LORMA INCORPORATED

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(For Fiscal Year 2010-2011)

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Corporate Secretary — Josephine M. Agustin, CPA, MBA
Exec. Vice President — Mr. Robert F. Kaiser, Jr., BBA, CHA

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Mrs. Gena M. Ignacio
Mrs. Emma M. Kaiser
Mr. Carlo M. Tadiar

Vicky R. Macagba, MD — Spouse Representative
Kristen T. Brindisi — 3rd Generation Representative

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Executive Vice President — Mr. Robert F. Kaiser, Jr.
Lorma Executive Director — Jose P. Mainggang, Ed. D.
Lorma Medical Center Director — Dr. Mario Bautista
Lorma Community Development Foundation Director — Mrs. Antoinette S. Tejano
Chief Finance Officer — Ismael G. Caasi, MBA
DIRECTOR’S MESSAGE

Welcome to Lorma Colleges!!!

Let me express my thanks for choosing Lorma Colleges as the venue in the pursuit of your chosen career. Your choice was a wise decision you ever made.

Lorma Colleges is your Second Home that will take care of your needs concerning your studies, discipline and upbringing in the campus.

For your proper guidance and direction, every student is asked to follow the policies, rules and regulations in the revised Student Handbook. This Student Handbook is your “Bible” that will guide and direct you in your-day-to-day activities in the school campus.

I invite all students to be our group partners in our team efforts of creating a Lorma “culture” and “climate” that will promote good learning, discipline and an everlasting and memorable experience between and among students with the faculty and staff and the administration under a most conducive and peaceful campus environment where everybody feels happy and excited to learn and gain more knowledge, skills and values.

Use your time productively and profitably by using all available services in the campus for your total and balanced development.

JOSE P. MAINGGANG, Ed.D.
Executive Director
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LORMA COLLEGES AS AN EDUCATIONAL INSTITUTION

Lorma Colleges, the largest private school in the province would like to be the premier College which offers courses that greatly satisfy the changing needs of the industry and one which is globally competitive.

Vision Statement

We envision Lorma Colleges as an educational institution with a global perspective emphasizing quality, Christian values, and leadership skills relevant to national development.

Mission Statement

Our Mission is to empower students for service anywhere in the world through Christian-inspired, quality-driven, and service-oriented education and training.

Philosophy

In consonance with its vision and mission, Lorma Colleges adopts its own credo and it states:

- We believe in a student-centered approach to education and management.
- We believe in achieving a lot with limited resources, by knowing what other institutions are doing, adapting or improving and using that can be applied to the College.
- We believe that a strong continuing faculty and staff development program in the college is a vital component of the total effort to attain the main goal of the College.
- We believe in the stability and strength as a base for achieving quality education, relevant to national needs, and development of the total person.
- We believe above all that giving honor and glory to God in everything we do, is most important in all official activities of the College.

Core Values

Lorma believes and adheres with the following core values:
- Christian Leadership;
- Academic/Work Excellence;
- Teamwork/Solidarity and unity;
- Social Concern (employees and others);
- Integrity.

Thrust for the SY 2001 Onwards

“The name of the game is Initiative and Productivity through Teamwork and Unity”
HISTORICAL GROWTH AND DEVELOPMENT OF LORMA COLLEGES

Lorma Colleges began in 1970 as the Lorma School of Nursing. It was formed under the leadership of Dr. Rufino L. Macagba, Jr., Lorma Hospital Director from 1960 to 1974, with encouragement from the founders of Lorma Hospital, Dr. Rufino N. Macagba Sr. and his wife, Dr. Crispina Lorenzana-Macagba. They wanted to produce nursing graduates imbued with professional skills, Christian values and leadership potential. Since then, Lorma Colleges has grown to compose a group of 12 schools and colleges with over 4,000 students. Today, hundreds of Lorma graduates serve as nursing professionals as well as in paramedical and other positions around the world -- in the US, Canada, Europe, the Middle East and other regions.

Listed are the Directors who are the ‘Pillars and Builders” of Lorma Colleges:

- 1974-1976 – Dr. Juan V. Komiya (Director).
- 1976-1977 – Mr. Florent Sals (Director).
- 1978-1979 – Mr. Jovencio J. Dumlao (Director).
- 1998-1999 – Mr. Jose P. Mainggang (Chair, MANCOM); Mrs. Pacita Apilado (member); Mrs. Amelia Alcantara (member); Ms. Diadema La Madrid (member); Mrs. Flordelina Rivera (member).
- 1999-2001 – Mr. Jose P. Mainggang (Acting Director).
- 2001-present – Dr. Jose P. Mainggang (Executive Director).

Through the years, the following programs, schools and colleges were added:

- 1976 – A Nursery School known as “ABC Fun School” which became the Lorma Grade School in 1981. Today it has over 800 pupils.

- 1977-1978 – the following schools were organized:
  - School of Midwifery;
  - School of Radiologic Technology (Associate Degree);
  - Bachelor of Arts Major in Hotel and Restaurant Administration (AB-HRA);
  - Bachelor of Science in Nursing (BSN) which replaced the nursing school program (GN).

- 1984 - Lorma Special Science High School was opened.

- 1987 - The following courses were offered:
  - Bachelor of Science in Computer Science (BSCS);
  - Bachelor of Science in Medical Technology (BSMT);
  - Bachelor of Science in Radiologic Technology (BSRT).

- 1991 - Bachelor of Science in Physical Therapy (BSPT).

- 1992 - The following courses were offered:
  - Bachelor of Arts major in Theology (AB-Theology);
  - One year course in Computer Technology.
1995 - The following courses were offered:

Graduate School in Master of Arts in Nursing (MAN) – first in La Union;
Bachelor of Arts major in Psychology (AB-Psychology).

1998 - Bachelor of Secondary Education.

2001 - The following courses were offered:

BS in Health Services Management;
BS in Computer Engineering;
BS in Business Management major in Information Technology;
The Toddler Program was likewise opened in the Lorma Pre-School thru the personal
initiative of Ms. Elizabeth R. Camara, Principal of Lorma Grade School and Pre-
school. This program started with seven (7) enrollees in SY 2001-2002 and
increased to ten (10) pupils the following year.

2002

Another Graduate Program in Master of Science in Information Technology was
opened Second semester of School Year 2002-2003.

2003

The Lorma Nursing annexed in Tan Yao Building, Pagdaraoan, San Fernando City,
was opened to accommodate the increasing number of students taking up the
nursing course.

The 3-Year Bio-Medical Equipment Technology course (first in the region) was grant-

2004

Because of the limited space in the Lorma Main Campus in Carlatan, the Lorma
Grade School and the High school were transferred to the new Lorma San Juan
campus in Barangay Urbiztondo, San Juan, La Union in 2004.

Lorma Colleges continues its dream of being a leading institution in On-Line Educa-
tion in the country through the pioneering effort and guidance of Dr. Rufino L.
Macagba, Jr., President of Lorma, Inc.

2005

Lorma Colleges launched successfully its project, “Higher English Learning Proficien-
cy Program (HELPP), a six week English Proficiency Course opened in the year
2005.

These programs and course offerings have graduated thousands of students.
The year to year comparative enrollment of the three (3) levels from 1998 to
2010 is as follows:
Since 1989, Lorma Colleges had produced twenty five (25) Board Topnotchers from the College of Nursing, two (2) in the College of Physical Therapy, eighteen (18) in the Radiologic Technology, and four (4) in the defunct school of Midwifery. Listed are the names of topnotchers and their corresponding ranks in the board examinations.

### College of Nursing

<table>
<thead>
<tr>
<th>Year</th>
<th>Lorma Grade School</th>
<th>Lorma Special Science High School</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>797</td>
<td>225</td>
<td>1884</td>
</tr>
<tr>
<td>1999</td>
<td>749</td>
<td>229</td>
<td>1933</td>
</tr>
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<td>2000</td>
<td>766</td>
<td>252</td>
<td>1918</td>
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<tr>
<td>2001</td>
<td>711</td>
<td>311</td>
<td>2336</td>
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<td>2002</td>
<td>721</td>
<td>344</td>
<td>2611</td>
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<td>2005</td>
<td>720</td>
<td>347</td>
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<tr>
<td>2006</td>
<td>744</td>
<td>383</td>
<td>4225</td>
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<tr>
<td>2007</td>
<td>747</td>
<td>385</td>
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<td>2008</td>
<td>739</td>
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<td>2009</td>
<td>747</td>
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<td>2010</td>
<td>749</td>
<td>399</td>
<td>3246</td>
</tr>
<tr>
<td>2011</td>
<td>661</td>
<td>420</td>
<td>3082</td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td>445</td>
<td>3144</td>
</tr>
</tbody>
</table>

Since 1989, Lorma Colleges had produced twenty five (25) Board Topnotchers from the College of Nursing, two (2) in the College of Physical Therapy, eighteen (18) in the Radiologic Technology, and four (4) in the defunct school of Midwifery. Listed are the names of topnotchers and their corresponding ranks in the board examinations.

**College of Nursing**

- 2010 Michael Prince N. Del Rosario - 8th placer – 85%
- 2010 Czarina Myrnelli M. Buenafe - 9th placer – 84.80%
- 2009 Teddy Untalasco - 10th placer
- 2005 Wilhelmina Arzadon - 9th placer
- 2004 Ivy Joy Catbagan - 20th placer
- Rolinda Evangelista - 20th placer
- Michelle Ann Lardizabal - 20th placer
- Cecilia Grace Lodia - 20th placer
- Maricar Blanche Orpilla - 20th placer
- Daria Mei Quinivista - 20th placer
- Ulysses Tayocnog - 20th placer
- 2003 Marjorie Lictao - 19th placer
- Beverly Balagot - 20th placer
- 2002 Evangeline Castro - 11th placer
- 1999 Kathleen M. Castillo - 12th placer
- 1998 Christine Anne Vanessa S. Madamba - 12th placer
Aside from these individual excellent board performances of our graduates, Lorma Colleges has a solid record of Recognitions received for its exemplary performance in the Board Examinations.

Lorma Colleges ranked number 5 nationwide with a rating of 62.6% in the June 2009 Nursing Licensure Examinations among all Nursing schools in the Philippines with above 500 examinees (collated from the Board of Nursing website) It also ranked number 1 among private higher institutions of Region 1 in the Nursing Licensure Examination (1994-1998), again in 1999-2003 under category B (with 100 to 999 examinees).
Lorma Colleges also consistently ranked Number 1 for the Teachers Licensure Examinations (1999-2003) with an average of 85% (PRC) under category C.

In 1995, the Lorma Colleges ranked No. 1 in the Radiologic Technology Licensure Examination among all the schools nationwide.

Lorma Colleges’ position in the competitive Licensure Examination for Radiologic Technology was reaffirmed when it earned a back to back recognition for ranking 3rd in the December 2008 and 2nd in the June 2008 of all the Radiologic Technology Schools in the Republic of the Philippines for obtaining 82 percent average (14/17 examinees passing released by PRC).

To strengthen the quality of education provided by Lorma Colleges and to maintain its board performance, it has submitted all programs for accreditation.

The current accreditation status of the following programs from SY 2005 - July 2011 areas follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Level of Accreditation</th>
<th>Accrediting Agency</th>
<th>Valid until</th>
<th>Period</th>
</tr>
</thead>
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<tr>
<td>Pre-school</td>
<td>Level II – Re-accredited</td>
<td>ACSCU-AAI</td>
<td>March 2015</td>
<td>5 years</td>
</tr>
<tr>
<td>Grade school</td>
<td>Level II – Re-accredited</td>
<td>ACSCU-AAI</td>
<td>March 2015</td>
<td>5 years</td>
</tr>
<tr>
<td>High school</td>
<td>Level II – Re-accredited</td>
<td>ACSCU-AAI</td>
<td>Dec. 2015</td>
<td>5 years</td>
</tr>
<tr>
<td>Nursing</td>
<td>Level III- Re-accredited</td>
<td>ACSCU-AAI</td>
<td>April 2017</td>
<td>5 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Level of Accreditation</th>
<th>Accrediting Agency</th>
<th>Valid until</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>Level III – Re-accredited</td>
<td>ACSCU-AAI</td>
<td>May 2013</td>
<td>5 years</td>
</tr>
<tr>
<td>Master of Arts in Nursing</td>
<td>Level II- Re-accredited</td>
<td>ACSCU-AAI</td>
<td>April 2014</td>
<td>3 years</td>
</tr>
<tr>
<td>BSBA</td>
<td>Candidate Status</td>
<td>ACSCU-AAI</td>
<td>April 2013</td>
<td>2 years</td>
</tr>
<tr>
<td>Medical Laboratory Science</td>
<td>Level II Status</td>
<td>PAASCU</td>
<td>May 2008</td>
<td>Working on the deficiency.</td>
</tr>
</tbody>
</table>
From its inception, Lorma Colleges has been reaping awards and recognitions from reputable award giving bodies. This is because of the continuous innovations and aggressive developments by the Lorma leaders.

Under the leadership of Director Jose P. Mainggang, the College has expanded with the offering of new programs. His assumption into office in 1998 saw a remarkable upward trend of enrolment in all levels. The faculty and staff including the administrators enjoyed upgraded salaries with the highest increases in the history of the school.

Significant accomplishments through the years include:

1995
- Dr. Jose P. Mainggang, Dean of Student Affairs made it as a finalist in the Search for The Most Outstanding PERAA Member, Administrator’s Category Non-teaching, as the first recipient

1995-1998
- Lorma Colleges is the first school in region I to produce outstanding young scientists for 3 consecutive years (1995-1998) coached by Armida Reyes.

