCU accredited schools can be requested for accreditation.

- Only a final grade of 2.0 earned from non-PAASCU and 2.5 from PAASCU accredited schools in General Education Courses can be requested for accreditation. Validating examination is given every first month of the semester to students who do not meet the required final grade.
- Accomplished Accreditation forms are encoded in the Registrar's Information System upon receipt of the student's official Transcript of Records from the previous school.
- The approved request for accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

**CONTINUING STUDENTS.** Continuing students are those enrolled in the College in previous semesters that have stopped without enrolling in another school. If in any one semester or summer session a student fails in one-third of the units for which he/she is registered, he/she should not re-enroll in the same program without the approval of the College Dean. If the student fails the second time, he/she may enroll in another program if accepted by the Dean of the College concerned. If the student fails the third time, he/she shall be disqualified from further registration in the college.

1.4 **SPECIAL STUDENTS.** Special students are those admitted to receive official credit for a course because they do not satisfy the requirements for admission.

1.4.1 Special students may be admitted to the course they wish to attend provided they:

- Get approval of the Department Dean
- Execute the contract in which they waive the right to receive and to demand credit for the work done; and
- Pay in full the required fees at the time of enrolment.

1.4.2 Special students are not eligible for any honors or privileges.

1.5 GRADUATE STUDENTS. Graduates who hold the Appropriate bachelor's degree or its equivalent are eligible for admission to Master's degree. The latter degree or its equivalent is required for admission to a Doctor's degree. Prospective graduate students shall submit their application for Admission and other requirements to Department handling the graduate program.

## Section 2. ENROLMENT

2.1 Every prospective student must enroll during the prescribed registration period. Enrolment by proxy is not allowed.

2.2 When a student registers in WLC, it is understood that he/she is enrolling for the entire term.

2.3 The curricular year of a student will be determined by the number of units required in the curriculum of that particular which he/she is pursuing.

2.4 Course load and sequence of courses shall be in accordance with the approved curriculum.

2.5 A student shall not be permitted to take any advance course/s unless he/she has satisfactorily passed the pre-requisite course/s.

2.6 A graduating student may have an overload subjects for him/her to qualify for graduation.

2.6 the name and other personal data and circumstances of each student as indicated in his/her Birth Certificate shall prevail.

2.7 During the enrollment period, student may change a program upon the approval of the Department Dean. Changers are not permitted after the close of the official enrolment period.

2.8 Students may officially withdraw any of their courses even after the close of the enrollment period with the consent of the parent or guardian upon recommendation of the Department Dean using the prescribed form and process. Withdrawal is no longer allowed after the preliminary examination or when the number of unexcused absences has reached 20%.

2.9 A student who incurs absences of more than 20% of the prescribed number of class hours or laboratory periods during the semester should be given INC or 5.0.

2.10 TRANSFER OF STUDENTS AND TRANSFER CREDENTIALS. A student who desires to transfer to another school should apply for the issuance of a Certificate of Transfer Credential. Such a certificate will be issued only after the applicant has been cleared of all financial and property liabilities and has surrendered his/her College ID card to the Office of the Registrar.

2.10.1 An informative copy of the transcript of records and other documents will be mailed by the college upon receipt of the request through a 'Return Slip' from the school where the student is enrolled.

2.11 In general, cross-enrollment is discouraged. However for valid reason, as determined by the Department Dean and approved by the College Dean, cross-enrollment to another school may be permitted only to graduating students for a maximum number of 6 units during the regular term and 3 units during the summer term. Violation of this rule may cancel the student's right to have the course/s credited.

2.12 A permit to study in another school with accredited programs may be granted upon the recommendation of the Department Dean but only for the basic undergraduate courses. Major professional or technical courses required for the degree program pursued have to be taken in the college.

### Section 3. CURRICULAR AND NON-CURRICULAR ACADEMIC REQUIREMENTS

3.1 The normal study per term is ordinarily prescribed by the curriculum in which the student is enrolled. This load usually consists of 18/24 unit exclusive of National Service

#### Training Program (NSTP)

The Document on implementing Rules and Regulations of the National Service training Program (NSTP), Act of 2001, states that, “all incoming freshmen students, male and female, starting School Year 2002 – 2003, enrolled in any baccalaureate and in at least 2-year technical-vocational or associate course, are required to complete the program, as a graduation requirement.

NSTP 1 and NSTP 2 shall be undertaken for an academic period of two semesters. It shall be credited for 3 units per semester. NSTP 1 is a prerequisite for NSTP 2 respectively.

Students who took the NSTP 1 & 2 program from other school should secure the CHED serial number of the program and submit it to the registrar’s office.

3.1.1 The curricular year of a student will be determined by the number of units required in the curriculum of that particular program which he/she is pursuing.

3.1.2 Course load and sequence of courses shall be in accordance with the approval curriculum. Reasonable exceptions may be permitted in individual cases taking into account the best interest of the students, objectives of the curriculum and the mission of the College.

3.1.3 A student shall not be permitted to take any advanced course/s unless he/she has satisfactorily passed the prerequisite course/s.

3.1.4 A student may have an overload of not more than 6 units in excess of the normal load under the following conditions:

- He/she is a graduating student.
- He/she has not incurred more than five failures (a grade of 5.0) in those semesters that he/she is enrolled in WLC.
- His/her general weighted average grade is not less than 2.5. In computing the general weighted average grade, the grade for P.E and NSTP (ROTC/CWTS) are included.
- The course/s is/are non-prerequisites/s. However, courses taken again due to failure may be taken together with the overload if recommended by the Department Dean and approved by the Vice-President.

3.1.5 Maximum load for graduate programs for regular semester/summer term.

- A maximum load of 9 units (3 courses) is given to students enrolled in the graduate program during the regular semester the same as for the summer term.

### Section 4. PHYSICAL EDUCATION

Students are required 8 units of Physical Education (PE) during the first two years. Simultaneous enrolment in two or more basic PE courses in a particular term is not permitted.

## Section 5. EXAMINATIONS AND GRADING SYTEM

5.1 Besides regular classes quizzes, tests, and other requirements, four official general examinations are given term: preliminary, mid-term, semifinal and final examinations. Dates for these examinations are posted in the respective department bulletin boards. Faculty members are provided with examination schedule for their information and guidance.

5.2 No student is allowed taking the preliminary, midterm, semifinal and final examinations unless he/she presents his/her Examination Permit/Slip issued by the Admission Office.

5.3 A student is allowed to have a promissory note upon recommendation from the Office of the Corporate Treasurer.

5.4 The Grading System adopted by the School is as follows:

Grade	Equivalent	
1.0	A+	100-95%      Excellent
1.1	A	94%
1.2	A	93%
1.3	A	92%              Very Good
1.4	A-	91%
1.5	A-	90%
1.6	A-	89%
1.7	B+	88%
1.8	B+	87%
1.9	B+	86%
2.0	B	85%              Good
2.1	B	84%
2.2	B	83%
2.3	B-	82%
2.4	B-	81%
2.5	B-	80%
2.6	C+	79%

2.7	C+	78%	
2.8	C+	77%	
2.9	C	76%	
3.0	C	75%	
5.0	C-	Below 75%	Failure

### \*Failure

Unsatisfactory performance or absences of more than 20% of the prescribed number of class hours or laboratory periods during the term.

### NC No Credit (or FAILED)

Final Grade which does not earn credit nor indicate failure even when the student did not take Final Examination for the course, but his/her performance was considered satisfactory enough to merit a final passing grade.

### INC Incomplete

Failed to submit additional requirements/ Failed to take major examinations.

\*To be completed with an one year or will be automatically five (5.0)

### W Withdrawal with official notice

### DR Dropped

### RE REMOVAL EXAM

No removal exam to be given at the end of every semester to students who has an average grade below 3.0/failing grade.

## Section 5. GRADUATION

Candidates for graduation are required to apply for evaluation of their records during the first semester of their last year in the college in order that any deficiency maybe attended to.

6.1 Application forms may be obtained from the Evaluation Section of the Office of the Registrar.

6.2 After a candidate's records have been evaluated and cleared, he/she should file an application for graduation which is usually done a week after the enrolment period of the last term at the Evaluation Section of the Office of the Registrar.

Candidates for graduation are required to accomplish graduation clearance before the final Examination, (or before oral defense for graduate students) to clear them from financial and property obligations. They are also required to

6.2.1 Apply for the release of their Transcript of Records for whatever purpose at the time of the application for clearance.

6.3 GRADUATION HONORS. Students who complete their courses with the following averages computed on the basis of units shall receive the corresponding Graduation Honors:

Summa Cum Laude	1.00 to 1.20
Magna Cum Laude	1.21 to 1.45
Cum Laude	1.46 to 1.75

The weighted grade average should be computed based on the Final Grades of all courses taken, including PE and NSTP.

