

THE FOUNDERS



Mr. Leonardo D. Simon



Dr. Estrella O. Simon

CHAPTER I. INTRODUCTION

A BRIEF HISTORY

It all started with a dream, and in it Mrs. Estrella O. Simon saw herself managing her own school. From then on, that dream never escaped her memory until it became a reality.

She interpreted it as a manifestation of God's plan for her. She believed that establishing her own school would guarantee that her two children, Echel and Leovenci as well as the children of families residing in Francisco Homes community will get a well-deserved, affordable, quality education.

Upon consultation with her husband, Mr. Leonardo D. Simon of her dreams and plans, the couple with the help of other family members laid down the initial construction plan of the would be Francisco Homes Learning Center.

On June 14, 1984 with an initial enrollment of 350 pupils distributed to the Nursery up to Grade Four and with Mrs. Simon as principal, the school formally opened. There were seven (7) pioneering teachers namely: Ms. Visitacion Laciste, Ms. Leonita S. Alquisola, Ms. Silyn B. Decena, Ms. Susan P. Cariño, Mr. Pepito P. Gerona, Ms. Zenaida Y. Gerona and Mr. Gaspar V. Solis Jr.

On its second year, the school population doubled, and it offered complete elementary education under Government Recognition H-E-023. In 1989, this learning center was renamed Francisco Homes Learning Academy.

Thru cooperation, unity and genuine commitment of its administration, faculty and non-teaching personnel as well as the positive feedbacks from stakeholders notably the parents, the academy continued to rise to its zenith and the founder's efforts really paid off.

In 2003, Special Science Class high school was offered. This was a brainchild of Mrs. Echel-Simon Antero, the Assistant Principal.

In March 2004, Mrs. Antero was officially installed as principal of the Basic Education Department. In the same year, the academy was renamed Francisco Homes College with Mr. Leonardo D. Simon as President and Mrs. Estrella O. Simon as Vice President for Academic Affairs.

Simultaneous with these growth and expansion in population and facilities is the opening of the collegiate level that offered courses in Education with English, Mathematics and Physical Science as areas of concentration and Nursing.

To address the needs for more college courses that were in demand in the world of work, the college offered Bachelor of Science in Hotel and Restaurant Management in 2006 and Bachelor of Science in Information Technology with CISCO Program in 2010; Bachelor of Science in Tourism Management; Bachelor of Science in Office Management; and Bachelor of Science in Midwifery in 2012.

In consonance with the cityhood of San Jose del Monte, the first among the municipalities in Bulacan, the college administration conceived the idea of again renaming the college. Surveys and series of consultations were undertaken and in 2008, First City Providential College (FCPC), became its new name in grateful acknowledgment of God's divine graces showered upon this center of learning, THE FIRST, THE BEST in Bulacan. FCPC has not only made changes in its name, it has also established a record of excellence as shown by its performance; 100% passing rate in the Licensure Examination for Nurses; 100% passing rate in the Licensure Examination for Teachers; and CISCO Certified Network Associate (CCNA); championship in CSANPRISA and BULPRISA, MTAP, and cultural competitions notably.

Added to its string of accomplishments is the back to back-championship of the campus journalists who earned for FCPC the Over-all Championship in the Division Press Conference for both elementary and secondary level.

All these great things became possible because of dedicated and loyal members of faculty and staff. Their dedication to the teaching profession, their commitment to render quality service and their passion to make a difference contribute in the realization of the school's philosophy of providing quality education to all students. These magnificent qualities of our honorees are worth emulating. Thus, the length of quality service they've rendered and the sense of loyalty they have shown are truly admirable and incomparable. Indeed, they deserve recognition for a job well done.

1984

On June 14, 1984 with 350 pupils distributed from Nursery to Grade Four, the school started its operation with Mrs. Estrella O. Simon as principal and seven pioneering teachers, Ms. Leonita S. Alquisola, Ms. Sylyn B. Decena, Ms. Susan P. Cariño, Mr. Pepito P. Gerona, Ms. Zenaida Y. Gerona, Ms. Visitacion L. Laciste, and Mr. Gaspar V. Solis, Jr.

1985

Francisco Homes Learning Center marked its 1st Founding Anniversary. It was the first step to a thousand miles.