1998 and 2005
- The only school in the region to have produced two Finalists in the Search for Outstanding Student Leaders in the country in the persons of Charlie Cruz in 1998 and Jacus Nacis in July 2005 respectively. Both were awarded and recognized in Malacanang Palace.

2000
- Lorma Colleges as an institution was selected as the “Center of Development for Excellence (CODE-IT) in Information Technology in 2000 and sustained its CODE status for another 3 years from 2007-2010.

2001
- The “Zero Deficiency Program” was introduced by the Academic Council thru Dr. Diadema La Madrid. This means that only students with no deficiencies be allowed to graduate to receive their Transcript of Records, Special Orders, Diplomas and Certificate of Good Moral Character on the day of graduation.

2002
- Likewise, it was in 2002 that the Research and Outreach Programs were formalized with the hiring of a full-time Outreach and Research Coordinators to make linkages with the adopted Barangays of San Fernando City, San Juan, Naguilian, Santol, Sudipen, Bangar and Balaoan, all towns of La Union. The Research Office has a regular Quarterly Publication Newsletter and a Research Journal. The School Bulletin of the College was also conceptualized to update employees, students and parents on the events and developments happening in the campus for their information and learning.

- Lorma Colleges is proud to be the only higher education institution in the country issuing real official transcript of records, diploma and good moral character to the graduates on the day of graduation. Lorma Colleges has been doing this successfully since year 2002 and is willing to share its best practices to any interested higher education institution in any region of the country.
2003

- Lorma was also granted its DEREGULATED Status by the Commission on Higher Education Manila for a period of five years (October 27, 2003-October 26, 2008). The award was conferred in Malacanang by President Gloria M. Arroyo and CHED Chairman Bro. Rolando Dizon on November 28, 2003.

- The over-all champion in the Provincial Journalism Congress for SY 2002-2003.


- Kevin Nisperos was declared as an Outstanding Pupil Journalist in 2003 by the DepEd.

- In 2003, Charlie Cruz, a Medical Technology Faculty member as second placer (Teaching category); Baby Rosalie Pascua, College Secretary as finalist (non-teaching).

- Mrs. Elizabeth R. Camara, principal of the Grade school and high school was chosen as the 2003 “Most Outstanding Campus Paper Adviser”.

2004

- Lorma Colleges is the First Educational Institution in the Philippines to develop and publish an internationally recognized Linux Operating System. It ranked 14th in 2004 out of 131 other Linux distributors. This system was developed by JJ Macagba, MIS head and his staff.

- Certificate of Merit as 1st place in the International Online Contest Collaborative Learning APEC 2004 Cyber Academy Award awarded by the Republic of China.

- Arlene Licudine, Dean of the Medical Technology as second placer (Academic administrator); Fidelita Ramos, Guidance Coordinator as 3rd placer (non-academic administrator).

- Dr. Jose P. Mainggang, College Director, was bestowed the Governor’s Achievement Award by Lion’s Clubs International District 301-C Northern Philippines on June 30, 2004, and a recipient of the Golden Dove Achievement Award as Outstanding School Director of the Year by the Media Writers Association of the Philippines given on October 17, 2004 in Manila.

2005

- Honorable Mention in the APEC 2005 Cyber Academy Award as the only winning school in the Philippines awarded by the Ministry of Education in Chinese Taipei.

- Ryan Anthony B. Buccat of the College of Medical Technology won as 2nd place in the Annual Bayer National Search on Environment and Philippine delegate to Germany in November 2005.

- Mrs. Elizabeth R. Camara National Awardee as Outstanding Campus Paper Adviser conferred by the Department of Education. She was also chosen as the “Most Outstanding Principal in the Division of LA Union and Finalist in the Regional Search for Outstanding Principal in Year 2005-2006.
2006
- The Lorma Grade school was declared as Honorable Mention in the APEC 2006 International Online Contest among 1, 205 participants from 9 countries.

- Over-all champion-Provincial Journalism Congress in November 2006, 1st place – team and individual category Division Investigatory project in Science held in November 2006.

- Second place, APEC 2006 International Online Contest competed by 130 teams from the 9 countries.

- Overall champion in the Women’s Artistic Division for the 2006 Milo Little Olympics held at the Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan.

- Ranked 4th place among High schools all over regions 1, 2,3 and the Cordillera Administrative region in the 2006 Milo Little Olympics held in Lingayen, Pangasinan.

- The Outreach Program of the college under Mrs. Antoinette Tejano as the Outreach Coordinator was awarded a plaque of appreciation by Philip Morris Philippines for its successful outreach project in year 2006.

- Moreover, Joseph Gacoscos of the College of Nursing won bronze medal in Taekwondo together with Ghiefren Gatchalian who likewise won bronze medal in badminton singles during the February 5-11, 2006 National PRISAA Meet held in Lingayen, Pangasinan.

- Hercules Cepriaso, Head of School of Science and Technology Institute as 2nd placer (Academic administrator), Alfie Juris Ramos, Graphics Artist as 3rd placer (Non-Teaching) and Dr. Pacita Apilado, Faculty of the College of Nursing as Finalist (Teaching category) for Private Education Retirement Annuity Association (PERAA).

- Flordelina Rivera Outstanding Registrar of Region 1 awarded by CHED Region 1 in December 2006

2007
- Lorma Special Science High School ranked 2nd place in the regional competition Milo Little Olympics held on February 10, 2007 in Baguio City.

- In the national competition held on February 17, 2007 in Pasay City, the Lorma Special Science High School won 3rd place in Web Design and Applications Programming out of 31 schools nationwide.

- The High school also won 3rd place in the February 22, 2007 National Journalism Congress competition.

- Lorma Colleges is the Center of Taekwondo Training among Higher Education Institutions in the City of San Fernando, La Union pioneered by Noel Sumingwa, a faculty of the Arts and Sciences who was featured in GMA7 Program “Magpakailanman” by Mel Tiangco on January 25, 2007.
• The Student Publication of Lorma Colleges in the Broadsheet category garnered the top four awards as 1st place-Best Features Literary Page, 2nd place – Best in Editorial Page, 3rd place-Best Page Design and 4th place-Best Sports Page and Best News Page. *Medium*, the official publication of the Lorma Highlights was awarded “Best Magazine in the Philippines” during the 67th National College Editors Guild Convention in Silliman University, Dumaguete City on April 13-17, 2007.

• Paolo Santos won first place in the regional ICT Quiz Bee held in Baguio City on February 10, 2007, and ranked 3rd place during the National ICT Quiz Bee out of 37 participating schools nationwide on February 17, 2007 in Pasay City, 2nd place in the regional Math Competition, 2nd placer in Swimming thus Lorma Grade school represented the Philippines in Singapore in the June 2007 competition and 2nd place in the February 22, 2007 National Journalism Competition.

• Daniella Finn (Grade 11) pupil was one of the finalists of the nationwide Search for the “Best Foods” “Best Kid”: Ang Batang May Gana sa Buhay.” She was also adjudged as Ambassador of the Unilever Best Foods Products.

• Joseph Gacoscos was the National Champion in the Taekwondo Bantam Weight Division during the National PRISAA Games held in Iloilo City on April 17-23, 2007.

• Anna Katrina Bautista, BSN batch 2005 won the following titles: Ms. La Union 2007; Ms. Earth Region 1 and Ms. Philippines Earth – Eco – Tourism 2007.

• Ma. Luisa G. Diaz of the College of Radiologic Technology was the National Quizbee champion for the BSRT Category competition during the 53rd Foundation Anniversary and 38th Annual National Convention of the Philippine Association of Radiologic Technologists held at Teacher’s Camp, Baguio City on December 7 and 8, 2007.

• Two staffers of the Lorma Highlights (Lee Erwin Biscarra) won 1st place in Literary Graphics (English) and Princess Ann Floresca placed 3rd in Feature Writing (English) respectively during the 6th Luzonwide CHED Press Conference held in Tagaytay City on February 6-9, 2007.

• Niño Saavedra, Faculty, Arts and Sciences, Teaching category B as 1st place, Flordelina Rivera, Non-Teaching Administrator category A as 3rd place Jonathan Cardinez, AVR Technician as Finalist, Non-Teaching category B of PERAA.

• The Lorma Toastmasters Club was organized by the Human Resource office through the efforts of Ms. Carmen Jo-An Viloria on May 2007. The Lorma Toastmasters Club was a recipient of the Distinguished Club by Toastmasters International for its achievements in the Toastmaster Year 2007-2008.

• Installation of the ACCESS- School Management System on student Registration, Enrolment and Grades.

• The HR office launched the search for the Model Employees on Punctuality.
2008

- The PERAA winners for year 2008: Mrs. Elizabeth Camara, Principal of Lorma San Juan – 2nd placer – Teaching category A, Mrs. Rosemarie Tadina, Chief Librarian – 3rd placer – Non-Teaching category A, Mr. Angelito Carbonell – 2nd place – Non-Teaching category B and Mrs. Arlene Siador – Finalist – Teaching category B.


- Champion, Cheer Dance Globe Baguio Festival 2008 Panagbenga Invitational Cup College Level.

- Automation of the College, High School and Grade School Libraries.

- Installation of the Biometric Timekeeping Device in the Carlatan campus.

- Recipient of the Select Distinguished Club Award for the Achievements of Toastmaster Year 2008-2009 awarded by Toastmasters International.

- Lorma Toastmasters Club won the following awards in the Area 61 Speech contest held at the Hotel Veniz, Baguio city on February 16, 2008.

  - Amelia Vicente – 2nd Place in the International Speech
  - 1st Place in the Impromptu Speech;
  - Avelina Visaya – 2nd place in the Tall Tales Speech;
  - Charlie Cruz – 2nd Place in the Evaluation Contest.

2009


- Best Broadsheet during the 2009 Gawad Ernesto Rodriguez, Jr. College Educators Guild of the Philippines annual national search for the most outstanding publication held on the occasion of the 69th National Student Press Convention at Quan`s Worth Farm and Resort, Lucena City, Quezon Province, May 16-20, 2009.

- First Class Honours won by Canecan Osoteo during the 2008 International Year Sanitation Art and Design Competition awarded in Hong Kong on March 29, 2009.

- Avelina Visaya won 2nd place in the National Humorous Speech during the National District Convention of Toastmasters International held in Davao City on May 22-24, 2009.

- Installation of the Biometric Time Keeping Device in the San Juan Campus.

- PERAA Winners for 2009: Lyn Chan, Faculty, College of Nursing, First Place, PERAA Winner in the Teaching Category B; Melba C. Ano, Dean of Student Affairs, Finalist, Non-Teaching Category A; Edith Legaspi, Librarian, Finalist, Non-Teaching Category B.
2010


- PERAA winners for 2010: Dr. Henry Galuba, Research and Development Coordinator, Non – Teaching Level A; Florante Sabate, Property and Supply Officer, Non-Teaching Level B; Mrs. Ludivina Magpali, Finalist, Teaching Level A.

- Signed a Memorandum of Agreement with DOLE Region 1 in establishing Academe-based Public Employment Services in Lorma Colleges, effective October 1, 2010.

- New courses opened:
  - BS in Pharmacy;
  - BS in Accountancy;
  - BS in Hotel and Restaurant Management;
  - BS in Business Administration.

- Installation of the Radio Frequency Identification (RFID) in the College Library and at the entrance gate.

- First Class Honours won by Canecan Osoteo during the 2009 year of Astronomy Art and Design competition with her title of Artworks: Peep to Discover. Awarded on March 10, 2010 in Hongkong.

- Third Class Honours won by Esther Gois during the 2009 Year of Astronomy Art and Design competition with her artwork. Awarded on March 10, 2010 in Hongkong.

- Ranked 4th place in the National CMLI Spelling Competition held at Teachers Camp on August 29-31, 2010 participated by the Lorma Grade School pupils.

- Third place in news writing won by the Lorma Grade School during the Children’s Museum and Library, Inc. held on August 23-31, 2010 at the Teacher’s Camp, Baguio City.

- Winner in the National MILO Little Olympics held in Cagayan de Oro (Misamis Oriented) on October 14-18, 2010:
  - First place in Discuss Throw (Boys) High School won by Amer Lucaman;
  - First place in 100 m Backstroke and 200 m Backstroke Swimming won by Paula Isabel R. Ordoño.
  - Champion in the Northern Luzon ICT Wizards/Powerpoint Presentation held on November 20, 2010 won by the Grade School.

- Implementation of the US Content Services. It offers educational materials and resources from the internets that are not available here in the Philippines.
2011

- A new four (4) Storey Building was constructed and inaugurated for the use of the students.

- Installation of the Online Public Access Catalog (OPAC) in the Lorma San Juan Campus for the easier access of the library collections.

- Launching of the 21st Century Library Service New Multi Media – March 1, 2011. The six multi media units in the library are for research and entertainment purposes.

- Purchased five iPods and one kindle in the college library for easier access of the collections furnished on digital format.

- Ribbon Cutting and Opening of the New Mini Multi Media Theater – August 19, 2011. This multi media theater is used for viewing topics by the teacher related to the subject matter.

- Director Mainggang was conferred a Special Recognition Award by the City of San Fernando, La Union during its 13th Cityhood Anniversary held at the Diego Silang Hall Provincial Capitol on March 20, 2011 for his significant contributions in the fields of Education and Public Service, as manifested in his being an School Administrator, Educator, Writer and Civic leader, recognized by other organizations for his remarkable achievements.

- Marianito Dacanay – faculty of the High School 2nd placer for Teaching Category is in the PERAA National Search. Awarded in Cebu City, October 21, 2011.

- Jumme Tayaban 5th place in the Newswriting English during the National Schools Press Conference held in Butuan City on April 12-16, 2011.