6.3.1 To graduate with honors a student must:

6.3.1.1 Carry the required load per semester as prescribed in the curriculum. However, a student may qualify for honors even if he/she has been under loaded for a maximum of 3 units in a semester or two, provided the Department Dean concerned can justify it and the President approves it on a case to case basis. His/hers under load may also be justified if he/she belongs to the category of working students?

6.3.2 Have completed WLC at least 75% of the total number of academic units and must have been in residence for at least two (2) years immediately prior to graduation;

6.3.3 Carry a minimum study load of 15 units and a work load of at least four (4) hours if he/she is a working student; provided that he/she can submit during enrolment or on the date of application for graduation these proofs of his/her gainful employment:

(a) a certification of his/her employment by his/her employer, and/or

(b) SSS membership documents or any other pertinent document acceptable to the President;

6.3.4 Possess good moral character; and

6.3.5 No grade below 2.0 in all subjects

6.3.6 Not have incurred an NC or a failing grade (including NSTP and PE)

5.2.3 Any deviation from the policies regarding an hour student's study load disqualifies him/her from the corresponding honors.



## Section 7. FEES AND PAYMENTS

Payment for tuition and other school fees may be done in full at the time of enrolment or by installment. Students are required to claim their Examination Permit from the Office of the president.

**6.1 FULL PAYMENT DURING ENROLLMENT.** The college welcomes full payment for tuition and other school fees during enrolment. However, full payment during enrolment shall be done without prejudice to the need to pay for additional assessment that have to be applied during the term enrolled by the student in view of whatever rate increases in tuition and other school fees the college may not as yet be available at the time of enrollment.

**6.2 INSTALLMENT PAYMENT.** For those who could not pay their tuition and other fees in full at the time of enrolment, the college allows payment by installment as follows:

6.2.1 Down payment according to the amount fixed by the College Administration at the time of enrollment.

6.2.2 The balance must paid in a monthly basis or in every scheduled examination.

**6.3 PAYMENT IN CASE OF WITHDRAWAL.** A student who withdraws his/her enrollment from any course shall be charged as follows:

Within the first week if classes – 10% of total amount due for the term excluding matriculation fee

Within the second week of classes – 20% of total amount due for the term excluding matriculation fee

After the second week of classes – 100%

- A refund of the amount paid (less processing charges) shall be made if a student withdraws during the registration period but before the opening of classes. The matriculation fee, however, is non-refundable.
- Withdrawal is no longer allowed after the Preliminary Examination or when the number of unexcused absences has reached 20% of the prescribed number of class hours or laboratory during the term.

## Section 7. ACADEMIC POLICIES AND SCHOLARSHIP PROGRAMS

The college grants scholarship privileges as grants-in-aid to students who excel in their studies, as well as to those who qualify as members of WLC varsity teams, Socio Cultural Program, CHED, TESDA and Working Scholars. Scholarships are likewise afforded to deserving students who meet the requirements of government and private scholarship benefactors.

Application Forms for Scholarships are to be obtained from the Scholarship Coordinator's Office/TESDA Office. Duly accomplished forms together with the specified requirements have to be submitted within the official registration period, unless otherwise specified.

As a general rule, scholarship grantees are allowed double scholarship at the same time but if there are those qualified for two scholarship funded only by the college, they may avail of the scholarship that provides the higher financial grant, upon the endorsement of the SAS Director and the Scholarship Coordinator. However, those who are beneficiaries of a scholarship grant funded by institutions other than WLC, or private individuals, students may also avail of a scholarship privilege due to them because of membership.

## College-Sponsored Scholarships

### 7.1 Secondary Students with Graduation Honors

7.1.1 Scholarship privileges are given to students who graduated from secondary education with the following graduation honors: Valedictorian, Salutatorian, First Honorable Mention.

- VALEDICTORIANS are granted a 100% tuition fee discount (excluding laboratory and other school fees).

7.1.2 Secondary students with graduation have to apply for the scholarship privileges to which they are entitled. They must submit a duly accomplished Application Form attaching the following requirements:

- Certification from the principal of the secondary school where they graduated stating the graduation Honor and the number of graduates in their class;
- Certificate of Good Moral Character; and
- Photocopy of study load.

They must comply with the following conditions:

- Not enjoy any other scholarship privilege granted by the college;
- Not engaged in any gainful occupation;
- Carry the normal load of their prescribed curriculum; and
- Attend the Scholarship Orientation with the parent or guardian.

7.1.3 Scholarship privileges for the aforementioned Honor Students are given for ONE SEMESTER only, provided that the grantee obtain a general

weighted average grade of 1.50 or better during the first semester of his/her First Year in the college and does not shift to another curriculum.

7.1.4 After two semesters, students granted the scholarship privileges because of their graduation honors, may continue to avail of their privileges if they meet the qualifications for the Dean's Honors List.

### 7.2 Students on the Dean's Honors list

7.2.1 The College recognizes superior scholastic through the Dean's Honors List. To qualify, the following requirements have to be met:

- One or more years of residence in WLC;
- Currently enrolled in the same curriculum in pursued in the immediately preceding semester;
- A regular load for the semester according to the curriculum enrolled in;
- A good moral character and not charged of any offense and without pending case in any court of law or any administrative body;
- No grade of 2.1 or NC in the current and past semesters;

7.2.2 A General Weighted Average Grade (GWAG) OF 1.0 – 1.29 qualifies for the student for the Deans Honors List, a Certificate of Merit Given during the College Recognition Day held

every succeeding semester, plus 100% tuition fee discount for the next semester. A GWAG of 1.30 – 1.50 qualifies him for the Dean’s Honors List, Certificate of Merit, plus 50% tuition fee discount given the next semester.

7.2.3 The GWAG shall be computed based on the Final Grades of all courses taken in the immediately preceding semester. In the case of a transferee, he/she must have at least a year of residence in WLC.

7.2.4 Students who are qualified in the Dean’s Honors List may still qualify for Graduation Honors based on the set criteria.

### 7.3 WLC Varsity Teams

Athletes are granted scholarship in the form of tuition fee adjustment privilege subject to the conditions laid down by the Board of Directors.

The Varsity Teams organized in the College for men and Women are for the following sports:

- Basketball
- Table Tennis
- Volleyball
- Dance Sports
- Badminton
- Swimming

### 7.4 Working Scholars

The College Administers a Working Scholarship Program primarily to assist deserving students who are financially unable to obtain college education.

Students accepted to WSO shall work for at least four hours a day (24 hours a week) in consideration for free tuition and other school fees.

## ARTICLE III. INSTRUCTIONAL SUPPORT UNITS

### Section 1. COLLEGE REGISTRAR’S OFFICE

1.1 The office of the College Registrar’s coordinates and controls activities involving student’s enrolment and registration, transfer and graduation. The Registrar is primarily responsible for the updating and safekeeping of student and faculty records as well as other vital documents and records of the College, and for the maintenance of such records in strict confidentiality. The Office is also primarily responsible for the enforcement of the regulations of CHED regarding admission and transfer, accreditation of courses and units, curricular, load, sequence of courses, etc. Inquiries concerning admission, curricular offerings and similar information are routinely referred to and handled by the office of the College Registrar.

1.2 In order to carry to carry out its mandated functions effectively, the Office of the College Registrar is composed of three sections: the Records Sections, the Evaluation Section, and the Registrar Information System.

RECORDS SECTION. The Records section issues transfer credentials, transcript of records, certification of academic documents needed for employment, travel abroad, scholarship grants, board/bar examinations, etc. It also handles verification of the academic status of students and graduates.

- 1.2.1 Student and faculty records are constantly updated and maintain in outmost confidentiality at the records section.
- 1.2.2 EVALUATION SECTION. The Evaluation section evaluates the academic performance of students to determine year level and credits earned for the purpose of graduation. This section sees to it that CHED's regulations as well as College policies regarding the sequence of courses, course contents, semestral load, residence requirements, cross enrollment, etc. are enforced and properly complied with. The Evaluation Section schedule the evaluation of student records and application for graduation every term. Students are advised to apply for the evaluation of their academic records at least every semester. The section also provides a notarized list of graduates to CHED every semester.
- 1.2.3 REGISTRAR INFORMATION SYSTEM SECTION. This section handles tasks concerning enrolment, structured data collection, storage, retrieval and management of records. Its support staff initiates improvements, revisions and modifications of the information system functionality to improve its services and to be more client-friendly.

1.3 The Office of the College Registrar coordinates with the department deans and other administrative officers of the College with regard to academic activities of students, revisions of curricular programs, offering of new courses, etc. Students who wish to verify their academic records are encourage to see the college registrar for proper guidance and advice.

