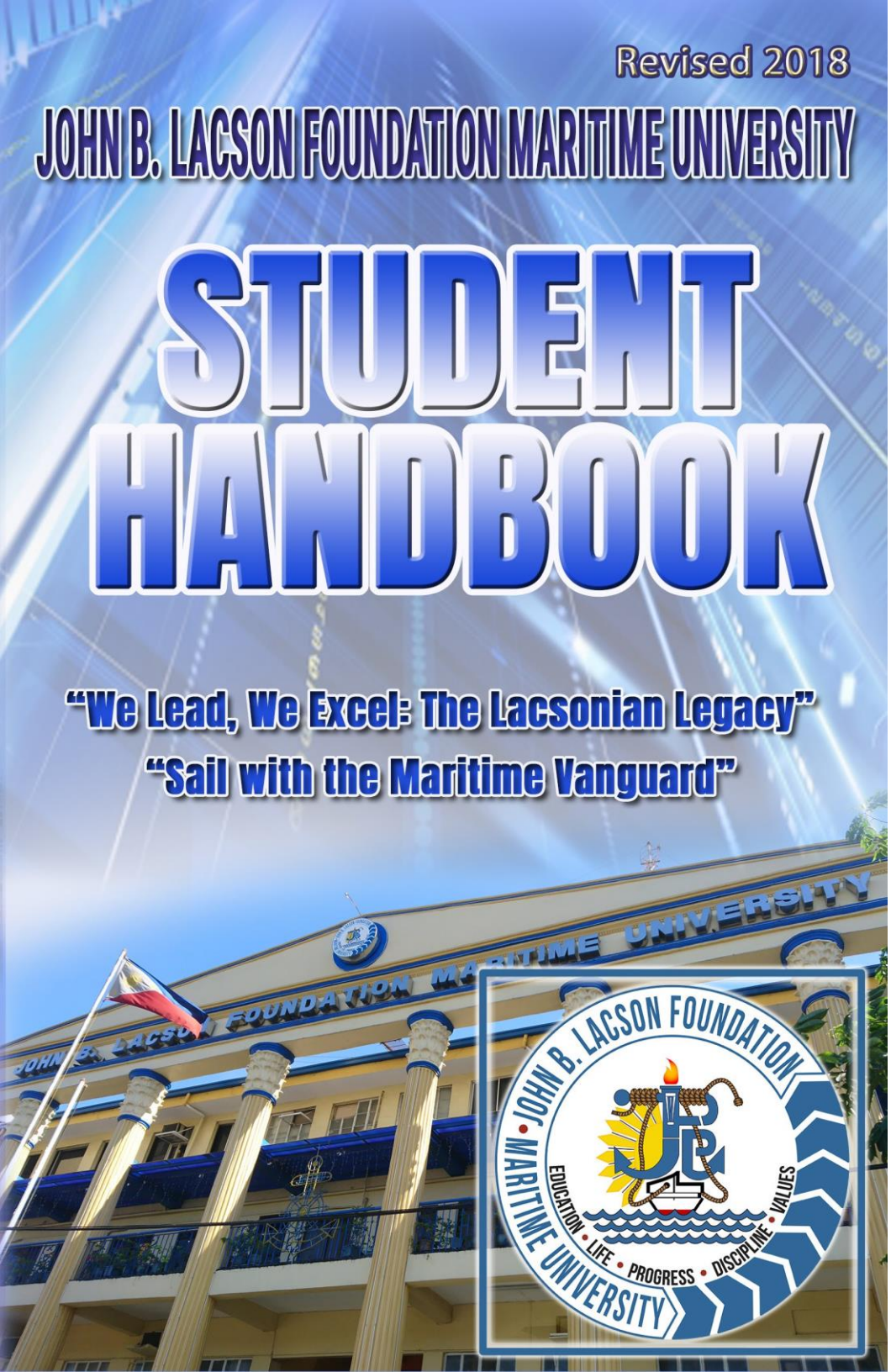
Revised 2018

JOHN B. LACSON FOUNDATION MARITIME UNIVERSITY

STUDENT HANDBOOK

"We Lead, We Excel: The Lacsonian Legacy"

"Sail with the Maritime Vanguard"



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INSTITUTIONAL MOTTO:

"WE LEAD. WE EXCEL: THE LACSONIAN LEGACY"

TAG LINE:

"SAIL WITH THE MARITIME VANGUARD"

ADVOCACY
- Education
- Life
- Progress
- Discipline
- Values

CORE VALUES
- Integrity
- Perseverance
- Loyalty
- Excellence
- Discipline
- Godliness
- Equality

CULTURE
- Resilience
- Excellence
- Agility
- Leadership

GRADUATE ATTRIBUTES
- Effective Communicators
- Analytical and Critical Thinkers
- Ethical and Socially Responsible
- Technically Competent
- Lifelong Learners

This Student Handbook belongs to:

Name: _____

Student Number: _____

Department: _____

Address: _____

Contact No.: _____

Email: _____

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THE FOUNDER

Master Mariner Juan Bautista Lacson



The founder of the Iloilo Maritime Academy was born on May 9, 1898 in the coastal town of Silay City, Negros Occidental. He was the third of eight children. As a boy, he showed the early characteristics of stoutheartedness that won the hearts of several people he met. He grew up in their hacienda in Manapla, Negros Occidental where the family owned a rowboat that transported sugar from Silay to Iloilo. He started his early education in Silay and Manapla and finished his education from the Siliman University in Dumaguete City. After High School, he wanted to take naval architecture but because of financial constraints decided to take up the then two-year course in Associate in Nautical Science after winning a scholarship at the Philippine Nautical School. He graduated in 1920 and was immediately accommodated as an apprenticemate onboard SS Venus of the Manila Steamship Company.

Two years after he got his third mate license. In 1937, he was employed as skipper of the new and luxurious yacht, the " Limbas" (Seahawk) owned by one of Manila's richest and successful businessmen. In 1938, by way of the yacht's owner, he went to the United States. When he went home and armed with the experiences he had as ship officer, he joined the Philippine Coast Guard Patrol Service of the Light House Department of the Bureau of Customs until November 1941. He then was assigned as chiefmate of the motorship " Natsuko" bound for the United States.

Capt. Lacson was in the US when World War 2 broke out in December 1941. He joined the US Coastguard as Lieutenant Junior Grade in 1942 and was assigned at the coastal area of San Francisco. Lieutenant Lacson commanded the ship " Bataan"on a suicide war mission. It was this mission

that earned him an award, a medal of honor.

In 1944, Capt. Lacson became a U.S. citizen and adopted the name John B. Lacson. He resided at San Juan, Puerto Rico, a US territory at that time. The US Coastguard, on World War II coastguard-manned US Army Freight and Supply Histories, recorded that Lieutenant Juan B. Lacson also took command of the coastguard-manned army vessel FS-273 in September, 1945.

When the war ended, Captain Lacson went home to the Philippines and committed himself into making young boys realize their dreams of following his footsteps and be at sea. He founded the Iloilo Maritime Academy (IMA) in 1948 . He is a determined man who always have the heart for the less fortunate. He also served as a harbor pilot for twelve years in Iloilo City.

Capt. Lacson is remembered for his intellectual prowess as a teacher, a master mariner, and a port pilot. He returned to our Creator on June 15, 1992 leaving a legacy that has changed the lives of thousands of Ilonggos. He paved the way for making Iloilo known as the Seafarers Capital of the Philippines. He gave them the privilege of traveling the seas, seeing the world and providing well for their families.

TO MY DEAR STUDENT,



Greetings!

Welcome to John B. Lacson Foundation Maritime University (JBLFMU).

You are now officially a student of this institution.

This Student Handbook is the rulebook by which all students turn into Lacsonians and Vanguards. Hence, this student manual shall be your guide from this day forth till you graduate. These are guidelines and regulations that are required to be followed by all students on how to conduct yourself properly in order to live up as a Lacsonian and a Vanguard.

Thank you for choosing JBLFMU.

We are happy to be at your service as mentors and partners in life.

Welcome aboard! God bless you all.

Very truly yours,

MARY LOU LACSON ARCELO, Ph.D.
President Emeritus
JBLFMU



TO MY DEAR LACSONIAN VANGUARDS:

Greetings!

It is with great pride that I welcome you to the portals of the first and only Maritime University in the country, the John B. Lacson Foundation Maritime University – The Maritime Vanguard.

Your formative academic years with us are as important as your holistic growth to better equip you to take on the world. For that, your guide to your well-rounded development is this STUDENT HANDBOOK.

The Student Handbook is the rulebook by which all Lacsonian students adhere to. As you sail through the pages, you will read policies and regulations that are required to be followed by all students. The manual is a guide on how to comport yourself properly to live up to the Lacsonian Standards.

It is my expectation that you will imbibe the values and culture set by this institution.

All aboard!

Sincerely,

RONALD RAYMOND L. SEBASTIAN, Ph. D.
Chief Executive Officer
JBLFMU

BOARD OF TRUSTEES

The policy making body of the JBLF System is vested in the Board of Trustees. Each Unit has its own Board of Trustees composed of ten (10) members. The Board shall be composed of five (5) members coming from the direct descendant of the founder and five (5) members coming from the industry partners and other interested sectors.

The officers of the Board of Trustees are the Chairman, Vice Chairman, Secretary, and Treasurer.

VISION OF JBLF SYSTEM

We shall be among the globally leading institutions in providing high quality education and training by 2020.

MISSION STATEMENT

We shall provide quality education and training through instruction, research, and extension in our unrelenting quest for excellence as a major supplier of world-class technical and professional manpower.

We aim to improve the quality of life through our thrust in quality, health, safety and environment.

BRIEF HISTORY



Mary Lou receives the NROTC banner in behalf of Capt. Lacson

The Iloilo Maritime Academy, now the John B. Lacson Foundation Maritime University, is a pioneering private maritime education and training institution in the Philippines and the first maritime school in the Visayas and Mindanao area. It was founded by the late Captain Juan Bautista Lacson, a well-known, well-respected and brilliant seafarer himself who unselfishly shared what he knows in his field. He first assisted seafarers in preparation for the licensure examinations for the Marine Deck and Engine Officers in May 1931. To his surprise the review sessions grew. This made Capt. Lacson decide to open up his review classes to seafarers from other companies. This gave birth to an unstructured organization of review classes for marine officers who wanted to upgrade their licenses to higher grades. The first class was composed of about forty candidates; ninety-five percent of them passed their respective examinations. When World War II broke out, the review school closed. Captain Lacson went back to the US at that time to serve as an officer in the U.S. Coast Guard.

When the war ended in the 1942, there were difficult adjustments. Just as the world is trying to build from ashes, Capt. Lacson saw the potential of the marine profession being the fastest and the least expensive to join. He then retired from the US Coast Guard service and returned to the Philippines. He sought his brother Frank, a pilot and a US government disability pensioner, to create a maritime academy. Together, they drew out plans and made preparations.



Captain Lacson drew up a 2-year nautical curriculum. He looked for a suitable place to hold classes and settled for a nipa building in Muelle Loney street near the Customs house at the waterfront. Captain Lacson, with a couple of Bowditch books, parallel rulers, several sets of triangles, a nautical chart and his sextant, opened his nautical school which offered a course leading to the acquisition of a 3rd mate license for

merchant marine officers as well as reserved naval officers for the Philippine Navy.

In November 1948, sixty cadets enrolled.

The following year, the school was granted permit to operate. This time 150 juniors enrolled. Of the 60 cadets who enrolled the previous year, 54 went back to re-enroll. Because of the increase of enrollment, the academy transferred to a 3-storey building in Rizal Street, Iloilo City.

Captain Lacson was granted a permit to construct a building at the exact location where the Rotary Park is located now. However, the local government saw the potential of the place as a good spot for a park and thus requested Captain Lacson to donate the area to the city government. He agreed and demolished his building but the parade ground was left for the city.



He then transferred his school to Luna Street, in La Paz district. In 1950, the school was granted government recognition and was registered as a non-stock corporation by the Securities and Exchange Commission (SEC). The first incorporators were composed of the members of the Lacson family; Capt. Juan B Lacson, his father Jose Lacson, Francisco Lacson, Corazon Lacson, and Adelaida Lacson.

In early 1953, the academy returned to Muelle Loney Street facing the dock of most inter-island vessels. The building was a modest two-story wooden structure. It became a beacon to sailors-to-be and a second home to many full-fledged mariners.

Enrollment increased year after year. In 1954, seeing the many street children at Muelle, Captain Lacson opened a vocational course for high school graduates. It started then the Lacson Vocational Institute. The curriculum included practical livelihood skills that could provide employment after high school graduation. It flourished until 1956 when the institute had to be abolished to give way to the marine engineering program that was badly needed by the maritime industry. The automotive mechanics and diesel mechanics were added to maximize the use of the equipment.

As the school progressed, Captain Lacson decided to convert it to a stock corporation. In 1957, he registered the Iloilo Maritime Academy as a stock

corporation with the Securities and Exchange Commission. The stockholders then were Captain Juan Lacson, Francisco Lacson, Corazon Lacson, Adelaida Lacson, and Clara Asuncion Penaflor, Rosario L. Brillantes, Ramona L. Lopez, Juan Lacson Jr, Jose Job Lacson and Mary Lou L. Sebastian. Eliseo Jamolo, the trusted administrative staff of Capt. Lacson served as Secretary of the new Board.

In 1958, Iloilo Maritime Academy was granted permit to conduct Naval ROTC training with LT. Pedro Velasco as the first commandant.

In 1966, student activism was beginning to gain grounds in the campuses brought about by the left-wing indoctrination. Despite the restlessness of the student leaders, Captain Lacson, true to his commitment to give quality education, bought a training ship, which was name M/B John B. Lacson. It served as a floating laboratory which brought the cadets on their weekend practical instructions plying the waters between the island of Panay and Guimaras.

In 1968, unionism, labor strikes, demonstrations and pickets plagued almost every business establishment in the Philippines.The Iloilo Maritime Academy was not spared. Captain Lacson was growing old and because of hearing problems, he had difficulty in dealing with the multi-faceted problems of the school. He asked for assistance from her youngest daughter, Mary Lou who was then married to a lawyer, to help him with his labor problems and the increasing requirements of the Ministry of Labor.

The union during that time was undermining the legitimate power of the administrator. It was difficult for Capt. Lacson to fully grasp the rising union power and student activism, with their perceived rights. In March 1972, Mary Lou took off her father's burden. She conducted dialogues and meetings with the union members. She was able to make the labor leaders cooperate with her and bring back peace to IMA.

The entry of the young president began the transformation of the Iloilo Maritime Academy into a more progressive institution. Her management style won the hearts of people under her. New campuses were acquired and structures were constructed. New programs were introduced and methods and standards of instructions were improved. The institution batted for accreditation and recognition in the national and international arena. These had to happen if the institution was to become a leading institution in quality education. Her promise of giving the management of IMA a try for a year became a commitment for Mary Lou until the today.

While building its image, the Iloilo Maritime Academy, had assumed a new name John B Lacson Colleges in honor of the founder. In August 7, 1985, it became a foundation. The Lacson family donated to the foundation half of their ownership rights and henceforth all the financial resources are plowed back to the

operations.

In 1990, the John B. Lacson Foundation offered the first maritime high school in the Philippines. Improvements continued in the form of new programs, constructions and acquisitions of more facilities and properties in Nueva Valencia, Guimaras. The then JBLCF-Puerto del Mar, the practicum site of the trainings in Safety of Life at Sea and other aquatic laboratories was also put up.

The school began to attain national and international recognitions. This resulted to the interest of stakeholders from the industry, the ship owners, manning companies, shipping operators and other business partners. The trust and confidence given to the institution challenged it to pursue excellence. In 1995, JBLCF attained Level III accreditation from the Philippine Association of Colleges and Universities Commission on Accreditation, the first in the country under the association.

In 1991, the Norwegian Ambassador to the Philippines, His Excellency Lars Tangeraas, became the first Norwegian to visit the institution. On his second visit, he brought with him The Director General of the Norwegian Maritime Directorate, Ivar Sandvik and the Executive Director of the Norwegian Shipowners Association (NSA) Rolf Haselgard. Together, they paved the way for the Norwegian's assistance to JBLFC. The first NIS Class started June 1993. This opened greater opportunities for youths in Region VI who aspire to become competent Merchant Marine Officers.

In June 15, 1992, Capt. Lacson bade his school goodbye. The beloved founder passed away, but he left the Ilonggo community a legacy, the institution, which he built painstakingly and nurtured with care.

A SYSTEM IS BORN

The expansion and the growth of the school made it difficult for one person to oversee and manage the different campuses. On September 18, 1993, during one of the regular monthly meetings, Dr. Mary Lou Arcelo recommended to the Board of Trustees the creation and establishment of the different units, as she would like to retire from operations, and she tendered her irrevocable resignation as president.

The members of the Board of Trustees accepted her resignation with the assurance that she will remain as consultant. This gave birth to the creation of the John B. Lacson Foundation System. Under the its umbrella is the John B Lacson Colleges Foundation (JBLCF) Arevalo which became the home of the deck cadets; JBLCF Molo offered the marine engineering program, customs administration, tourism, computer engineering, and cruise ship management; JBLCF Bacolod offered programs in nautical studies, marine engineering, customs administration and hotel and restaurant management; and the Puerto del Mar which became the

seat for aquatic sports and SOLAS courses.

The autonomy given to the different campuses under separate boards brought new personalities in the Board of Trustees, many of whom were from the industry. The first adminstrators were Engr. Ralph L. Pador for JBLCF Arevalo, 3/M Estanislao Diaresco Jr for JBLCF Bacolod, and Dr. Wilfredo P. Ramos for JBLCF Molo.

One common vision, mission and objectives unify the units. All units are mandated to attain the same degree of compliance to the school's criterion of excellence.

TODAY

JBLFMU Today

Today, the JBLFMU, as an institution for higher learning that has gained recognition as having pioneered in undertakings for the development of maritime education and training, propelled by a strong, dynamic and proactive leadership, has become a premier maritime institution in the country. Its innovativeness in many ways distinguishes it from the rest of the maritime institutions. It has made remarkable strides as an educational institution particularly in the maritime field through the years, most of which were achieved during the last four decades. Having pioneered maritime education in the Visayas and Mindanao, it has constantly led the way by consistently providing competent seafarers since 1948, becoming a major supplier of Filipino marine officers, with a contribution of about 12% annually. The highlights may be seen in 2001 when JBLFMU supplied 12.47% of the deck and 12.35% of the engine officers of the Philippines, and in 2005 with 12% of the new entrants to the profession.