With its theme, "Wisdom Dwells with Prudence", FHLC recognized and honored the students who finished their basic education with flying colors. The annual field demonstration highlighted the FHLC's Foundation Day. Class 1985 preschoolers made their way to learn basic education in FHLC.

1986

To instill the value of solidarity and camaraderie among the members of the school community, FHLC held its selection of finalists for Ms. Francisco Homes Learning Center 1986.

1987

Mrs. Echel Simon-Antero (right), Corps Commander of the Honor Guards Club, received the Award of Excellence during the Recognition Day.

1988

Mrs. Estrella O. Simon's passion to provide better facilities for every student prioritized the establishment of an improved school library.

1989

Francisco Homes Learning Academy held its 5th Preschool Graduation Day.

1990

Francisco Homes Learning Academy began its major construction of the school quadrangle and concrete fence.

1991

Learning is fun in Francisco Homes Learning Academy what with its effective academic program and dynamic faculty.

1992

FHLA continued to develop students' knowledge, skills, and values through educational trips to various interesting and historical places in the country.

1993

Compassion for education and the youth's future were the driving force that prompted Mrs. Estrella O. Simon to produce holistic and well-rounded citizens for God, country, and humanity.

1996

With its growing number of students, FHLA continued to meet the demands of society thru its competitive and dynamic faculty.

1996

FHLA paid tribute to the teachers, staff, and personnel who served the school for a minimum of 10 years.

1997

Students from class 1997 showcased their dancing skills during the mass induction of class officers.

1998

FHLAians are nationalistic individuals. This was actualized during the Centennial Anniversary celebration of the Independence Day.

1999

The Ms. Alma Mater and her court symbolize Brains, Beauty, Breeding (3B's), and Loyalty as portrayed during the annual Loyalty Turnover Rites.

2001

Outstanding teachers were honored during the Annual Teachers' Day Celebration.

2002

The Ms. Alma Mater and her court flashed their sweet smiles on coronation day, a time to showcase talent, poise, and personality. Excellence is the trademark of the FHLA teachers who provide quality education for God, country, and humanity.

2003

Friendship and camaraderie are manifested during the annual year-end socialization party.

2005

It's more fun in Francisco Homes College. This is seen in every year-end socialization party of faculty members, staff and administrators.

2006

As a mark of the fulfillment of the institution's vision and mission, Francisco Homes College, College of Nursing conducted its 1st Capping and Pinning Ceremony.

2008

In collaboration with the Rotary Club of Port Klang International, Malaysia, FCPC played host to the Fellowship and Welcome Activity for the foreign Rotarians

2009-2010

FCPCian teachers show that there is unity and beauty in diversity.

2012

Developing and enhancing the students skills to become Godloving, intelligent, disciplined, creative, productive, and nationalistic for God, country, and humanity, are primordial duties of FCPC.

2013

First City Providential College administrators at the groundbreaking rites of the new school gymnasium and Balagtas Hall.

2014

On its 30th Founding Anniversary, First City Providential College continues to live up to its Vision and Mission. True to its motto, First City will carry on its legacy of being "The First and the Best".

2015

Back to Back Championship of Elementary and Secondary Campus Journalism in the Division Level

2015

First City Providential College held the FCPC Green Convergence. After the program at the gymnasium, a Tree Planting activity was done at Brgy. Kakawate San Jose del Monte, Bulacan which was attended by the Guest Speaker, Brgy. Officials, Teachers, Campus Journalist and Student Council Officers.

2016

The Balagtas Hall was finally completed including the façade. It was also the start of the Senior High School in FCPC.

2017

- February** – FCPC reigned as the over-all champion of the MTAP High School Division
– UNA, Pioneer, Unang Mensahero and the Great Herald were awarded as the Best School Publication at the Regional Schools Press Conference
- September** – CSANPRISA: Academic, Cultural and Athletic Events were once again dominated by the First City Providential College. The school was declared as the over-all champion in the said competitions.
– FCPC achieved its 4-peat victory when it became the overall champion at the Division Elementary and Secondary Schools Press Conferences.
– Reigning for the fourth time, FCPC won as the Grand Champion in the Phil to a Cultural Dance Competition.
- October** – FCPC Baliktanaw Dance Troupe ranked Top 5 (Monster Division) in World Supremacy Battlegrounds in Sydney, Australia
– FCPC became the over-all champion of Division Festival of Talents and Regional Festival of Talents
- December** – The Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) had its consultancy and preliminary visit to FCPC for the first batch of programs which are as follows: BSN, BSHRM, BSIT, BEED, BSED, Elementary and Junior High School