## Section 2. COLLEGE LIBRARY SYSTEM

2.1 As an information resource center, the college library system serves the information needs of the college community. The Library system is made up of 3 libraries. The law library is located at the law building in the main campus. The high school library is also located at the main campus. The college library is found at the training campus. Users are requested to check with the librarian for library hours of service.

## Section 3. COLLEGE ACCOUNTING DEPARTMENT

The Accounting Department designs, develops, enhances and maintains a number of Corporate accounting system used in the processing of academic and financial records of the students. This includes the admission of the students, enrolment, assessment of fees, grades, reports, and other student related data.

## Section 4. ELECTRONIC DATA PROCESSING DEPARTMENT (EDP)

The primary responsibility of the EDP id to provide the college support and maintenance services for all corporate information systems.

The EDP is responsible for all computer hardware repair and maintenance. It is tasked to provided network connections for academic and service support offices for its internet and intranet applications. This

office monitors sustained and interrupted network connectivity for the entire College.

The EDP attends to IT-related service calls from different academic and service support offices. This office facilitates all job request and referrals for IT-related concerns which it aims to provide first-hand solutions.

## **ARTICLE IV. SERVICE SUPPORT UNITS**

### **Section 1. STUDENT AFFAIRS SERVICES**

1.1 The Student Affairs Services (SAS) is committed to the balanced and integrated development of students through its coordinated programs and services that will complement the academic offerings of the College. The SAS is managed by the Director under whom are the Heads of the following offices:

Athletics and Recreation Services  
Guidance Center  
Health Services  
Working Student Dormitories

### **1.2 ATHLETICS AND RECREATIONAL SERVICES**

1.2.1 The Office of the Athletics and Recreation Services provides assistance to individuals and organizations in the planning and holding of various types sports and recreational activities in the College. It also administers and manages the annual intramural games. Moreover, it is tasked to conduct the selection, training and development of athletes and the different varsity teams of the College.

1.2.2 WLC has one gymnasium that can accommodate one volleyball game, one basketball game, or one badminton game. It

has also has table tennis equipment, taekwondo club, Dance Sport and Gymnastics.

### **1.3 GUIDANCE CENTER**

1.3.1 The Guidance Center shares in the realization of the WLC Vision-Mission by providing opportunities for personal growth of the WLC community. It is committed to facilitate the personal development of its clients. This commitment is realized through the various services and expertise made available to the clients in an appropriate atmosphere.

1.3.2 The Guidance Center is staffed with a full time Counselor. A Psychometrician, a group of specially trained students known as Peer Facilitators that will assist the Counselor in the implementation of the Guidance Program.

1.3.3 The Guidance Services available are:

- Counseling: Resolution or creative management of intrapersonal and/or interpersonal concerns and difficulties through individual or group counseling
- Career and Vocational Counseling
- Family Counseling
- Academic Follow-up
- Client Appraisal, Interviews, Psychological Test Interpretation
- Information Service
- Referral

### **1.4 HEALTH SERVICES**

1.4.1 The WLC medical and dental clinics offer health services as well as primary and continuing comprehensive (physical, psychological and social) care to each student.

1.4.2 WLC Health Clinic is located at the main campus. The doctor is assisted by two nurses.

### 1.4.3 Students of WLC can avail of the following health services:

#### Medical

- Medical Examinations for all students
- First Aid for Emergency Cases
- Medical Consultation and Treatment
- Issuance of medical certificates/excuse slips (if seen/examined by the school physician)
- Infirmary beds for rest to sick students
- Free medicines for common diseases
- Referrals (for certain cases which need the service of specialist and certain procedures or facilities which are not available in the College)
- Counseling and Guidance (Family Planning, Nutrition Education, AIDS Prevention and Education, Drug Education)
- Health Education Programs
- Letter of Authorization (LOA) to students who sustained accident injuries with the approval of President

#### Dental

- Dental Examinations for all students with an individual dental record as prescribed by the Bureau of Dental Health Services.
- Emergency Dental Health Services.
- Prophylaxis (Cleaning) once a year
- Temporary and Permanent Filling
- Tooth Extraction
- Referrals (For difficult cases: Impacted Tooth, Third Molar Tooth)
- Free medicine (Pain and haemostatic)
- Oral Hygiene Education

### 1.5 OFFICE OF STUDENTS AFFAIRS (OSA)

1.5.1 The Office complements and supports the academic training of students through various student-related services aimed to develop academically competent, socially responsive and globally competitive students with a deep sense of solidarity. It also serves as the official communication link with other authorities in the College, the student body, and the public on matters concerning student welfare and development, student activities and student discipline. It also acts for the Administration on matters related to the implementation of college regulations concerning appropriate behavior.

#### 1.5.2 GENERAL OBJECTIVES

- To provide opportunities for the students' active participation and involvement in the activities of the academic community and the wider community as well, thereby enhancing their personal growth and development for greater social responsibility
- To formulate and implement appropriate programs and services responsive to the special needs and concerns of students
- To promote certain modes of conduct appropriate to an institution of higher learning, leading to an acceptance of, and positive response to the college mission.

#### 1.5.3 FUNCTIONS

Based on these objectives, the OSA has mainly three functions.

1.5.3.1 STUDENT ACTIVITIES. The Office takes charge of regulating the operations as well as the activities of all duly accredited or registered student organizations in the College for the purpose of providing the necessary guidance and assistance in the optimum utilization of their potentials/abilities and other resources, directed towards the attainment of their respective organizational goals and objectives as envisioned in their approved Constitution and By-Laws. It also takes charge of training programs designed to produce a pool of student leaders who are actively involved in their own development and that of the communities where they operate. It networks and coordinates with other service support units in the College in the regulation and supervision of students' activities.

#### 1.5.3.11 Students Organizations

1.5.3.1.1.1 The College recognizes student organization as opportunities for developing students' talents and potentials according to their individual interests. They serve as channels for wholesome recreation, social involvement, and leadership formation.

1.5.3.1.1.2 Student organizations are categorized into two, namely: CO-CURRICULAR which are academic in nature and are department-based and the EXTRA-CURRICULAR organizations which are non-academic in nature and are mostly civic, socio-cultural, religious, athletic, professional service clubs and special interest groups.

1.5.3.1.1.3 Student-initiated programs or activities of recognized student organizations are clustered into major areas of development, namely: Psycho- Spiritual, Sports-Recreational, Socio-Cultural, Community Outreach, and Leadership Development.

1.5.3.1.2 The following are the services rendered by SAS:

- Processes/approves registration of students organizations
- Processes/approves registration of registered students organizations' publication
- Approves and issues activity permits
- Regulates and monitors student activities
- Evaluates performance of student organizations
- Organizes and conducts the search for outstanding graduates, leaders, and campus student organizations
- Organizes/conducts/facilitates leadership training seminars
- Provides mentoring and guidance to student organizations
- Screens, approves, and regulates announcements/notices and streamers for posting
- Assigns and regulates the use of bulletin boards of student organizations

#### 1.5.3.1.3 Notices and Posters

1.5.3.1.3.1 Clearance must be obtained from the Office of Student Affairs for the posting of announcements or notices, and for distribution of reading materials within the premises of the College. The SAS in collaboration with the Security and Safety Unit shall confiscate materials posted or distributed without permit. Proper charges shall be filed against violators.

1.5.3.1.3.2 Notices, posters and streamers must be placed in the designated posting areas.

1.5.3.1.3.3 Authorship of reading materials, including leaflets and handbills issued and circulated in the College, should be properly identified and stated therein, for the purpose of determining legal liability and responsibility under existing laws of the Philippines.

1.5.3.2 STUDENT DISCIPLINE. The SAS seeks to uphold the College and students interest by implementing the established regulations related to an appropriate behavior expected of a student of WLC. Thus, the emphasis in all programs and interventions are meant to prevent, if not, deter any misbehavior of students, thereby ensuring upright living.

To develop and sustain a healthy atmosphere of respect and discipline conducive to learning, a mechanism shall be established to administer appropriate and reasonable sanctions to erring students as well as to resolves disputes among and between them.

1.5.3.2.1 These are the student discipline functions of the SAS:

- Accepts filing of grievances and complaints against erring students
- Prepares and facilitates sending of notices of summons to erring students
- Conducts preliminary investigations on minor and major violations against College policies
- Facilitates convening members of the Formal Inquiry Committee to conduct Formal Disciplinary Proceeding
- Deliberates and recommends sanctions on investigated cases

- Coordinates with the Registrar regarding non-processing and non-issuance of credentials to students with serious violations against the college
- Releases confiscated ID's
- Coordinates with the Guidance Center for counseling referrals
- Represents for and in behalf of the college and the students in cases related to student discipline
- Keeps records of cases of students of confidentiality
- Facilitates issuance of certificate of Good Moral Character
- Facilitates issuance of Student passes
- Interviews transferees and returning students to the College
- Imposes immediate disciplinary sanctions commensurate to minor infractions
- Facilitates inquires/background investigation on students over all performance and behavior for reference purposes.