In the process of producing qualified and competent manpower for the seafaring world, John B. Lacson Foundation Maritime University has achieved the following recognitions:

- The first maritime institution to be accredited by the Philippine Association of Colleges and Universities Commission on Accreditation (PACU-COA). (March 1986)
- The first and the only maritime educational institution in the Philippines that has a Maritime High School. (1990)
- The first maritime school in the Philippines that have formulated and adopted the Enriched CHED Curriculum incorporating the IMO Model Courses (June 1995)
- The first maritime educational institution granted Level III accredited and re-accredited status, the distinction which it holds up to this day. (October 1995)
- It is the first maritime educational institution in the Philippines to attain an international accreditation, the DNV Certification for its Quality Assurance System--- the first in the Philippines, second in Asia and

third in the world to have such a distinction. (November 1997)

- It belongs to the first cluster of 11 maritime educational institutions that have complied with the International Maritime Organization (IMO) requirements, for the inclusion of the Philippines in the "White List". Of the 11 schools, JBLCF was counted 3 times for its 3 campuses. (1998)
- The first maritime educational institution granted an Autonomous Status. (October 2001)
- The first maritime institution whose graduate program was subjected to the PACUCOA preliminary visit for Level 1 accreditation. (2004)
- The first maritime institution to be a recipient of the Philippine Quality Award (PQA). (2005)
- The first maritime university in the Philippines. (2007)
- The first maritime school with a second re-accredited status for level III by Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA). (2007)
- The first maritime school granted level IV accreditation by PACUCOA. (November 2008)
- The first institution to be granted PACUCOA Institutional Accredited Status in Region VI. (December 2011)

Other Accomplishments

The JBLFMU Training Center is accredited by the Panama Maritime Authority and recognized by the Norwegian Maritime Directorate (NMD), Maritime Training Council (MTC), Dept. of Trade (DOT), and Maritime Industry Authority (MARINA). It has produced two students in the roster of Ten Outstanding Students of the Philippines (TOSP) in 1989 and 2002. It was endorsed by manning and shipping companies and by highly knowledgeable personages in the industry for the competence of its graduates. It was authorized by CHED as a provider of the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) for Engine and Deck, and the only one in the country.

It was declared by assessors from CHED to have established the best system for equivalency evaluation. It was nominated by CHED as having one of the best HEI Research Programs for 2006. Its responsiveness to community concerns is demonstrated in the assistance it gives to the economic growth of the province through eco-tourism by way of its extension service to the barangays of Nueva Valencia. Its dynamic research undertakings attest to this responsiveness, addressing such concerns as the barangay needs (by JBLFMU Arevalo), mangrove rehabilitation (by JBLFMU Bacolod), coral reefs (by JBLFMU Molo) and inland fisheries, particularly bulgan and tilapia (by JBLFMU) Its strong community outreach programs include literacy, coastal cleanup, blood donations and MT solar and oil spill cleanup. Its greatest achievement by far is its having been granted university status, making it the first maritime university in the country.

The University. As a university, the JBLFMU, more than ever, stands committed to sustaining its strong and dynamic culture of research with a pool of academic and non-academic researchers constantly demonstrating high-level research capabilities aided by the latest in technology in their conduct of research significant to academe, business and industry, the entire country and the world community.

All JBLFMU research endeavors are supportive of the University's quality policy "to comply with national and international standards and strive to exceed stakeholders' expectation." With the three academic units in place, i.e., Arevalo, Molo and Bacolod, the JBLFMU continues not only to sustain its programs but to nurture and develop all aspects of the school's facets and concerns, particularly the academics, students, faculty, facilities, focusing on its goal toward attaining and maintaining international standards, through internal and external monitoring, assessment and interventions, and linkages.

Its linkages include 165 shipping companies, both international and domestic. With a student population numbering 8,000, a faculty force consisting of 314 out of which 123 are deck and engine officers, and sustained by its flagship courses and the consistent adherence of its programs to international standards, the JBLFMU has indeed become a force in the maritime industry as a provider of excellent seafarers worldwide.

TEN-POINT AGENDA

The JBLF System professes to commit itself to championing, attaining, and nurturing the following causes:

1. Excellence in education and training

The JBLF System is resolute and uncompromising in its enduring pursuit of excellence in education and training through regular and progressive evaluation and accreditation of its dynamic curricular and training programs.

2. A Strong Research Program

The institution responds to the challenge of having high-calibre graduates who will be leaders in the workplace to help build the nation by taking initiatives and leadership in research as it works towards becoming a maritime research center.

3. A Sustained Technological Environment

The institution maintains an updated, reliable, and efficient information management system for enhanced delivery of instructional and other services relative to global technology.

4. Quality, Health, Safety, and Environment Advancements

As an institution that believes in the importance of the overall wellness of its stakeholders, the JBLF System maintains a milieu that promotes and secures their well-being through its various provisions for Quality, a healthful, safe, and environment-friendly setting.

5. Inculcation of Values

A staunch advocate inculcating work and personal values in our clients as these values define and help them in their personal and professional journey, the university integrates values in the students' academic and non-academic activities.

6. Pursuit of International Recognition

The JBLF System aims at achieving international recognition through strong linkages with foreign marine institutions, research organizations and shipping agencies and companies as well as its unwavering and total support of the faculty and students in their quest for global recognition as researchers and maritime professionals.

7. Corporate Social Responsibility

The JBLF System, while it continually charts its course as an organization through the most appropriate and well-executed strategic plans, is keen about holding on to her best experiences, norms, and practices, which characterize its corporate entity and sharing these not only with its own people but with the rest of the local and global communities.

8. A Competent and Productive Workforce

JBLF System recognizes its workforce as one of its assets. The institution provides and supports continuous learning and development to optimize their productivity for the attainment of the Vision and Mission of the JBLF System.

9. A Dynamic Alumni Involvement

Recognizing the great potential of the alumni as a body in assisting the institution in its multifarious concerns and responsibilities, the institution perennially taps this resource through the Alumni Association, even as it constantly and progressively seeks better ways of engaging them as an integral unit of the institution.

10. An Effective Financial Management

JBLF System aims to prepare for a long-term financial sustainability through an efficient and effective use of resources, clear and transparent financial strategy and a robust financial management system for the attainment of its vision, mission and objective and the fulfillment of its commitment to all its stakeholders.

THE JBLF SYSTEM INTEGRATED MANAGEMENT SYSTEM POLICY

"To maintain the highest standards of Quality, Health, Safety, Environmental Protection and Pollution Prevention in our consistent drive to satisfy and strive to exceed stakeholders' expectations."

COLLEGE HYMN

We look back to the humble beginning
Of John B. Lacson Maritime University
Whose Founder's dream that of providing
Brave sailors and leaders of the nation.

Oh John B. of our hearts
Our hope is in your sound philosophy
Time - tested values, let the youth uphold
To serve, and honor God and country.

Our ships may sail over the ocean
The tide may sweep us, to shores and seas
Around the globe to lands and nations
Your flag unfurl, Oh JBLFMU

Around the globe to lands and nations
Your flag unfurl, Oh JBLFMU.

OFFICIAL MARCH

Jonh B. Lacson Colleges
Our Alma Mater
You who provide us educaion
To serve Lord God and Country.

Oh! Dear Alma Mater
We salute you for the values
Learned discipline, progress
That made us the best of men.

Chorus:

JBLC, JBLC
College of the Nation be proud
We are now great sailors
And good leaders of the nation.

(Repeat Chorus)

UNIT LOGOS AND MEANINGS

THE JOHN B. LACSON FOUNDATION LOGO

The name was adopted in 1985 by the institution to give honor and legacy to its founder, Capt. John B. Lacson, when it was converted from a stock corporation to a foundation.

The **BOX** enclosing the logo symbolizes the JBLF System.

The **ARROW HEADS** symbolize the continuous quest of the Foundation for excellence and progress and its commitment to the realization and perpetuation of quality education.

The words **EDUCATION, LIFE, PROGRESS, DISCIPLINE, VALUES** emblazoned in the school logo speak of the process in realizing its objectives.

The **FLAMING TORCH** symbolizes the commitment for Quality Education. It likewise symbolizes the student's quest for knowledge.

The **SUN** symbolizes the rays of hope and the bright future for its graduates.

The letters **JBLFMU** represent the units in the system whose mission to carry out quality education will be the anchor of hope for the youth for their successful voyage towards their profession.

The **SHIP** symbolizes the maritime profession.

The **WAVES** symbolize the hardships and difficulties faced in the profession but with courage and good educational foundation, all hardships shall be overcome.

Color changed to Azure Blue as indicated in the Values Manual written by President Emeritus and Chairman of the Board, Dr. Mary Lou Lacson Arcelo.

THE JBLFMU-AREVALO LOGO



The unit logo adopts at its center the JBLF System logo. The adoption of the System's logo at the center reflects the unit's commitment to pursue the mission and vision of the whole JBLF System.

The distinctive feature of the JBLFMU – Arevalo logo is the crossed anchor which is the predominant figure in the logo. It speaks of the institution's purpose, to train marine deck officers who shall man the merchant marine fleet of the world. The cross anchor, likewise, is reflective of the commitment and stability of the institution and its position in the advancement of the maritime profession.

The Iloilo Maritime Academy (the old name of the University) is retained in the JBLFMU – Arevalo logo to remind the new generation of the history of the institution.

Logo design and concept:
Mdpn. Ronald Legayada (1994)

THE JBLCF-BACOLOD LOGO



The unit logo adopts at its center the JBLF System logo. Its distinctive feature is the combination of the logo of the Arevalo and the Molo units since it is the unit that offers all programs offered by the JBLF System. It has Arevalo's **CROSSING ANCHORS** and Molo's **GEAR**.

The **CROSSING ANCHORS** speak the institution's purpose, to train marine officers who shall man the merchant marine fleet of the world. It is likewise reflective of the commitment and stability of the institution and its position in the advancement of the maritime profession.

The **GEAR** represents the growth and development. It also symbolizes all the components needed for quality.

The adoption of the System's logo at the center reflects the unit's commitment o pursue the mission and vision of the whole JBLF System.

Logo design and concept:
Recommended by the Executive Council Members and the Board of Trustees to make all departments properly represented.

THE JBLFMU-MOLO LOGO



The unit logo adopts at its center the JBLF System Logo. The System's logo at the center reflects the unit's commitment to pursue the mission and vision of the whole JBLF System.

Its distinctive feature is the **GEAR**. It represents growth and development. It likewise symbolizes the marine engineering program as well as the gear for all the programs of the JBLF unit. The gear also symbolizes the components needed for quality.

Logo design and concept:
Mr. Paterno B. Hierro Jr. (1994)

THE JBLF TRAINING CENTER



The Training center adopts the JBLF System logo. This is because it is under the direct management of the mother unit, the JBLF. It is headed by the director and provides training and upgrades prospective seafarers of the different shipboard functions and departments viz. deck, engine and steward. The courses it offers are in compliance with the training requirements of the 1995 amendments to STCW 1978 Convention; accredited by the Maritime Training Council (MTC), Panama Maritime Authority (PMA), Norwegian Maritime Directorate (NMD) and certified by Bureau Veritas (BV).

Its main objective is to provide competent and skilled graduates, trained and updated to world-class standards, ready and willing to join the ever challenges of the world merchant fleet as disciplined, committed and valued mariners. Equipped with the state-of-the-art facilities for maritime it maintains two venues for training - Molo Site at M. H. del Pilar Street, Molo, Iloilo City where theoretical instructions are carried out and Puerto Del Mar Site at Nueva Valencia, Guimaras for practicum training. Medical Care is conducted at an intermediary Medical Hospital within the city of Iloilo and a maximum of 24 trainees is accepted in a particular course and an even smaller number for courses which need in-depth training.

MEANING AND SYMBOLISM OF UNIFORM AND DIFFERENT PARAPHERNALIA

Be proud of your uniform and it's significance!

COLLAR ANCHOR PIN	symbolizes the maritime profession
CLASS PIN	determines the rank of the cadet
NAME CLOTH / NAME PLATE	identification of the student's dignity and pride as a person
SHOULDER BOARDS with an ANCHOR or PROPELLER	symbolizes the department to which the students belong in the maritime profession and the corresponding responsibilities of their profession
PERSHING CAP	authority; symbol of an officer

LIST OF KEY OFFICES

JBLFMU-Arevalo

OFFICES	TELEPHONE NUMBER
Administration	336-1080
Accounting	336-1083
Guidance/HR/SPS/Registrar	336-1082
Deans Office	337-8828
Graduate School	337-7556

JBLCF-Bacolod Trunk line Number
(034) 433-0085

OFFICES	LOCAL NUMBER
Administrator	100
Admin Office	101
MIS Office	102
HR Office	103
ACAD Office	104
Registrars	105
Deans CME	106
QA Office	107
Accounting Office	108
Chief Accountant	109
Guard House	110
Librarian	111
Library	112
STO Office	113
Placement Office	114
BSME Lab	115
Clinic	116
SAS Office	117
Guidance Office	118
Faculty Room CME	119
High School Deparment	120
Faculty Room High School	121
Deans CBE	122

Research / CES Office	123
AAO Office	124
SAC Office	125
S and F Office	126
HMA Function Hall	127
EE Laboratory	128

JBLFMU-Molo

OFFICES	TELEPHONE NUMBERS
Accounting	336-5452
Administration	336-5449
Diagnostic Center	335-1825
Guidance / HR	337-7538
High School	336-5453
Marine Department	337-3860
Student Activity Coordinator	336-5876

Or you may dial 336-5451 and loc. Nos.

OFFICES	LOCAL NUMBER
Accounting	303 / 328
Administration	300 / 301
Business Department	315 / 305
Clinic	329
Discipline	327
Dormitory	332
Guidance	308 / 334
High School	325
Human Resource	318
Marine Department	306
Plant and Facilities	309
Registration	307 / 316
Quality Assurance	304

ACADEMIC PROGRAMS

HIGH SCHOOL

Junior High School

Admission Requirements

1. Form 138-A (student report card)
2. Certificate of Good Moral Character
3. Photocopy of Birth Certificate (PSA SECPA)
4. Four Pieces 1 x 1 ID Pictures

Senior High School

Academic Strand/Tracks

1. General Academic Strand (GAS)
2. Science, Technology, Engineering, and Mathematics (STEM)
3. Accountancy, Business and Management (ABM)
4. Pre-Baccalaureate Maritime Specialization
5. Technical-Vocational (TECH-VOC) - Maritime Specialization

Admission Requirements

1. Passed ISHIHARA color blindness Test for Maritime, Tech-Voc and Pre-Baccalaureate
2. Form 138-A or report card
3. Certificate of Good Moral Character
4. Certificate of Junior High School Completion
5. Photocopy of Birth Certificate (PSA SECPA)
6. Four Pieces 1" x 1" colored ID Pictures

Note: Junior High School completers of the Institution are only required to submit the original copy of their form 138-A or report card.

MARITIME PROGRAMS

PROGRAM	ACCREDITATION LEVEL STATUS
Bachelor of Science in Marine Transportation (BSMT)	Level IV - 1st Re-accreditation
Bachelor of Science in Marine Engineering (BSMarE)	Level IV - 1st Re-accreditation

Admission requirements

1. Academic Qualifications:
   a. Senior High School graduate
   b. Students who graduated in High School on or before June 2016, may undergo bridging program for the general education component in order to ensure college readiness under the new higher education curricula (CMO No. 10, S. 2017).

c. First, second, third, fourth, fifth, sixth year college students under the old higher education curricula who stopped schooling and intend to re-enroll by June 2018. (CMO No. 10, S. 2017)

2. Admission Test
   1. IQ Test
   2. Psychological Test (I.Q., Personality, Aptitude)
   3. Math, Science and English Aptitude (Diagnostic/Entrance) Test
3. Physical and Medical Fitness Test
   a. Good eyesight with normal color perception (passed Ishihara Test for Color Blindness)
   b. Pass normal results of the routine Physical Examination which includes
      - CBC
      - Stool
      - Urine
      - X-ray
   c. Negative Hepa-B Test Result
   d. Meet the requirements under Regulation 1/9, Section A-I/9 of the STCW Code:
      - have the physical capability, taking into account paragraph 5 below, to fulfill all the requirements of the basic training as required by section A-Vl/1, paragraph 2;
      - demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms;
      - have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board during the validity period of the medical certificate;
      - are not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health and safety of other persons on board; and
      - are not taking any medication that has side effects that will impair judgment, balance, or any other requirements for effective and safe performance of routine and emergency duties on board.

BUSINESS PROGRAMS

PROGRAM	ACCREDITATION LEVEL STATUS
Bachelor of Science in Customs Administration (BSCA)	Level II
Bachelor of Science in Business Administration (BSBA)	Level II
Bachelor of Science in Cruise Ship Management (BSCSM)	Level II
Bachelor of Science in Information Technology (BSIT)	Level II
Bachelor of Science in Tourism Management (BSTM)	Level II

Admission Requirements

1. Senior High School Graduate
2. Passed the Entrance Exam
3. Good scholastic record as reflected in the Form 138-A/ Transcript of Records or its equivalent transfer eligibility duly signed by the Principal or Registrar of the school last attended.
4. Hepa-B Test (HRM and CSM)
5. Certificate of Good Moral Character

Note: Registration or enrollment in absentia for all First Year students or transferees is not allowed.

GRADUATE SCHOOL

A. Admission Requirements

1. Accomplish the registration form;
2. Submit the following:
   a. honorable dismissal form/ transfer credential
   b. photocopy of latest official transcript of records from school last attended
   c. certification of work experience (optional)
   d. permit to study (if employed)
   e. two copies of passport-sized picture
3. Pass the qualifying examination given by the Graduate School; and
4. Pass an oral interview with the dean

B. Admission Criteria

The following are the primary criteria in determining admission to the Graduate School:

1. Academic capability as evidenced by the grades reflected in the transcript of record presented;
2. Marked manifestation of motivation for completing the program;
3. Marked manifestation of high-level maturity;
4. Potential contribution to the classes and to the graduate program;
5. Relative moral and physical fitness; and
6. Proficiency in the English language.

C. Admission to the Masteral Program

1. Must have completed a regular undergraduate program and earned a bachelor's degree; and
2. Must have a general weighted average of at least 2.00 or its equivalent

in the undergraduate program.

D. Admission to the Doctoral Program

Applicants for admission to the doctoral program must meet the following requirements:

1. Must have earned a marine-related master's degree with a general weighted average of at least 1.50 from a school of good standing; and
2. Must have adequate marine-related work experience.