2018

- February** – FCPCians won at the National Festival of Talents
– FCPC ranked as the over-all champion in the Elementary Division of MTAP
– Research Fora for Junior High School and Senior High School Students.
- March** – The first batch of Senior High School students of FCPC graduated
- April** – PACUCOA had its consultancy visit for the second batch of programs which are as follows: BSTM, BSOM, BSM and Senior High School.
- June** – The newly-built Blas Ople Hall is now occupied by the students and the teachers
– Arrival of Foreign Exchange Students through IAESTE Program
– Research Colloquium/Fora entitled “Forging Innovative Research Toward Academic Excellence”
– IRIS/ International Research and Innovation Summit
- July** – PACUCOA's Level 1 Accreditation Visit to FCPC for the Batch 1 Programs

FIRST CITY PROVIDENTIAL COLLEGE

INSTITUTIONAL VISION, MISSION, GOALS AND OBJECTIVES

VISION

First City Providential College shall be a world-class university for lifelong learning.

MISSION

FCPC shall:

1. offer relevant and multidisciplinary academic programs to produce lifelong learners who are globally competitive and socially responsible professionals;
2. produce viable researches for local and international publication and utilization;
3. implement collaborative and sustainable community extension services.

PROGRAM EDUCATIONAL OBJECTIVES

Within 3 years, FCPC graduates shall:

- a. show the ability to synthesize knowledge continuously in solving problem for the improvement of life.
- b. perform work responsibly guided by the institution's core values.
- c. actualize high ethical standards in working singly or collaboratively.

GOALS AND OBJECTIVES:

1. *Produce globally competitive graduates equipped with knowledge, skills and values that uphold the integrity and ethical standards of the profession;*
2. Offer curricular programs responsive to the changing needs of the society;
3. Promote academic and moral excellence for the total development of man;
4. Optimize learning through effective delivery of instruction, efficient utilization of facilities and resources, competent and dynamic faculty that provide an environment conducive to learning;

5. Provide efficient student services for the holistic development of the academic community;
6. *Develop a functional research program for national development;*
7. Enhance the institution's research productivity in the areas of instruction, student services and community extension programs;
8. Utilize research outputs to meet the needs of the institution and the community;
9. Produce innovative researches in the fields of Science and Technology, Health Sciences, Social Sciences, Education, Arts and Business Management for economic and societal development;
10. *Institutionalize sustainable community extension services for the development of the society;*
11. Promote active participation in the development of outreach program services based on the assessed needs in the community; and
12. Foster collaboration with the government & non government organizations.

CORE VALUES:

Faith in God
Creativity
Perseverance
Collaboration
Intelligence
Altruism
Nationalism

FCPCians are lifelong learners for God, country and humanity.



FCPCian's Creed

I am a true FCPCian
I carry the name of my dear school,
First City Providential College
I live up to its ideals
I have the duty and responsibility
to think, act and live with

Faith in God
Creativity
Perseverance
Collaboration
Intelligence
Altruism
Nationalism

Anywhere, anytime and always in my life

LIVING THE VALUES/IDEALS OF FIRST CITY PROVIDENTIAL COLLEGE

- **FCPCian who lives the value of faith in God**
 1. Prays and seeks to do his/her best.
 2. Believes that God is almighty and can do all things.
 3. Believes that the real knowledge and wisdom he/she acquires. are blessings from God.
 4. Wants to please God and fulfill His will and His commands.
 5. Engages oneself in worthwhile religious activities.
 6. Shows a caring attitude towards God's creations.
 7. Respects places of worship.
 8. Respects religious belief of others.

 - **FCPCian who lives the value of creativity**
 1. Seeks to use this talents and resources to build, to contribute to the betterment of his/her own life, that of others, and of society as well.
 2. Is organized in his/her thoughts, words, deeds, in his relationship, and in the use resources.
- Actualizes Resourcefulness:***
1. Has diverse interests and abilities.
 2. Gives varied ideas and solutions to questions, challenges and problems.
 3. Uses different ways and means in solving problems.
 4. Changes, improves, and modifies situations and objects.
 5. Recycles materials.
- **FCPCian who lives the value of perseverance**
 1. Exhibits grit by refusing to give up the pursuit of a goal despite difficulties.
 2. Sees failure as a positive learning experience and tries again until the learning goal is attained.
 3. Understands the value of hard work and takes responsibility for one's own academic progress.
 4. Does not make excuses or blame others for failure.