- Journalism Awards garnered by the college during the Luzonwide Campus Press Conference in Baguio City on February 3-5, 2011:
  
  - Best in News Photo;
  - Best in Sports Writing;
  - Second place in News Page Newsletter;
  - Second place in Page Design;
  - First place in News Page Broadsheet;
  - First place in Features Literary Page Newsletter.

- Second place in Broadsheet during the National Press Conference held in Misamis Occidental, Bukidnon in May 2011.


• First place (News writing Filipino) held on December 13-15, 2011 during the Regional Schools Conference won by the Grade School.

• Second place during the 3rd Regional Nursing Research Congress held on February 25, 2011.

• Lorma Colleges was certified as a Microsoft IT Academy by Singapore through Steve Balmer, Microsoft CEO.

• Signed a Memorandum of Agreement with U.P. Diliman, Quezon City as main partner in the U.P. Information Technology Training Center.

• Grade I International Section was opened with 5 pupils handled by Ms. Rebecca Manna-od and Hannah Oban. Mandarin Language was introduced for Grade I-VI and for 1st-4th year.

• Soccer sport was introduced as one of the events of the pupils/ students in addition to archery.

2012

• Bar coding of all the library collection for easy library inventory.

• Digitization (scanning and OCR) of books still on going.

• Online Performance Evaluation by Faculty, Staff, Academic and Non-Academic Heads was done using the new Human Resource Management Information System (HRMIS).

• New approved courses for SY 2012-2013:
  
  BS in Travel and Tours Management;

  BS in Library Information Science.

• Formal offering of the Medical Transcription course through the inspiration of Mr. Robert F. Kaiser. The permit was issued by TESDA in 2008.

  First batch started in January 2012 with 18 students;

  Second batch in April 2012.

• Third class honors won by Jerica Cala-or of the Lorma Special Science High School during the February 2012 International Po-Leung Kuk Arts and Design competition in Hong Kong
• Awards received during the Palarong Pambansa held in Lingayen, Pangasinan on May 6-12, 2012:

First place (gold) 4 x 100 meters freestyle swimming;

Second place (silver) 4 x 50 meters freestyle swimming won by Carolina Ordoño;

First place in Archery (Bowman girls 30 meters double distance Qualification Round) during the PANNA National Archery Outdoor Target Archery Championship held in Lingayen, Pangasinan in April 28 to May 3, 2012.

First place in Archery in the Club Boys 50 meters Qualification Round;

First place in Archery in the Club Mixed Team Event;

First place in Archery in the Club Girls 50 meters Qualification Round;

First place in Archery in the Club Girls 50 meters Olympiad Round.

• Awards received by the college during the Luzon wide Higher Education Press Conference (Journalism Competition held at Crown Royale Hotel, Balanga, Bataan on February 8-10, 2012:

Second place (Best in Literary Contest);

Second place (Best in Theme Contest);

First place, Editorial Cartooning Filipino;

Second place, Literary Graphics English;

Third place, Photojournalism English.

• COD- IT of Lorma Colleges was extended by CHED from May 31, 2013 to May 31, 2014.

• Floridelina Rivera, College Registrar- Silver Awardee during the 35th Anniversary of the Association of the Registrar of Region 1 held in Dagupan City of March 2012.

• Executive Director, Jose P. Mainggang was bestowed the “La Union Service Award” by Governor Manuel C. Ortega in “Appreciation of his outstanding services in carrying the present administration’s vision and mission in providing the best quality education in pursuit to academic excellence coupled with recognition both in international and local, thereby creating a great impact to the lives of the students and the creation of jobs and employment and community services, thereby bringing progress to the province and the well being of its people. Awarded during the 162nd Foundation Anniversary of the province on March 2, 2012.
• Lorma Colleges became a member of the Healthcare Information Management Outsourcing Association of the Philippines, Inc. (HIMOAP) in March 29, 2012 which is a non-profit mutual benefits corporation, organized under the laws of the Philippines and the only HIM industry organization recognized by the Philippine government and by the Business Processing Association of the Philippines.

• Lorma Colleges was elected as one of the Board of Directors of the People Management Association of the Philippines (PMAP) La Union Chapter represented by the Director of Human Resource and Marketing, Mrs. Elizabeth S. Paredes, MBA, and voted Secretary of the PMAP La Union Chapter in March 2012. She is also the Director-in-charge for the Committee on Fellowship and Sports.

• Center of Development for Excellence in IT (COD – IT) of the College of Computer Science and Information Technology has been extended by the Commission on Higher Education Manila from May 31, 2012 to May 31, 2014 under CHED Resolution No. 195 – 2012.

• Lorma Colleges was granted the DEREGULATED STATUS for the 2nd time by the Commission on Higher Education pursuant to Commission en banc Resolution No. 195– 2012 effective July 25, 2012 to 31 May 2014.
3-YEAR STRATEGIC INSTITUTIONAL DEVELOPMENT PLAN
Roadmap of Lorma Colleges to Universityhood Status
Sys 2010-2013
By: Jose P. Mainggang, Ed.D.

Theme: “Onward To A Productive Performance”

I. RATIONALE

Within a period of 3 years, 90 percent of the following important requirements for universityhood status should have been complied along the areas on: faculty qualifications to a level of masteral degree or higher as prescribed by CHED, Level 3 accreditation of two (2) college programs and Basic Education Programs, Board Performance higher than National Passing, published researches of faculty and students in a research journal, impact reports properly documented on outreach activities undertaken in the adopted barangays, application for accreditation of the other academic programs (BS in Business Management and BS in Education), Institutional Accreditation (IQuAME), sustained enrollment in all levels and linkages or partnership collaboration with local and international institutions or organizations and application for inspection on our aspiration for an autonomous status as an institution.

II. PROGRAM THRUSTS

<table>
<thead>
<tr>
<th>PRIORITY THRUSTS</th>
<th>Person/Dept. Responsible</th>
<th>Target</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1. Faculty Qualifications</td>
<td>Arts and Sciences</td>
<td>2010-2011</td>
<td>All faculty of the college of Arts and Sciences are masteral degree holders</td>
</tr>
<tr>
<td>At the end of the SY 2010-2011, 100 percent of the faculty of the College of Arts and Sciences handling general education subjects should be masteral holders. At present, six (6) teachers are still pursuing their graduate studies.</td>
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<tr>
<td>2. Research and Publications – Publication of faculty and student researches in a research journal every year for 3 consecutive years. For now, there are twenty seven (27) books and laboratory manuals written by the faculty.</td>
<td>Research Office &amp; Academic Departments, Faculty</td>
<td>2010-2013</td>
<td>All faculty and student researches were published in the Lorma research journal</td>
</tr>
<tr>
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<tr>
<td>3. Outreach Programs</td>
<td>College and department outreach coordinators</td>
<td>2010-2011</td>
<td>-All activities were documented with written reports</td>
</tr>
<tr>
<td>- For a good impact, all varied outreach activities of the college be focused to barangay Tagud tud in Bagulin as the common adopted barangay of Lorma Colleges. The other outreach activities to be pursued will be:</td>
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<tr>
<td>a. To conduct a tracer study of the Lorma Graduates (alumni)</td>
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<tr>
<td>b. To look for sponsors of the poor but deserving students as their scholars.</td>
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<tr>
<td>4. Accreditation</td>
<td>Academic departments, library, Research office, HRD office, Physical plant Engineer</td>
<td>2010-2013</td>
<td>Achieved level 3 accreditation for Nursing, Arts and Sciences, Grade School and High School. Level I status for Computer Studies and Candidate status for Engineering, Business Management and Education</td>
</tr>
<tr>
<td>- Work for the level 3 accreditation status of nursing, Arts and Sciences, high school and the grade school, level 1 accreditation status of the college of computer studies and candidate status for Engineering, Business Management and Education.</td>
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<tr>
<td>5. iQuAME</td>
<td>All offices</td>
<td>First semester of SY 2010-2011</td>
<td>Evaluated as a Teaching Institution</td>
</tr>
<tr>
<td>- Update the documents/papers regarding improvements, developments that transpired from 2008-2010.</td>
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<tr>
<td>PRIORITY THRUSTS</td>
<td>Person/Dept. Responsible</td>
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</tbody>
</table>
| 6. New Programs – Apply for offering of the new programs for school 2011 onward:    a. BS in Travel and Tourism  
  b. Master of Science in Medical lab Science  
  c. BS in Biomedical Engineering  
  d. Master of Science in Nursing | Dr. Diadema La Madrid, Academic Heads of the concerned programs | November 2010 - 2011 | Proposed new courses were submitted to the Board of Directors of Lorma, Inc for their comments and approval |
<p>| 7. Linkages – Look for private and public institutions, agencies and business organizations to have tie-ups and collaboration locally and internally along the areas on faculty and student trainings, benchmarking, curriculum design, internship/practicum, exchange program among others. | Marketing and alumni department | 2010 - 2013 | Proposed linkages were submitted for comments and approval by the Board of Directors of Lorma, Inc. |
| 8. Housekeeping Program – The implementation of the 7s program (sorting, systematizing, sanitizing, standardizing, self discipline, lorma smile and to sustain a conducive environment for the “Wow Lorma” campus. | Administration under Mrs. Flordelina Rivera and the janitors and maintenance group | 2010 - 2013 | The campus environment has improved a lot |
| 10. Enrollment – Sustain if not increase the number of new and transferee students in all levels. | Academic Heads &amp; Marketing | 2010 – 2013 | Sustained level of enrollment |</p>
<table>
<thead>
<tr>
<th>12. Management Enhancement training for Administrators</th>
<th>Executive Director</th>
<th>Sy 2010 – 2012</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Apply for the Lorma International University Status</td>
<td>Adhoc Committee</td>
<td>2010-2012</td>
<td>Submitted Application</td>
</tr>
<tr>
<td>14. Construction of a mini-auditorium in the San Juan Campus</td>
<td>Engr. Bobby Gonzalez and Mr. Ismael Caasi</td>
<td>2012 – 2013</td>
<td>Proposal submitted to the Board of Directors for their comments and approval</td>
</tr>
</tbody>
</table>

### III: ANNUAL CHALLENGES

#### PRIORITY CHALLENGES FOR SY 2010-2011:

<table>
<thead>
<tr>
<th>Person/Office Responsible</th>
<th>Target Date of Compliance</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All offices -Mrs. Ludivina Magpali and faculty - Ms. Josephine Libatique and faculty - Mrs. Elizabeth Camara and faculty</td>
<td>2010-2011 (June to October 2010)</td>
<td>Achieved thru teamwork and hardwork</td>
</tr>
<tr>
<td>Dr. Ana Belen Noble and faculty</td>
<td>2010 – First semester</td>
<td>Granted level I</td>
</tr>
<tr>
<td>Dr. Victor Emperor Mr. Bernard Tayaban</td>
<td>2010-2012</td>
<td>Improved board performance higher than the national passing as required by PAASCU</td>
</tr>
<tr>
<td>Dr. Henry Galuba and Research committee</td>
<td>2010-2013</td>
<td>Complied</td>
</tr>
<tr>
<td>Mrs. Flordelina Rivera</td>
<td>2010-2013</td>
<td>Complied</td>
</tr>
<tr>
<td>PRIORITY CHALLENGES FOR SY 2010-2011:</td>
<td>Person/Office Responsible</td>
<td>Target Date of Compliance</td>
</tr>
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<tr>
<td>2. Implement the new faculty ranking and staff classification of the employees prepared by the committee on Ranking and classification and as strongly recommended by the accreditors</td>
<td>Mr. Robert F. Kaiser, Jr. Mr. Ismael Caasi and HRD Office and committee on ranking and classification</td>
<td>First semester of 2010</td>
</tr>
<tr>
<td>3. Follow-up application for the IQuAME inspection</td>
<td>Dean of Acad Affairs, Academic Deans/Heads</td>
<td>First semester of SY 2010</td>
</tr>
<tr>
<td>4. Construction of the 4-storey building</td>
<td>Engr. Robert Gonzalez</td>
<td>First semester of sy2010</td>
</tr>
<tr>
<td>5. Construction of the offices for HRM, Accountancy and Pharmacy</td>
<td>Engr. Hercules Cepriaso/New Program heads</td>
<td>May-July 2010</td>
</tr>
<tr>
<td>6. Upgrading of the CODE-IT to COE-IT</td>
<td>Engr. Ana Belen Noble</td>
<td>2010-2011 (First Semester)</td>
</tr>
</tbody>
</table>
CHAPTER I  
GENERAL ACADEMIC POLICIES

POLICY STATEMENT

The College admits students who are of good moral character and have the required academic credentials.

Policy Guidelines and Conditions:

I: Admission Requirements

A: Freshmen Students (High School Graduate)

A freshman is admitted to College with the following requirements:

1. He/she should take the CAREER GUIDANCE EVALUATION administered by the Guidance Office.
2. He/she must undergo and pass the interview.
3. He/she must submit the following documents:
   a. High School card (Form 138)
   b. Certificate of good moral character by the Principal/Guidance Counselor.
   c. Certificate of scholarship for Valedictorians/Salutatorians and Honor Student.
   d. Birth Certificate—photocopy

B. Old Student of Lorma Colleges

1. He/she should present his/her clearance form, copy of grades during the previous semester and an evaluation of the units earned from his/her Respective Dean.
2. He/she should have not committed grave violation of the school’s rules and regulations.