TESDA COURSES

Courses Offered:

- Shielded Metal Arc Welding NC I
- Shielded Metal Arc Welding NC II
- Cookery NC II
- Food and Beverage Services NC II
- Bartending NC II

Admission Requirements:

High School Graduate/High School Level

1. Form 137
2. Original High School Diploma – Original
3. Good Moral Certificate
4. Original result of NCAE or YP4SC

College Level/Undergraduate

1. Certificate of Transfer Credential
2. Original Certificate of Good Moral Character – Original
3. Original College/High School Diploma– Original
4. Certificate of Training
5. Drug Test Certificate issued by DOH-accredited hospital or clinic

TESDA enrollees are required to submit the following:

1. White long folder with plastic cover
2. Original PSA SECPA Birth Certificate
3. Original Barangay Clearance
4. 9 pcs. Passport Size picture TESDA standard with collar and white background
5. 2 pcs. 1x1 picture with collar and white background
6. Original Police Clearance/NBI Clearance
7. Health Card/DOH Certificate

ACADEMIC MATTERS

ACADEMIC REGULATIONS

Transferees

All transferees from other schools with acceptable average grade and have met the entry requirements are qualified to enroll.

Cross Enrolment

Cross enrollment is allowed only for graduating students whose requisite subjects are not currently offered in the Unit subject to approval of the Dean and the Registrar.

Foreign Students

As per Manual of Regulations for Private Schools, 4th. Edition, p. 133, "no student coming from a school in a foreign country shall be admitted without the prior authority from the Commission on Higher Education (CHED) for college students and the Department of Education (DepEd) for the high school students". In addition to the conditions for admission of a foreign student into any degree program provided by law and the policies and rules of the Commission, it must be shown that the foreign student has the means sufficient to support his education or study in the Philippines (Sec. 82, p. 61 of the CHED Manual of Regulations for Private Higher Education, 2008).

Summer Classes and Summer Studies in Other Institutions

A summer class is open to irregular students who have failed courses in the previous semester or to those who wish to take advance courses with the intention to become a regular student or to graduate on the succeeding semester.

Only a maximum load of nine (9) units is allowed.

Crediting of Subjects

Crediting of courses earned from the previous school shall be governed by the following guidelines:

a. Only courses which are similar or strongly akin to the course title/ description and units required of the program must be credited;
b. For Maritime Program, at least Level I accredited status of the program from the school of origin. Failure to meet this requirement shall be governed by the "Back to Zero" policy.

Subject Loads

1. Full Load
   A full load means taking the number of units prescribed in the curriculum for the semester for college or the whole year for the high school.

2. Overload

   Upon discretion of the Higher Education Institution, a graduating student maybe allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term (Sec. 92, p. 66 of the CHED Manual of Regulations for Private Higher Education, 2008).

Pre-requisite Subjects

Courses with pre-requisite must be taken in correct sequence. Any violation of this regulation shall not earn any credit.

As a general rule, a student shall not be permitted to take any advanced courses until he/she has satisfactorily passed the prerequisite course/s). However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the conditions as follows:

a. when the pre-requisite is a repeated subject;
b. when the student has superior scholastic standing;
c. when a student is graduating at the end of the school term; and
d. when it is approved by the Dean or any authorized academic (Sec. 91, p. 65 of the CHED Manual of Regulations for Private Higher Education, 2008).

Adding, Changing, and Dropping of Subjects

Changing, dropping, and adding of courses shall be done on the last two days of the second week of the official start of classes for justifiable reasons. Valid reasons include changes in schedules of subjects resulting in conflicts, failure in prerequisite subjects, and other similar reasons.

Likewise, withdrawal of enrolment shall be done within two weeks after the start of official classes for justifiable reason/s.

A "Changing, Dropping, Adding, and Withdrawal Form" shall be used with the approval of the Dean of the department or college where the student belongs with copy furnished to the Registrar's and Accounting's offices.

Retention Policy

(Applicable to Tertiary Programs only; Basic Education Programs, please refer to specific DepEd guidelines)

Any student except graduating who has three (3) failing grades at a time (i.e within a semester) will not be allowed to continue the program.

Students with failing grade/s shall be deloaded equivalent to the number of course credit units that he/she failed. "Dropped" mark shall not be considered as a ground for deloading of units enrolled.

However, any unit or department, upon its discretion, can raise its retention scheme, but could not lower it below the minimum requirements.

Attendance and Tardiness

A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term shall FAIL and earn no credit for the course or subject except in the instances as follows:

When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping-up with lessons, assignments and examination. A faculty member may exempt a student who incurs absences beyond the twenty percent (20%) limit, but with the approval of proper school authority (Section 101, p. 69 MORPHE 2008).

a. Students are expected to attend all classes regularly. When absent, the student is responsible for all activities and assignments given during his/her absence.
b. Students shall be required to submit an appropriate output on the topic missed regardless whether the absence is excused or unexcused.
c. Students who were sick and treated at home must inform the Office of the Dean or the Guidance Office by all means.
d. All absentees must present a Letter of Excuse signed by the parents/guardians or must secure a medical certificate to be presented to the instructor concerned. It is discretionary on the part of the instructor to consider an absence excused or unexcused.
e. Tardiness is not tolerated. A late of more than 15 minutes in the first period class is considered absent. Class hours missed due to late registration are considered as absences. Anyone who leaves the room without permission is also considered absent.

Policy on Examinations

Quizzes

Quizzes are formative short pre or post lesson evaluations designed to determine the students' progress at the end of the topic or unit, and their readiness for the next lesson or module.

It may also be given to determine the self-learning progress of the student when homework, assignments and researches, or self-study have been required.

These indicators are appreciated by the teacher and are made part of the grade of the student for the period.

Quizzes or formative test should be given at least three times per periodical term to ensure proper monitoring of students' learning.

Periodic Examination

Periodic examinations are summative tests used to monitor learning outcomes. For the regular term, there are three periodic examinations and grading periods; the Prelim, Midterm, and Finals. Unit or chapter test may also be considered as component of summative tests.

During summer term, only midterm and final examinations are given or required. Such examinations are scheduled and are reflected in the school calendar. The schedule should be observed in consideration of the students'

study load.

An examination permit, which is secured from the Accounting Office, is required for every periodic examination. This is to be presented to the examination proctor of every subject.

Please refer to the respective Program Manuals for a specific work process.

Special Examinations

Special examinations are given to students who, for valid reasons, failed to take the scheduled periodic examinations. It is scheduled one (1) week after the regular examination dates.

Unless for exceptional cases, no examination will be given other than the regular and the special schedules.

Special examinations are given by the faculty concerned. If for any valid reasons, the faculty is unable to give the special examination, the Dean, the Program Head, the Subject Area Head, or teacher in-charge of the faculty concerned shall administer the test, in that order.

Completion Examinations

Completion examinations are given to college students who failed to take the final examination for justifiable reasons.

Usually an incomplete (INC) mark can be processed anytime the student is prepared to take the completion examination within one year. An INC mark automatically becomes a failing mark after one academic year.

To process the completion of incomplete grade, a form is requested from the Dean's Office, filled-up properly and the established routing is followed. The Dean's Office shall give the student his/her examination and the result will be duly recorded and indicated in the form.

Results of special or completion examinations can be made available only after they are properly recorded and noted by the Dean.

Appeal, Remediation, and Re-sit

Students who got a failing grade in the final term may file an appeal for review/re-sit.

1. **Applies for re-sit**
   Student with failing final grade report to the teacher and submit application for re-sit.
2. **Proceeds to AAO for re-sit**
3. **Undergoes removal examination**
   Student re-takes final summative examination.
   Student is allowed up to a maximum of three re-sits.
4. **Reflects the passing Final Grade**
   AAO submits the re-sit result to the faculty for recording.
5. **Submits gradesheets**

Policy on Cheating

Honesty and integrity in the conduct and taking of examination is strictly adhered to. As such, policies on and consequences of cheating are discussed as part of the class orientation and classroom guidelines at the start of every semester.

All cases of cheating shall be reported to the Dean of the College being the Head of the Cheating Mediation Committee.

For classroom/formative tests, the course instructor reports the cheating incident to the Dean, who will then call the erring student for investigation. If the instructor and the student agree on the sanction in the presence of the Dean, their agreement shall be documented and carried out. However, if they could not settle amicably, the case shall be referred to the Mediation Committee for deliberation.

For cheating during periodic/summative examination, the incident shall be reported by the proctor using the Cheating Incident Report Form, in which the case shall directly be referred to the Mediation Committee. For cheating incidents to be deliberated by the Mediation Committee, the parents/guardian of the erring students are informed accordingly and invited during the deliberation.

Results of the committee deliberation shall be documented and shall form part of the students' record.

Mediation Committee on Cheating Incidents

Chairman	- Dean of the College
Co-chair	- SAS Head
Members	- Program Gead/Course Area Head
	- Head of Discipline
	- Course Instructor
	- Examination Proctor
	- President, Department Student Executive

ENROLMENT PROCEDURE

Enrolment for New Students

1. **Issues Enrollment Checklist**
   Medical Clinic issues Enrollment Procedure.
2. **Assigns Student Number**
   Information System / MIS encodes data for student profile.
3. **Gathers Credentials**
   Guidance Office:
   a. Checks and receives photocopies of credentials
   d. Collects 2x2 ID picture
5. **Registers with NSTP**
   NSTP registers student in either:
   a. ROTC
   b. CWTS
   c. LTS

6. **Collect Down Payment & Prints Registration Form**
   Treasury receives down payment and prints registration form with subject enrolled.
7. **Gathers all Requirements and Approves Official Enrollment**
   Office of the Registrar checks and gathers the following documents:
   a. Form 138 for high school graduate or Certificate of Transfer Crendentials for transferee
   b. NSO Certificate of Live Birth
   c. Medical/Psychological Results
   d. Enrolment Checklist/Procedure
   e. Registration Form
   f. 2x2 ID Picture
8. **Issues ID**
   MIS takes picture and Issues ID.
9. **Request for Changing, Dropping, Adding, and Withdrawal of Subjects**

Enrolment for Old Students

1. **Submit Grades**
   Dean's Office issues grades, Student complies deficiencies, if any.
2. **Evaluates Credited Subjects**
   Students on probation shall sign probationary form.
   Students who do not meet the retention requirements shall be denied admission.
3. **Undergoes Physical Examination**
   (If not in a Maritime Program, proceed to next step.)
   Students who do not comply with medical requirements shall be denied admission.
4. **Issues Enrolment Procedure**
   Medical clinic issues enrolment procedure.
5. **Appraises Subject Loads**
   Dean's office appraises and determines subject loads/sequence.
   Registrar approves request for overloads, if any.
6. **Verifies Old Accounts**
   Accounting office verifies old accounts.
7. **Collects Down Payment and Prints Registration Form**
   Treasury receives down paymnet and issues registration form with subjects enrolled.
8. **Gather all Requirements and Approves Enrolment**
   Registration checks and receives the following:
   a. Registration Form and credentials
   b. medical results
   c. enrolment procedure/checklist
   Registrar approves official enrolment.

9. **Issues/Renews ID**
   MIS renews ID.
10. **Request for Changing, Dropping, Adding, and Withdrawal of Subjects**

Enrolment for Transferees

1. **Accredits Subjects**
   Dean's office:
   a. accredits subjects taken from other schools, if any
   b. appraise and determine pre-requisite subjects and subject loads
2. **Undergoes Medical/Physical Examination**
   (If not in a Maritime Program, proceed to next step.)
   Students who do not comply with medical requirements shall be denied admission.
3. **Issues Enrolment Procedure**
   Medical clinic issues enrolment procedure.
4. **Assigns Student Number**
   Information System / MIS encodes data for student profile.
5. **Gathers Credentials**
   Guidance Office:
   a. Checks and receives photocopies of credentials
   b. Collects 2x2 ID picture
6. **Collects Down Payment and Prints Registration Form**
   Treasury receives down payment and prints registration form with subject enrolled.
7. **Gather all Requirements and Approves Enrolment**
   Office of the Registrar checks and gathers the following documents:
   a. Form 138 for high school graduate or Certificate of Transfer Crendentials for transferee
   b. NSO Certificate of Live Birth
   c. Medical/Psychological Results
   d. Enrolment Checklist/Procedure
   e. Registration Form
   f. 2x2 ID Picture
8. **Issues ID**
   MIS takes picture and Issues ID.
9. **Request for Changing, Dropping, Adding, and Withdrawal of Subjects**

GRADING SYSTEM

The performance of the student is marked after each grading period. Every periodic examination constitutes one grading period. The grade of the students for every grading period is based on his/her scholastic performance. An instructor may conduct a removal examination/re-sit if he/she finds that the results need reconfirmation or revalidation.

Copies of periodic grades are available at the Dean's Office, ten (10) calendar days after the regular examinations. However, instructors are required to announce the results directly to the students.

GRADING SYSTEM FOR MARITIME PROGRAMS

Bases for Grading

The bases for grading of student is based on CMO 67, s. 2017, Section 27.1 which states that, "The final grade or rating given to a student shall be based solely on scholarly performance in any course. Any adjustment or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Any final grade given to a student may be reviewed in accordance with institutional academic processes".

Scholarly performance is measured by using the following components:

1. Lecture Component
   a. Written Examinations
   b. Oral Examinations and Research works
   c. Outputs such as project, portfolio, and others
2. Laboratory Component
   a. Scientific and Technical Experiments
   b. Demonstration of competences acquired

Components for Grading

- **Formative Tests:** Quizzes, Classroom Activities (Recitation/ Seatwork/ Boardwork /Assignments / Projects/ Portfolios), Research Work
- **Summative Tests:** Prelim, Midterm and Final Examinations
- **Laboratory:** Experiments, Performance Tasks/Demonstration of Competence

Bases for Grading of Non-Laboratory Subjects

Components for Grading	Weight of the Components
Formative Tests	40%
Summative Tests	60%
Total	100%

Bases for Grading of Lecture with Laboratory Subjects

Components for Grading	Weight of the Components
Formative Tests	28%
Summative Tests	42%
Laboratory	30%?
Total	100%

Bases for Grading of Physical Education (P.E.) Subjects

Components for Grading	Weight of the Components
Formative Tests	12%
Summative Tests/ Practical Activities	18%
Laboratory/Practicum	70%
Total	100%

Bases for Grading a Research Subject

Components for Grading	Weight of the Components
Formative Tests (Quizzes, Required Outputs)	40%
Summative Tests	60%
Total	100%

Computation of Grades

Formula for the Computation of Final Grade

Regular Contact Courses

Final Grade = (Prelim (20%)) + (Midterm (30%)) + Tentative Final (50%))

Modular/e-Learning Courses

Final Grade = ((Midterm (40%)) + Tentative Final (60%))

Computation of Final Grade in Research Course

Components for Final Grade	Weight of the Components
Tentative Final Grade	50%
Research Output	50%
Total	100%

Summer Grade

Final Grade = ((Midterm (40%)) + Tentative Final (60%))

Percentage (%) is used in determining and expressing a student's raw score in every examination. The table shows the range of percentage marks and their correspomding point grade equivalents.

Percentage Grade	Descriptive Rating	Point Grade
97-100%	Outstanding	1.00

94-96%	Excellent	1.25
91-93%	Very Superior	1.50
88-90%	Superior	1.75
85-87%	Very Good	2.00
80-84%	Good	2.50
75-79%	Fair/Passed	3.00

Below 75% - 5.00
INC - Incomplete
Drpd - Dropped
NG - No Grade
W - Withdrawn

GRADING SYSTEM FOR BUSINESS PROGRAMS

Computation of Grades

Regular Semester

Prelim	100%
Midterm	100%
Tentative Finals	100%
Final Grade	20% (Prelim) + 30 (Midterm) + 50% (Tentative Finals)

Summer Classes

Midsummer	100%
Tentative Finals	100%
Final Grade	40 (Midsummer) + 60% (Tentative Finals)

The passing score of Lecture (Knowledge-based) is 60% while that of the Laborator (Skills-based) is 75%.

Computation of Grades for BS Cruise Ship Management

Lecture Subjects

CLASS STANDING	20%
ASSESSMENT TASK/S	
• Quiz and other assessments	40%
• Periodic Exams	40%
TOTAL	100% (Note: Passing Grade is 75%)

Laboratory Subjects

CLASS STANDING	20%
LABORATORY	30%
ASSESSMENT TASK/S	
• Quiz and other assessments	25%
• Periodic Exams	25%
TOTAL	100% (Note: Passing Grade is 85%)

Grading Remarks

Incomplete (INC)

An Incomplete (INC) grade/remark is given for non-compliance of course requirements or failure to take the final examination.

Students may take the final examination and/or comply with certain requirements within one (1) year after the date of the final examination.

If the student fails to complete his/her deficiencies within one (1) year, the "INC" mark automatically becomes a "FAILED" mark.

A student with such deficiency shall not be allowed to take the succeeding subject/s in which the subject with "INC" mark is a pre-requisite.

A student is charged a completion fee per subject for the completion of his/her requirements or for the examination.

Dropped (DRPD)

A "DROPPED" mark shall be given to a student who officially drops the subject due to justifiable reasons before the Midterm examination.

A student is not allowed to drop a subject after he/she has exceeded the allowable number of absences. A failing grade shall be given.

Dropped subjects are treated as academic deficiencies and places a student under pertinent policies on retention and admission.

Withdrawn (WDN)

This is applied to students who have officially withdrawn their enrolment any time before the end of the registration/enrolment period or within thirty (30) days after the start of classes for valid reasons. A remark of "Withdrawn" shall be reflected in the grade sheet.

Withdrawals in the middle of the semester for justifiable reasons may also be allowed. Such withdrawals shall be supported by an official letter

subject to the approval of the Dean in consultation with the teachers and with their parents/guardians' consent for students. In this case, a remark of "Withdrawn" shall be also reflected in the grade sheet, so as not to deprive the student of an academic award.

SEAGOING SERVICE FOR BSMT AND BSMARE PROGRAMS

Onboard Training of Shipboard Training as a requirement for the BSMT and BSMarE Programs is a mandatory minimum requirement for every candidate for certification as an officer in charge of a navigational watch of ships of **500 gross tonnage or more** and for every officer in charge of an engineering watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room of ships powered by main propulsion machinery of **750 kW or more**. Shipboard Training pertains to the seagoing service covered by STCW '78, as amended.