1.5.3 General Behavior

Each student of WLC is expected to act as a mature Christian. Conducts himself/herself with dignity, and upholds the moral standards of WLC inside and outside the College at all times. When he/she enrolls and is accepted, a contract is established whereby he/she submits himself/herself and agrees to comply with the rules of the College. Upon enrollment, he/she assumes all the responsibilities pertaining to his/her status as a student, specifically, towards the administration, faculty and the student.



### 1.5.3.1 A WLC student is expected to:

- Be neat, clean and decent in his/her attire;
- Refrain from committing acts that may embarrass the College or bring dishonor to her name;
- Abide by all laws and regulations of CHED and of the College as well as those specified in the Manual of Regulations for Private Schools;
- Strive to take care of the environment and help conserve natural resources;
- Refrain from smoking in all campuses of the College and its immediate vicinity; and
- Regard his/her fellow students, the administrative employees, the faculty members, the administrators, and guest of the College with respect. A faculty member, administrator or any person in authority can demand for the College ID card of any student who displays discourteous and disrespectful behavior.

### 1.5.4 COLLEGE ID CARD

A SCHOOL ID Card is issued to a student as scheduled by the SAS Office.

### In case of lost ID the student has to:

- secure an Affidavit of Loss (AOL) and submit it to the SAS Office.
- pay to the teller the corresponding amount
- present the receipt to the Multi- Media Office.

### Replacement of Destroyed ID:

- surrender the destroyed ID at the SAS Office
- pay to the teller the corresponding amount
- present the receipt to the Multi- Media Office

Every student of the college is required to wear his/her ID card and to present it to any person in

- Authority upon demand. The ID card is required for the following purposes:
  - Admittance to the College Campuses
  - Transaction of business with the different offices, e.g. payment and verification of school accounts at the Accounting Division, etc.
  - Admittance to certain programs, convocations, lectures, etc.
- The ID card is good for five (5) years subject to validation every semester by the Dean.
- Proper wearing of School ID must be observed inside the campus with the official ID lanyard.

### 1.5.5 SCHOOL ATTIRE.

Male and Female students are required to wear the proper school uniform inside the campus. The PE uniform must be strictly worn only during PE classes.

1.5.5.1 Female students are expected to avoid attires which are offensive:

- Blouses or dresses of such design as
  - Backless
  - Halter cut
  - Plunging/low cut necklines
  - Sleeveless
  - Tube style
  - Narrow shoulder straps
  - Spaghetti straps
  - Baby shirts/blouse (must be 3 inches below the belt-line)
  - Tattered/Ripped Jeans
- Shorts of any style such as skirts, bicycle shorts, culottes, city shorts, tight leggings, tight knee length pedal pushers (except during Intramurals games and PE classes)
- Transparent attires with no proper undergarments
- Mini skirts and dresses
- Slippers (rubber and leather)
- Tattoos
- Body piercing

1.5.5.2 A student enrolled in graduate programs and School of Law is exempted from wearing the school uniform. However proper school attire must be strictly observed.

1.5.5.3 Nursing, Education Practicum and Business Administration students may wear their prescribed company, hospital/community or duty/practicum uniforms on scheduled days with the approval of the SAS Director. The practicum takes the place of

the prescribed school uniform. Thus, not wearing such proper attire would mean no entry in any WLC campus.

1.5.5.4 Male students are expected to be reasonably neat in appearance and maintain dignity of their manner of dressing. They are required to wear the prescribed school uniform.

The following are prohibited:

- Sandals
- Slippers
- Sando/sleeveless shirts
- Shorts (except during intramural games, sports fest and PE classes)
- Tattered/Ripped Jeans
- Long hair and dread locks
- Tattoos
- Earrings/body piercing
- Beard and mustache
- Shirts with offensive/lewd prints

1.5.5.5 Pregnant Women and Persons with Physical disability.

A pregnant woman is expected to dress up properly upon recommendation from the Guidance and Medical Office. She may secure permit to enter the campus from the SAS Director's Office.

A person with physical disability may be exempted from wearing the school uniform upon recommendation from the Guidance and Medical Office. He/She may secure permit to enter the campus from the SAS Director's Office.

#### 1.5.6 DEFINITION AND TYPES OF OFFENSES

##### Minor Offenses:

- entering the College campus without a valid identification card (ID)
- wearing earrings, nose ring ,lip ring, sporting long hair, tattoo on exposed part of the body
- littering, throwing of waste paper, candy wrappers, cigarette butt, plastic cups, etc. in the campus or spitting on the floors or walls
- sitting on the ledge or sleeping on a bench or table
- loitering or making excessive noise or disturbance in corridors, stairways or immediate vicinities during classes
- disregarding summons, notices of hearing, and sanctions
- failure to wear prescribed school attire and uniform
- using of cell phones, beepers or other communication gadgets inside the classroom while classes are going on
- staying inside the classroom/laboratory/offices without permission from proper authorities

##### Major Offenses:

- Dishonesty or any fraudulent act such as but not limited to the following:
  - Lending/Borrowing of one's school identification card (ID), gate pass, and other relevant school documents for whatever purpose or intention
  - Possession of two or more school identification cards (ID) or gate passes by whatever means or manner
  - Unauthorized use of School facilities
  - Using fake photocopies of any school documents
  - Plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials
  - Unauthorized access of computer files like hacking and other IT-related violations
  - Cyber bullying
  - Sharing lewd/pornographic materials
  - Representing, wearing or using any uniform, insignia or other identifying marks of the School or any department without authorization
  - Unauthorized solicitation or selling of any goods or merchandise for fund raising
  - Unauthorized collection of money, check or any other instrumentality of monetary value and embezzlement of funds

- Extortion, unauthorized solicitations, non-payment of debts and other acts committed against other students, members of the faculty and personnel
- Stealing or attempting to steal
- Malicious Mischief such as but not limited to the following:
  - Vandalism
  - Tampering of official announcement on bulletin boards, posting of notices of posters in non-designated areas or removing thereof without proper authorization nor putting offensive libelous, subversive and seditious posters, banners or streamers in the campus and its immediate vicinity
  - Authorship, publication or circulation of false information about the School and its personnel, members of the faculty, non-teaching personnel and students
  - Publishing or circulating false information about the School
  - Oral defamation or slander
  - Libel, authorship or distribution of subversive or libelous materials
  - Lying, misrepresenting and other acts of perjury committed during formal investigation or administrative hearings
  - Grave threats, intimidation, coercion against any member of the school

- community: faculty, non-teaching staff, administrators, students or visitors
- Causing, engaging in or instigating brawls, riots or other acts of hooliganism inside or outside of the campus
- Assault resulting to physical injury or damage to school property
- Entering the campus under the influence of liquor
- Sexual harassment
- Public Display of Affection (PDA)
- Murder or killing
- Campus and Public Disturbance such as but not limited to:
  - Deliberate disruption of classes, school activities or campus disturbance
  - Interrupting school performances, symposia, for a, lecture or any other school activity, or throwing any object on a gathering or showing dirty finger
  - Staging/organizing rallies, strikes, pickets or demonstration against the College without permit
  - Instigating or participating in group activities leading to the stoppage of classes, presentations, gathering, rallies, etc.
  - Causing panic or confusion; harassment and picketing at College entrances and exits; loud and disturbing arguments; misconduct inside the classroom such as shouting, whistling, heck-

- ling, raucous, unrestrained laughter, loud talking; loitering and creating noise or any disturbances in the corridors, stairways and immediate vicinities
  - Barricading, preventing, or threatening any student from entering the school campus or attending classes, or/and school personnel from discharging their duties
- Acts of immorality such as but not limited to the following:
  - Acts of lewdness, indecency and immorality
  - Bringing, viewing, displaying or distributing pornographic materials inside the campus (either acting as a model/subject, sales agent, sponsor, or technical crew) or sending foul messages to anybody (student, faculty, employee)
  - Voyeurism
- Subversion or any such act as but not limited to the following:
  - Defiance to policies and guidelines of any department or office of the College and CHED which are not classified under major or minor offenses
  - Initiating or participating in activities contrary to law or public order

- Sexual Harassment (please refer to IRR on the Anti-Sexual Harassment Bill of 1995)
- Other gross misconduct such as but not limited to the following:
  - Disrespect to National symbols or mockery of the National Anthem and the WLC Hymn
  - Disrespect against any member of the WLC Community and its guests resulting in ridicule, embarrassment or humiliation
- Other prohibitions such as but not limited to the following:
  - Public display of intimacy/affection that tends to offend the sensibilities of the school community
  - Smoking inside the campus and its immediate vicinity
  - Bringing of or playing with any gambling materials inside the campus or off-campus sites
  - Entering the campus or off-campus under influence of alcohol and prohibited substances
  - Bringing of intoxicating beverage in whatever amount in a campus or off-campus sites in case of off campus activities sanctioned by the school
  - Unauthorized possession of any firearm, sharp bladed-weapons, tear gas, firecrackers, pyrotechnics, explosive or

miniature bombs; or threatening to use any to harm anybody

1.5.7 SANCTIONS. Pursuant to the Manual of Regulations for Private School, the following disciplinary sanctions for serious offenses or violation of the school regulations may be applied upon an erring student:

- Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the term.