Actualizes Industry:

1. Works without being told.
2. Works without complaining
3. Finishes work on time.
4. Promptly works on assigned tasks.
5. Works beyond assigned tasks.

Actualizes Self-Reliance:

1. Shows initiative and resourcefulness in doing assigned tasks.
2. Works independently.
3. Does one's work to the best of his/her ability.
4. Tries out ways to do one's work before seeking help from others.
5. Participates in programs and other school activities

Actualizes Sense of Responsibility:

1. Demonstrates positive attitude in accepting responsibilities
2. Demonstrates attributes of a responsible member of the community/society where he/she belongs.
3. Shows initiative towards work in fulfilling one's duties.
4. Demonstrates sense of responsibility for any action taken.
5. Shows concern for one's environment.

• **FCPCian who lives the value of collaboration**

1. Shows flexibility, leadership, initiative, productivity and social skills.
2. Learns how to work cooperatively and support others.
3. Has effective teamwork and communication skills

Actualize Helpfulness and Cooperation:

1. Does one's share in household chores.
2. Does one's share in schoolwork.
3. Does one's share in group work.
4. Voluntarily helps the needy.
5. Cooperates in implementing rules and regulations

Actualizes consideration for others:

1. Respects feelings of others by not bullying.
2. Respects the right of others.
3. Waits for one's turn in speaking, falling in line, playing, working, etc.
4. Takes good care of borrowed things.
5. Offers seat to the elders and disabled persons.
6. Avoids laughing at the mistakes, mishap or disability of others.

Actualizes Sportsmanship:

1. Follows the rules of the game.
2. Accepts defeat gracefully.
3. Accepts victory humbly.
4. Congratulates the winner/s wholeheartedly.
5. Abides by the decision of the umpire/judges.

• FCPCian who lives the value of intelligence

1. Solves the problem that he/she encounters in his/her.
2. Renders service being valued in given culture.
3. Strives for academic excellence.
4. Knows how to prioritize things.
5. Relates **well with his/her** classmates, schoolmates, members of his/her community
6. Applies his/her knowledge in designing a product
7. Actualizes the value of lifelong learning
 - 7.1. Loves reading
 - 7.2. Listens well to understand
 - 7.3. Applies social skills

Actualizes discipline:

1. Knows and obeys rules and regulations.
2. Respects authority.
3. Does not engage in acts of violence nor does he/she violate in any way the rights of his/her fellowmen.
4. Knows who he/she is and what his/her duties and obligations are and does his/her best to fulfill them.

Actualizes loyalty to First City Providential College

1. Is proud of being FCPCian anywhere, anytime and always.
2. Is responsible in living up with the values stated in the FCPC's vision and mission.
3. Suggest and/or supports activities, project, programs for the betterment of the school.
4. Defends it to outsiders or to those who try to destroy it.
5. Is not speaking ill of the institution, its officers, teachers and personnel.
6. Shares issues, reactions and sensitive information only to school officials who are involved or who can do something about such.
7. Promotes the school and brings in friends, relatives, neighbor to study in First City Providential College

Actualizes Honesty:

1. Returns borrowed things promptly.
2. Gives notice about/returns things found to rightful owners.
3. Claims only the things that belong to him/her.
4. Does not cheat.
5. Always tells the truth about others/what happened.

Actualizes Courtesy:

1. Uses courteous expressions in conversations.
2. Greets elders and persons in authority politely.
3. Listens attentively to the person speaking.
4. Behaves well in public places.

Actualizes Obedience:

1. Obeys parents and elders.
2. Obeys rules and regulations of the school and the community.
3. Abides by the rule of the majority.
4. Obeys persons in authority.
5. Obeys the laws of the country.

Actualizes Cleanliness and Orderliness:

1. Clean in thoughts, words, and in deeds.
2. Keeps working area in order during and after work.
3. Keeps personal things neat and in order.
4. Well-groomed.
5. Does one's work neatly and orderly.