C: Transferee

A student who transfers to Lorma Colleges is admitted with the following requirements:

1. He/she should undergo evaluation of credited subjects for a preferred course by the Registrar personnel.
2. Applicant for Nursing Course must not have incurred failed or dropped subjects from the previous school attended.
3. He/she should take and pass the Career Guidance Evaluation.
4. He/she should undergo and pass the interview.
5. He/she should submit the following documents:
   a. Transfer credential
   b. Certified True copy of Grades
   c. Certificate of Good Moral Character
   d. 4. Two 1x1 ID pictures
D. Foreign Students

A foreign student is admitted to Lorma Colleges with the following conditions:
1. He/ she should take and pass the Career Guidance Evaluation
2. He/ she should submit the following documents:
   a. Verified photocopy of student visa
   b. Verified photocopy of Alien Certificate of Registration (ACR)
   c. Eligibility for Admission to a particular course from the Commission on Higher Education (CHED) Manila.
   d. Permit to Study
   e. Two 1x1 ID pictures.

E. Graduate School

A student who enters the graduate school should have the following requirements:
1. He/ She should pass the Graduate School entrance examination.
2. He/ she should undergo and pass the interview.
3. He/ she should submit the following documents:
   a. Certificate of Employment as a Senior Nurse to any other related fields for at least 6 months to one year (for MAN Program)
   b. Official Transcript of Records (OTR) with S.O.
   c. Must have a weighted average of 2.5 in the graduate course
   d. Medical certificate countersigned by the College Physician
   e. Permit to study signed by the present employer.

F. Shifter (Within Lorma Colleges)

1. He/ She should secure a recommendation letter from his/her respective Dean to be given to the dean of the department where he/she is recommended.
2. The dean of the prospective department shall evaluate his/her records and grades.
3. The student should undergo and pass the interview.
4. The student must be willing to sign an agreement provided by his/her Department.
5. He/ She should submit all documents required by his/her department.

G. Married Students

1. All married students should submit a photocopy of their marriage contract upon Enrollment to the Dean of Student Affairs.
2. Students getting married during the semester or summer terms are still required to submit the marriage contract within the specific term.
3. Female married student who is enrolled in the para-medical courses and in the Family way should not be allowed to enroll in her major subjects requiring clinical duty. She should not be given special privileges.
4. Female married students enrolled in non-paramedical course and who is in the family way is allowed to enroll.
II: Enrollment

Policy Statement

The College adopts an efficient, fast and systematic registration and enrolment procedure. A student must be officially enrolled in order to receive credit for the course.

Police Guidelines and Conditions

A: Freshmen
STEP 1. Submit credentials and get Registration Form.
STEP 2. Submit accomplished form for Registrar’s Signature, Registration & Enlistment of subjects.
STEP 3. Assessment and payment of fees
STEP 4. Payment of SML fee
STEP 5. Confirmation of subjects and claiming of class cards.
STEP 6. Proceed to Library for the picture taking/ ID and issuance of Library card

B: Old Students
STEP 1. Get Enrolment form from the Department and have it be signed by the Adviser and Department Head.
STEP 2. Submit accomplished form for Registrar’s Signature, Registration & Enlistment of subjects.
STEP 3. Assessment and payment of fees
STEP 4. Payment of SML fee
STEP 5. Confirmation of subjects and claiming of class cards.
STEP 6. Proceed to Library for the picture taking/ ID and issuance of Library card.

C: Transferees
STEP 1. Present evaluation results to the Department Head and get Registration Form.
STEP 2. Submit credentials and accomplished enrolment form for Registrar’s Signature, Registration & Enlistment of subjects.
STEP 3. Assessment and payment of fees
STEP 4. Payment of SML fee
STEP 5. Confirmation of subjects and claiming of class cards.
STEP 6. Proceed to Library for the picture taking/ ID and issuance of Library card.

III. Policies on Selective Academic Retention

Policy Statement

The College emphasizes selective academic retention to be promoted to the next year level.

Policy Guidelines and Conditions

Admission is open to all students and are retained if they meet the following:
1. Students with a weighted grade average of 75% or higher are qualified for retention in the following semester.
2. A student who had incurred failure equivalent to 50% of the total unit load is removed from the department s/he is enrolled. S/He is advised to shift to another course offered in Lorma Colleges or to enroll in another school.
3. A non-medical student who fails more than 30% of the total academic load he/she is enrolled in during the preceding semester/term may be admitted on “probation” for the next semester.
4. A student who has a grade of incomplete is given at least 2 weeks after the final examination to complete it.

IV: Examination

Policy Statement

The College evaluates the performance of the students and the effectiveness of instruction. For this purpose, regular examination must be conducted and the results given to the students on a timely basis.

Policy Guidelines and Conditions

1. Major examinations, preliminary, midterm and final examinations should be administered as scheduled.
2. Only students with examination permit shall be allowed to take the major examinations.
3. Any teacher who allows his/her student to take major examinations without a student permit would mean that the teacher is responsible to pay the account/balance of the student.
4. A student who obtains and maintains a grade of 100% from his/her subjects from Prelims to Midterms shall be exempted to take his/her final examination on those subjects.
5. A student who misses to take his/her major examination is allowed to take his/her special examination a week after the scheduled major examination. Failure to take the special examination means, a zero score in the examination. In taking the exam, s/he should also fill-up a special examination form duly signed by his/her academic dean and the registrar. He/She must also pay a fee of P20.00/subject prior to the Examination.
6. Special quizzes are to be taken two (2) days after the student has reported back to class. Non-compliance to this means, the student gets a zero score for the special quiz missed.
7. Electronic devices and gadgets (cellular phones, palm organizers among others) are not allowed to be used during examinations. Except when allowed by the teacher, calculators are likewise prohibited.
8. Any student who cheats during examinations, and quizzes, or who plagiarizes or who talks with another without permission during the examination, or who copies from another’s examination paper or report shall be subjected to disciplinary action. In addition to the sanction imposed, cheating is punishable by a grade of ZERO (0) in the test, examination or exercise involved. This rule applies to any student rendering such aid.
V: Graduation Requirements:

Policy Statement

The College confer upon a candidate the degree, which he seeks, upon satisfactorily completed all academic requirements prescribed for graduation.

Policy Statement Guidelines and Condition

A student maybe allowed to graduate if:

1. He/she has zero(0) deficiency in his/her academic units as evaluated against the curriculum of Lorma Colleges in the course where she is enrolled in.
2. He/she has completed all the clinical hours and requirements prescribed in her related learning experiences and course.
3. He/she has submitted all other requirements prescribed by the department which are deemed necessary for graduation. (Birth certificate, Operating / Delivery/Nursery Cases, etc.)

VI: National Service Training Program

Rule III, Section II of the Implementing Rules and regulations of the National service Training Program (NSTP) Act of 2001 provides that “All incoming freshmen students, male and female, starting School Year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as a graduation requirement. The NSTP aims to promote and enhance the preparation of the youth through civic consciousness and defense preparedness by developing the ethics of service and patriotism.

Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

VII: Physical Education

Each Physical Education subject is given two (2) units of semestral credit, which should be included in the summation of the total semestral load. No student shall be allowed to take more than one Physical Education subject per semester. (DECS order no. 58, s. 1990 sec. 1.1.3)

For a well rounded development, students shall enroll in one activity in any of the four categories in the suggested programs. Physical Education courses with the exception of Physical Education 1 may be taken in any order. (DECS order no. 58, s. 1990 sec. 1.1.9).

All physical education subjects should be completed during the first two Years in College. Students are required to wear the prescribed P.E. uniform.

VIII: Bible Subjects

All Bible subjects required in the curriculum must be taken during the first two years in college like P.E. and NSTP subjects.
CHAPTER II
INSTRUCTIONAL POLICIES

A. Class Attendance and Absences

Policy Statement

Lorma Colleges stresses the importance of the courses offered and the need for regular attendance in all the classes a student is enrolled in. Students have to attend no less than 80% of the class days required for every subject to earn the corresponding credits.

Policy Guidelines and Conditions

1. Each student is required to submit to his/her instructors on the first day of classes of each semester and summer the class cards signed by the College Registrar.
2. Each student is expected to attend all his/her classes regularly and promptly.
3. Classes missed due to late enrollment or failure to report on time shall be considered absences.
4. To earn credits for any subjects enrolled in, a student must have a passing grade and must have attended at least 80% of the total semester hours of that subject. Any student who accumulates absences totaling to more than 20% of the total semester hours in any subject shall not be given credit for that subject. The maximum number of tolerated absence is as follows:
   - an eight—unit subject = 29 hours
   - a seven—unit subject = 25 hours
   - a six—unit subject = 22 hours
   - a five—unit subject = 18 hours
   - a four—unit subject = 14 hours
   - a three-unit subject = 10 hours
   - a two—unit subject = 7 hours
   - a one—unit subject = 3 hours
5. Absences due to illness must be supported by a medical certificate signed by a physician. (Indicate license number). Failure to present such certificate after one week means an unexcused absence. Prolonged absence due to illness shall be treated on a case to case basis. A letter from Parents may be accepted on case to case basis.
6. A student is considered absent if he/she is late for fifteen minutes from the start of the class session.
7. Parents shall be informed about the repeated absences of their children. The Dean of Student Affairs will send communication to the parents concerned.
8. Any student, who without permission of the teacher leaves the classroom for the remainder of the hours or stays out for more than ten (10) minutes shall be marked absent.
9. A student will be given a warning for his/her habitual tardiness and absenteeism and necessary action shall be taken to correct this habit.

10. Absence from any class does not exempt the student from fulfilling the requirements of the course covered by the class during such absence.

11. When a student is absent from his/her classes, he/she shall secure an excuse slip from the Dean of Student Affairs before he/she enters his/her classes. The Student Affairs Office shall indicate whether the absence is excused or unexcused.

   The student shall present the excuse slip to the instructor/s of the class/es from which he/she had been absent.

Sec. 73 Manual of Regulations For Private Schools (1992) provides that “A student in a private school who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

DECS Order No. 35 series of 1993 (7 June 1993) states that: Such discretion shall not excuse the student concerned from responsibility in keeping up with lessons, assignments and taking examinations where indicated. The discretionary authority is vested on the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head.

12. In case an instructor is late for fifteen minutes and he has not given advanced notice that he is going to be late, the monitor (class officer) shall inform the Academic or Department Head who shall either provide a substitute teacher or dismiss the class. A teacher who misses his class shall make the necessary arrangements with his/her Academic/Department Head for make-up classes.

Pre and Post Christmas Absences

Each day of absence immediately before and after the Christmas vacation shall be counted as two days absences.

Grading System

Policy Statement

The College requires that the student’s academic performance be graded through the use of the percentage rating system.
Policy Guidelines and Conditions:

1. The Rating System

Lorma College adopts the percentage system. The rating system is as follows:

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<tr>
<th>Rating</th>
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</table>

Below 75 = Failed

2. The grading system of students in college shall be computed as follows:

Preliminary Rating:

\[
\frac{(\text{Class Standing} \times 2) + \text{(Prelim Examination Rating)}}{3}
\]

Midterm Rating

\[
\frac{(\text{Class Standing}) \times 2 + \text{(Midterm Exam Rating})}{3}
\]

Finals Rating

\[
\frac{(\text{Class Standing}) \times 2 + \text{(Finals Examination Rating)}}{3}
\]

Final Grade = 30% of Preliminary Rating
+ 30% of Midterm Rating
+ 40% of Final Rating
100% Final Grade

3. A student is given a grade of 70% in the following cases:

a. He/ She fails his/her academic work.

b. He/ She drops his/ her subjects after the midterm examination.

c. He/ She fails to complete the “incomplete” grade within two weeks after the final exam.

CHAPTER III

CRITERIA FOR THE SELECTION OF HONOR STUDENTS

Policy Statement

The College gives honors to students who exhibited academic excellence in their fields of specialization.
Policy Guidelines and Conditions

The following honors are awarded to a graduating students, based on the following criteria:

1. **Health Related Programs:**
   a. Academic Performance 40%
   b. Clinical Performance 40%
   c. Co-curricular activities & conduct 20%
   
   Total Average 100%

2. **Non-Health Program:**
   a. Academic Performance 60%
   b. Clinical Performance 20%
   c. Co-curricular activities & conduct 20%
   
   Total Average 100%

CHAPTER IV
CRITERIA FOR ACADEMIC SCHOLARSHIP

Policy Statement

A student who is not graduating is awarded an Academic Scholarship based on these criteria.

Policy Guidelines and Conditions

1. Full Scholar
   a. He/she obtains a general weighted average of 94% with no grade lower than 80%.
   b. He/she carries at least 18 minimum study load of his/her curriculum during the term.
   c. He/she must be of good moral character.

2. Half Scholar
   a. He/she obtains a general weighted average of 91% with no grade lower than 80%.
   b. He/she carries at least 18 minimum study load of his/her curriculum during the term.
   c. He/she must be of good moral character.
3. Dean’s Lister  
   a. He/she must have a general weighted average of 87% with no grade lower than 80%.  
   b. The student must have at least 18 units load whether he is regular or irregular provided he has no repeated subjects.

### CHAPTER V  
CRITERIA FOR LEADERSHIP AWARD

**Policy Statement**

The Colleges confer upon a graduating student a leadership award based on the following:

**Policy Statement Guidelines and Condition**

1. Adviser’s Evaluation  
   a. Responsible Leadership  
   b. Inter-personal relationship  
   c. Cooperation  
   d. Initiative  

2. Co- & Extra - curricular Activities  
   a. Active participation in School Activities  
   b. Community Involvement  

3. Conduct Board Evaluation  

### CHAPTER VI  
FINANCIAL PAYMENT REGULATIONS

**Policy Statement**

The College charges reasonable fees for the quality education it provides.