The decision of the school every case involving the penalty of suspension which exceeds 20% of the prescribed school days for a term shall be forwarded to the CHED Regional Office within 10 days from the termination of the investigation of each case for its information.

Preventive Suspension. A student under investigation of a case involving the penalty of expulsion from entering the school head is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school.

Exclusion is a penalty in which the school is allowed to include or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials shall be immediately issued. A summary investigation shall have been conducted, and no prior ap-

proval by CHED is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one year in order to afford CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from any public or private school in the Philippines and which requires the prior approval of CHED. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing carrying deadly weapons, immorality, selling and/or possession of prohibited drug such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil, student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting

- In the stoppage of classes, preventing or threatening a pupil, student or school personnel from entering the school premises, attending classes or discharging their duties, forging or tampering school records or school forms, and securing or using forge or tampered school records, forms, and documents.

The decision of the school in every case involving the penalty of expulsion, together with the supporting papers, shall be forwarded to the CHED Regional Office within 10 days from the termination of the investigation of each case.

In case not covered by the foregoing rules, the WLC Fact Finding Committee shall determine the kind of penalty to be imposed, which may include, among others, the following: reprimand, suspension, expulsion, dismissal or expulsion from the school. The factors which may be taken into account in the determination of the imposable penalty are:

- Previous record to the student
- Gravity of the offense
- Character and position of the aggrieved person
- Established precedent
- Other extenuating circumstances as deemed proper and necessary by the WLC disciplinary Board

The other disciplinary sanctions which may likewise be meted out to any erring student are the following:

- Written apology to the aggrieved/offended party
- Payment of the value of the property destroyed/damage/lost or its replacement

- Regular rehabilitation counseling by the Guidance Services
- Oral or written warning from the person in authority (Discipline Officer, Faculty member, School staff)
- Disciplinary probation with automatic suspension for the rest of the term in case of any violation of the conditions imposed
- Exclusion for a semesters
- Disqualification from receiving honors at graduation
- Non-issuance of Certificate of Good Moral Character
- Disqualification, suspension or withdrawal of privileges (discount or scholarships)
- Payment of fines
- Other penalties which may be set forth in the College regulations

## SANCTIONS

Offense	First Of- fense	Second Offense	Third Offense
1.Three commission of any minor offense	1,7,8	2,3	
2.Unauthorized or illegal possession, use or sale of prohibited drugs or chemicals in any form during school-sponsored activities within and outside the premises	1,4,7,8	2,3	
3.Carrying or possession of firearms, deadly weapons and explosives during school-sponsored activities within and outside the school premises	1,2,4,7,8	3,4	
4.Entering the campus in a state of intoxication liquor inside the campus	1,7,8	1,2,7,8	
5.Participation brawls or infliction of physical injuries	1,4,7,8	1,2,4,7,8	2,3,4
6.Direct physical assault upon another within the campus premises	1,3,4,7,8	2,3,4	
7.Vandalism/Destruction of property belonging to any member of the schools constituents or visitors	1,4,5,7,8	1,4,5,7,8	2,3,4,5

while inside the school campus			
8."Hacker" attacks on the computer system	1,3,7,8	2,3	
9.Cheating, Discussion with one another without permission and/or willfully allowing another to copy during examinations	1,6,7,8	1,6,7,8	2,3
10.Gross act of disrespect in words or in deed which puts any member of the faculty, administrative personnel or officer in a position of ridicule	1,7,8	2,3	
11.Stealing, tampering, forgery of records and receipts	1,2,5,7,8	1,2,5,7,8	2,3
12.Theft or robbery of school property or that belonging to school officials, teachers, personnel or other students	1,2,4,5,7,8	2,3,4	2,3
13.Acts of subversion, se- dition and insurgency	1,3,5,7,8	2,3	
14.Participation in illegal rites/ceremonies/or deals, which includes hazing and initiation	1,3,4,7,8	2,3,4	
15.Embezzlement, malver- sation of school organiza-	1,3,5,7,8	2,3,5	



tion funds of properties			
16. Deliberate disruption of academic functions or school activities through illegal assemblies, demonstration, boycotts, pickets, and/or mass actions or related activities which tend to create public disorder or disturbance	1,3,7,8	2,3,5	
17. Immorality or any other act that may be considered damaging the good name and reputation of the school	1,2,7,8	1,2,3,7,8	2,3
18. Commission of crime involving moral turpitude (rape, forgery, estafa, acts of lasciviousness, moral depravity)	2,3		
19. Commission of acts Constituting sexual harassment	1,3,7,8	2,3	

- Legend:
- 1 – Suspension
  - 2 – Exclusion
  - 3 – Expulsion
  - 4 – Police Report
  - 5 – Repair or replacement of destroyed, damage or lost property

6 – Failure in particular examination

7 – Public Apology

8 – Community Service

#### 1.5.8 INITIAL SETTLEMENT

The Guidance Counselor/Class or Academic Adviser and the Dean/Principal shall have joint and equal authority or control over all disputes involving students. However, when the disciplinary measures, the Guidance Counselor/Class or Academic Adviser shall refer the matter to the OSA Director who shall immediately convene the Fact Finding Committee.

#### 1.5.9 FACT FINDING COMMITTEE

The Fact Finding Committee has jurisdiction over all cases involving student discipline and the imposition of sanctions. It shall be composed of the following:

- a. OSA Director as Ex Officio Chairman
- b. Academic Dean/Principal
- c. Guidance Counselor
- d. Class/Academic Adviser
- e. Student Council/Government President or representative
- f. Parent Representative to be appointed by the OSA Director

### 1.5.10 COMPLAINTS

Complaints against any student may be filed verbally or in writing with the Guidance Counselor or the Dean/Academic Adviser who shall on the same within 10 days. Any sanction to be imposed on the student must be made by the OSA Director or designated Discipline Officer.

Even when no complaint is filed, the Guidance Counselor, Dean/Principal/Academic Adviser or OSA Director may motu proprio take notice of any breach of discipline or any rules involving students. For these purpose, the Guidance Counselor or the Dean/Principal/Academic Adviser may call on any member of the school community to shed light on any incident involving such breach of discipline.

### 1.5.11 STEPS FOR RESOLVING DISPUTES

1. Any person may complain verbally or in writing to the Guidance Counselor/Academic/Adviser/Dean/Principal.
2. The Guidance Counselor/Academic/Adviser/Dean/Principal shall advise the person what to do. Amicable settlement, if possible, shall be pursued first.
3. If the person decides to file a complaint, he/she will be advised by the Guidance Counselor/Academic/Adviser/Dean/Principal as to his/her rights and the possible consequences of his/her decisions.
4. The written complaint shall be addressed to the OSA Director not later than thirty (30) days after the student has been aggrieved.
5. The OSA Director convenes the Fact Finding Committee within one week from the filing of the complaint to investigate the case.

6. The respondent shall be notified in writing of the complaint filed against him/her together with the copy thereof, at least five (5) days before the scheduled date of hearing.
7. The parents or guardian of the respondent shall likewise be notified in writing
8. Each respondent shall be required to answer in writing under oath within three (3) days from receipt of the charge or charges, failure to do so within the prescribed period may be deemed as a waiver of his/her right to submit such written answer.  
The decision of the Fact Finding Committee shall be endorsed to the OSA Director who shall serve the disciplinary sanction. The OSA Director may revoke, amend, or substitute of his own for that of the disciplinary sanction endorsed by the Fact Finding Committee.
9. The decision of the OSA Director shall be final and executor if not appealed within ten (10) calendar days after receiving the written decision by both parties.
10. An appeal or reconsideration of the decision may be made within ten (10) days upon receiving the written decision by both parties. The appeal shall be addressed to the Office of the President.

### 1.5.12 DISCIPLINARY ACTION

Disciplinary actions are corrective measures which are imposed on students who fail to comply with the provisions on student decorum. The primary objective of these sanctions is to guide and discipline erring students to follow the path of right conduct.