ENROLMENT OF THE SHIPBOARD TRAINING BEFORE EMBARKATION

1. **Submits required documents**
   Transcript of Records for Shipboard Training Purposes, CAR certification, Certificate of attendance in SBT, TRB, DJ orientation, and other pertinent documentary requirements.
2. **Enrols shipboard training**
   Student pays downpayment for shipboard enrolment; STO facilitates insurance for domestic shipboard training.
3. **Acquires TRB/DJ**
4. **Reports for final briefing**
   Cadet is re-oriented on requirements for shipboard training and monitoring.
5. **Embarks for shipboard training**
   Parents/Guardians are informed to furnish STO copies of pertinent documents.

EDUCATIONAL TOURS AND FIELD TRIPS

College of Business

The College of Business has included educational tours, navigational trips and field trips in the curricula in order to broaden the student's learning opportunities and feel of the real world.

Refer to specefic syllabus for each program.

Rules and Regualtions for Educational Tours, Navigational Trips and Field Trips

An educational tour, a navigational trip or field trip is an opportunity to explore new places, ideas and cultures. It broadens students' learning opportunities and gives them a feel of the real world. The fun and adventure of travel is experiencing different ways of eating, living, thinking and working. Because of these differences, and for the safety of students, JBLFMU-Molo has set some important rules and guidelines in compliance to pertinent CHED and DepEd policies and guidelines.

Pre-Departure Orientation Seminar (PDOS)

All students and faculty-in-charge are required to attend a pre–departure orientation seminar to be conducted by the concerned Program head and/or SBT/OJT Coordinator together with the travel agency handling the tour.

The following will be taken up:

- rules and regulations for educational tours, navigational trips and field trips
- tour/trip itinerary
- risk assessment and emergency procedure
- learning journal and trip evaluation to be accomplished by students
- assessment report to be submitted by faculty-in-charge

All students are required to submit their:

- medical release from duly signed by parents and,
- duly notarized parent/guardian consent on or before the pre-departure orientation seminar.

Groupings of students and their respective faculty-in-charge will be set. Bus seating, cabin or bunk on the ship, and hotel rooms will likewise be assigned as applicable.

Students who cannot join the educational tours, navigational trips and/or field trips shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieve other learning objectives. (CMO 17, series of 2012, Article V, Section 8)

Ship, Airplane, and Bus Behavior

All students participating in the tour are expected to follow the norms of conduct and discipline of JBLFMU-Molo and the carrier whether it is a ship, an airplane or a bus. Safety and security is of utmost importance, thus travelling under the influence of alcohol, smoking, gambling and carrying/possession of weapons are strictly prohibited. Cleanliness must be observed at all times. The ship, airplane, bus and terminals must be kept neat and clean. All garbage shall be disposed of in an appropriate manner. Unruly behavior will not be tolerated. Noise should be kept to a minimum so other passengers will not be disturbed. A student will be held responsible for any all damage he/she cusses. Every student has an assigned seat or bunk or room/cabin. They are advised to be in their assigned area whenever the faculty-in-charge makes a headcount or conducts room inspections.

Hotel Behavior

Students must treat their hotel room with respect and keep it neat. Occupants of the room will be held responsible for any and all damage to the room they are using. Be mindful of noise in hotels, especially at night. Do not run in the hallways or slam doors! Other guests are trying to sleep. Except with the expressed permission of the faculty-in-charge, no student is allowed to leave the hotel grounds for any reason, or use the hotel pool, hot tub or sauna.

Lost or Stolen Items

Students are responsible for their own belongings. Keep all valuables with you at all times. Report any missing items directly to the manager of the facility in which you think the item was lost or stolen.

Staying Together

It is imperative that students stay together at all times. No one may go anywhere alone for any reason whatsoever. It is of the utmost importance that your faculty-in-charge knows where you are at all times. Remember you are a part of group. Always be on time for scheduled activities and departures. It is unfair to keep others waiting and you don't want to miss a thing!

Breaking out in Smaller Groups

There are certain parts of your tour when your faculty-in-charge may permit you to break off into smaller groups. If that is allowed, you must stay in groups of at least three or four. The faculty-in-charge will also give explicit instructions as to where and with whom you are going and on the time and place of your return.

Family Visits

Should you wish to visit a family member or friend while on tour, a letter signed by your parents or legal guardian must be in the possession of your faculty-in-charge at the time of the proposed visit. Your faculty-in-charge must also agree to this visit. In all other instances you are expected to take your meals with the group and to participate in all activities. In no case is anyone allowed to sleepover with the relatives. Everyone is expected to strictly follow curfew.

Curfew

All students are required to be in the hotel rooms at a time to be determined by the faculty-in-charge.

Use of Official Transportation Only

Other than the official ship, airplane, bus or vehicle to be used during the tour or trip, it is not permissible for any student to use private automobile or other carriers during the tour.

Alcohol or Controlled Substances

Any student possessing or using alcohol, or drugs or weapons of any sort will

be subject to disciplinary action as determined by the Conduct Board.

Common Sense and Courtesy

You must be mindful of your own safety and well being throughout the tour and use your own good judgment at all times. You are responsible for your possessions as well as for your behavior and will be held accountable for them.

Defriefing and Submission of Post-Tour Requirements

All tour participants are required to attend the debriefing session and submit filled-up learning journal an evaluation of the trip.

Note: There rules are the minimal guidelines for your trip. Your faculty-in-charge might have additional regulations as well. Except as otherwise stated above, an infraction of the above rules will generally result in a text message to the student's parents and/or filing of a complaint before the conduct board when gravity of the infraction so dictates. Further infractions may result in the student being sent home at parental expense.

GUIDELINES ON CURRICULAR AND NON-CURRICULAR OFF-CAMPUS ACTIVITIES

To supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with the specific degree program requirements, JBLFMU conducts Off-Campus activities.

Local

The activities shall include but not limited to the following:

A. Curricular
   - Educational Tours / Field Trips
   - Participation and / or attendance in degree program-relevant events
   - Field study / experiential learning / related learning experience

B. Non-Curricular
   - conventions, seminars, conferences, symposiums, trainings, team building retreat, recollection, and the like
   - volunteer work including peer helper programs, relief operations, community outreach and immersion
   - advocacy projects and campaigns
   - participation in sports activities
   - activities initiated by recognized various student groups
   - interschool competitions/tournaments or
   - culture and arts performances and competitions

Policies and Guidelines on Local Off-Campus Activities (CMO # 63 Series 2017)

1. The institution shall designate a personnel-in-charge (PIC) with appropriate qualifications and experiences related to off-campus

activities. PIC must be an employee of the Institution. He /she must have an appropriate first-aid and medical emergency training from an accredited service provider.

2. Consultation to concerned students, parents and faculty on the finalization of activities, destination, schedule of activities and fees. This is not applicable to BSMT and BSMarE navigational trips.
3. The PIC shall prepare a risk assessment and emergency preparedness plan.
4. Ensure a 1:35 up to 1:50, PIC to student ratio for the curricular activities.
5. Ensure safety and welfare of mobility of students through the following transportation vehicles:
   - Owned vehicle – must have valid and updated registration and insurance coverage. The driver must have an updated and valid driver's license and roadworthiness assurance.
   - Third party or sub-contracting – must have updated/valid documents of registration, insurance coverage. The driver must have an updated and valid driver's license and roadworthiness assurance. LTFRB franchise must be updated and valid. Travel and Tour Operator must be duly accredited by the Department of Tourism.
6. Students should be required to submit a written consent of parent/s or guardian and medical clearance, if appropriate
7. The faculty in charge must provide parallel activities for curricular activity that can provide a similar knowledge and/or competencies to students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities.
8. Students or learners with special needs shall be given due consideration.
9. Conduct of off-campus activities shall not duly benefit or accommodate any establishments owned by the Institution or CHED employees and officials or an owner who is a relative within the third civil degree of consanguinity or affinity.
10. The destination and schedule of off-campus activities should be relevant to the subject matter and practicability should be considered in deciding for the destination. (CMO #11 s.1997).
11. Level II accredited programs are exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance duly notarized, certified correct by the PIC, recommending approval by the dean and duly approved by the Administrator, 15 days before the activity.
12. Submission of reports to CHED shall not be required for non-curricular off-campus activities and field study/experiential learning / related learning experience activities. However, posting of activities in conspicuous places and university's website is required.
13. Imposition of sanctions for non-performance or violation of rules and regulations should be in accordance with the school policies.

Requirements:

Steps	Audit Evidence	Person Responsible
A. Before the off-campus activity 1. Curriculum – should include the off-campus activity with corresponding unit credit and time allotment whether lecture or laboratory hours, specifying course title and unit credit.	Curriculum, Syllabus	Dean
2. Consent of the parents or student's guardian duly notarized / subscribed.	Duly notarized / subscribed consent	PIC
3. Medical clearance of the student – if appropriate only, duly signed by the school physician.	Medical clearance	School physician
4. Designated PIC – designated by the program head duly approved by the dean and administrator. The designation must include the PIC's role and responsibilities before, during and after the off-campus activity.	PIC appointment	Administrator
5. The institution must provide a complete first-aid kit	First-aid kit	PIC
6. Approved fees should have a breakdown of fund.	Schedule of fees	Accounting
7. Insurance provision either group or individual.	Insurance policy	Accounting

8. Transportation owned or franchised.	With updated and valid documents • drivers' license • updated vehicle registration • insurance coverage • assurance of road worthiness • certificate from LTFRB • travel and tour operator certificates by DOT • certification from LTFRB if transportation is out of route	PIC
9. The Institution must coordinate with LGUs / NGOs.	Copy of letter sent to LGUs/NG and the acknowledgement letter	PIC
10. Pre-departure Orientation Seminar (PDOS).	Minutes and attendance sheets	PIC
11. Letter to parents, students, and faculty companion shall be given one month before the scheduled date.	Letter to parents, students and faculty companion	PIC
12. Appointment letter and conformed by the PIC. Or confirmed?	Conformed appointment letter	Administrator/ HR
13. Itinerary and handy information materials and standard format of learning journal for/to students.	Brochure, schedule of activities	PIC
14. Emergency Preparedness Plan for students and stakeholders.	Emergency Preparedness Plan	PIC/Safety Officer
B. During the off-campus activity 1. List of PICs and attendance.	Attendance sheet	PIC
2. List of students and/or attendance.	Attendance sheet	PIC
3. Contract of service with the third party.	Contract	PIC/ Administrator
4. Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	Program of activities	PIC
C. After the off-campus activity 1. Duly filled-up Learning Journals of students.	Learning journal	PIC
2. Assessment report by the faculty including the breakdown of expenses.	Assessment Report and liquidation	PIC
3. Report on debriefing program conducted.	Debriefing Program Report	PIC

POLICIES AND GUIDELINES ON STUDENT INTERNSHIP ABROAD PROGRAM (CMO # 22 S. 2013)

To ensure the safety and well-being of students while providing those learning opportunities and cross-cultural training and skills enhancements in reputable companies and establishments in various parts of the world guiding principles are determined.

Student Requirements:

1. He/She must be a Filipino and a bonafide student of John B. Lacson Maritime University.
2. For BS degree, he/she must have completed 75% of professional units or graduating student.
3. The student with associate degree must at least have 50% of total credit units.
4. The student must have passed the pre-practicum/internship requirements.
5. The student must have passed the physical and psychological examinations as certified by DOH accredited clinics or hospitals.
6. The student must have the written consent from parents/guardian.

Student Responsibilities:

1. The student must sign and comply with the provisions of the internship contract, including the rules and regulations of the CHED, the school, and Foreign Host Establishment / Organization;
2. The student undergoes the required orientation internship program conducted by JBLF and FHE/O;

3. The student must report personally to the Visa or Consular Officer of the nearest Philippine Foreign Service Post within a week upon arrival;
4. The student must keep a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on a monthly basis to the faculty member or any authorized coordinator.
5. He/she must complete the agreed duration of his/her internship.
6. He/she must submit to the school the terminal report and other school requirements upon completion of the internship training; and
7. He/she must report to CHED through the nearest Philippine Foreign Service Post any complaints or grievances.

Parent/guardian Responsibilities:

1. The parent/guardian must co-sign the Internship Contract to manifest approval or consent.
2. He/she attend the pre-departure seminar or orientation together with the student.

Violations of student:

1. Any act in violation of the school's rules and regulations;
2. Any act in violation of the FHEs/Os rules and regulations in accordance with the internship program; and
3. Any act in violation of the laws of the host country.

Sanctions:

Any violations made by the student maybe subjected to sanctions in accordance with the school's rules and regulations.

ACADEMIC HONORS AND AWARDS

To qualify for academic honors, a student must obtain a General Weighted Average (GWA) grade of at least 85% with no grades lower than 85% in any of his/her academic course, and 80% in NSTP.

A committee on Honors and Awards is created as part of graduation committees to handle the computation and deliberation of high performing students.

The complete list of special awards for graduating and non- graduating students, its criteria and the manner of computation are found in Honors, Awards, and Citations Manual.

Graduation Honors are given to graduating students who completed a minimum of at least 75% of the required subjects of the program in the college.

The appropriate graduation honors, the prescribed general weighted average grade, and the minimum final rating in any subject for the entire duration of the course, shall be:

a. **SUMMA CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 95% - 100% with no grades lower than 93% in any of his/her subjects.
b. **MAGNA CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 90% - 94.9% with no grades lower than 90% in any of his/her subjects.
c. **CUM LAUDE** – the candidate must have a General Weighted Average (GWA) grade of 88% - 89.9% with no grades lower than 85% in any of his/her subjects.

For students with Completed Academic Requirements (CAR), the equivalent distinctions shall be used:

a. **WITH HIGHEST HONORS** – the candidate must have a General Weighted Average (GWA) grade of 95% - 100% and above with no grades lower than 93% in any of his/her subjects.
b. **WITH HIGH HONORS** – the candidate must have a General Weighted Average (GWA) grade of 90%-94.9% with no grades lower than 90% in any of his /her subjects.
c. **WITH HONORS** – the candidate must have a General Weighted Average (GWA) grade of 88% - 89.9% with no grades lower than 85% in any of his /her subjects

ISSUANCE OF ACADEMIC RECORDS

1. **Secures Request Form**
   Registrar's office issues request for school records form
2. **Process Clearance**
   Cleared by the following offices:
   - Deans Office
   - Library
   - Laboratory
   - Publication
   - Alumni
   - Accounting
   - Treasury
3. **Secures Statement of Accounts**
   Accounting office assesses fees and issues statement of accounts
4. **Pays Account**
   Office of the treasury issues official receipt
5. **Submits Request for School Records**
   Registrar's office checks and verifies student's redords and schedules its release
6. **Releases Records**
   Registrar's Office releases records

TUITION FEES AND OTHER FINANCIAL MATTERS

POLICY ON REFUND

A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other schools fees in full or for any length longer than one month maybe charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes. however, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance.

INSURANCE PLAN

Scope and Coverage

- Accidental Death & Disablement
- Permanent & Total Disability
- Unprovoked Murder & Assault
- Motorcycling Cover
- Medical Reimbursement due to Accident
- Burial Benefit due to Natural Causes
- Daily Hospitalization Benefit due to Accident (Maximum of 31 Days)
- Daily Hospitalization Benefit due to Natural Cause (Maximum of 15 Days)
- Ambulance Assistance due to Accident
- Fire Cash Assistance
- Comprehensive General Liability (Premises and Operations Only)

How to Process Insurance Claims

Claimant may notify Insurer incase loss or injury occur within 30 days after the incident. Bleow are requirements for filing a claim.

For ***Bodily Injury and Medical Reimbursements;***

- Statement of Account
- Doctor's precription / Medical Certificate
- Police Report / Incident Report / Affidavit of Loss
- Official Receipt of Medical Expenses
- Medical Certificate
- Birth Certificate
- Photocopy of Student ID

For ***Death;***

- Doctor's Prescription / Medical Certificate
- Police Report / Incident Report / Affidavit of Loss
- Death Certificate
- Beneficiaries Requirements
  - * Birth Certificate of the immediate dependent
- Birth Ceritficate of the Insured
- Funeral Receipt
- Photocopy of Student ID

STUDENTS' RIGHTS AND RESPONSIBILITIES

In addition to those provided from under the existing laws, every student shall:

1. exert his utmost efforts to develop his potentials for service, particularly bundergoing an education suited to his/her abilities in order that he/she may become an asset to his/her family and to society;
2. uphold the academic integrity of the school and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
3. promote and maintain the peace and tranquility of the school by observing the rules and discipline, and exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel;
4. participate effectively in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;
5. exercise his/her rights or responsibilities in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others (Sec. 2, Rule III, p.13, BP No.232) ; and
6. responsible use of social media. (c/o EXCON)
7. abide by and live the core values of JBLFMU (page ii) and internalize the JBLFMU culture of Resilience, Excellence, Agility, and Leadership (page ii) to ultimately contribute to the harmony and progress of society.

GENERAL CONDUCT AND DISCIPLINE

The Foundation is committed to produce graduates having the attributes, core values, and culture of a Marine Officer and a professional.

Norms of Conduct and Discipline

The students, in the exercise of their rights and in the performance of their duties shall comply with the ideals of a gentleman and/or officer. All students shall comply with the rules, regulations, and instructions set by the school authorities. Students shall be duly notified of any change in the school Rules and Regulations.

Dress Code

The uniform represents the school; hence, it must be worn by every student with pride and dignity. Proper uniform includes the headgear, prescribed haircut, and complete and properly shined paraphernalia for the maritime students.

Non-maritime program students should wear their prescribed uniform properly. White undershirt is required provided it should not protrude outside the sleeve of the uniform. Dyed hair, fashion haircut, fashion earrings, pointed shoes for males, and the like, are not allowed except during school events. Pants should be of the prescribed cut.

Haircut Code

Maritime students must maintain the standard haircut of three inches side, five inches back and one inch top, white side wall (3" x 5" x 1"). Haircut inspection is conducted every first week of the month.

All male students of non-maritime programs are required to wear the two inches side, three inches back and two inches top hair cut(2" x 3" x 2"). Colored or dyed hair is not allowed.

Students who are not in their proper uniform and not in compliance with the proper haircut code are NOT allowed to enter the campus nor attend their classes.

Identification Cards

Students should wear their identification card when inside the campus. ID's are non-transferable. In case of loss, a notarized Affidavit of Loss or clearance from the Head of Discipline, Laboratory Head and/or Chief Librarian shall be submitted for re-issuance. School ID's should be surrendered to the Guidance Office after graduation.

Punctuality in Attending/Reporting to Classes

Students have 15 minutes allowance for lates/tardiness in the first period and five minutes in between periods thereafter. After the allowable time, they are marked absent.