**Policy Guidelines and Condition**

1. The Business Office is responsible for making the proper assessment and collection of fees.  
2. Payment of fees and deposits shall be made at the Business Office of the College either in Cash, Check, Credit card, Paypal or Direct Remittance.
3. Upon enrollment, a student shall be required to pay at least one half of the charges for the semester or summer term to cover the following:
   a. All the miscellaneous fees for the semester or summer term.
   b. At least forty percent (40%) of the total tuition for the semester or summer term.

4. The balance shall be paid in three equal installments, each installment shall be paid at least one week before each examination, preliminary, mid-term and finals.

5. Promissory notes will not be accepted for settlement of accounts. Exceptions shall be made on a case to case basis.

CHAPTER VII
ADJUSTMENT AND REIMBURSEMENT OF FEES

Policy Statement
The College refunds to the students corresponding adjustment of charges due to some reasons.

Policy Guidelines and Conditions
1. A student who drops before the start of classes maybe given a refund but must be charge the following:
   a. Registration fee
   b. Payment of Registration Card
   c. Payment of Class cards issued
   d. Payment of ID and Library cards issued

2. A student who drops during the third week of classes, whether he or she attended classes or not:
   a. Cannot claim a refund of his/her miscellaneous fees.
   b. 10% of assessed tuition fee will be collected.

3. A student who drops during the third week of classes, whether he or she attended classes or not:
   a. Cannot claim a refund of his/her miscellaneous fees.
   b. 20% of assessed tuition fee will be collected.

4. A student who drops during the third week of classes, whether he or she attended classes or not:
   a. all miscellaneous fees will be paid.
   b. 30% of assessed tuition fee will be collected.
5. A student who drops during the fourth week of classes, whether he or she attended classes or not:
   a. all miscellaneous fees will be paid.
   b. 40% of assessed tuition fee will be collected.

6. A student who drops during the third week of classes, whether he or she attended classes or not:
   A. all miscellaneous fees will be paid.
   B. 50% of the assessed tuition fee will be collected.

7. A student who drops during the sixth week of classes, no refund will be made, except that deposits for breakage will be refunded in full if it was not applied to breakage or loss. However, the student is under obligation to pay all the remaining unpaid fees for the entire semester.

8. Unconfirmed students who will withdraw will be charge the following:
   a. Registration fee
   b. Payment of registration forms,
   c. ID fee, Class cards, Library cards, if issued to him/her.

9. During the summer, the adjustments and reimbursement of fees for the registered students shall be as follows:
   A. If the student drops out before the start of classes
      1. Payment of Registration fee
      2. Payment of Registration Card
      3. Payment of Class Cards issued
      4. Payment of ID and Library Cards issued.
   B. If the student drops out during the first week of classes, whether he or she attended classes or not:
      1. All miscellaneous fees will be paid.
      2. 25% of assessed tuition fee will be collected
   C. If the student drops out during the first week of classes, whether he or she attended classes or not:
      1. All miscellaneous fees will be paid.
      2. 50% of assessed tuition fee will be collected
   D. A student who drops during the third week of classes, no refunds will be made. Except that deposits for breakage will be refunded in full if it was not applied to breakage or loss. However, the student is under obligation to pay all the remaining unpaid fees for the entire summer.
CHAPTER VIII
SCHOLARSHIPS, DISCOUNTS AND STUDENT LOANS

Policy Statement
The College gives discounts to deserving students who excels in various academic and non-academic programs. Loans are also available to financially needy students and qualified students whose allowance for tuition is delayed due to force majeur or other unforeseen/unavoidable circumstances to pay their tuition fees.

Policy Guidelines and Conditions

1. Entrance Scholarships:
   a. A Valedictorian enjoys a 100% Tuition Fee for one school year
   b. A Salutatorian enjoys a 100% Tuition Fee for one semester
   c. A 3rd to 5th ranking enjoys a 50% Tuition Fee for one semester

2. Entrance Examination Topnotcher:
   a. Topnotcher - 100% Tuition Fee for one semester
   b. 2nd Highest - 50% Tuition Fee for one semester.

Academic Scholarship:
   a. Full Scholar - A student who obtains a weighted average grade of 94-96% and has no grade lower than 87% enjoys a 100% tuition fee discount for one semester.
   b. Half Scholar - A student who obtains a weighted average grade of 91-93% and has no grade lower than 85% enjoys a 50% tuition fee discount for one semester.
   c. Dean's Lister - A student who obtains a weighted average grade of 87%-90% and has no grade lower that 80% enjoys a 20% tuition fee discount for one semester.

4. Activity Leadership Discounts
   a. SML Officer 15% -20% Tuition Fee Discount
   b. Highlights Editor 10% -20% Tuition Fee Discount
   c. Cultural Club Members 10% -15% Tuition Fee Discount
   d. Mr. & Ms Lorma 10% Tuition Fee Discount
   e. Varsity Players 15% -20% Tuition Fee Discount
      Division Winners 25% Tuition Fee Discount
      Regional Winners 50% Tuition Fee Discount
      National Winners 75% Tuition Fee Discount
      International Winners 100% Tuition Fee Discount
5. **Family Discounts for 2 to 3 students from the same family enrolled at the same time:**
   a. First child  5%  Tuition Fee Discount
   b. Second Child  10%  Tuition Fee Discount
   c. Third Child  15%  Tuition Fee Discount

6. **Lorma College Employee - Supported Student:**
   A student who is not a dependent but fully supported by a Lorma College employee shall be granted a 10% tuition fee discount.

7. **Cash Payments**
   A student who pays in full all his/her fees for the semester upon enrollment will be given a 10% tuition fee discount.

8. **Student Loans**
   This is a loan program extended to financially needy 3rd year, 4th year or graduating college students and to qualified students whose allowance for tuition is delayed due to force majeur or other unforeseen/unavoidable circumstances. Required documents: Request/application letter, Barangay Clearance, 2x2 ID picture, and Latest Assessment to be submitted to the Scholarship Coordinator/Dean of Student Affairs to get an application form.

   Types of Loans:
   A. PGMA HELP LOAN—a short loan payable in 3 months to be availed of by qualified students who cannot possibly pay their tuition fee on time because of force majeur.
   B. SAFE LOAN—shall cater to financially needy students who are in their 3rd, 4th, 5th or graduating year of study. Qualified loan grantees can borrow as much as Eight Thousand Pesos (PhP 8,000.00) depending on individual circumstances and requirements.
   C. STUFAP LOAN – are Commission on Higher Education Regional Office 1 student loans and grants offered to qualified students like Study Now Pay Later Plan. Application to this loan grant can be submitted to the CHED RO 1 Sevilla, City of San Fernando, La Union.

9. **CHED Scholarship Grants:**
   A. Full Merit Scholarship
   B. Half Merit Scholarship Program
   C. Tulong Dunong
   D. Gender
   E. Solo Parents and their Dependents
   F. Scholarship Program for Indigenous Ethnic Peoples
   G. Study Now Pay Later Plan
   H. Study Grant for Congressional District
10. Other Scholarship Programs:
   A. Overseas Workers Welfare Administration (OWWA)
   B. Philippine Veterans Administration Office (PVAO)
   C. Armed Forces of the Philippines Educational Benefit (AFPEBS)
   D. Rufino N. Macagba Scholarship Program (RNMSP)
   E. Department of Science and Technology (DOST-SEI)
   F. National Commission on Indigenous Peoples (NCIP)
   G. National Police Commission (NAPOLCOM)

Note: Application to these scholarship grants are to be submitted to the respective agency together with the other supporting documents needed for screening. Once qualified, the Notice of Awards of qualified grantees will be sent to the school for the preparation of their Certificate of Enrollment and Billing and other documents needed by the agency.

**CHAPTER IX**

**STUDENT SERVICES**

**Policy Statement**

The Colleges offers and implements the following services for the holistic development of the students while they are in the campus.

**Policy Guidelines and Conditions**

1. **Library Services**

   Lorma Colleges has put up a new and spacious library which is stocked with new books serving as references of students in their research works. There are computers installed for them to use for their internet practice during their free and scheduled time. Students are therefore encouraged to make use of this facility properly and productively. The Librarians are kind and ever willing to attend to student’s needs in the Library.

   Library schedule must be followed strictly as follows.

   Monday thru Fridays    7:30 AM - 6:00 PM, no noon break
   Saturday                8:00 AM - 5:00 PM, no noon break

2. **Guidance and Counseling Services**

   Lorma Colleges has a Guidance Office where the students can sit together with the Guidance Counselor or any of the faculty for guidance and counseling assistance they need. Students are also encouraged to see the guidance counselor at the
Guidance Office for other services such as:

a. Inventory e. Follow-up
b. Information f. Extension service
c. Testing g. Research and Evaluation
d. Placement h. Follow-up

Office Schedule: 8:00 - 12:00 Noon ; 1:00 - 5:00 P.M Mon-Sat

3. Medical and Dental Health Services

Lorma Colleges has a clinic with full-time professional nurse to serve the day to day medical and dental health needs of all the students and personnel in the College. A licensed school physician and school dentist are hired to help monitor the health and welfare of students. The schedule of semestral medical and dental examinations shall be posted in the bulletin board by the school nurse.

4. The School Canteens

The Canteens are located at the ground floor in front of the Business Office, Johnny’s near the Gymnasium, Saucy Balls in front of the Computer Building and Michelle’s Canteen at the ground floor of the Computer Building. They are opened daily from 8:00 AM to 5:00 PM to serve students, faculty and personnel their snacks and lunch. School supplies and uniforms for all levels (College, High School and Grade School) are available at the College canteen.

5. Security and Safety

Lorma Colleges also hired a licensed security agency to enforce the schools rules and regulations and to give maximum protection and safety to all students, Faculty, personnel and school properties. Likewise, RFID is installed at the Guardhouse to monitor the students and employees entering the campus.

The guards are also provided with metal detector to reinforce full security measures inside the school premises. Moreover, a parking area in the campus has been provided but strictly for those who have the parking identification card stickers. They are to search bags and baggage’s being brought inside the campus.

6. Mail Services

Lorma Colleges has put up a post office to serve students and personnel for their mailing needs. This is a project undertaken by the SML officers in cooperation with the City Postal Office. It is located at the 2nd Floor of the College Library.
7. **Sports and Recreation Services**

Loma Colleges has a multi-purpose Hall which serves as a venue of activities such as P.E. classes, programs sponsored by students, faculty and staff. Basic Physical Education Programs are given priority. The use of the Multi-purpose for programs of the different organizations must be coordinated with the Executive Coordinator for Buildings and Grounds for the schedule at least 3 days prior to usage to give more time for P.E. classes to be assigned to another venue.

Visitors and students who would like to use the hall should in the same way coordinate with the Executive Coordinator for Buildings and Grounds. Unauthorized persons are strictly not allowed to use the auditorium for any activity without approval from the Executive Coordinator for Buildings and Grounds.

8. **Audio - Visual Center**

Loma College has put up a new Audio-Visual Center to enhance the educational activities of the students, faculty and personnel.

9. **Co-curricular and Extra Curricular Activities**

Extra curricular activities are organized and recognized to encourage students to join and become members to hone their talents and skills.

10. **Loma Integrated Spiritual and Moral Values Formation Ministry**

Loma College in its goal of enhancing students and personnel’s Filipino values has a schedule for a regular morning devotions and campus convocations and other related activities which are held at the chapel and inside the campus.

11. **Publication Service**

“Loma Highlights” is the official paper of the school for the journalistic training of the students. It is published quarterly and managed by the Loma Staffers selected through competitive examination. It also gets contributions for publication from the Loma Medical Center.

12. **Transportation Services**

Loma Colleges has available transportation for the elementary and pre-school pupils. Students and personnel of the high school can use the transportation for emergency cases, promotional campaigns and home visitations with prior arrangement with the chief of the transportation and approved by the Executive Director.
CHAPTER X
GUIDELINES FOR EDUCATIONAL FIELDTRIP

Policy Statement

The College allows the students to go for Educational Fieldtrips with the following conditions.

Policy Guidelines and Conditions

1. The fieldtrip is included as a basic requirement of the course as stipulated in the syllabus.
2. It is educational in nature.
3. It has specific objectives and guidelines for the students including the itinerary schedule and the budget.
4. It contributes to the learning experience of the students.
5. It is within the financial means of the students.
6. It is limited to the students enrolled in the class concerned.
7. It is approved by the Department Head, Dean of Academic Affairs and the Executive Director.
8. A student must submit a waiver duly signed by his/her guardian/parent.
9. The class adviser properly monitors the student’s attendance from departure to arrival.
10. A student must submit a written report of the fieldtrip to his/her adviser.
11. The Adviser furnishes a copy of the student’s report to the Academic Dean.
12. It is not scheduled during the major examinations.
13. A student who does not belong to the course is not allowed to join the fieldtrip if he/she misses some of his/her classes.
14. No side trips outside of the itinerary.

CHAPTER XI
STUDENT ORGANIZATION ACTIVITIES

Policy Statement

This covers the different clubs/organization activities and programs from implementation, supervision and monitoring to the evaluation of the different co-curricular activities and programs by the Office of the Student Affairs.