Since circumstances are usually varied and dependent on the conditions or situations, WLC reserves the option to decide on the specific number of days of suspension. WLC may likewise

avail of the disciplinary cases of points of discussion and clarification among the students and offenders.

Offences are classified into minor and major types. All minor offenses shall be attended to by the Guidance Counselor with due notice to the Dean/Principal/Academic Adviser. The minimum sanction is an oral reprimand and the maximum penalty is suspension of not more than seven (7) days.

#### 1.5.13 JURISDICTION

The WLC Fact Finding Committee and the Office of the Student Affairs have jurisdiction over all cases involving the discipline of students.

Any misconduct committed outside the College premises shall constitute no defense if it involves one's status as a student or if it affects the good name or reputation of the College. Any respondent who refuses to submit to the jurisdiction of the Board and the office of Student Affairs shall prejudice his/her future enrollment in the College.

In case of subsequent enrollment of such student, he/she shall have to answer the charges filed and lodged against him/her.

### Section 2. HUMAN RESOURCE MANAGEMENT OFFICE

2.1 The College believes that its human resources are the key to achieving excellence as they represent one of the College's largest investments. As such, Human Resource Management (HRM) in the College includes effective and sustained Human Resource Planning and Development.

2.2 The Human Resource Management Office (HRMO) is headed by an officer who reports to the Vice President for matters involving the academic staff, administrative employees and matters related to payroll.

2.3 The Office handles activities that pertain to human resource planning, recruitment, selection, evaluation of faculty and staff by students for the Working Scholarship Program of the College. Furthermore, it takes charge of complaints filed by the students against a faculty or staff.

#### 2.4 GRIEVANCES AND COMPLAINTS

Any student or a group/class of students has the right to express grievances and file a written complaint against any administrators, members of the faculty and non-teaching personnel of the College. Grievances and complaints related to sexual harassment, unauthorized solicitations, proselytizing and extortion of money or good in exchange of a service rendered, or the granting of passing grades and the like, must immediately be reported to appropriate authorities, to prevent further abuse and other complications resulting therefrom. For ample protection of the complainant, he/she may report this in person, or may write directly to the College President, the Vice President, or the Office of the Student Affairs, so that immediate and appropriate action can be done to correct the situation.

#### 2.4.1 COMPOSITION OF GRIEVANCE AND COMPLAINTS COMMITTEE

The WLC Grievance and Complaints Committee is composed of the following:

- Vice President
- Department Dean/Principal/Unit Head of the respondent
- HRD
- OSA Director
- Corporate Secretary
- Guidance Counselor

The Committee shall impose the appropriate sanctions and render a decision on cases in a manner herein provided.

### Section 3. GENERAL SERVICES

3.1 The Office of the General Services coordinates and directs the overall operation and activities of the College's auxiliary services and physical facilities.

3.2 The carpentry, painting, tinsmith, electrical/aircon, plumbing, automotive, and janitorial services operate within this Office. This office handles all requisitions for the aforementioned services as requests for the use of school houses.

### Section 4. FINANCE DIVISION

4.1 The Finance Division is responsible for the administration of all financial and business affairs of the College.

4.2 The Finance Division is has 3 main functions:

4.2.1 In its budget and purchasing function, it handles the proper allocation of funds based on the approved financial policies and the purchase of items required for the efficient operation of the College.

In its accounting function, it handles the recording of financial transactions of the College involving cash receipts and disbursements as well as non-cash transactions, preparation of payroll, maintenance of student accounts, preparation of financial and related statements.

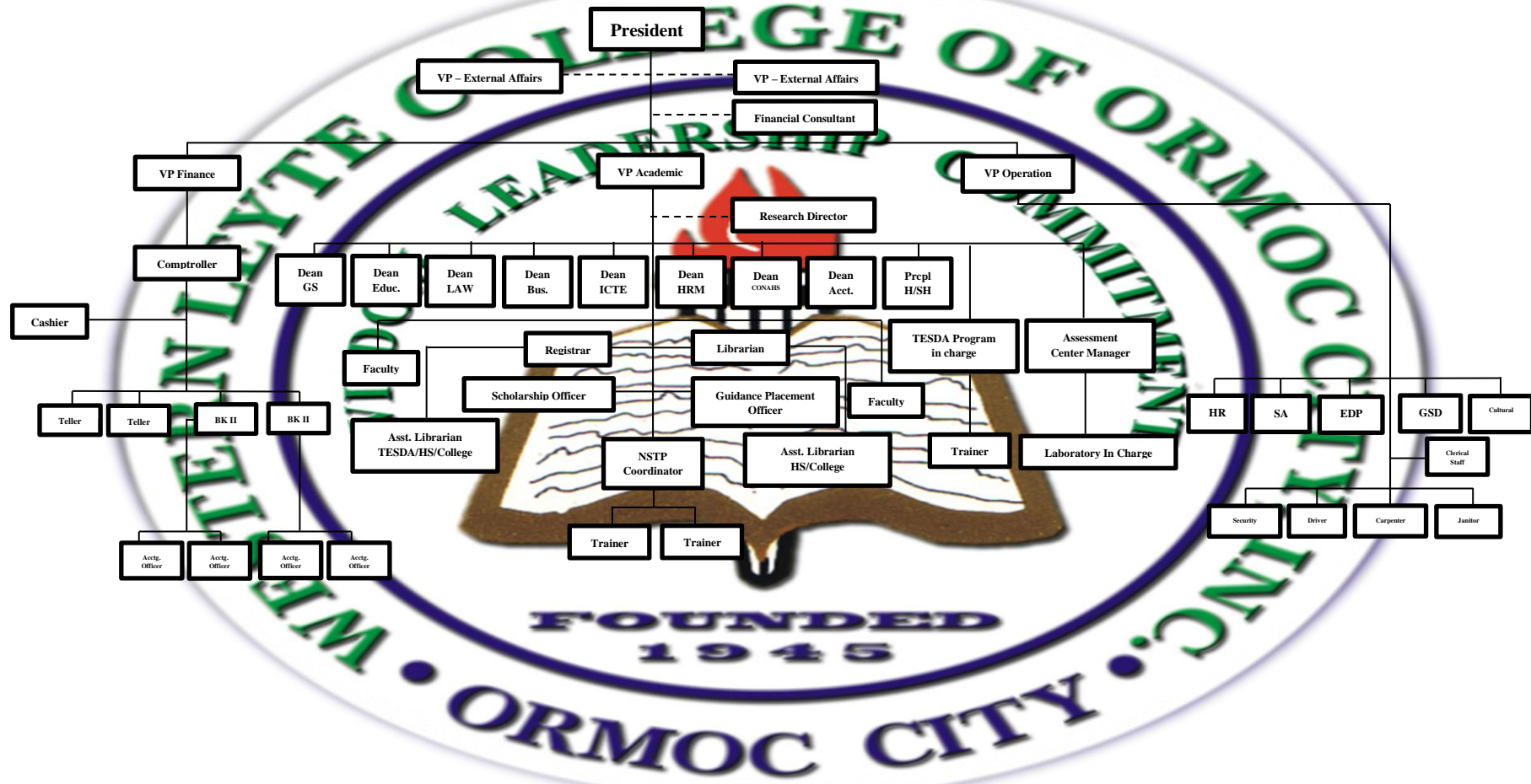
4.2.2 With its treasury function, it handles the receipt and disbursement of College funds.

## Section 5. THE COLLEGE TORCH

The Office was established in 2007 to serve as the primary dissemination arm, of the College by producing scholarly outputs of its faculty and students.

The College Torch is committed to facilitate, support and uphold the research thrusts of the college by providing faculty, students, and administrators' technical assistance in the academic research dissemination through the publication of scholarly monographs and journals.

# WLC ORGANIZATIONAL CHART



ADDENDUM A  
ARTICLE II  
SECTION 8  
**EDUCATIONAL TOURS AND FIELD TRIPS**

8.1 The faculty in-charge of the educational tour /field trip shall require the concerned students to submit a medical clearance and parent's/guardian's consent before allowing them to join the said tour/trip. The medical clearance will be issued by the WLC clinic as part of the school's fee services to the students.

8.2 students who cannot join the educational tour/field trip shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with disabilities (PWDs) shall be given due consideration.

8.3 Educational tours/field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

8.4 As much as practicable, destination of educational tours/field trips shall be near WLC in order to minimize cost. These places may be registered museums, cultural sites and landmarks which are in line with the objectives of the educational tours/field trips.

8.5 Prior consultant regarding the manner, time and duration of, and additional cost on a part of the students for the educational tours/field trips shall be done with the students.