Actualizes Promptness and Punctuality:

1. Comes to school on time.
2. Attends classes regularly.
3. Finishes assigned tasks promptly.
4. Follows strictly schedule of activities such as school programs, seminars, conventions.
5. Submits requirements for assigned tasks on time

• **FCPCian who lives the value of altruism**

1. Shows selfless acts or undertakings that put the welfare of others before one's own.
2. Cooperates rather than compete.
3. Thinks about how one's actions affect others.
4. Feels good after helping others.
5. Practices volunteerism.

Actualizes the value of productivity:

1. Is not lazy and wasteful.
2. Seeks to make full and efficient use of his human resources and make the material resources within his/her control.
3. Is committed to participating in efforts to enable not only himself/herself and his/her family, but all members of society as well, to possess the sum total of social conditions needed to reach fulfillment.
4. Feels a sense of responsibility to help those in need.
5. Actualizes responsible use of technology.
6. Demonstrates self-control.

FCPCian who lives the value of nationalism:

1. Loves his/her country.
2. Proud of his/her country.
3. Ready to come to its defense, if such should ever be necessary
4. Loves his/her people.
5. Knows and upholds its constitution.
6. Seeks to be informed about his/her country its history, its resources, its heroes, the problems and challenges it faces, its directions.
7. Uses locally-made products whenever possible.

Actualizes Patriotism/Love Country:

1. Respects the flag and the national anthem.
2. Participates in national celebrations.
3. Uses products made in the Philippines.
4. Reads about Philippine history, arts and literature.
5. Performs the duties of a Filipino citizen

**College of Education
Bachelor of Secondary Education,
Bachelor of Elementary Education
Bachelor of Technology and Livelihood Education
Bachelor of Physical Education
Certificate in Teaching Education**

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

FCPC College of Education envisions being a Center of Excellence of world-class lifelong professional teachers.

MISSION

FCPC College of Education shall:

1. Provide responsive and dynamic educational programs to produce teachers who are effective, efficient, and ethical synthesizers of knowledge and facilitators of learning;
2. Produce relevant and specialized researches for local and international publication and utilization;
3. Extend sustainable outreach services for people in the community and of the country.

PROGRAM EDUCATIONAL OBJECTIVES

Within three years after graduation, the graduates of Bachelor of Secondary Education, Bachelor of Elementary Education, Bachelor of Technology and Livelihood Education, and Bachelor of Physical Education shall:

1. Show the ability to synthesize knowledge continuously in solving problems for the improvement of the teaching profession.
2. Work responsibly guided by the institution's core values.
3. Actualize high ethical standards and Philippine Professional Standards for Teachers in working singly or collaboratively.
4. Engage in career advancements for professional development in teaching.

GOALS AND OBJECTIVES

1. Develop positive values in the students, which are necessary to the service of God, humanity and country;
2. Train students to their full intellectual capacities and becoming self-directed, effective, efficient, ethical, responsible and globally competitive teachers and researchers in their field of expertise;
3. Develop the ability to use the teaching competencies; assess and diagnose learners' needs or problems; plan, implement and evaluate teaching styles for maximum learning and develop learners' multiple intelligences;
4. Integrate the ability to collaborate with other members of the teaching profession in the delivery of quality education and responsive researchers for instructional, economic and societal development;
5. Extend outreach services to identified communities that need to develop self-help activities to educate self-reliant and self-confident people.

The Bachelor of Elementary Education (General) aims to:

1. Prepare teachers who are Fair, Enthusiastic, Warm, Patient, Approachable, and Pleasant (FEWPAP) in handling any grade in the elementary level;
2. Train and produce a new breed of excellent mentors who can transform and apply theories and concepts into the real life demands of society;
3. Develop effective, efficient and ethical teachers in their own locality, their own country and in the global community;

The Bachelor of Secondary Education, Bachelor of Technology and Livelihood Education, and Bachelor of Physical Education aim to:

1. Prepare teachers who are Fair, Enthusiastic, Warm, Patient, Approachable, and Pleasant (FEWPAP) in handling any grade in the high school level;
2. Train and produce a new breed of excellent mentors who can transform and apply theories and concepts into the real life demands of the society;
3. Equip the graduates with in-depth knowledge of the context and specified skills in their major field of specialization;
4. Develop effective, efficient and ethical teachers in their own locality, their own country and in the global community;