It describes the different clubs and organizations which are extension of classroom learning activities and experiences of students. This aims to develop and enhance the capabilities, skills and talents of students in the various fields.
Policy Guidelines and Conditions

A: Accrediting or Recognizing Clubs/Organizations

1. The Coordinator for Student Activities or the Dean of Student Activities will receive the following requirements:

   A. Constitution and By-Laws
   B. List of Officers and Members
   C. Acceptance Letter of Adviser/s
   D. Letter of Intent to organize a new club or organization
   E. Proposed Plans and Activities for the current school year

2. If all requirements are received, Certificate of Recognition Checklist is filled up by the applicant.
3. When the checklist is verified and checked, the Certificate of Recognition will be prepared.
4. The certificate of Recognition will be submitted to the Executive Director for approval.
5. A yearly renewal of the registration or re-accreditation of all student club or organizations shall be done by submitting the following to the Office of the Student Affairs through the Coordinator for Student Activities:

   A. Approved Constitution and By-Laws
   B. List of Officers and Members
   C. Acceptance Letter of Adviser/s
   D. Accomplishment Year End Reports
   E. Financial Reports
   F. Approved Calendar of activities, programs and projects

B: Implementation of Activities

1. Advisers will submit request to the Office to implement activities or projects.
2. When request is approved, the Coordinator of Student Activities coordinates with departments concerned, signs posters for posting and at times check availability of venues.

C: Evaluation of Activities or Programs

1. The Coordinator of Student Activities prepares the Evaluation tool
2. Students including the advisers will answer the Evaluation tool.
3. Coordinator for Student Activities will collect the Evaluation Tool
4. He shall prepare the Result of the Evaluation tool.
CHAPTER XII
RULES AND REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

Policy Statement

Every student of Lorma Colleges shall observe the laws of the land and the standards of good society. To provide the students a peaceful and orderly school campus, an atmosphere most conducive to learning, the College Administration prescribes from time to time such rules and regulations on student conduct and discipline deemed necessary to serve as guidelines for the behavior of students. These should not however, be understood as by limitation, but as a way of emphasizing specific forms of behavior and by way of addition to acceptable norms of conduct expected of responsible and ethical member of society.

The tasks of the college is not only to develop student’s intellectual, physical, emotional, social and psychological needs, but also to develop and improve their character, attitude and moral values which can be achieved through inculcating the proper norm of conduct, behavior and their discipline. They must abide by the rules of conduct and discipline formulated by the College.

Policy Guidelines and Conditions

1. Minimum Standards of Behavior

Lorma Colleges expects its students high degree of self-discipline and good conduct at all times, together with a seriousness of purpose in the pursuit of knowledge. Therefore, students of this College are expected to observe the following minimum standards of behavior:

a. Honesty at all times
b. Respect and courtesy towards others
c. Decency in speech and appearance
d. Observance of peace and order inside the campus
e. Care, protection and preservation of all school properties
f. Prompt and regular attendance in all classes and school activities.
g. Wearing of proper uniform and pinning of ID’s when inside the school campus.
h. Observance of silence when passing along corridors, stairways and classrooms.

2. Improper Student Conduct

The following are classified as improper student conduct and are prohibited within the college campus and in any places where official activities of the college are being held:

a. Abusive behavior or discourtesy
b. Carrying or drinking intoxicating liquor inside the campus or entering the College premises in a state of intoxication;
c. Forging, altering and or misuse of official documents, records, credentials or effects;
d. Defamation
e. Dishonesty such as cheating during examination; plagiarism in connection with academic work;
f. Displaying, possessing or distributing obscene literature, picture and other forms of pornography;
g. Engaging in any form of gambling inside the campus;
h. Grossly insulting or disobeying College authorities;
i. Illegal use, possession or distribution or dangerous drugs;
j. Inflicting physical injuries against another person;
k. Highly immoral conduct involving illicit relationships with the opposite sex on or off campus;
l. Loitering or making noise on the corridors, hallways, stairways and classrooms;
m. Obstruction or disruption of administrative work proceedings or other college activities;
n. Smoking inside the building or elsewhere in the campus;
o. Physical assault on any person within the premises of the college;
p. Theft or stealing any property belonging to any member of the College Community;
q. Vandalism, writing or drawing on the walls and pieces of furniture’s and Unauthorized removal of notices and posters from the bulletin board;
   breaking of glass windows, showcases, cabinet doors, electrical, mechanical devises;
r. Tearing of or defacing any library book, magazine or periodicals,
s. Visiting indecent night clubs and places of ill-repute;
t. Instigating and or engaging in activities resulting to damages of campus facilities;
u. Joining seditious associations, secret organizations, fraternities and sororities or clubs with subversive tendencies.

CHAPTER XIII
FORMS OF DISCIPLINARY ACTION

Policy Statement

The College shall impose penalties for violations committed by students. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, violation and defiance of the rules and regulations is not acceptable to responsible and ethical member of society.

Discipline is necessary in every well-ordered society, including educational institutions. The rules of reprimand, suspension and dismissal from the College as promulgated by the department of Education/Commission on Higher Education shall be applied by the Conduct Board in imposing penalties, subject to the approval of the Executive Director. Other forms of discipline shall be imposed by the Conduct Board as it deems ap-
propriate and commensurate to the offense committed by the student. These shall also be subject to the approval of the College Director. In extreme cases, such as gross immorality, assault on College Officials, etc. when the offending student maybe expelled, the approval of the Department of Education /Commission on Higher Education must be obtained through the recommendation of the Executive Director.

The Conduct Board shall properly investigate the violations of school rules and regulations and shall make the necessary recommendations for disciplinary actions to the Executive Director for approval.

**Policy Guidelines and Conditions**

The following are the forms of Disciplinary Actions:

A. Dismissal - The college may dismiss a student anytime he is found after due investigation to have violated the rules and regulations of the school, the Commission on Higher Education, and the laws of the land. The student who is dismissed should be issued immediately his/her transfer credentials.

B. Suspension - The school may suspend an erring student during the school term or year for a period of not exceeding 20% of the prescribed school day. Suspensions shall take effect upon the approval of the Executive Director.

C. Expulsion - The penalty of expulsion is an extreme form of administrative sanction which debars the student from all public and private schools. The penalty requires the approval of the Commission on Higher Education.

D. Non-Admission to the College - the school may not admit any student the next term/year if he is found after due investigation to have violated rules and regulations of the school which are considered to be grave offenses.

D. Other Sanctions which are major/minor in nature:

1. Suspension from a particular class where the offense has been committed.
2. Invalidation of a quiz, examinations, term papers other class work.
3. An oral or written reprimand
4. An oral or written apology from the student
5. A warning notice that the continuation or repetition of a specific act maybe a cause for other disciplinary actions.
6. Payment of actual damages inflicted
7. Disqualification from holding or seeking any position, either by appointment or election, including removal from position or office currently being held in any school organization.

E. For all disciplinary cases, a formal or informal hearing may be conducted by the Conduct Board for the erring student. In any case of violations of school rules and regulations, the College reserves the right not to admit the students involved, either during the current term or for the next term. In a case where consideration is given,
the student maybe allowed to finish the term.
F. In view of the fact that the school administrators and teachers exercise the relation “in loco parentis”, they have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures for the welfare of the student. And in the interest of good order and discipline. The following are the sources of authority by the school to discipline students: The Civil Code, Manual of Regulations for Private School, Student Handbook and other laws of the land.

CHAPTER XIV
OFFENSES AND THEIR CORRESPONDING PENALTIES

Policy Statement

The College, through the Conduct Board shall impose penalties and sanctions to violators of rules and regulations of the school.

Policy Guidelines and Condition

GRAVE OFFENSES

These are acts that cause serious damage to a student’s honor and dignity as a person as well as to the property, name and honor of the College.

A: First Category. No exception is made whether the offense is made the first, second, or third time. Any of the following major offenses shall be punishable with exclusion (immediately dropped from the roll and no readmission the following term/semester):

1. Forging-intercalation, falsification of and tampering with academic or official records, receipts, permit or documents of any kind.
2. Securing and using fake school receipts or admission documents.
3. Stealing
4. Murder/homicide
5. Committing serious acts of vandalism or destruction of school and teacher’s property.
6. Serious fighting inside or outside the campus and/or acts causing public scandal, moral damage, physical injuries, damage to school property, great harm to personal safety or more serious consequences.
7. Carrying of any kind of deadly weapons such as guns, explosives and knives, etc.
8. Participation / involvement in hazing.
9. Abortion
10. Drunkenness
11. Bribing
12. Involvement in drug trafficking or possession of prohibited drugs.
13. Creating serious trouble while under the influence of liquor/s or prohibited drugs.
15. Highly immoral conduct

B: Second Category. No exception is made whether the offense is the first, second, or third. Any of the following major offenses shall be punishable with ten day suspension and no readmission the following term/semester.

1. Writing or circulating any publication not authorized by the college.
2. Committing any obscene/ indecent act inside or outside of the College.
3. Serious moral faults committed within or outside the College and proved to be harmful to the best interest of the students and the College and have unwholesome influence on fellow students.
4. Defamation committed against any student, faculty member, staff member, college authority or his agents.
5. Insubordination
6. Physical assault on any person within the premises of the college.

C: Third category
1. Cheating in any test/examination
2. Plagiarism
   Sanction: First offense: A score of 0 and a grade of 70 in the particular grading period.
   Second offense: Exclusion (immediately dropped from the roll and no re-admission the following term/semester).

II: Less Serious Offenses
These are acts that cause considerable damage to one’s honor and dignity as a person or to a property and honor of the College.

A: First category
Sanction for any of the following less serious offenses:
First Offense: Two days suspension
Second Offense: One week suspension
Third offense: Ten days suspension and no readmission the following term/semester.

1. Wearing somebody else’ ID
2. Wearing or using a tampered ID
3. Lending his/her ID to another student.
4. Public display of affection (PDA)
5. Writing degrading, obscene notes.
6. Smoking inside the campus.
7. Fighting (of less serious nature)
8. Entering the campus under the influence of liquor
9. Unauthorized alteration or erasure of official announcements.
10. Reading or carrying any pornographic material.
11. Unauthorized use of the College facilities and properties.
12. Using language or committing acts that show disrespect, arrogance or bad manners toward superior or duly authorized person.
13. Destroying, defacing school property like writing, drawing, etching indecent words or figures, etc, on chairs, walls, blackboards and other properties of the college.
15. Committing any malicious vulgar act in Lorma uniform outside of the campus.
16. Defaming or tarnishing the name/reputation of another student.

B: Second Category

Sanctions for any of the following offenses:
First offense: Counseling
Second offense: Two days suspension
Third offense: Ten days suspension and no readmission the following term/semester.

1. Bringing food/drinks other than water in non-disposable container, to the classroom or corridor.
2. Eating inside the classroom during class hours
3. Caught in the act of littering.

III: Minor Offenses

These are acts that a student must avoid to enable the College to maintain peace and order, cleanliness and sanitation and the desired quality and conducive teaching-learning atmosphere inside the campus.

The following are the sanctions for minor offenses:
First offense: Counseling / warning
Second offense: One day suspension from classes
Third offense: Three days suspension from classes
Fourth offense: One week suspension from classes
Fifth offense: Ten day suspension and probationary status the following term/ semester.
Sixth offense: Ten day suspension and no readmission the following term/ semester
1. Not wearing the prescribed Lorma Colleges or approved department uniform within the College premises.
2. Not wearing the official ID or not wearing the official Lorma ID properly within the campus.
3. Using an invalidated school/college ID
4. Staying in the classroom without any permission
5. Telling a lie; sleeping in class; being talkative in class
6. Loitering, running, shouting and speaking in a loud voice or making unnecessary noise in the classroom, corridor or on campus.
7. Bringing or playing gambling cards in school.
8. Causing commotion of any kind during convocations, programs or other activities.
9. Using vulgar, indecent, foul, profane or improper words/languages.
10. Wearing by female students of outlandish make-up, hair color and hair-do or not observing proper grooming.
11. Wearing by male students of long/unkempt hair, earrings, make-up, outlandish hair style, hair color, or accessories or not observing proper grooming.
12. Running away from a person in authority to avoid apprehension.
13. Not disposing the litter’s found within three feet away from him/her.
14. Going out of the classroom and during school programs without proper authority.
15. Receiving or entertaining visitors while on duty or attending class except with permission in emergency cases.
16. Wearing of sleeveless shirts, shirts with vulgar printings, short pants, and tattered pants, including pedal or 3/4 pants.
17. Using electronic devices and gadgets (pagers, palm organizers, cellular phone, Discman or a beeper) in the classroom, laboratories, lecture rooms, library, chapel, auditorium and offices.

Sanction: First offense: Cellular phone or device is confiscated and kept in the OSA for one day.
Second offense: Cellular phone or device is confiscated and kept in the OSA for one week.
Third offense: One day suspension and probationary status the following term.
Fourth offense: One day suspension and non readmission the following term.

NOTE:
1. For three or more violations of the Student Handbook during the school year. Penalty: Dismissal
2. Recidivist: Offenses which violate the accepted norms of conduct and which are not provided for in this code should be left to higher school authorities for appropriate action.
3. Students will be referred to the Guidance Office after they have served the penalty or sanctions of offenses committed.

Implementation of the Rules on ID and Uniform

Policy Statement

The College, through the Office of the Student Affairs shall be responsible for the welfare and security of the students, thus the implementation of the rules on ID and Uniform is necessary.
Policy Guidelines and Conditions

1. The guards or faculty member may not allow any student not in proper uniform or without an ID to enter the school premises; or else, the student’s ID shall be confiscated and the violation shall be reported to the Student Affairs Office.
2. Only students wearing the prescribed uniform shall be allowed to make transactions with any office of the College.
3. All faculty members are required to enforce strictly the rules and regulations regarding the ID and uniform inside and outside of the classroom. The following steps should be followed when a violator is caught:
   A. Confiscate the ID of the student.
   B. Submit the confiscated ID to the Student Affairs Office immediately with a brief report of the violation, to include the name of the student, course and year, date and nature of the violation.