8.6 No tour/trip shall be undertaken without the attendance of the Guidance Counselor. Briefing and debriefing program shall be undertaken by the WLC Guidance Counselor before and after the educational tours/field trips. Briefing includes precautionary measures and Risk Assessment Procedures by WLC. Debriefing includes reflection of the learning experiences documented in the learning journal.

## APPENDIX A

### IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995

Pursuant to and in affirmation of the provisions and requirements of the Republic Act No. 7877, otherwise known as Anti Sexual Harassment Act of 1995, the Western Leyte College of Ormoc City, Inc. shall established and maintain in intellectual and moral environment in which the dignity and worth of the academic community are guaranteed full respect.

#### Section 1. AFFIRMATION OF THE POLICY

The Western Leyte College of Ormoc City, Inc. is theretofore committed to maintaining a work learning environment that is free from the sexual harassment and all forms of sexual intimidation and exploitation; and in keeping with this commitment, do hereby promulgate through its Board of directors the following Rules and Regulations on Sexual Harassment in order to ensure prompt, uniform just administrative applications of the Law upon any violations of the law on sexual harassment.

#### Section 2. DEFINITIONS OF TERMS AS USED IN THESE RULES AND REGULATIONS:

2(a) “Student” means a person officially enrolled for a degree or program of study or course or in a short term training program in any academic unit or training whether academic or non-academic in nature of the Western Leyte College.

2(b) “Employee” means any person who holds on official appointment or designation in any unit, office (academic or administra-

tive) of the Western Leyte College and includes casual, temporary, part time or contractual employees.

2(c) “Faculty Member” means any member of the teaching staff of the Western Leyte College, regardless of academic rank or category and includes librarians, College Registrars and all non-teaching academic personnel, coach, trainers.

2(d) “Managerial Employee” refers to one who is vested with powers or prerogatives to lay down and execute management policies, and or to hire, transfer, suspend, lay-off, discharge, assign or discipline employees.

2(e) “Trainee” refers to the person undergoing an organizational and instructional process undertaken by the school which an individual acquires any knowledge or skill.

2(f) “Committee on Decorum and Investigation” (acronym CODI) refers to the committee constituted pursuant to the requirements provided by Section 4 of R.A. 7877.

2(g) “Complainant” refers to the person filling the complaint.

2(h) “Respondent” is the person accused by the complainant.

2(i) “Sexual Harassment” as defined by R.A. 7877, is committed by an officer, faculty member, employee, coach, trainer or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office of classroom of the school, demand, require or otherwise any sexual favor from another, without regard as to whether such demand, request or requirement is accepted by the other.

Sexual Harassment is committed in work-related environment, either academic or administrative in the following condition: when the sexual favor is made as a condition in hiring or employment of the individual favorable compensation or promotion or any other



terms, conditions or privilege, or the refusal to grant to the sexual favor results in limiting, or segregating or classifying a faculty member or employee which would discriminate, deprive him or her diminish employment opportunities or otherwise diversely affect such faculty member or employee.

In academic, teaching or study environment, sexual harassment is committed.

- (a) Against a student, teacher or one who is under the care or custody, supervision or advisorship of the offender;
- (b) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (c) When the favor is made as a condition to the giving of the passing grade, the granting of honors and scholarship, or the any payment of stipend, allowance or other benefits, privileges, or considerations; or
- (d) When the sexual advances results in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

2(j) "Inducement or Cooperation to commit sexual harassment" is committed when any person connected as an officer, faculty member, employee or a student who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulation.

### Section 3. POLICY STANDARDS AND GUIDELINES CONCERNING SEXUAL HARASSMENT.

In furtherance of the declaration of policy affirmed in section 1 hereof, the following Policy Standards Guidelines shall be observed within the jurisdiction of the Western Leyte College:

- a) These Rules and Regulations cover all corporate officers, officials, deans, principals, faculty members, administrative section heads, administrative staff and employees of Western Leyte College.  
Included in the coverage are applicants for academic positions and for admission as students after the application has been received, or when admission as students sexual favor is made as a condition;
- b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse authority or power, but include as well those in peer relationship, such as faculty-faculty, employee-employee, or student-student relationship, or those involving harassment of faculty members employees by students by students. It contemplates cases of sexual harassment involving persons of the same or opposite sexes.
- c) Sexual harassment is a reprehensible conduct which subvert the Vision-mission statements of Western Leyte College of Ormoc City, Inc. shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations;
- d) Sexual harassment is hereby declared ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral mis-

conduct or conduct prejudicial to the best interest of the profession, as each case may warrant;

- e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary administrative and/or legal action will be taken by the Western Leyte College authorities, with the consent of the complainant, taking into account integrity and preponderant interest of the institution;
- f) The academic, administrative heads and students entrusted with the duties and responsibilities related to the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- g) The Western Leyte College will provide all possible services, counseling/investigation to students, faculty members or employees who are victims of sexual harassment;
- h) An effective sexual harassment policy requires the support and model behavior of those in positions of authority. Employees who engage in sexual harassment or retaliation, or who fail to cooperate with the school sponsored investigation may be sanctioned by suspension or dismissal;
- i) Heads of Academic department or administrative offices who refuse to implement remedial measures, obstruct the remedial efforts of the Western Leyte College employees, and or retaliate against sexual harassment complainant or witnesses may be immediately punished by suspension or dismissal;
- j) Alleged acts of retaliation shall be investigated by the proper authorities of the school, and if proven guilty will result in suspension or discharged, depending upon the nature severity of the retaliatory acts;

- k) Hearing may not be needed if the accused of the sexual harassment admits or makes admissions of his guilt, and the penalty will be imposed accordingly; or, if the accused is condoned by the victim, in writing, filed with the investigating committee. It is clear that although condoned and the victim may be deemed to have waived or lost the right to the insist on the one who committed the sexual harassment, if there has been repetition of the offense against the victim, such subsequent harassment can be raised;
- l) In all cases of investigations and hearing of the sexual harassment, the rights of the accused for fair and just treatment shall be respected.

#### Section 4. THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

The Committee on Decorum and Investigation is an AD HOC committee is called upon from time to time whenever there is a case to be investigated, or whenever there is a need for formulations of policies involving proper decorum or conduct in school or outside of the school premises by members of the school community.

The Corporate Vice-President on Academic affairs, as the case may be, shall upon receipt of complaint of sexual harassment, appoint the members to compose or constitute the committee which shall be composed of the following:

- (a) The school legal consultant who shall act as the convenor and has no voting power except in case of a tie;
- (b) Two school administrators and HR head, which are not the immediate dean, principal or head office of the accused;
- (c) Two members of the faculty or co-employees duly appointed by the vice-president concerned;

- (d) Two members of a student council appointed by the Vice-President on Academic Affairs if the case involves a student or students.

#### Section 5. THE GENERAL FUNCTIONS OF THE COMMITTEE (CODI)

- (a) To receive complaints, to investigate hear sexual harassment cases, prepare and submit reports with corresponding recommendations, and to decide by majority votes on the case to hand;
- (b) To conduct meetings with officers and department heads, employees, faculty members, students, trainees and apprentices to increase understanding and prevent incidents of sexual harassment;
- (c) To promulgate rules on proper decorum and behavior in work places in school;

Any member of the committee who complains or is complained of sexual harassments shall inhibit himself from participating in the investigations and liberations of the committee.

#### Section 6. PROCEDURE

Resolution of sexual harassment shall be provided in either Informal or Formal Procedure.

6(a) Informal procedure refers to the action through the deans and heads administrative department as the case may be, and does not involve formal investigations nor filing of formal charges. It may consist of counseling, providing information or other means and support. However, incidents of sexual harassments are present.

The Corporate Vice-President, or the Vice-President on Academic affairs, as the case may be, shall provide appropriate persons to compose the committee who investigate through Informal Procedure.

If the case or situation requires resort to formal charges of sexual harassment the procedure set hereunder shall be followed.

6(b) Formal Procedure is when the sexual harassment is observed or reported by a student or an employee, as the case may be, the immediate dean/principal/head of office shall motu proprio require the aggrieved party or person to file a complaint against the perpetrator.

No particular form is required for the complaint, but the complaint must be in writing, signed and sworn to by the complainant. However it must contain the following:

- a. The full name and address of the complainant
- b. The full name and address of the accused, or respondent;
- c. Specification of the charge or charges; and
- d. Brief statement of the material and relevant facts.

Where the complaint is not under oath or too general, the immediate dean/ principal or head of office shall call the complainant to have the complaint sworn to the truth of the allegations in the complaint.

In support of the complaint, the complainant shall submit any evidence including affidavits of witnesses, if any, together with complaint.