Other School Rules and Regulations

1. Students must behave properly inside and outside the school campus and in their classes.
2. Students are expected to be respectful, courteous and polite to all school officials, teachers, employees, visitors, and fellow students/midshipmen.
3. Students are not allowed to attend their classes under the influence of liquor.
4. Students must maintain cleanliness of the classroom and surroundings. Vandalism and spitting are strictly prohibited.
5. Smoking inside the school campus is strictly prohibited. Students caught violating the anti-smoking policy shall be dealt with accordingly.
6. Students having no classes are not allowed to loiter around the corridors. They are encouraged to stay in the library, study benches or in the Student Center/Lounge during their vacant periods.
7. Observance of the traffic rules and regulations is highly encouraged.
8. Tattoos are prohibited.

Disciplinary Measures

Any midshipman/student who has committed infraction/s of the Rules and Regulations outlined in the preceding sections shall be brought before the Conduct Board and his/her case shall be duly heard.

Conduct Board

The Conduct Board is tasked with the following functions:

1. To take cognizance of and hear cases of infractions of the rules and regulations of the school.
2. To recommend sanctions to students found to have violated the rules and regulations of the school.
3. To observe due process in the discharge of its functions.

The Conduct Board is composed of a minimum of six (6) members to form a quorum chosen depending on the nature of the case:

Chairman	- to be appointed by the Administrator
Members	- Academic Deans
	- Registrar
	- Student Activity Coordinator
	- Head of Discipline
	- SSG/SEC President
	- SSG/SEC Adviser/s
	- PTA Representative
	- NROTC Commandant
	- Class Adviser/s of concerned student/s

- SAS Head/Guidance Counselor/Observer
- Chief of the Security Personnel

Sanctions:

1. **Expulsion.** A student may never be admitted to any college.This requires the approval of CHED/DepEd.
2. **Non re-admission.** The school reserves the right to refuse admission in the next semester/school year any student who frequently violates the Rules and Regulations and deliberately repeats an offense.
3. **Dropping.** A student may be dropped from the roster of students when after due investigation, he/she is found to have violated the Rules and Regulations of the school and the Commission on Higher Education/ Department of Education and the Laws of the Land.
4. **Non-issuance of the Certificate of Good Moral Character.** The school reserves the right to refuse the issuance of the Certificate of Good Moral Character to students who on record have committed any offense under Class A.
5. **Suspension.** The student may not be allowed to attend his/her classes for a number of days, not to exceed 20% of the prescribed school days. The parents or guardian shall be informed accordingly. He/she will report to the guidance office during the suspension.
6. **Make-up work.** An erring student may be given an extra work but allowed to attend his classes as usual.
7. **Warning.** A student who commits a minor offense for the first time is made to realize the grievousness and the consequences of the offense. Warnings are either made through:
   a. Verbal warning or reprimand; and
   b. Written reprimand, which becomes part of the student's official individual record.
8. **Demerit System.** A student found guilty of an act may be deprived of privileges such as invalidation of quizzes or examinations and disqualification from the enjoyment of certain privileges.

Category of Offenses:

Class A - Punishable by suspension 11-15 days suspension, dropping from the roster of students, non-re-admission, expulsion, or non-issuance of the Certificate of Good Moral Character.

1. Distribution and/or possession of prohibited/restricted drugs
2. Illegal possession of deadly weapons
3. Fighting resulting in serious physical injuries
4. Theft including stealing of school records, school property or personal belongings
5. Infliction of physical, emotional or moral harm on a person, assault of the teacher or any school authority within the school campus; hazing of fellow students; any public scandal, and the like.
6. Instigating and/or leading in concerted activities resulting to damage on school property, facilities,or injury on persons
7. Falsification/Misrepresentation like forging or tampering of school records and misrepresentation of the school in any outside activity and the like
8. Extortion and/or Bribery
9. Computer hacking and/or similar cyber offenses
10. Misconduct/insubordination/discourtesy including habitual disregard or willful violation of established school policies and disrespect to and non-compliance of orders issued by the school authorities and the like
11. Instigating or joining in subversive activities includes possession and distribution of subversive materials; organizing fraternities or gang's contrary to law and order; and provoking boycott or any other rebellious act against the management
12. All acts resulting to criminal offenses
13. Negligence resulting to loss of life and property

Class B - Punishable by suspension 6 -10 days and/or make-up work and in extreme cases, non re-admission or dropping from the roster of midshipmen/students

1. Immorality/Act of lasciviousness or malicious mischief
2. Possession or use of alcoholic drinks
3. Possession and distribution of pornographic materials
4. Fighting resulting in slight physical injuries
5. Drunkenness and attending classes under the influence of liquor
6. Vandalism, that is, damage to school property, facilities, posters, walls, etc., or writing graffiti on walls including name/s of school authority/ies
7. Deliberate display of rudeness to school authority and/or employees or by directly or indirectly insulting them by the use of malicious and foul language.
8. Having left behind during Navigational / field trips with no justifiable reasons
9. Gambling within school premises
10. Unauthorized use, abuse, or mishandling of school facilities beyond the knowledge of the school authority
11. Dishonesty/plagiarism/cheating which includes submission of fake documents in any official transaction, cheating during periodic examinations and during quizzes, or similar offenses
12. Misrepresentation or use of other student's identification card, representing another person in any major examination of the school and the like
13. Smoking

Class C - Punishable by demerits, warning, make-up work, suspension 1-5 days) and in extreme cases, non re-admission.

1. Misconduct like dirty jokes and vulgar actions or exhibiting obscene act; malicious and open use of foul language; and howling and wolf whistling to female faculty members, students and/or visitors
2. Littering like throwing of garbage anywhere, spitting in classrooms, corridors and alleys; urinating and defecating within the school premises other than the comfort rooms; or similar offenses
3. Malicious filing of complaints
4. Rumor mongering

Class D - Punishable by warning, demerits, make-up work and in extreme cases, suspension

1. Verbal fight or assaulting fellow students
2. Not wearing of proper uniform or sporting unauthorized haircut
3. Making noise leading to disturbance of some classes
4. Any form of unauthorized entry to the school campus like over the fence
5. Use of cellphones inside the classroom and electronic gadgets not related to instructional purposes
6. Wearing of earrings for male students
7. For maritime students, wearing the unnecessary trinkets while in school uniform

Justifying Circumstances

1. Self-defense. The following circumstances must be present.
   a. Unlawful aggression
   b. Reasonable necessity of means to prevent or defer
   c. Lack of sufficient provocation
2. Defense of brothers or sisters or relatives or strangers provided there is no ulterior motive

Mitigating Circumstances

1. The offender had no intention to commit so grave a wrong as that committed.
2. Sufficient provocation or threat on the part of the offended immediately preceded the act.
3. Acted upon on impulse so powerful as naturally to produce passion and confusion.
4. Voluntary surrender or voluntary confession before the presentation of evidence(s).

Aggravating Circumstances

1. Advantage of position in student government or student clubs
2. Committed in contempt of or with insult to school authority
3. Committed inside the school classroom or office or laboratory
4. With abuse of confidence or obvious ungratefulness
5. Recidivism
6. Previously punished for an offense of same or greater class or for two or more lesser offenses
7. Committed in consideration of a price or promise of a reward
8. Evident premeditation
9. Where there are more than two offenders who committed the act and hence considered as both liable to such commission having facilitated the act together.
10. Dishonorable/degrading/humiliating actions
11. Intoxication
12. Educational status for higher years

Students subjected to the Conduct Board proceedings and found guilty of an offense are automatically placed under probation.

Students' Complaints

A complaint may be made by a student by filling up a complaint/incident report form which can be secured at the SAS-Guidance office. A copy thereof shall be submitted to the Head of Discipline.

PROCEDURE ON RESOLVING STUDENTS' COMPLAINT

Steps	Audit Evidence	Person Responsible
1. Student fills up the complaint form which is available at the SAS-Guidance Office and returns the same after it is accomplished, within five working days from commission of the act complained of.	Accomplished complaint form	Guidance Counselor
2. The SAS Head forwards the complaint form/letter to the Head of Discipline and the latter calls for a meeting of all persons concerned. If the problem is solved, the case is then considered closed and records are kept on file by the Head of Discipline. (Copy furnish SAS).	Minutes of the meeting	SAS Head Head of Discipline Concerned persons
3. If no settlement is reached, the Head of Discipline then forwards the complaint accompanied by his report to the Administrator's Office.		Head of Discipline Administrator

4.	The Administrator appoints Conduct Board members or an AD-HOC Committee to investigate the matter.	Appointment	Administrator AD-HOC Committee
5.	The Conduct Board or AD-HOC Committee sends a copy of the complaints to the respondent who will answer the same within three days from receipt thereof.		Conduct Board AD-HOC Committee
6.	The Conduct Board then schedules its hearing to give each party the opportunity to be heard. Due process shall be observed at all times. No lawyers or counsels shall be allowed during the conduct of the hearing.	Minutes of the meeting	Conduct Board AD-HOC Committee
7.	The Committee submits results of deliberation and recommendation to the office of the Administrator for information and reference.	AD-HOC Committee report	Administrator
8.	An appeal can be made to the Administrator with regards to the result of the recommendation.	Letter of Appeal	Concerned Student

MANDATORY POLICIES ON STUDENT WELFARE

ALCOHOL

The school recognizes that alcohol is detrimental to the health of students. To ensure the health and safety of the learning environment, programs are established to increase awareness about alcohol and its effects.

All students will receive education about alcohol use and alcohol issues through the curriculum. If a student is found under the influence of alcohol, appropriate sanctions shall apply based on school rules and regulations.

ANTI BULLYING

Bullying is the use of force or coercion to abuse or intimidate others. The behavior can be habitual and can involve an imbalance of social or physical power.

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

1. any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
2. any act that causes damage a victim's psyche and/or emotional well-being;
3. any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
4. cyber-bullying or any bullying done through the use of technology or any electronic means.

Procedure in Handling Bullying Accidents

1. All bullying incidents shall be reported to the guidance counselor/head of discipline/principal.
2. After receiving a complaint, the guidance counselor/head of discipline/ principal shall inform the parents or guardian of the victim and the offending child in a meeting called for the purpose.
3. Impose non-destructive measures in accordance with the principles of positive and non-violent discipline for first offense.
4. If bullying is committed for a second or subsequent time, a penalty of suspension from three to five days is given. During suspension, the offending child is required to attend counseling.
5. If bullying results to serious physical injuries or death, the case shall be dealt in accordance with the provisions of Republic Act 9344 and its

implementing Rules and Regulations.

ANTI SMOKING

The Institution shall uphold the right of every citizen to breathe clean air, thus prohibiting smoking inside the school campus. This shall apply to all stakeholders, and in all places within the school campus and 10 meters from the front gate and front fence areas of the institution.

Smoking shall cover lighting and/or puffing of all tobacco products and use of electronic device systems.

Any individual violating the no smoking policy shall be penalized according to established school rules and regulations.

DRUG-FREE CAMPUS

In support of the government's call on the war against illegal/dangerous drugs, the institution adopts and promulgates the following policies and guidelines:

1. The Institution shall conduct an annual orientation on RA 9165 "Comprehensive Dangerous Drugs Act of 2002".
2. Strengthen its collaboration effort with PNP, PDEA, and DOH.
3. Establish a health and wellness program to promote healthy living among students.
4. Drug testing shall be mandatory for all students, provided, it has gone through the necessary consultation process and approval from the Board of Trustees. Mandatory random drug testing shall be conducted as per RA 9165 to secondary, tertiary, and technical-vocational students.
5. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing.
6. If the student is found to be positive with confirmatory, the institution shall not be precluded from admitting the student-applicant subject to its rules and regulations. The Drug Testing Coordinator shall inform the parents and student.
7. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the student handbook and other school policies.
8. The refusal of the student to undergo mandatory drug testing shall be subject to the relevant sanction as provided in the student handbook.
9. All information shall be held with strict confidentiality.

Drug-Free Committee (DFC):

The committee shall be responsible in formulating the Institution's drug testing program to ensure the promotion of a "drug-free campus".

Composition:

Chairman - Administrator

Members - Academic Deans

- SAS Head
- Guidance Counselor
- School Physician/Nurse
- Head of Discipline
- Representative from: students, faculty, and parents

A Drug Testing Coordinator (DTC) shall be appointed by the administrator to handle the drug testing program.

HIV-AIDS

(Source: RA 8504 -Philippine AIDS Prevention and Control Act of 1998)

The HIV Committee chaired by the Health Officer, shall be responsible for the formulation of programs to promote awareness about the risk of HIV transmission.

Policies for an AIDS/ HIV Free Campus:

1. Massive HIV and AIDS awareness and prevention campaign should be carried out to students. The school's Health Officer shall oversee the anti-HIV and AIDS campaign.
2. Compulsory HIV testing is prohibited by law, voluntary testing is encouraged for individuals with high risk of acquiring the virus, provided, a written informed consent must first be obtained. Such consent shall be obtained from the person concerned if he/she is of legal age or from the parents or legal guardian in the case of a minor or a mentally incapacitated individual.
3. The school should partner with DOH – accredited centers or hospitals. The result should be kept confidential. Release of result will only be allowed to person tested, parent or guardian for minors, or Supreme Court in legal proceedings.
4. The school curriculum must include HIV/AIDS education drive.
5. Program implementers, occupational safety and health personnel, HR officer and students shall continuously receive education and training on HIV/AIDS.

Social Policy

1. Students found to have or suspected to have HIV should not be discriminated in the campus. It should not be a ground for expulsion or non-readmission.
2. Access to personal data relating to student's or worker's HIV status should be bound by the rules of confidentiality.
3. School accommodation measures to support students with HIV and AIDS shall be made with the teachers.

Referral Mechanism

1. Students suspected to have HIV should be referred to either guidance office or medical clinic for referral to DOH accredited center or hospital.
2. The school shall maintain confidentiality of all information and records pertaining to the students' health status.
3. Students with or are suspected to have HIV may be encouraged to inform the school physician of their health status to prevent the increase of risk of HIV infection and transmission or put the HIV positive at risk for aggravation.
4. The school shall ensure non-discriminatory practices.
5. The school shall provide appropriate protection equipment to prevent HIV exposure, especially for those handling blood and other body fluids.
6. School Physician/Guidance Counselor may encourage students with or suspected to be HIV positive to visit the clinic/guidance office regularly for monitoring of health status and for Voluntary Confidential Counseling.

PREGNANT STUDENTS

(adapted from http://birmingham.ac.uk/Documents/university/legal/extenuating-circumstances.pdf**)**

The Foundation believes that becoming pregnant should not, in itself, prevent any student from finishing her studies. The school is committed to make sure that no student is disadvantaged and academic standards are not compromised.

The health and safety of a pregnant student shall be of paramount importance at all times, and should be dealt with in a sensitive,non-judgmental and confidential manner.

Mechanisms and Procedures:

The institution shall accommodate any student who becomes pregnant during her period of study as long as it is practical to allow her to complete her study, provided academic standards are upheld.

1. Require the student to submit a medical certificate and the necessary waiver duly signed by the parent or guardian and medical certificate. The student must be accompanied by the parent or guardian during the submission of these requirements.
2. Risk assessment must be done by the school physician in close coordination with the Academic Dean to ensure the health and safety of the pregnant student and the unborn child.
3. Inform concerned teachers regarding her condition especially in subjects requiring strenuous activities that may be potential to cause harm to her and the unborn child.
4. Offer and implement an unbiased, non-judgmental support favorable to the student's condition.
5. Conduct an orientation and dissemination of the policy to all students.

Committee:

The committee to handle cases of students who get pregnant during their studies shall be composed of the following:

Chairman	- Dean of the College where the student is enrolled
Vice Chairman	- SAS Head
Members	- Guidance Counselor
	- Program Head
	- Class Adviser

SEXUAL HARASSMENT

Sexual harassment is the unwelcomed or inappropriate promise of rewards in exchange for sexual favors. It violates the dignity of students and their right to humane, just, and safe school environment, defeats; impairs morale and efficiency in the school; and violates the merit and fitness principle in the civil service.

Forms of Sexual Harassment:

The following are illustrative forms of sexual harassment:

(a) Physical
   i. Malicious touching;
   ii. Overt sexual advances; and
   iii. Gestures with lewd insinuation.

(b) Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks;

(c) Use of objects, pictures or graphics, letters, or writing notes with sexual underpinnings; and

(d) Other forms analogous to the foregoing.

Persons liable for sexual harassment:

Any person, regardless of sex, is liable for sexual harassment when he/she:

(a) directly participates in the execution of any act of sexual harassment;

(b) induces or directs another or others to commit sexual harassment;

(c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished; and

(d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

Ad Hoc Committee for Sexual Harassment Cases

Composition:

- Department Heads duly selected by the Administrator

- Subject Area Head / Program Head where the complainant and respondent belong
- Student representative, either president of SSG or SEC duly selected by the Administrator (optional)
- Head of Discipline
- HR Head
- SAS Head

The Committee shall perform the following functions:

(a) Receive complaints of sexual harassment;
(b) Investigate sexual harassment complaints in accordance with the prescribed procedure;
(c) Submit a report of its findings with the corresponding recommendation to the Administrator for decision; and
(d) Lead in the conduct of discussions about sexual harassment within the Institution to increase understanding and prevent incidents of sexual harassment.

When a member of the committee is the complainant or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the committee.

Procedure in Filing of Complaint

The complaint may be filed at any time with the disciplining authority of the school. Upon receipt of the complaint by the disciplining authority, the same shall be transmitted to the Administrator who in turn shall immediately create Ad Hoc Committee to investigate.

a. Preliminary Investigation
The Ad Hoc Committee shall issue a memo directing the person complained of to answer the charge/s in writing under oath in not less than 72 hours from receipt thereof.

The preliminary investigation involves the ex parte examination of documents submitted by the complainant and the person complained of.

After thorough investigation of the documents presented, the Ad Hoc Committee shall submit the Investigatory Report to the administrator including the recommendation for a formal investigation if prima facie case is established.

In the absence of a prima facie case, the complaint shall be dismissed within the same period.

b. Conduct of Formal Investigation

The investigation shall be held not earlier than five days not later than ten days from receipt of the respondent's answer.

The Ad Hoc Committee may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from the service.

c. Hearings shall be conducted on the hearing dates set by the Ad Hoc Committee. The parties, their witnesses, if any, shall be given a notice of at least five days before the scheduled hearing specifying the time, date and place of the said hearing.

If the respondent fails to appear during the scheduled hearing despite due notice, the investigation shall proceed ex-parte and the respondent is deemed to have waived his right to be present and to submit evidence in his favor during those hearings.