The Certificate in Teaching Education aims to:

1. Provide education to non-teacher education degree holders by developing their understanding of the intricacies in the teaching-learning processes, facilitating the acquisition of basic teaching competencies, and instilling in them the positive attitudes and values of faith in God, creativity, perseverance, collaboration, intelligence, altruism and nationalism;
2. Prepare teachers who are Fair, Enthusiastic, Warm, Patient, Approachable, and Pleasant (FEWPAP) in handling any grade in the elementary or high school level;
3. Train and produce a new breed of excellent mentors who can transform and apply theories and concepts into the real life demands of the society;
4. Produce competent practitioners of teaching strategies which will encourage learners develop their full potentials and effect in them as positive outlook towards self-education;
5. Develop effective, efficient and ethical teachers in their own locality, their own country and in the global community;

BS CRIMINOLOGY

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The First City Providential College Bachelor of Science in Criminology Program is committed to achieve educational excellence for globally competitive leaders.

MISSION

The First City Providential College Bachelor of Science in Criminology Program shall provide comprehensive education to develop highly skilled and morally upright leaders with passion for public safety, peace and order.

GOALS AND OBJECTIVES

The First City Providential College Bachelor of Science in Criminology Program shall:

1. Equip the students with knowledge and comprehensive training in crime prevention and detection, correctional administration, forensic science and law enforcement.
2. Develop researches on the causes and treatment of criminal behavior, crime prevention and the criminal justice system platform.
3. Extend sustainable outreach services for the people in the community and of the country.

BS PSYCHOLOGY

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The Bachelor of Science in Psychology Program of FCPC aspires to be a Center of Excellence committed to strengthen the science and practice of psychology globally and produce lifelong professionals and practitioners.

MISSION

First City Providential College Bachelor of Science in Psychology Program shall:

1. Produce globally competitive and ethical professionals and practitioners.
2. Produce researches that are relevant and specialized for local and international publication and utilization.
3. Offer services and activities that promote sustainable development of the community and its members' psychological well-being.

GOALS AND OBJECTIVES

The Bachelor of Science in Psychology Program shall:

1. Produce globally competitive professionals who function effectively and correctly apply the theories, principles, concepts, and skills in psychology in an employment context.
2. Produce professionals who demonstrate capability of handling basic job requirements in the field of teaching, research, human resource management, basic psychometrics, training and development, among others, and in further developing relevant knowledge in skills.

3. Encourage professionals and practitioners to take reasonable steps in continuing education and training to ensure that services provided to the clients are relevant and applicable.
4. Produce good quality psychological researches which can be used and publicized both locally and internationally.
5. Contribute to the numerous researches in the field that are scientific and empirical.
6. Undertake research using the efficient knowledge and skills and in accordance to the ethical standards of the fields.
7. Provide services to the community that promote psychological well-being of its members and mental health awareness.
8. Offer relevant studies and findings which can generate new and beneficial findings to help find solutions to the dilemmas of the society.
9. Contribute to the knowledge about human behavior and to persons' understanding of themselves and others and use such knowledge to improve the condition of individuals, families, groups, communities and society.



BA POLITICAL SCIENCE

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The Political Science Department of FCPC shall be world class center of higher learning for ethical political involvement and practices.

MISSION

Bachelor of Arts in Political Science Program will:

1. Produce lifelong leaders for the advancement of the socio-political affairs of the country
2. Deliver verified local and international researches in politics and governance
3. Effect sustainable community, local, international and global linkages.

GOALS AND OBJECTIVES

1. Prime a laboratory for the study of government and politics, enriched with internship opportunities for practical experience.
2. Develop research skills and acquire road academic backgrounds reflecting the political resources readily available through linkages.
3. Be critical individual in dealing with different political issues and engagement concerning the welfare of the general public.

BA COMMUNICATION

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The First City Providential College Bachelor of Arts in Communication Program envisions to be a Center of Excellence in the fields of communication.

MISSION

The First City Providential College Bachelor of Arts in Communication Program shall:

1. Produce globally competitive professional communicators equipped with the knowledge, skills, and attitude applied in various contexts with focus on the media professions.
2. Conduct communication and media researches for local and international utilization and publication.
3. Extend sustainable outreach services for people in the community and of the country.