Procedure in the Convening of the Conduct Board

Policy Statement

This covers the process from the receipt of the complaint or report to the implementation of the necessary action.

Policy Guidelines and Conditions

1. The Dean of Student Affairs receives student’s complaints or reports. The Dean informs the concerned student about the complaint/s.
2. The student involved in the complaint shall submit the letter of explanation to the Dean of Student Affairs.
3. The members of the Conduct Board including the Dean of the Department concerned will convene and discuss the merits of the complaints. Parents of students will be notified about the investigation.
4. The student involved will be investigated by the members of the Conduct Board.
5. In instances where the complaint falls within the jurisdiction of the department concerned, the Student Affairs endorses it to the concerned dean for action. Result of the investigation will be submitted to the Dean of Student Affairs Office.
6. In instances where the complaint falls within the jurisdiction of the Student Affairs Office, the Conduct Board Committee will discuss the case.
7. Cases not solved within the department are elevated to the Conduct Board Committee for further review and investigation with the copy of the investigation.
8. The final decision is put into writing and then to be signed by all members of the Conduct Board Committee.
9. The recommendation shall be submitted to the Executive Director of the College for approval.
10. The approved decision will now be served to the student involved and parents shall be notified. After serving the decision, the student will be referred to the Guidance Office for counseling.

12. The decision will be recorded in the Individual form and general logbook.

CHAPTER XV
Constitution and By—Laws of the
SANGGUNIANG MAG-ARAL NG LORMA

Preamble

We, the officers and students of Lorma Colleges, City of San Fernando, La Union, imploring the aid of Divine Providence in order to establish and maintain an organization, that shall embody our ideals and aspirations, promote our general welfare, support the school administration to conserve and develop high standards of our college and to secure to ourselves and our posterity the blessings of equality, do ordain and promulgate this constitution and by-laws.

ARTICLE I— NAME
Sec. 1 The Organization shall be known as the Sangguniang Mag-aaral ng Lorma Colleges.

ARTICLE II—PURPOSES
Sec. 1. Generally, the Sangguniang Mag-aaral ng Lorma Colleges, shall aim to foster understanding and achieve fellowship among administration of the College so as to promote our education and training.

Sec. 2 Specifically the organization shall aim:
   a. To develop leadership and individual responsibility and consideration among students.
   b. To strengthen the bond of friendship among students and between the students and faculty and staff;
   c. To increase attendance or loyalty to school activities;
   d. To maintain and promote the highest possible standard of the school;
   e. To promote the college through activities and personal contacts with other students; and
   f. To work actively with the Dean of Student Affairs in planning and managing the major activities of the College.

ARTICLE III—ORGANIZATIONS

Sec. 1 As provided in the Student handbook, the following college organizations have been recognized:
   a. Sangguniang Mag-aaral ng Lorma (SML)
   B. The Lorma Highlights (Campus Paper)
   b. Departmental Student Body Organizations (SBO)
c. BM Incorporated (BM Inc)
d. Institute of Computer Engineers of the Philippines (ICPEP)
e. Junior Philippine Computer Society (JPCS-LC)
f. Life Box
g. Lorma Dance Troupe (The Ambassadors)
h. Lorma Martial Arts Club (Taekwondo and Karate)
i. Red Cross Youth Club (RCYC)
j. ROTARACT Club – Lorma Chapter
k. Speaker’ Table (Debating Club)
l. Team HSM
m. Young Men’s Christian Association (YMCA)
n. Foreign Students Association

Sec. 2 All other clubs and organizations may be recognized provided they conform to the policies, rules and regulations; and provided further that they are duly approved by the Executive Director upon the recommendation of the Dean of Student Affairs.

ARTICLE V—QUALIFICATIONS FOR OFFICERSHIP

Sec. 1 The following shall be the qualifications of candidates to many elective position in the Sangguniang Mag-aaral ng Lorma:

a. A general average of at least 83%.
b. No “incomplete” grades.
c. No grade lower than 80% in any subject.
d. No “dropped” subjects during the semester immediately preceding the elections.
e. Not under disciplinary action by the Conduct Board.
f. Must carry a minimum of 18 academic units during the semester last attended in College except Freshmen students.
g. Must be enrolled in 18 units during the term of office sought.

Sec. 2 The Chairperson of the Sangguniang Mag-aaral ng Lorma must come from the Senior class in the case of a 4-year and fourth year in the case of Physical Therapy and the Vice-Chairman must come from the Junior Class.

ARTICLE VI—OFFICERS AND TERMS IN OFFICE

Sec. 1 The Sangguniang Mag-aaral ng Lorma shall have a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, an Auditor, a Press Relations Officer, a Business Manager, and Peace Officers to be elected by the members of the organization by secret ballot to serve for term of one-school year until their successors are duly elected and installed to office. They shall constitute the Executive Committee of the School Organization.
Sec. 2 Each department will likewise elect its own chairman, vice-chairman, secretary, treasurer and auditor. These officers will represent their respective departments during SML Meetings and Students-Administration dialogues.

Sec. 3 The department officers (SBO) will assist the SML officers in implementing the activities of the College.

**ARTICLE VII—MEMBERSHIP AND MEMBERSHIP FEES**

Sec. 1 All students enrolled in this college are automatically members of the Sangguniang Mag-aaral ng Lorma.

Sec. 2 Membership in this organization is reviewed every year.

Sec. 3 An annual membership fee of P30.00 is charged from each member.

**ARTICLE VIII—STUDENT ACTIVITIES**

Sec. 1 Student Activities shall include all affairs of the school participated in by the students.

Sec. 2 All student activities held in the school shall be subject to the approval of the Executive Director or Assistant Director.

**ARTICLE IX—DISCIPLINARY ACTION**

Sec. 1 All officers shall be subject to removal/suspension from office for willful violation of any provision of this constitution and by-laws.

Sec. 2 Students and officers shall be subject to disciplinary action by the Conduct Board for violation of any school rules and regulations.

**ARTICLE X—RECOGNITION AND IDENTIFICATION**

Sec. 1 For recognition and identification, the organization shall have its own banner, seal and an anthem or prayer to be devised and composed by a committee to be designated by the Dean of Student Affairs which shall be truly reflective and symbolic of the ideals, history and traditions of the College.

The banner, seal and anthem or prayer so adopted shall be subject to change by constitutional amendment.
SANGGUNIANG MAG-AARAL NG LORMA BY-LAWS

Article I—Filing or Certificates of Candidacy and Election Protests

Sec. 1 Any aspirant for the SML position who possess the qualifications shall file his/her certificate of candidacy to the Dean of Student Affairs with his/her line-up and the name of his/her party eight days after the opening of classes.

Sec. 2 Upon approval of the certificates of candidacy, the candidates shall be presented to the student body during the first period in the morning after the Flag ceremony which shall be followed by a campaign from class to class to last three days. Election of officers shall be on the fourth week of June on a date to be set by the Dean of Student Affairs subject for approval by the Executive Director.

Sec. 3 The announcement of winners will be announced on the next day after the election which will be done by the committee on student affairs will be posted in public.

Sec. 4 The rules and regulations governing the conduct of the election of officers shall be prescribed by the committee on student affairs.

Sec. 5 Election protest shall be entertained during the election period and shall be decided upon after both parties are heard by the committee on student affairs and the Dean of Student Affairs whose decision shall be final and executory.

ARTICLE 11 - DUTIES AND OBLIGATIONS OF MEMBERS

Sec. 1 It shall be the duty of every member to be loyal and to defend the organization, to participate in all its deliberations and proceedings, to cooperate with the administration of the college and to defend this constitution and by-laws of the organization.

Sec. 2. It shall be the duty of every member to attend punctually to all meetings of the organization duly called for by the chairman of the organization.

Sec. 3. It shall be the obligation of every member to pay his/her dues to the organization, such as membership feeds and other obligations imposed on him/her accordingly.

Sec. 4 Any officer who is absent from regular meeting of SML shall pay a fine of P10.00 for the first offense and P15.00 each succeeding offenses.

Sec. 5 Any officer who is late thirty minutes after the meeting of the organization has been called to order shall be fined P5.00.
ARTICLE III - Powers and Duties of Officers

Sec. 1 The Chairperson of the SML and other organization shall be the head of the organization. Unless otherwise specified and agreed upon, he shall represent the organization on all occasions and matters where representation maybe required. He is empowered to create committees from among the members of the organization to perform the duties of an absent officer. To exercise general supervision over all student activities and to perform other duties.

Sec. 2 The Vice-Chairperson shall take the place of the Chairman of the organization in case of prolonged absences, resignation or incapacity or removal of the latter to perform the duties of the office. To perform such other duties as maybe assigned to him by the chairman.

Sec. 3. The secretary of the organization shall keep the minutes of the meetings of the organization, and shall also be the custodian of all papers and records of the organization. The secretary shall call the roll of the members to determine absences at the beginning of all meetings. He/she shall send out notices of meetings to SML officers and whenever necessary, to all other officers and to help the chairman in the preparation of necessary correspondence.

Sec. 4. The treasurer of the organization shall collect all fees, fines, dues or contributions and donations from members as maybe agreed upon by the organization, render financial report periodically as maybe necessary and shall be liable as required by the law and approved by the Dean of the Student Affairs. To furnish the Executive Director a copy for such financial report. To deposit all money in a prestigious bank designated by the Executive Director and the Dean of Student Affairs. The treasurer shall also prepare and present an annual budget showing the sources of income and proposed expenditure for consideration and approval by the SML officers. The treasurer shall keep an inventory of all supplies and equipment and mark them “SML”.

Sec. 5. The auditor shall quarterly (a week before the regular meeting) check the books of amounts of the treasurer of the organization and pass in audit whatever expenses covered by the voucher. The auditor shall certify to the correctness of the financial report of the Treasurer.

Sec. 6. The Public Information officer or known as the press relations officer shall be the liaison of the SML to the other clubs and organizations, to the faculty and administration and to all concerned in all official acts of the SML. To assist the SML secretary in the latter’s functions and to gather all organization members at the place of the meeting when called for.

Sec. 7. The Business Manager shall coordinate school program, and on fellowships, supervise the physical arrangements of places where meetings and programs of the SML be held and to take charge of the business transactions of the SML, and to perform other duties as maybe assigned to him/her by the chairman.
Sec. 8. The peace officers shall keep the school campus free from disturbances by maintaining discipline of students during social gatherings and programs of the school. They shall help to prevent the infiltration of subversive elements and drug addiction in the campus and to perform such duties as maybe assigned to him by the SML chairman.

ARTICLE IV – Meetings

Sec. 1. The meeting place and main office of the organization shall be at Lorma Colleges. However in extreme necessity, the meeting place of the organization maybe held elsewhere provided there has been previous approval by the Dean of Student Affairs.

Sec. 2. Regular meetings of the organization shall be held punctually at the Lorma Colleges, at 5:00 pm. Regular meetings shall be held on the 4th Monday of every month.

Sec. 3. Special meetings of the organization maybe called by the Chairman upon prior approval and consideration with the Dean of Student Affairs.

Sec. 4. At least one half of the members shall constitute a quorum at any meeting of the organization and a majority vote of those present shall govern, except otherwise provided in the Constitution.

ARTICLE V – Amendments

Sec. 1. Any amendment to, or revision of this constitution may be proposed by the SML officers upon a vote of three fourths of all its members.

Sec. 2. Any amendment to or revision of this constitution shall be valid when ratified by a majority of votes cast in a meeting of the organization duly called for, which shall be held not later than three weeks after the approval of such amendment or revision of the organization.

Chapter XVI

Sexual Harassment (Republic Act 7877)

Sexual harassment happens everyday form the seemingly harmless hoots and leers one encounters in the streets to the more insidious forms of sexual harassment such as sexual assault and rape that may take place anywhere. For a long time, sexual harassment has been a problem without a name. Gradually, people’s attention was brought to focus on sexual harassment as a grave and contentious issue that impacts on victim’s lives and leaves lasting stigma that cannot easily be brushed aside. Now a crime, the abatement of any form of harassment becomes everyone’s responsibility.
What is sexual Harassment...

Sexual harassment is any unwanted, unwelcome sexual conduct, advances or attention, request for sexual behavior or other physical verbal or non verbal conduct which is sexual in nature.

For this basic concept, the main elements of sexual harassment emerge:

The conduct committed must be of a sexual nature. This may be viewed as to mean that the harassment was committed in reference to the sex, i.e. female or male of the person receiving the harassment. For example, harassment happens to a woman because she is female. This may also mean that the act committed relates to the biological difference of men and women and uses this reality to debase the person of the victim.

The sexual Conduct or attention is unwanted. This means that the victim does not welcome the attention and doesn’t intend for the act to continue. It is not solicited, rather, it is imposed.

Some forms of sexual harassment...

- Catcalls
- Obscene letters
- Intentional touching
- Leering
- Green jokes
- Sexual proposition
- Suggestive looks
- Posting of explicitly sexual materials
- Persistent demands for dates or sex

If you are a victim of sexual harassment...

1. Hold your ground! Say no! and put a stop to the harassment.
2. Immediately report the harassment to the concerned person or office within your place of work of institution (e.g. immediate superior, human resources, guidance center).
3. If possible, narrate the incident to a third person you can confide in.
4. File a complaint for sexual harassment under R.A. 7877 or other provisions of the Revised Penal code. You also have available remedies under the civil law provisions on damages.
5. Be actively engaged in developing an anti-sexual harassment policy in your workplace or school.
6. Do not forget to seek counseling and have your own support group.
7. Conduct an awareness program to inform others about the sexual harassment.

What the law says...