At the start of the hearing, the Ad Hoc Committee shall note the appearances of
the parties and shall proceed with the reception of evidence for the complainant.

d. Formal Investigation Report.
Within 15 days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the Ad Hoc Committee to the Administrator. The complete records of the case shall be attached to the Report of Investigation.
The party adversely affected by the decision may file a motion for reconsideration to the Administrator. However, an appeal shall not stop the decision from being executory.

Classification of Acts of Sexual Harassment

Sexual harassment is classified as grave, less grave and light offenses.

A. **Grave Offenses** shall include, but are not limited to:
   1. Unwanted touching of private parts of the body like the genitalia, buttocks, and breast;
   2. Sexual assault;
   3. Malicious touching;
   4. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and

5. Other analogous cases.

B. **Less Grave Offenses** shall include, but are not limited to:
   1. Unwanted touching or brushing against a victim's body;
   2. Pinching not falling under grave offenses;
   3. Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
   4. Verbal abuse with sexual overtones; and
   5. Other analogous cases.

C. **Light Offenses** shall include, but are not limited to:
   1. Surreptitiously looking or staring a look of a person's private part or worn undergarments;
   2. Telling sexist/smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
   3. Malicious leering/smiling or ogling/staring;
   4. The display of sexually offensive pictures, materials, or graffiti;
   5. Unwelcome inquiries or comments about a person's sex life;
   6. Unwelcome sexual flirtation, advances, propositions;
   7. Making offensive hand or body gestures at an employee and student;
   8. Persistent unwanted attention with sexual overtones;
   9. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and
   10. Other analogous cases.

The penalties are as follows:

A. **For grave offenses:** Dismissal

B. For less grave offenses:
First offense –Suspension (without pay) of not less than thirty days and not exceeding 6 months
Second offense – Dismissal

C. For light offenses:
First offense – Reprimand
Second offense –Suspension without pay not exceeding 30 days
Third offense – Dismissal

If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

GENERAL RULES GOVERNING SCHOLARSHIPS/ PRIVILEGES APPLICABLE FOR THE TERTIARY AND BASIC EDUCATION PROGRAMS.

1. Privileges and/or scholarships are non-transferable.
2. Privileges and/or scholarships can be availed only during regular semesters to students with no academic deficiencies. No students can avail of scholarship and/or privileges during summer.
3. Institutional scholarship cannot be refunded, except trust funded and service scholarship.
   Ex. If a student is:
   Academic Scholar – 100% (tuition)
   Publication Scholar – 100% (service scholarship)
   Company Sponsored – 100% (tuition and miscellaneous fees)
   SSG/SEC President – 100% (service scholarship)

   Only the Publication and Student Council President Scholarship can be refunded equivalent to 100% of regular tuition fee.
4. The maximum amount that can be refunded to a student is equivalent to 100% of regular tuition fee.
5. Multi-scholarships can be cumulative up to 100% on tuition, miscellaneous and laboratory fees.
6. For employees' privilege, the student is entitled only to one discount.
   Example:
   Student A: If both parents are employed at JBLF, the student can avail only of a 50% discount on tuition fee.

   Student B: If a parent and brother/sister are employed at JBLF, the student can only avail 50% discount on tuition fee.

   Student C: If a parent or sister/brother is employed and he/she has a brother or sister enrolled at JBLF, the student cannot avail of an additional 25% of family discount. However, each of the succeeding younger siblings can avail of the additional 25% family discount, making the discount of 75% for the succeeding younger siblings.

   Note: If the child of an employee is an Academic Scholar enjoying 100% tuition fee discount, the amount equivalent to the 50% tuition fee discount of employees' privilege can be applied to the miscellaneous fees. However, if the total discount is more than the miscellaneous fees, the excess could not be converted to cash.
7. For company-sponsored or external support scholars availing only less than 100% tuition fee discount, the student can avail of academic scholarship up to the amount of tuition and/or miscellaneous fees not

covered by his/her company or external scholarship.

8. A company-sponsored scholar enjoying only a 100% tuition fee discount can still avail other scholarship discounts.
9. Once a working/student aide becomes a company-sponsored scholar enjoying full scholarship, he is automatically dropped from the roster of working/student aide.
10. Tuition fee privileges enjoyed by the children or brother/sisters of employee shall be shouldered by the unit where the employee belongs.
11. Renewal of scholarship and privileges is done at the end of every semester depending on the scholars' performance, head's recommendation, and academic grades. He/she should have no failing grade in any subjects.

Student Assistance Program

Any bonafide and qualified student can avail of scholarship under the Foundation Scholarship and Financial Assistance Program. These assistance programs/scholarships are composed of scholars who are deserving and qualified.

Student Assistance / Grant-in-Aide

Work students are given assignments in the maintenance/janitorial department while student aides are given assignment/s in the different offices of the school. A maintaining average of 80%, with no failing grade, and a satisfactory performance rating is required for retention.

INSTITUTIONAL SCHOLARSHIPS

Entrance Scholarship

This scholarship is extended to incoming Junior and Senior High School and First Year College students who have graduated with academic excellence.

Incoming Grade 7 – must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Incoming Grade 11 - must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Incoming First Year College - must graduate with Rank 1 or 2 of a class composed of 50 or more graduating students.

Rank 1 – avails 100% Tuition Fee discount for one year

Rank 2 - avails 50% Tuition Fee discount for one year

If the student maintains high academic grades, he/she can apply for academic scholarships in the succeeding year.

Requirements for Entrance Scholarship

1. Certificate of Ranking from the Principal
2. Photocopy of report card; and
3. Application Letter

Academic Scholarship for College Students Only

This scholarship is extended to students who, after one year of academic work, consistently maintain high academic grades since first year.

Tuition fee discounts are as follows:

A. **A 100% tuition fee discount** is given for those who obtain a general weighted average of 90% and above with no grades lower than 88% in any subject. (never start a sentence with figure)
B. **A 50% tuition fee discount** is given for those who obtain a general weighted average of 88% and above with no grades lower than 85% in any subject.

Athletic/Sports Scholarship

Athletic/sport scholarships are extended to students who qualify for the benefits after they have shown and proven exemplary performance in sports competitions. Tuition fee discounts range from 25% to 100% and, in some cases including allowances and miscellaneous fees, depending on the sports played and qualifications. The coaches and the Students Activity Coordinator on Sports recommend those who are entitled to the benefits.

Performance of Athletes for Mandated Sports

Class A - National Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 100% discount in tuition fees and miscellaneous fees.

Class B - Regional Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 100% discount on tuition fees only.

Class C - Provincial Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 75% discount on tuition fees only.

Other Sports

Class 1 - National Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 100% discount on tuition fees only.

Class 2 - Regional Level (WVRAA, ISAA, ILOPRISAA, NOPSSCEAA), with no failing grade in any of his/her subject/s
- 75% tuition fee discount, a maintaining average of 80% and no failing grade/s or 100% tuition fee discount if the general average is 85% and above with no grades lower than 80%.

Expenses for athletics or sports scholarship shall not exceed the athletics or sports fund, and shall not sacrifice the fund for athletics or sports activities of other students.

If the sum of athletics or sports scholarship coverage exceeds the available fund, the athletics or sports scholarship coverage shall be prorated accordingly.

Privileges:

1. Scholarship
2. Uniform
3. Athletic shoes depending on the availability of athletic fund
4. Academic make-up work

Note:

- Of the total athletic fee, 70% of will go to other non-mandated sports or competition, 30% of the total athletic fee will go to mandated sports.
- The 10% of 70 and 10% of 30 will go to the development of sports facilities and equipment for students' general athletic use.

Cultural Scholarship

Cultural scholarships are extended to students who qualify for the benefits after they have shown and proven their worth in their respective field in different cultural activities. Tuition fee discounts range from 25% to 100%.

Class A - National Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 100% discount in tuition fees and miscellaneous fees.

Class B - Regional Events, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 100% discount on tuition fees only.

Class C - Provincial Level, a maintaining average of 80%, with no failing grade in any of his/her subject/s
- not exceeding 75% discount on tuition fees only.

Expenses for cultural scholarship shall not exceed the cultural fund, and shall not sacrifice the fund for cultural activities of other students.

If the sum of cultural scholarship coverage exceeds the available fund, the scholarship coverage shall be prorated accordingly.

Publication Scholarship

1. Editor in Chief - 100% discount on tuition only
2. Managing Editor - 100% discount on tuition only
3. Editorial Assistant - 50% discount on tuition only
4. Associate Editor - 50% discount on tuition only
5. Feature Editor - 50% discount on tuition only
6. Literary Editor - 50% discount on tuition only
7. Filipino Editor - 50% discount on tuition only
8. Sports and News Editor - 50% discount on tuition only
9. Staff and Layout Artist - 50% discount on tuition only

The Editorial Staff enjoys scholarship commensurate to the position he or she holds subject to the availability of the publication fund for the year.

The adviser/s receive a monthly honoraria equivalent to three hours teaching load.

Employee's Privilege/Family Discount

Children of permanent employees from any of the JBLF Units are entitled to 50% tuition fee discount.

Sisters or brothers of permanent employees from any of the JBLF Units are entitled to 25% tuition fee discount.

Family with two or more children enrolled in any JBLF Unit are entitled of family discount as follows:

- 2 siblings - only the younger sibling can avail of the 25% tuition fee discount
- 3 or more siblings - the second and succeeding siblings can avail of the 25% tuition fee discount

Student Council/Government

President of the student council/government shall avail 100% tuition fee discount.

NROTC Scholarship

Corp Commander shall avail 100% discount in tuition fees and miscellaneous fees. S1 to S4 shall avail of 50% discount on tuition fees and all other staff shall avail of 25% discount on tuition fees. Budget is sourced from the NROTC fees and subject to sufficiency of funds.

NROTC trust fund should prioritize cadet officers' scholarship in the program of expenses (POE).

Grant-In-Aid Scholarship

Student assistants shall avail of tuition fee discounts ranging from 25% to 100% depending on the nature of their job and number of duty hours rendered during the regular semester. They must have a general average of 80% and above with no failing grades.

Scholarship grants to student assistants and the continued enjoyment thereof shall be granted only to those who have no disciplinary records and no academic deficiencies. Grantees can enjoy multi-scholarship cumulative up to 100% on tuition fees and miscellaneous fees.

Note: All scholarships should conform and abide with the General Rules Governing Scholarships.

COMPANY-SPONSORED SCHOLARSHIP

Different shipping/manning companies which take shipboard manpower supply from the Institution extend the following benefits:

Company-sponsored scholars are chosen by the sponsoring companies which likewise determine the benefits to extend, and it is dependent on their discretion what type of scholarship to give. Benefits enjoyed by the scholars are stipulated in the Memorandum of Agreement agreed and signed by the benefactor, the scholar, and the School.

ASSOCIATION-SPONSORED SCHOLARSHIPS

PTA and Alumni Association Scholarships are also made available to qualified students depending on the availability of funds of the association.

STUDENT SUPPORT SERVICES

DORMITORY

A Dorm Master supervises and ensures that the students staying in the dormitory complying with the Units' dormitory policies. The Dorm Master shall coordinate with the SAS Head on matters that concern the students who are staying in the dormitory.

FOOD SERVICES

The SAS Head is responsible for ensuring that food served in the canteen within the premises of the school campus are nutritious, clean and affordable to the students.

HEALTH SERVICES

Health Services are provided to the students and personnel of the institution. The school clinic is being staffed by a doctor, a nurse, a dentist and assisted by student aides.

1. Medical Services provided such as:
    a. Medical consultation/check-up
    b. Minor surgical procedure
    c. Medical referrals and requests
    d. Annual physical examination
    e. Participatory physical examination for athletes/entering freshmen
2. Dental services provided such as:
    a. General consultation and treatment
    b. Routine dental examination
    c. Simple extraction

Note: Procedures in carrying out the Medical and dental services shall strictly follow the medical and dental procedures as prescribed by their professions.

LIBRARY SERVICES

Circulation Guidelines

This will assist the library clientele in their library needs and problems. It gives services such as borrowing and returning of books, providing books for research, and assisting researcher's information needs.

General Guidelines

- All books to be circulated must be processed completely with call number , an accession number, with attached book pocket and book cards, and covered with plastic
- Only students with Library Borrower's card can borrow books.
- All employees of the institution are given privileges to borrow library materials with some limitations.
- Books in the Circulation Section can be borrowed for home use.
- Books which are intended to be taken home are to be checked by the

person in charge.

- Inter-Library Loans are accepted as long as they have the following requirements:
  - » Library Borrower's card/ School ID of their respective schools
  - » A letter duly signed by their Head/ Chief/ Director of Library
- Alumni can use the library resources upon presentation of their alumni identification card.

Books and Other Print Materials

- Reference books (atlas, almanacs, dictionaries, encyclopedias, yearbooks) and serials(journals, newspapers, magazines) shall be read in the reading room only.
- Professional, General Education, Filipiniana, and Fiction books can be taken out of the library for photocopy and overnight use.
- Fiction books are lent out for a week and can be renewed for another week. Books in great demand maybe recalled anytime or be limited to a shorter circulation period.
- Theses and research outputs shall not be photocopied nor taken out of the library.
- Professional and CAMSSHE books with multiple copies can be taken out for overnight and can renewed for another day. Single copy book is for photocopying and library use only.
- Each student is allowed to borrow only one book for overnight and three books at a time for inside reading.
- Faculty are allowed to borrow five books for a maximum period of one month and should be renewed for another month unless recalled by another user.
- Textbook/reference books usage is prioritized to the faculty handling the subject.
- Staff is allowed to borrow five books for a maximum of one week.

Media Collections and Equipment

- Media collection such as audio, video, and audiovisual materials in various formats such as tapes, optical discs such as CDs, VCDs, CBIs, and DVDs can be borrowed for classroom instruction and not for overnight.
- Media equipment such as projectors, DVD players, projector screens, cameras,computers,and others can be borrowed for classroom instruction.
- Computer -controlled integration of text materials (ejournals and ebooks) can be accessed through the provision of username and password.
- Media collections and equipment should undergo preview and inspection prior to its discharge for classroom instruction.
- Upon return of the borrowed medium, physical condition should be properly checked.
- In case of damage/loss of the medium or equipment, the borrower will be charged depending on the amount.

Filipiniana

Filipiniana collection should include materials belonging to one or all of the following categories:

- All materials about the Philippines written by authors of any nationality;
- All book written by Filipinos;All materials published in the Philippines; and
- All books by any one author of published anywhere else which have substantial part or discussions about the Philippines.

Library Hours

- For regular class days, the library opens from Monday to Friday, 7 am to 6 pm, with No Noon Break. In the case of Graduate School when classes are held on a Saturday, libraries will open during class hours and as per request.
- For summer and semestral break, the library opens from Monday to Friday, From 8 am to 5 pm.

Authorized Users

The facilities and services of the library are available to the following:

- All registered students of the JBLF System
- All academic and administrative officers, faculty, members, and employees of the college/university
- Alumni
- Researchers and students of other schools with proper identification, but subject to the following:
  - » Present their Library Borrower's Card/School ID;
  - » Present recommendation letter from their respective school librarian;
  - » Allowed to use one book at a time in the research room; and
  - » Not allowed to borrow books for overnight use. However, they are allowed to photocopy the materials they need through the facilities within the campus.

Library Borrower's Card

- Every student is required to have a Library Borrower's Card which he/she will present at the entrance every time he/she enters the research room.
- The library card is valid only for the current semester or summer term.
- Library cards are non-transferable.
- Lost library card shall be re-issued provided the student shall secure clearance and pays the corresponding amount for replacement.

Lost and Damaged

- Fines may be terminated at the request of the student concerned after he/she reports a lost book. Lost or badly damaged books shall be replaced at the cost. The original book remains the property of the library.

Fines/Penalties

Students

- Fines and penalties shall be charged from students with overdue books according to fines imposed as posted.
  - » Professional Books - Php 2.00/hour
  - » General Education Books - Php1.00/hour
  - » Fiction Books - Php 1.00/day
- Failure to return for one day of a General Education book is charged Php 10.00 and a Professional Book for Php 20.00

Faculty and Staff

- Faculty and staff shall be subjected to fines and penalties for overdue books according to imposed fines with rates above.
  - » Professional Books
  - » General Education
  - » Fiction Books
- Monthly monitoring of overdue books of faculty and staff . In case of lost book incurred by faculty or staff, they should replace the same book or pay the corresponding cost at the accounting office.

GUIDANCE SERVICES

Guidance programs are generally intended for individuals using integrated approaches for the maximum development of their potentials. The guidance counselor establishes rapport with the counselee to create an environment of trust. He/she must, at all times, safeguard all information in strict confidentiality. It offers the following:

Appraisal

Provide students with information and tools for self-understanding and decision-making based on test results.

Referral

Referral services are extended to students with academic and behavioral problems. This service helps provide necessary assistance to students in resolving their problems.

Counseling

Individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.

Gender sensitive individual and group counseling shall be provided by a licensed counselor done in the counseling room using appropriate and pro-active intervention programs to attend to every students needs.

Follow-Up

A systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

CAREER AND PLACEMENT SERVICES

The Career and Placement Services aim to assist students for possible employment by providing information about job opportunities. Recommended students for the in-campus recruitment are given assistance through review classes and mock interviews. Graduates who were not placed during their stay in the institution are given recommendation letters to enhance their employability.

Career path of students per program are refereed to specific program manual.

ALUMNI SERVICES

The Unit Alumni Services is being manned by the Unit Coordinator for Alumni Services, a Guidance Counselor, a Student Aide and a Coordinator from the Foundation.

Functions

1. Update the unit with board examination results of alumni every examination.
2. Collate examination results of the alumni as to the year graduated.
3. Closely coordinate with the office of the Alumni Affairs matters concerning performance of graduates onboard different shipping companies and/or business enterprise.
4. Maintain an updated record of all graduates.
5. Coordinate with the Alumni Association.

STUDENT ACTIVITIES

CULTURAL ACTIVITIES

Cultural and Arts Program

Cultural activities are avenues for students' physical, artistic and holistic development in the form of literary and musical activities and competitions. Students' skills are unfolded and enhanced through different activities of the school. A Cultural Coordinator facilitates all cultural activities.

Functions of the Cultural Coordinator

1. Identifies students with talents and potentials and encourage them to project themselves and develop their talents
2. Develops students' cultural awareness through dances, songs, and literary activities
3. Represents the school as part of its cultural outreach activities when invited to perform during programs
4. Represents the school in any competing bodies both local and national levels
5. Prepares annual report to include its programs and activities to be implemented

SPORTS ACTIVITIES

Mandated Sports

Swimming, rowing and sailing are given priority over all other sports due to the nature of the profession. Contests, exercises and exhibitions are encouraged.