When the complaint is vague or too general, the immediate dean/principal/head of the office where the complainant belongs,

may require the complainant to specify the acts complained of in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed. However, the complainant shall be assisted in making the complaint and help in making clear specify the complained of sexual harassment.

A withdrawal of the complaint by reason of condonation, or loss of interest on the part of the victim to pursue the complain of sexual harassment shall not preclude the committee on decorum and investigation (CODI) from proceeding with the investigation of the case.

#### 6(c) The Respondent's Answer.

Upon receipt of the complaint, the dean/principal/head of office concerned with the case shall issue a written request for the erring person to submit his/her written explanation or answer to the charge for defense.

The answer shall be filed within ten (10) days from receipt of the complaint

The answer shall be in writing, signed and sworn to by the respondent, and copy-furnish the complainant. No particular form is required, but it is sufficient if the answer contains a specific admission or denial to the charge or charges and a statement of the relevant facts constituting the respondent's defense.

In support of the answer the respondent shall submit any evidence he/she has including affidavits of witnesses, if any, together with the answer.

The answer may be filed through personal service or registered mail. If it is filed by registered mail, the date of the mailing shall be considered as the date of filing.

Unless otherwise directed by the committee, failure of the respondent to answer or appear in the investigation within the reglamentary period shall be construed as waiver on his part to present evidence in the future. The committee shall then resolve the case, based on the alleged act of sexual harassment in the complaint together with the evidence and affidavits of the witnesses filed by the complainant or victim.

#### 6(d) The Reply.

The complainant may file a reply within ten (10) days from the time if his receipt of the respondent's answer.

6(e) Filing of the case for investigation and resolution of the case.

The records of the case shall then be forwarded to the corporate Vice-President or the Vice-president on the Academic Affairs, as the case may be, who shall organize the Ad Hoc Committee on Decorum and Investigation in order to dispose of the case.

#### 6(f) Preventive suspension.

The committee may suspend any officer if the alleged violation is against him or her for a period of not more than three (3) days if there are strong reasons to suppose that the respondent is guilty of the charge or charges which would warrant his/her dismissal or removal from the service.

When the case against the officer or employee under preventive suspension is not finally decided within a period of three (3) days after the date of suspension of the respondent, he/she shall be automatically reinstated; provided that when the delay in the disposi-

tion of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in the computation of the period of the suspension.

## Section 7. HEARING

7(a) The Committee of Decorum and Investigation, after having been duly constituted, shall schedule the initial hearing, notify and issue summons together with a copy of the charges to the person being charge and all the witnesses for the against the accused, and require the parties to submit additional pleadings as they may deem necessary, within five (5) days from the receipt of notice.

7(b) After all pleadings have been submitted, the Committee may conduct a hearing or not earlier than five (5) days, nor later than ten (10) days from the date of receipt of the respondent's answer of complainant's reply, if any, or after the expiration or the period for the submission of the same, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the committee may extend the period of the hearing if it deems necessary.

7(c) The parties and their witnesses shall be notified of the scheduled hearing atleast five (5) days before the date thereof, specifying the time, date and place of the hearing.

7(d) Either party may require the attendance of the witnesses and the production of documentary evidence in his/her favor through compulsory processes equivalent to *subpoena* or *subpoena duces tecum*.

7(e) Only the best evidence shall be adduced and considered. Both parties shall have the opportunity to confront and examine witnesses and the original documentary evidence.

7(f) Either party may avail himself/herself of the services of the counsel.

7(g) all documentary evidence shall be admitted for whatever value they may have and shall be attached to the record of their case. The hearing of investigation is concluding after the expiration of ten (10) days.

## Section 8. DECISION

8(a) the decision of the committee shall be submitted by the concerned Vice-President to the President eight to fifteen (8-15) days after the conclusion of the hearing or investigation;

8(b) The President shall furnish a copy of the decision to the dean/principal/office head where the complainant and the defendant belong.

8(c) the decision of the Committee on Decorum and Investigation shall be final and executed ten (10) days after receipt of the copy thereof by both parties, unless a motion for reconsideration or an appeal is filed with the office of the President who in turn immediately inform the Committee through the Vice-President concerned about the motion.

## Section 9. MOTION FOR RECONSIDERATION OR APPEAL.

The aggrieved party may file a motion for reconsideration or appeal with the CODI with ten (10) days from receipt of the copy of the decision based on any of the following grounds:

- a) New evidence has been discovered which can materially affect the decision;
- b) The decision is not supported by evidence or record; and
- c) Errors of law or misappreciation of the facts of the facts of the case.

NOTHING IN THIS PROCEDURE SHALL PRECLUDE THE VICTIM OF SEXUAL HARASSMENT FROM INSTITUTING A SEPARATE ACTION IN THE PROPER COURT.

## Section 10. SCHEDULE OF PENALTIES

Violation of anti-sexual harassment policy moves the offending party through the steps of disciplinary action in the progressive discipline provided for in the Western Leyte College Code of Conduct. It is not necessary for an employee to repeat the same precise conduct in order to move u in the scale of discipline.

A written record of each action taken pursuant to the policy will be placed in the offending party's personal file. The record will reflect the conduct or alleged conduct and the warnings given, or other discipline impose

Sexual Harassment is a valid cause for dismissal it is a grave/serious misconduct

## Section 11. EFFECTIVITY.

After the approval by the Board of Director of the Western Leyte College of Ormoc City, Inc these Rules and Regulations shall take effect after fifteen (15) days after its publication in the Western Leyte College school paper, or the posting on at least five (5) conspicuous places in the Western Letyte College campuses.

# BOARD OF DIRECTORS

EMMANUEL A. FIEL

PRESIDENT

ERLINDA N. VERENDIA

VICE PRESIDENT FOR ACADEMIC AFFAIRS

ANNA MARIA M. ROQUEZA

VICE PRESIDENT FOR EXTERNAL AFFAIRS

FELISA P. BATHAN

CORPORATE TREASURE

NYMPHA M. ADOLFO

CORPORATE TREASURER

MARISSA S. DIZON

INTERNAL AUDITOR

ADRIEL M. VERENDIA

MEMBER

FE S. LLADOC

MEMBER

RENEE N. ENRIQUEZ

MEMBER

ESTRELLA P. ABLEN

MEMBER

## ADOPTION OF AND COMMITMENT TO THE WLC STUDENT MANUAL

I affirm that I have read and understood the Western Leyte College of Ormoc (WLC) Student Manual.

When necessary, I will consult and seek advice from the appropriate teacher, adviser, Dean of College, WLC Unit/Department, and the Guidance Counselor concerning appropriate actions that I may need to take in order to comply with the Western Leyte College Student Manual.

As a student of WLC, I hereby accept, adopt and commit myself to the rules and regulations set forth in this WLC Student Manual. I bind myself even as I am bound with my enrolment in WLC, with the values and virtues, principles, and philosophy, and code of conduct of a WLC student reflected in this WLC Student Manual.

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# WESTERN LEYTE COLLEGE

BONIFACIO STREET, ORMOC CITY, PHILIPPINES 6541

## SCHOOL OF LAW

- Bachelor of Laws

## GRADUATE STUDIES

- Master in Education
  - major in Filipino
  - major in Elementary Education
  - major in Administration and Supervision

## COLLEGE OF EDUCATION

- Bachelor of Elementary Education
- Bachelor of Secondary Education
  - major in Filipino
  - major in English
  - major in Social Studies

## COLLEGE OF HOTEL & RESTAURANT MGMT

- BS in Hotel & Restaurant Management
- 2-yr Professional Hotel & Restaurant Services
- Associate in Hotel & Restaurant Management

## COLLEGE OF ICT & ENGINEERING

- BS in Computer Engineering
- BS in Computer Science
- BS in Information Technology
- Associate in Computer Technology

## COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES

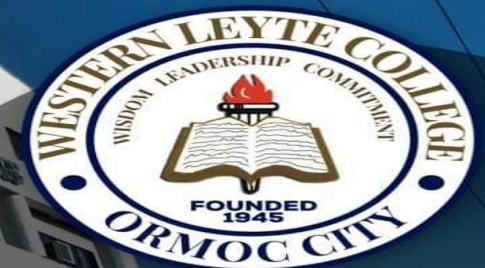
- BS in Nursing
- 2-yr Professional Healthcare Program
- 2-yr Diploma in Midwifery
- 1-yr Healthcare Services NC II
- Caregiving NC II

## COLLEGE OF ACCOUNTANCY

- BS in Accountancy
- BS in Accounting Technology

## COLLEGE OF BUSINESS

- BS in Business Administration
  - major in Financial Management
  - major in Human Resource Devt. Mgmt.
- BS in Entrepreneurship



YOUR GATEWAY TO KNOWLEDGE FOR A BRIGHTER TOMORROW.