College Of Business Management
BS HOSPITALITY MANAGEMENT
PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

College of Business Management of First City Providential College aims to develop world class proficient business management professionals.

MISSION

1. Develop effective, efficient and ethical dynamic hospitality management graduates through quality education.
2. Produce relevant researches that would contribute to the development of the hospitality industry.
3. Provide sustainable extension services for growth and development of the community.

PROGRAM EDUCATIONAL OBJECTIVES

Within 3 years after graduation, the graduates of BS Hospitality

Management shall:

1. Show the ability to synthesize knowledge continuously in solving problems for the improvement of the hospitality industry.
2. Perform work responsibly guided by the institution's core values.
3. Engage in career advancement for professional development in hospitality management.
4. Actualize high ethical hospitality industry standards in working singly or collaboratively.

GOALS AND OBJECTIVES

1. Develop globally competitive hoteliers and other service providers with a high degree of competence for the progress of the culture, economy and environment
2. Demonstrate effectiveness and efficiency in skills as an advantage in the field of hospitality industry
3. Promote the quality of hotel and restaurant management education and skills development program to attain international competitiveness
4. Advance the frontiers of knowledge through relevant researches and apply the technology gained for improving the quality of life and responding effectively to changing societal needs and conditions
5. Work harmoniously with hotel, restaurant and other hospitality-service providers
6. Adhere to work ethics and act professionally at all times in the care of all service providers and guests
7. Carry out the core values of being God loving, Intelligent, Disciplined, Creative, Productive and Nationalistic as an advantage in the field of hospitality industry

BS ACCOUNTANCY

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The College of Accountancy of First City Providential College aims to be a Center of Excellence committed to the development of globally competitive professionals.

MISSION

First City Providential College, College of Accountancy will:

1. Produce globally competitive, competent and ethical professional accountants.
2. Provide relevant and viable researches for local and international publication and utilization
3. Implement collaborative and sustainable community extension services.

GOALS AND OBJECTIVES

The graduates of Bachelor of Science in Accountancy shall:

1. Function effectively as highly competent business practitioners in the field of Accountancy, Marketing, Human Resources Management and Financial Management.
2. Contribute not only to local but also to national economic welfare, progress and development.
3. Exhibit competence in the utilization of appropriate technology applicable in business research and development.
4. Promote effective interpersonal commitment to professional business standards.
5. Manifest a high personal commitment to professional business standards.
6. Appreciate the reasonable social, cultural, and economic environmental and spiritual outcomes indispensable for holistic human growth and development.
7. Pursue lifelong learning necessary to advance professionally in their chosen field, such as graduate and civic works and other professional education.

BS TOURISM MANAGEMENT

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

College of Business Management of First City Providential College aims to develop world class proficient business management professionals.

MISSION

1. Develop effective, efficient and ethical dynamic tourism management graduates through quality education.
2. Produce relevant researches that would contribute to the development of the hospitality industry.
3. Provide sustainable extension services for growth and development of the community.

PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of BS Tourism Management shall:

1. Show the ability to synthesize knowledge continuously in solving problems for the improvement of the tourism industry.
2. Perform work responsibly guided by the institution's core values.
3. Engage in career advancement for professional development in tourism management.
4. Actualize high ethical tourism industry standards in working singly or collaboratively.

GOALS AND OBJECTIVES

1. Produce globally competitive tourism service providers who are responsive to innovations, applying the acquired knowledge, skills and attitude for the progress of a given culture, economy and environment.
2. Demonstrate effectiveness and efficiency in the application of high degree standards required in the tourism industry
3. Strengthen the quality of tourism management education and skills development program to attain international competitiveness.
4. Make use of relevant research works for improving the quality of life and responding effectively to the changing societal needs and condition.
5. Collaborate harmoniously with other tourism and hospitality service providers to advocate quality service in the industry
6. Adhere to work ethics and act with professionalism at all times in the care of all its clients and guests.
7. Live by the core values of being Godloving, Intelligent, Disciplined, Creative, Productive and Nationalistic as an advantage in the field of tourism industry.

BS OFFICE MANAGEMENT PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The Bachelor of Science in Office Management aspires to produce world-class business management professionals.

MISSION

1. Develop effective, efficient, ethical and dynamic graduates of Business Management.
2. Provide sustainable extension services for growth and development of the community.
3. Produce relevant researches that will be utilized for improvement of the business industry and related fields.