Team Sports

- Basketball
- Volleyball
- Football
- Sepak Takraw
- Softball
- Dragon Boat

Individual and Dual Sports

- Swimming
- Athletics
- Table Tennis
- Lawn Tennis
- Chess
- Taekwondo
- Beach Volleyball

Policies

1. Try-outs are scheduled for every event.
2. Final list of players are prepared by the coaches.
3. Approval is made by the Sports Coordinator.
4. Qualified athletes are recommended for scholarships.
5. Athletes shall represent the school to the different competing bodies of the DepEd and CHED.
6. Participation in other national competitions and invitational tournaments will depend on the approval of the administrator and the availability of funds.

Sports Coordinator

The Sports Coordinator is in charge of the sports activities of the students with the assistance of coaches and trainers.

Functions :

- Coordinates and directs the operations of the sports activities in accordance with the objectives of the school.
- Plans, organizes and supervises the sports program and activities of the University both in and off campus.
- Submits monthly and annual report concerning sports activities to the SAS Head.
- Recruits potential athletes.
- Recommends/endorses scholarships for athletes.
- Prepares annual budget for sports activities, equipments, etc.
- Represents the school in any competing bodies both local and national levels.
- Represents the school in meetings of different Sports Organization/ Affiliation.
- Upgrades coaches/athletes through seminars and training in local, national and international level.
- Prepares calendar of activities.

Coaches

Coaches are hired to train the athletes. Honorarium shall depend on the availability of funds subject to the recommendation of the SAC and approval of the unit administrator.

TRAININGS AND SEMINARS

Trainings and seminars are conducted to enhance self-confidence and self-esteem, advocate teamwork and good leadership among students. The following are conducted to attain this objective:

Values Orientation/Clarification
Leadership Training
Peer Facilitators' Training

Student Leadership Enhancement/Enrichment Program (SLEP)
Pre-Employment Seminar/PDOS

INSTITUTIONAL EVENTS

Co-curricular activities are avenues for students' physical, artistic, spiritual and holistic development. Activities such as sports, literary, musical and campus leadership competitions and the spiritual development of the students are encouraged in co-curricular activities of the school. These co-curricular activities are programmed, monitored and supervised.

All student activities not specified maybe considered at the discretion of the administrator who will be accountable for security of students, students' behavior and security of school properties, but should under no condition be contrary to the mission objective of the school and its policies.

Evening social activities should not exceed two per school year. Written request should be submitted at least a week before clearance and approval of the activity requested.

All students are required to show their ID. before they are allowed to enter the campus.

Activities not scheduled or included in the school calendar maybe allowed upon the approval of the Executive Council. A written request must be submitted to the Executive Council with the recommendation of the Unit Administrator. Practices that disrupt classes are not allowed. Rehearsals should be held after classes. Co-curricular activities have allotted time in the school calendar and do not encroach the allotted number of hours for academic programs.

Mission Objective Week / Departmental Intramurals

The Mission Objective Week is a week long celebration which started in School Year 1990-1991. This is celebrated yearly in September. The activities focus on the mission objective of the Foundation. Teachers, employees, and students are encouraged to participate in activities that develop awareness of their individual role in the institution. Activities such as: seminar-workshop and friendship games for employees and academic, cultural, and sports contests for students are encouraged to promote the development of desired values.

Plans and schedules of student activities are done through the recommendation of the students and faculty advisers to the administrator for approval. Other activities maybe included depending on the theme.

Administrators may have the option to shorten activities but not to exceed allowable period in the approved calendar of activities.

Activities

A. Sports

Mandated sports should first be engaged in before higher priority or lower priority events are exercised.

B. Academic Contests

Academic contests should be given top priority in contests during mission-objective Week/Intramurals and Foundation Week.

These contests include:

Math	Proficiency in Navigation
General Information	Proficiency in Seamanship
Maritime Trivia	Proficiency in SOLAS
Spelling	Proficiency in Shop

C. Literary/Musical

Vocal Solo	Essay Writing
Vocal Duet	Comedy Skit
Role Play	Declamation
Lip-synchronization	Folk Dance
Extemporaneous Speaking	Modern Dance
Oration (English)	Creative Dance
Talumpati	Binalaybay
Poetry Writing	

D. Model Cadet Selection (Departmental Selection)

E. Model Student

F. Values Clarification Activity

G. Other Contests

Poster-Making Contest	CBT-Making Contest
Slogan Contest	Ecological & Marine Preservation
Logo Contest	Environment Preservation
Painting	Personality Contest
Drawing	Bulletin Board Display Contest

Foundation Week

This is to commemorate the foundation date of JBLF. This is celebrated yearly in the month of January spearheaded by the Executive Council.

The venue of the Foundation Week Celebration is rotated among the four units of the JBLF System.

Plans and schedules of activities are done by the Executive Council. Other activities maybe included depending on the theme.

Flag Ceremony

Flag ceremonies are conducted by all units on the first Monday and third Tuesday of the month. Activities should not exceed 15 minutes and shall be spearheaded by the Academic Department.

Activities

- Flag Raising
- School Hymn
- Information Dissemination
- Talk on Core Values

Community Service Day

This is done for the development of students' civic awareness and ecology

consciousness. Their participation and completion of the obstacle activities manifest perseverance and discipline.

It is being conducted on the last Friday of July spearheaded by the SAS department. In case of natural calamity, the date maybe postponed upon clearance from the Executive Council.

Activities

Coastal Clean-Up	Street Cleaning
Symposia	Tree Planting
Blood Letting	Campus Beautification Activities
Exercises/Obstacle activities	

Imposition of the Shoulder Boards

The imposition of the shoulder boards is the symbolic wearing of uniform for the students enrolled in the maritime program. It aims to develop the students' aptitude towards the maritime profession.

It is being done on the first Monday of August and it is spearheaded by the Academic Department.

Ceremony

Higher class midshipmen impose shoulder boards on freshmen.

Attire

Official school uniform with proper accessories:

Pershing cap	Anchor pin
Black socks	Class pin
Black shoes	Name cloth
School patch	

Recognition Day

Recognition Day is conducted to recognize and honor deserving students both in academics and co-curricular for graduating and non-graduating students. It is done one day before graduation.

Activities

- Mass
- Awarding Ceremony

Parents/guardians of the awardees are invited to escort the awardees during the awarding.

Department Heads and Club Advisers assist in the awarding. Administrators assign members of the program committee from among the faculty and guidance office personnel.

It is being spearheaded by the Academics Department for academic activities and SAS for co-curricular activities.

Recollection

This activity is conducted to facilitate the spiritual readiness of the graduating students as they recognize their personal strengths and enhance their choices and decisions in life anchored on their personal relationship with God. It upholds Godliness as one of the core values of the institution.

The activity spearheaded by the SAS-Guidance is open to all graduating students regardless of their religious affiliation.

Graduation Day

Graduation day marks the completion of academic requirements of students. In this activity, the institution recognizes its valued partnership with shipping companies and business establishments as providers of scholarship, placement and on-the-job training. The institution also recognizes the company-sponsored scholars and placement passers.

It is spearheaded by the Academics Department.

CLUBS AND ORGANIZATIONS

GENERAL GUIDELINES IN FORMING STUDENT ORGANIZATIONS

1. Any student group of at least 15 members may apply in writing, at the office of SAC to form a new organization. The application letter must state the organization's mission, vision, and objectives and must be accompanied by three copies of its constitution and by-laws for approval.
2. All student organizations are required to submit a calendar of activities to the Student Activity Coordinator for approval.
3. A student organization shall be included in the list of recognized clubs and organizations upon compliance with the above-mentioned requirements.
4. Any student organization which does not abide with its constitution and by-laws and violates school policies is subject to the revocation of its recognition.
5. Each student organization shall have an adviser to be recommended by the organization concerned. The adviser must be an employee of the school and must not be an adviser of more than two organizations.
6. Application for the yearly renewal of recognition shall be done in writing within sixty (60) days after the official opening of the regular classes for the school year.
7. Recognition of student's organizations including the SEC/SSG does not automatically bestow the organization the right to freely use the school facilities without clearance from the school authorities.

Student Government

Student Supreme Government (SSG) is the alliance of the Student Executive Councils of the different programs of the unit.

Objectives:

1. The SSG is the parliamentary, functional, and non-partisan body. It is the highest student governing body of the institution whose officers and members shall commit themselves for the whole studentry
2. To promote socio-civic consciousness through organizational involvement
3. To renounce the use of violence and other illegal means in carrying out its objectives
4. To maintain honesty and integrity in the student services and take positive and effective measures against graft and corruption
5. To adopt and implement a policy of full disclosure and transparency of all transactions involving student's interest subject to responsible conditions prescribed by law
6. To take a proactive role in the school's policy-making

Student Executive Council (SEC)

The Student Executive Council is the student body duly elected by the students of the different programs of the unit.

Objectives

1. To develop students political, cultural, spiritual, and moral potentials to the fullest
2. To facilitate student needs and foster the interest of the studentry in order to acquire quality education
3. To serve as the student vital mouthpiece of ideas and sentiments on matters affecting the activities of the unit
4. To promote students awareness in academic freedom
5. To safeguard and promote the rights and general welfare of the students
6. To unify and develop a responsible studentry who will put educational opportunity to optimal use
7. To promote, enhance and/or maintain a safe and orderly environment in school, conducive to effective teaching and learning
8. To foster a spirit of shared purpose and cooperation among and between members of the academic community and other sectors of society to achieve the goals and objectives of education
9. To develop good moral character, maintain proper behavior and conduct among members of the academic community
10. Must adopt policies and conduct student activities that are not contrary to law and rules and regulations of the school

SCOMEL

Section 1. There shall be a Student Commission on Elections (SCOMEL) to be composed of the Chairman, Vice-Chairman, and three commissioners from each department.

1a. There shall be SCOMEL adviser/s to be recommended by the Student Activity Coordinator.

Section 2. The SCOMEL officers shall have the following qualifications:

a. He/She shall be a natural born Filipino citizen.
b. He/She shall be a bona fide student of any units of the JBLF System
c. He/She shall have been elected as section adviser.
d. Once elected as SCOMEL officer, he/she is disqualified to run for any elected position in the SSC and SEC.

Section 3. The SCOMEL officer shall have the term of office for a period of one school year.

Section 4. SCOMEL election shall be held every second Friday of July.

Section 5. The SCOMEL shall have the following functions:

a. Enforce and administer laws and regulations relative to conduct a proceeding during elections and plebiscites.

The SCOMEL may formulate additional guidelines.

b. Formulate policies and procedures for smooth operations of elections and plebiscites.

c. Register after sufficient publication political parties, organizations or coalitions which in addition to other requirements must present their platform or program of government. Those who seek to achieve their goals through violence or unlawful means, or refuse to uphold and adhere to this constitution, shall likewise be refused registration.
d. Call upon competent authorities to assist as technical advisers for the purpose of ensuring a clean, orderly, and honest conduct of election.
e. File upon a verified complaint or in one's own initiative, investigate and where appropriate, prosecute cases of violation/s of the provisions of the article; including acts or omissions constituting election frauds, offenses, and malpractice.
f. Entertain election protest.
g. Submit results of elections and plebiscites to the office of the Student Activity Coordinator (SAC).

Section 6. The SCOMEL may sit en banc or in two diversions, and shall promulgate its rules and expedite pre-proclamation controversies. All such election cases shall be heard and decided in division, provided tat motions for reconsideration of decisions shall be decided by commission en banc.

Section 7. A free and open party system shall be allowed to evolve according to the free choice of the students, subject to the provision of this article.

Section 8. Bonafide candidates shall be free from any harassment and discrimination.

Section 9. Funds certified by the SCOMEL as necessary to defray the expenses for holding regular and special elections ,plebiscites, and referenda shall be provided in the regular or special appropriations and once approved shall be released automatically upon certification by the Chairman of the Commission.

Section 10. The manner of election of the SSC and the respective SEC of the different departments shall be governed by the rules of the SCOMEL.

Section 11. The candidates for SEC shall have the following qualifications:

a. He/She must be a Filipino citizen.
b. He/She must be a bona fide student of JBLFMU – Molo, Inc. (Of molo only?
c. He/She must not have any failing mark in the previous year/semester. (no limit as to lowest grade? Can he qualify if his lowest rating is 75%?)
d. He/She must be of good moral character.
e. All candidates shall have undergone a Leadership Training Seminar conducted by the Guidance Office. A certificate of attendance must be submitted to the SCOMEL.

11a. All candidates for SSC shall have the same qualifications except that they should be non-graduating students. (Let us not have 11a if no 11b follows)

Section 12. Every candidate shall submit the following documents to the SCOMEL:

a. Certificate of good moral character from the Guidance Office
b. True copy of grades/Form 138, 137 during the preceding semester/year
c. Application Form

Section 13. The electors must be bona fide students of JBLFMU – Molo, Inc. (of Molo only?)

Section 14. The conduct of election shall be as follows:

a. Date of regular SSC election shall be on the third Wednesday of February.
b. Date of regular SEC election shall be on the second Friday of August.
c. All candidates shall be represented or presented in the Grand Rally a day before the election.
d. Room to room campaign shall commence upon the approval of the Department Heads which shall not exceed a period of five school days before the election.
e. Campaign during NROTC instructions is strictly prohibited.

Section 15. Streamers, sample ballots, bookmarks, leaflets, pins, and T-Shirts shall be allowed as campaign materials provided that their sizes and designations are approved by the SCOMEL.

Section 16. The following shall be observed during the Election Day:

a. Classrooms duly designated by the SCOMEL shall be considered as voting centers.
b. To cast a vote, the elector must present his/her ID or registration form and submit the ballot.
c. The voting shall start at 8:00 A.M. to 2:00 P.M. with no noon break.
d. Candidates are not allowed to stay within (50) meters from the polling place except when he/she casts his/her vote.
e. Counting shall start after 2:00 P.M.
f. Administrative staff and members of the faculty shall refrain from campaigning against or in favor of any candidate/s or party.

Section 17. Canvassing of votes shall be within the full responsibility of the SCOMEL.

Section 18. In case of a tie, the SCOMEL officers and advisers shall call all class head officers who will vote directly to break the tie. The schedule shall be set by the SCOMEL.

Section 19. The following shall be observed in case of an election protest:

a. The election protest shall be in writing stating the ground for protest and shall be attested by the affiant by affixing his/her signature.
b. All protest shall be filed to the SCOMEL Chairman not later than two school days after the election.
c. The Student Activity Coordinator together with SCOMEL officers and advisers shall gear the protest and decide on the matter.
d. The decision shall be final, executory, and non-appealable.

Section 20. The SCOMEL shall post the official tabulation of the election results and shall proclaim the winners upon the completion of the tabulation if no protest had been filed.

Section 21. Nicknames, first names, and interchange of names and positions are considered invalid votes.

Section 22. A valid vote shall contain the thumb mark of the voter and the family name of the candidate.

Section 23. Any willful violation of SCOMEL guidelines as contained in this Constitution is a ground for disqualification or removal from office.

Student Publication/Yearbook

The School Publication is an avenue for students who have the skills and talents in the field of journalism.

Objectives

1. To develop student skills in writing
2. To have an avenue for students to express their ideas, views, and opinions

Editorial Policy

The School Publication is published twice every semester. Articles contained are the personal views of the author, and do not necessarily reflect official thought or endorsement of the administration. Articles are published to stimulate thought and/or provide open forum for discussion.

The School Publication accepts original articles from students, faculty and staff. Comments regarding issues are welcome.

Editorial Board

The Editorial Board is composed of Student Staff, Selected Faculty Adviser/s, Moderator, Critic/s, and/or Consultant/s.

Selection Process

A. Student Staff

The Editorial Staff members are chosen through competitive examination facilitated by the school publication adviser and senior publication staff conducted every second week of July.

B. Adviser/s, Moderators, Critic/s, and Consultant/s

Recommended by the Student Staff to the Activity Coordinator who in turn endorses the recommendations to the Administrator for approval. (incomplete)

Student Staff (functions to be discussed)

A. Editor/s in Chief (to be discussed)

- Supervises the editorial staff of the paper
- Writes? the editorials of the organ (not all the time does the editor in chief writes the editorial)
- Edits? all articles preparatory to submission of the same to the adviser for final editing and approval for publication
- Supervises the preparation of the layout and paging of the paper in coordination with the Managing Editor
- Causes the timely accomplishment of all assignments properly
- Acts as liaison officer between the Advisers
- Calls meeting of the staff in consultation with the adviser.?

B. Managing Editor

- Brings articles to the press for typesetting
- Checks articles for typographical errors
- Prepares the layout and paging of the paper in consultation with the editor in chief
- Proofreads galley proofs before these are finally approved by the adviser for printing

C. Associate Editor

- Edits the articles in coordination with the editor in chief
- Writes editorials of the organ when requested.
- Prepares assignments of section editors in consultation with the editor in chief
- Coordinates in the preparation of the paper with the editor in chief and managing editor

D. Feature Editor

- Gives out assignments to feature writers
- Receives and edits feature articles preparatory to submission of the same to the editor in chief
- Writes regular feature articles or column

E. Literary Editor

- Gives out assignments to literary writers
- Receives and edits literary articles preparatory to submission of the same to the editor in chief
- Writes regular literary articles or column

F. Filipino Editor

- Gives assignments to Filipino writers
- Receives and edits Filipino articles to be submitted to the editor in chief
- Writes regular Filipino articles

G. News and Sports Editor

- Assigns reporters to cover events relevant to the school activities
- Writes straight news articles on assignment from the editor in chief or through his own initiative in consultation with the latter
- Edits all straight news articles received preparatory to the submission of the same to the editor in chief
- Gives out assignment to reporters to cover sports events in which the school is a participant
- Writes sports articles unassigned to reporters

H. Contributors

- Give other information related to the articles
- Contribute related facts to the column
- Coordinate with the other staff members to make a good output

I. Layout Artist

- Plans the layout of the paper

- Makes the arrangement and packaging of types and photos on a page

J. **Staff Artist**
- Plans the arrangement and design of the article
- Coordinates with the layout artist
- Prepares photographs, cartoons, illustrations, diagrams, and specially produced lettering for chapter heading or jackets

RENEWAL OF RECOGNITION

Requirements for Renewal of Recognition

The application for renewal of recognition shall be done sixty (60) days after the official opening of the school year. The application for renewal must be accompanied by:

1. List of new members and officers
2. Calendar of activities for the current school year
3. Accomplishment report/Evaluation of calendar of activities
4. A copy of amendments to the existing constitution-and-by-laws, if there is any

Composition of Clubs and Organizations

1. Adviser
2. Officers and Members

USE OF FACILITIES

The facilities of the school are for the free use of the students with certain provision and under certain rules and regulations as may be provided by the Head of Services and Facilities.