R.A.7877 or the anti-Sexual Harassment Act of 1995 does not define what sexual harassment is. Instead, it enumerates the acts that would constitute as sexual harassment.
Under the said law, sexual harassment occurring only in the education and employee environment is punished. All other cases of sexual harassment occurring elsewhere are not punishable under said law.

Section 3(a) of R.A. 7877 provides that sexual harassment in a work related or employment environment is committed when:

1. The sexual favor is made as a condition in:
   a. The hiring or in the employment, re-employment or continued employment of said individual, or
   b. Granting said individual favorable compensation, terms, conditions, promotions or privileges; or
   c. The refusal to grant the sexual favor results in limiting, segregating, classifying the employee which in any way would discriminate, deprive or diminish employment adversely affect said employee;
   d. The above acts would impair the employee’s rights or privileges under existing labor laws;
   e. The above acts would result in an intimidated, hostile, or defensive environment for the employee.

R.A. 7877 also enumerated the possible offenders in an employment environment as follows:
1. employer;
2. manager;
3. agent of the employer;
4. employee;
5. supervisor;
6. any other person having authority influence or moral ascendancy over another.

The possible offenders in an educational environment are the following:
1. teacher;
2. professor;
3. trainor;
4. instructor;
5. coach;
6. any other person having authority, influence or moral ascendancy over another.

Section 3(b) of R.A. 7877, states that sexual harassment in an educational training environment is committed:

1. against one who is under the care custody or supervision of the offender;
2. against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
3. when the sexual favor is made as a condition to:
   a. the giving of a passing grade;
   b. the granting of honors and scholarships;
   c. the payment of a stipend, allowance or other benefits, privileges or considerations.
4. when the sexual advances result in an intimidating, hostile or offensive environment for the student trainee or apprentice.
In both work-related or training environment, the sexual harassment is committed by an offender who demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for the submission is accepted by the object of said act.

To prevent sexual harassment, employers and heads of schools are mandated to promulgate rules and regulations for the resolution of sexual harassment cases.

CHAPTER XVII
The Anti-Hazing Law of the Republic of the Philippines
Republic Act No. 8049

An Act Regulating Hazing and other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties Therefore

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

SECTION 1: Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or cadet corps of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this act.

SECTION 2: No-hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiations. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SECTION 3: The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.
SECTION 4: If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

a. The penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom.
B. The penalty of reclusion temporal in its maximum period if in consequence of the hazing, the victim shall become insane, imbecile, impotent or blind.
c) The penalty of reclusion temporal in its maximum period if in consequence of the hazing, the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg shall have lost the use of any such member shall have incapacitated for the activity or work in which he/she was habitually engaged.
d) The penalty of reclusion temporal in its maximum period if in consequence of the hazing, the victim shall have been ill and incapacitated for a period of ninety (90) days.
e) The penalty of prison mayor in its maximum period if in consequence of the hazing, the victim shall have been ill and incapacitated for the performance of the activity or work in which he was habitually engaged for a period of thirty (30) days.
f) The penalty of prison mayor in its medium period if in consequence of the hazing, the victim shall have been ill and incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attention for the same period.
g) The penalty of prison mayor in its period if in consequence of the hazing, the victim shall have been ill and incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attention for the same period.
h) The penalty of prison correctional in its maximum period if in consequence of the hazing, the victim shall sustain physical injuries, which do not prevent him/her from engaging in habitual activity, or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen’s army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:
a) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person or the recruit who refuses to join;
b) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from
quitting.
c) When the recruit, neophyte or applicant having undergone hazing is
prevented from reporting the unlawful act to his parents or guardians, to the
proper school authorities or to the police authorities, through force, violence,
threat or intimidations.
d) When the hazing is committed outside of the school or institution; or
e) When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where the hazing is conducted shall be liable as an ac-
complice, when he/she has actual knowledge of the hazing conducted therein but
failed to take any action to prevent the same from occurring. If the hazing is held in
the home of one of the officers or members of the fraternity, sorority, group or organi-
zation, the parent shall be held liable as principals when they have actual knowledge
of the hazing conducted therein but failed to take any action to prevent the same
from occurring.

The school authorities including faculty members who consent to the hazing or
who have actual knowledge thereof, but failed to take action to prevent the same
from occurring shall be punished as accomplices for the acts of hazing committed by
the perpetrators.

The officers, former officers, alumni of the organization, group, fraternity or soror-
ity who actually planned the hazing although not present when the acts constituting
the hazing were committed shall be liable as principals. Officers or members of an or-
ganization, group, fraternity or sorority’s adviser who is present when the acts constitut-
ing the hazing were committed and failed to take any action to prevent the same
from occurring shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of partici-
pation therein as a principal unless he prevented the commission of the acts punisha-
ble herein.

Any person charged under this provision should not be entitled to the mitigating
circumstances that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible
officer of a corporation engaged in hazing as a requirement for employment in the
manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the
other parts or provision thereof shall remain valid and effective.

SECTION 6. All laws, orders, rules of regulations, which are inconsistent with or contrary
to the provisions of this Act are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) days after its publication in at least two
(2) national newspapers of general circulation.

APPROVED: June 07, 1995
(Signed) FIDEL V. RAMOS
President of the Philippines
CHAPTER XVII
"Campus Journalism Act of 1991 (Republic Act No. 7079)

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF
CAMPUS JOURNALISM AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Con-
gress assembled:

Section 1. Title. – This Act shall be known and referred to as the "Campus Journalism
Act of 1991."

Section 2. Declaration of Policy. – It is the declared policy of the State to uphold and
protect the freedom of the press even at the campus level and to promote the devel-
opment and growth of campus journalism as a means of strengthening ethical values,
encouraging critical and creative thinking, and developing moral character and per-
sonal discipline of the Filipino youth. In furtherance of this policy, the State shall under-
take various programs and projects aimed at improving the journalistic skills of students
concerned and promoting responsible and free journalism.

Section 3. Definition of Terms. –
(a) School. – An institution for learning in the elementary, secondary or tertiary
level comprised of the student body, administration, faculty and non-faculty
personnel;
(b) Student Publication. – The issue of any printed material that is independently
published by, and which meets the needs and interests of, the student body;
(c) Student Journalist. – Any bona fide student enrolled for the current semester
or term, who was passed or met the qualification and standards of the
editorial board. He must likewise maintain a satisfactory academic standing.
(d) Editorial Board. – In the tertiary level, the editorial board shall be composed
of student journalists who have qualified in placement examinations. In the case
of elementary and high school levels, the editorial board shall be composed of
a duly appointed faculty adviser, the editor who qualified and a representative
of the Parents-Teachers’ Association, who will determine the editorial policies to
be implemented by the editor and staff members of the student publication
concerned.

At the tertiary level, the editorial board may include a publication
adviser at the option of its members.
(e) Editorial Policies. – A set of guidelines by which a student publication is
operated and managed, taking into account pertinent laws as well as the
school administration’s policies. Said guidelines shall determine the frequency of
the publication, the manner of selecting articles and features and other similar
matters.

Section 4. Student Publication. – A student publication is published by the student body
through an editorial board and publication staff composed of students selected but
fair and competitive examinations. Once the publication is established, its editorial
board shall freely determine its editorial policies and manage the publication's funds.

Section 5. Funding of Student Publication. – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. Publication Adviser. – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 7. Security of Tenure. – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 8. Press Conferences and Training Seminar. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Section 9. Rules and Regulations. – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 10. Tax Exemption. – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor’s or gift tax.

Section 11. Appropriations. – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Section 12. Effectivity. – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991.
CHAPTER XIX
GUIDELINES IN THE CONDUCT OF THE RANDOM DRUG TESTING
FOR SECONDARY AND TERTIARY STUDENTS
BOARD REGULATION NO. 6
Series of 2003

Pursuant to Section 36 (c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary /higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING
IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS

1. Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Units (LGUs) and other agencies where the School is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
4. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
6. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the over-all demand reduction efforts of the government.
7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug-testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The drug test results shall be treated with utmost confidentiality.
11. The test results shall not be used in any criminal proceedings.

PURPOSES OF RANDOM DRUG TESTING
1. To determine the prevalence of drug users among the students
2. To assess the effectiveness of school-based and community-based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

DEFINITION OF TERMS

“Drug Counselor” shall mean a person trained in the techniques of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Coordinator shall designate such person.

“Drug Testing Coordinator” shall be the point person in the school tasked with handling random drug testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

“Parents” shall, for purposes of these guidelines, include court appointed guardians.

“Random selection” refers to the unbiased process of selecting students who are to undergo drug testing.

“Rehabilitation” is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her to become a law-abiding and productive member of the community.

“Schools” shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

“Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members. The authorized governing body duly recog-
nized by their respective constituents shall choose the representatives from these stake-
holders based on a set of selection criteria formulated for this purpose. In the absence of
a parents’ association, the School Head may appoint any parent who shall be a mem-
ber of the Selection Board.

“Supervising Agency” shall refer to the government agency that exercises supervision
over the school such as the Department of Education (DepEd), Commission on Higher
Education (CHED), or the Technical Education and Skills Development Authority (TESDA).

PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification
   The Supervising Agency through an appropriate order that includes these guide-
lines on random drug testing, shall inform all schools under its supervision about the gov-
ernment’s actions against illegal drugs.
   The schools’ administration shall be required to explain these provisions and their
procedures to the school community and when applicable, include these in the
schools’ handbook or listing of procedures.
   (The Supervising Agencies’ Memorandum Circulars should include a list of DOH-
accredited Testing Centers/Laboratories.)
   All students and their parents shall be notified in writing on the process and man-
ner by which the random drug testing shall be conducted. Such notification may be
sent at any time during the school term. Failure to return the acknowledgment
receipt shall not be a bar to the conduct of the drug testing.

2. Samples
   a. The Supervising Agency shall inform randomly selected schools on their inclusion
      in the random drug testing program.
   b. The whole student population of the school selected shall be included in the
      random sampling.
   c. The number of samples should yield a statistical 95% confidence level for the
      whole student population

3. Selection of Samples
   a. The Drug Testing Coordinator shall convene the Selection Board within five days
      from the receipt of notice from the Supervising Agency stating that the school is
      included in the program.
   b. On the day of the testing, the Selection Board shall conduct the random selection
      of those to be tested.
   c. The Selection Board shall ensure the confidentiality and integrity of the random
      selection process.
   d. The selection process shall be random through a lottery, which may be computer-
      ized, or in any other manner that shall be agreed upon by the Board
   e. The random selection of students and the drug testing shall be done on the same
day.
   f. Prior to testing, the selected students shall be asked to reveal the prescription
      medicines, vitamins, food supplements that they had ingested within the past five
(5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in places/visible areas of the school.

h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.

i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.

d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the Confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.

f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

g. The results of the confirmatory test shall be transmitted by the laboratory in a Sealed envelope and handed directly to the Drug Testing Coordinator.

h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.

i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.

k. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.
I. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

m. In the event that it is determined that the student is a drug dependent, the School may impose the appropriate sanctions against the student as provided for in the school’s Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later found to have been rehabilitated, the student shall then be allowed to re-enroll.

n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

    If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student’s level of dependency.

    If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

    The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

    If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

E. Reportorial Requirements of Results of the Random Drug Testing

1. The Drug Testing Coordinator, Drug Counselor and employees of DOH accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.

2. The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

F. Training of Guidance Counselors

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency and Dangerous Drugs Board in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.
G. Expenses of the Program

The Department of Health, in coordination with the Supervising Agencies shall designate the drug testing laboratories that shall be utilized for purposes of the program. Payment of testing fees shall be done by the government thru Department of Health to the Drug Testing Laboratories.

H. Enforcement of Compliance

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Miscellaneous Provisions

Separability clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.

Effectivity. These Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1st day of August, 2003 at Camp Crame, Quezon City.

APPROVED and ADOPTED, this 3rd day of June, 2009 in Quezon City.

(Signed) Secretary VICENTE C. SOTTO III, Chairman, Dangerous Drugs Board

Attested by:
(Signed) Undersecretary EDGAR C. GALVANTE, Secretary of the Board
Lorma Colleges Administration Officers
And Academic Deans/Heads

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Executive Vice President
Corporate Secretary
Executive Director
Chief Finance Officer
Dean, Academic Affairs, ISO-QMR
Executive Coordinator, Administrative Support Services & College Registrar
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Guidance Coordinator/Guidance Counselor
Dean, Graduate School
Dean, College of Arts and Sciences
Dean, Computer Studies and Engineering
Dean, College of Management & Accountancy
Dean, College of Medical Laboratory Science
Dean, College of Nursing
Dean, College of Physical Therapy & Respiratory Therapy
Dean, College of Radiologic Technology
Dean, College of Pharmacy
Head, Science & Technology Institute and Executive Coordinator, Buildings & Grounds
MAN Coordinator/Faculty Researcher
Principal & Administrator, High School and Lorma Grade School Campus
Outreach Coordinator
Coordinator for Foreign Students
Head, Engineering, Maintenance and General Services
Director, Human Resource & Marketing
Head, Information Technology Services
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LORMA COLLEGE HYMN

In a peaceful seaside village
There is one we love so true
She extends her loving welcome
To her friends and strangers too;
She lies serene ‘neath tree tops green
Lorma College is her name.

Refrain:

All hail to Lorma College
We sing to you today
Our mem’ries round you linger
In a sweet and tender way
Oh Lorma how we love you
Our song to you we raise
With one accord to sing thy praise
Of our Alma Mater dear.

We will ‘er recall your message
“Be of service to mankind”
When we bear each other’s burdens
Peace of mind we’ll truly find;
Where ‘er we go our love will grow
For you our Lorma dear.

(Repeat Refrain)

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