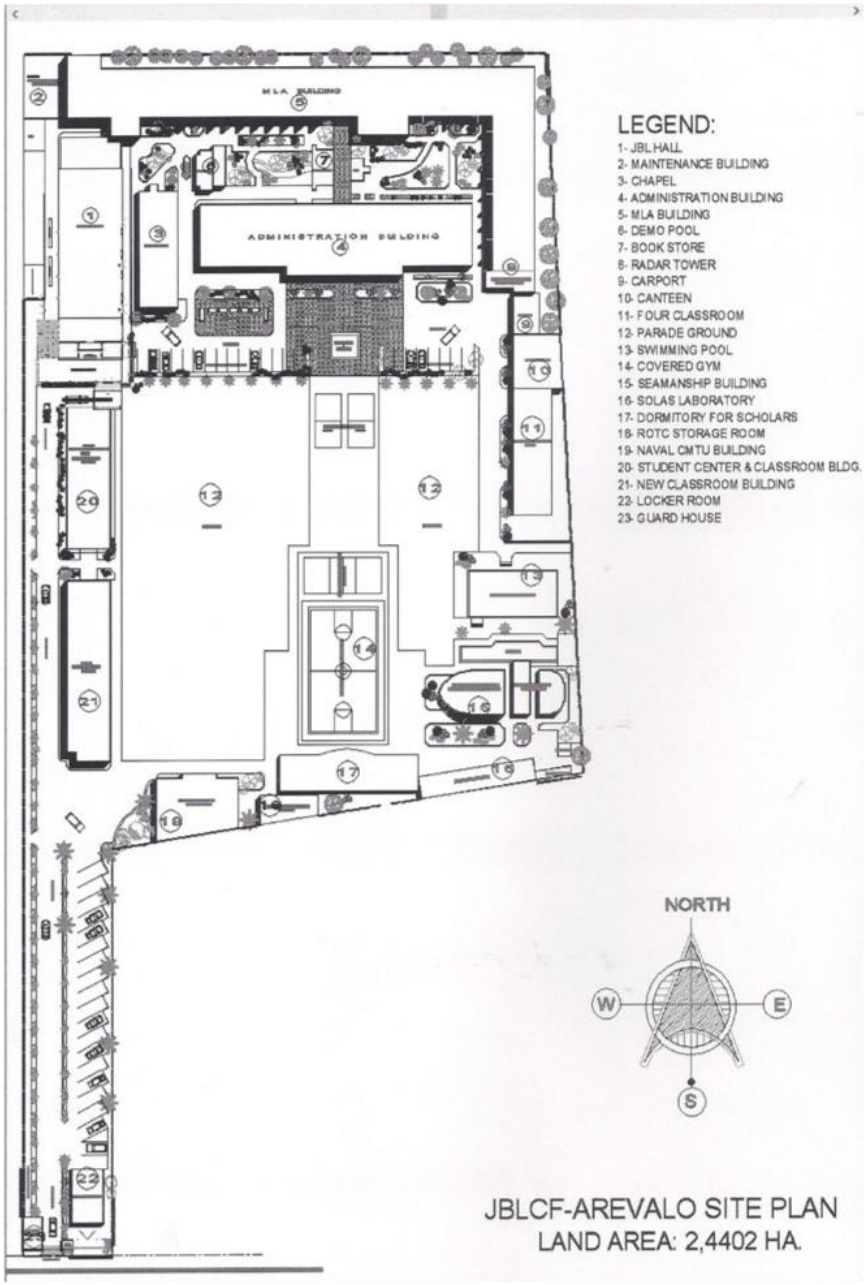
Students should never abuse the school facilities. They should be handled with care and regarded with respect. Buildings and campuses shall likewise be kept clean. Any damage done to school properties and equipment shall be charged against the person responsible of the damage.

All permits for the use of school facilities should be addressed thru the Head of Services and Facilities and/or department head concerned and approved by the Administrator. Such facilities or equipment's include:

1. Computer/Typing Room
2. Sound System
3. Chapel
4. Video Viewing Room /Audio Visual Room
5. Student Center
6. Shop
7. Laboratory facilities
8. Transportation facilities
9. Bulletin Boards
10. Grounds
11. Swimming Pool
12. Covered Court
13. Hall/Function Rooms

VICINITY MAPS

JBLFMU-AREVALO



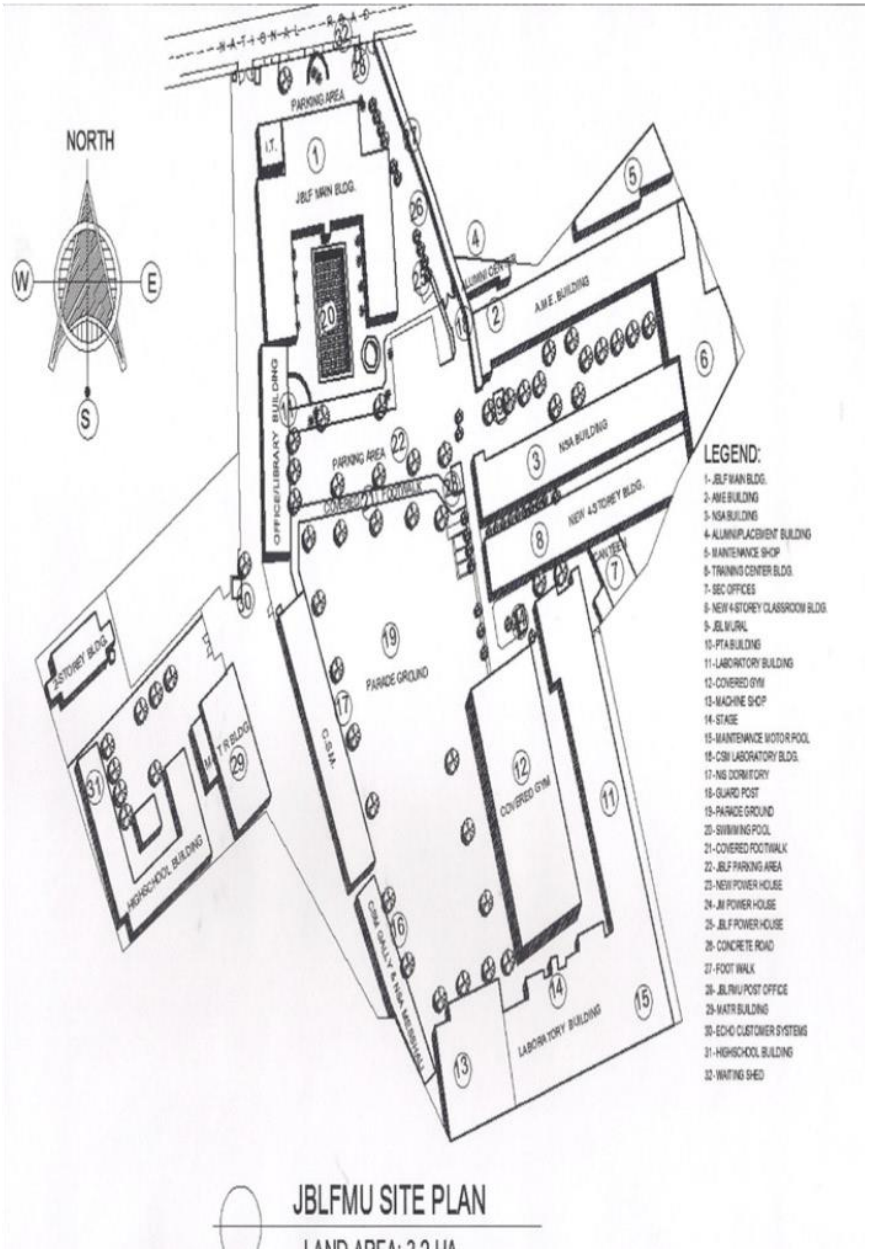
VICINITY MAPS

JBLFMU-BACOLOD

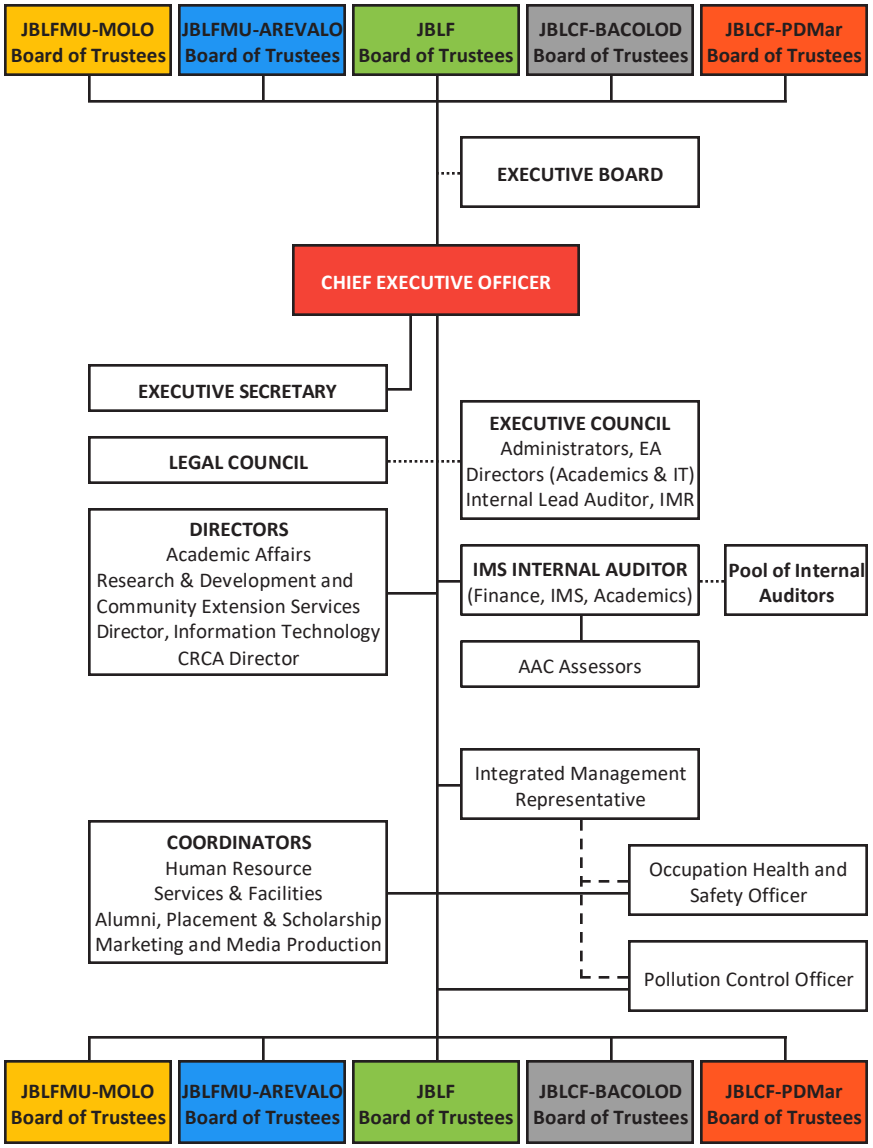


VICINITY MAPS

JBLFMU-MOLO



JBLF SYSTEM ORGANIZATIONAL CHART



EMERGENCY NUMBERS

FIRE DEPARTMENT - BACOLOD CITY

San Juan	434-5022
Lopez Jaena	434-5023
Amity Volunteer	161
Hilado	433-3244, 433-3245
Chamber Volunteer	164
Libertad	432-011

POLICE DEPARTMENT - BACOLOD CITY

Base Control	166
Women Desk	434-3781
Intelligence	434-3781
Administrative Bldg.	434-3782
Traffic Division	434-1207
Plaza	434-8776
19th Street	4348177
Mandalagan	441-8324
Villamonte	433-5041
Granada	708-8034
Taculing	708-8903
Mansilingan	708-8944
Tangub	444-1593
Sum-ag	703-5080
Handumanan	446-0117

ILOILO CITY

Areas	Police	Fire	Hospital
Iloilo City Proper	(166) 337-0400 337-9022 337-9931	337-3011 337-4989	
Arevalo	337-9593		
Molo	337-9502	3376283	
Jaro	329-3912	329-5700	
La Paz	329-0904		
Mandurraio	321-2355		
ICAG		337-5931	
Western Visayas Medical Center			321-2841
Iloilo Doctor's Hospital			337-7701 to 10
St. Paul Hospital			337-2741
WVSU Medical Center			320-2431

FACILITIES

JBLFMU-Arevalo

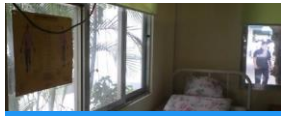

Student Lounge



Lactation Room - Clinic


SAS Guidance Office




Clinic


Coucilors Cubicles

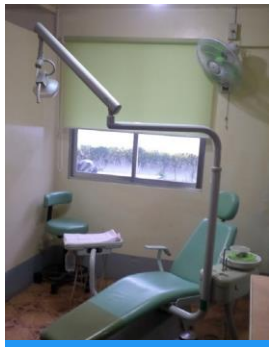

JBL Hall


Receiving Room - Clinic


Covered Walkway


JBL Hall

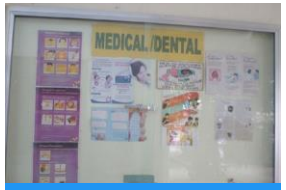

Covered Concrete Hallway


Dental Room - Clinic


New Library Building


JBL Hall


Counseling Room



Bulletin Board

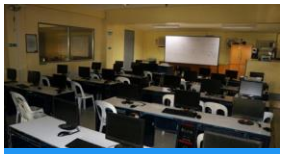
FACILITIES

JBLCF-Bacolod



FACILITIES

JBLFMU-Molo



Computer Lab



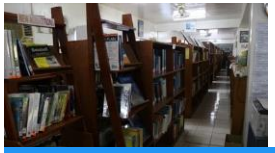
ArtDeck Cafe

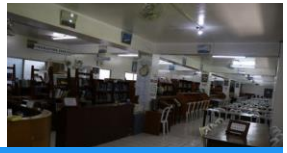


Internet Center



Function Hall





Library





Machine Shop





Simulation Room



High School Dept.

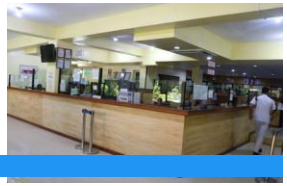




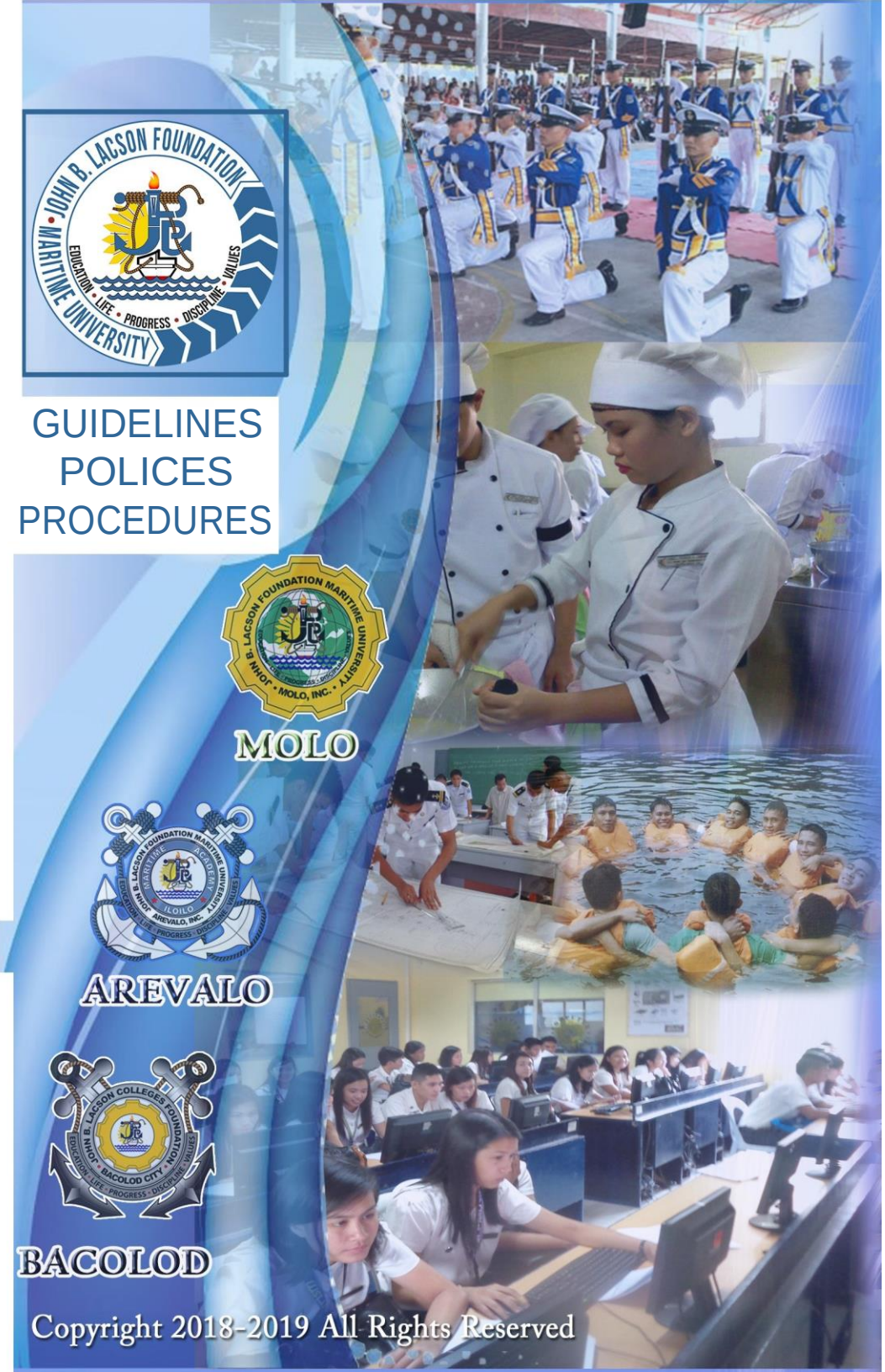
Galley







Different Offices



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