PROGRAM EDUCATIONAL OBJECTIVES

1. Show the ability to synthesize knowledge continuously in solving problems for the improvement of Office Management.
2. Perform work responsibly guided by the institution's core values of Godliness, Intelligence, Disciplined, Creative, Productive and Nationalism.
3. Engage in career advancement for professional development in Office Manager profession.
4. Actualize high ethical National core Competency Standards working singly or collaboratively.

GOALS AND OBJECTIVES

1. Develop globally competitive office managers with a high degree of managerial skills.
2. Optimize learning through the adaption and utilization of appropriate instructional methods and resources.
3. Value the utilization of research for the improvement of productivity of organizational management.
4. Initiate institutional development through the conduct of useful and significant researches.
5. Extend outreach services which promote self-sufficiency of a given community.
6. Plan and execute community extension services to address the needs of members of the community

College of Computer Studies
BS INFORMATION TECHNOLOGY
PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The Bachelor of Science in Information Technology Program of First City Providential College envisions to be a Center of Excellence in Information Technology.

MISSION

FCPC Bachelor of Science in Information Technology Program shall:

1. Provide relevant and dynamic computing program to produce globally competitive, innovative, creative and ethical professionals.
2. Produce research-based projects for utilization in the local and international computing community.
3. Commit to a sustainable community extension services.

PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of BS Information Technology shall:

1. Show the ability to synthesize knowledge continuously in solving problems for the improvement of computing industry.
2. Perform work responsibly guided by the institution's core values.
3. Engage in career advancement for professional development.
4. Actualize high ethical standards in computing industry working singly or collaboratively.

GOALS AND OBJECTIVES

1. Provide a high quality instruction in Computing and Information Technology Education to meet the needs of the industry and the society.
2. Develop ethical behavior of students in their field of profession and sensitivity to the impact of technology in the society.
3. Provide students with integrated business implementation in an environment analytical knowledge on information systems for diverse, global business.
4. Train students to plan, develop, design and maintain professional and scientific systems, capable of continued learning and ethical practice in computing profession.
5. Develop research-based projects in the emerging areas of technology convergence.
6. Engage students in research projects that develop their skills and techniques to become effective, ethical and responsible students and researchers.
7. Provide extension, training programs and services to the community.
8. Show commitment in sharing computing expertise to communities and organizations that need to develop skills using the technology.

**College of Allied Medical Sciences
BS Nursing**

PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

FCPC College of Nursing aims to develop world-class professional nurses which embody high degree of competence.

MISSION

1. Produce ethical, efficient and effective professional nurses to be the best for the Filipinos and choice of the world.
2. Provide relevant researches for local and international utilization
3. Commit to sustainable extension services enjoining all stakeholders for community development

PROGRAM EDUCATIONAL OBJECTIVES

Within 3 years after graduation, the graduates of Bachelor of Science in Nursing shall:

- a. Show the ability to synthesize knowledge continuously in solving problems for the improvement of nursing profession.
- b. Perform work responsibly guided by the institutions core values of Godliness, Intelligence, Disciplined, Creative, Productive, and Nationalism.
- c. Engage in career advancement for professional development in nursing.
- d. Actualize high ethical Nursing National Core Competency Standards working singly or collaboratively

GOALS AND OBJECTIVES

1. Produce globally competitive nurses with high degree of competencies in performing nursing services to individuals, families and communities in any health setting
2. Work effectively and harmoniously with other members of the health team.
3. Advocate patients' rights and meritoriously communicate with the significant others and related health team
4. Exhibit ethico-moral and legal responsibilities in the care of its clientele.
5. Demonstrate skills based on the level of proficiency
6. Appreciate the value of research in the field of health practices
7. Apply the research process in addressing nursing health problems to improve holistic being of the people and community
8. Demonstrate leadership and management skills in the care of its clientele.
9. Involve in the viable community extension services utilizing the learned skills in handling individuals, families and communities at-risk.
10. Collaborate with the institutional community extension services in organizing a program implementation based on the assessed problems.
11. Advance in supporting the community outreach programs with outsourcing mobilization towards sustainability.

BS MIDWIFERY PROGRAM VISION, MISSION, GOALS AND OBJECTIVES

VISION

The FCPC Bachelor of Science in Midwifery aims to develop world class compassionate and dedicated professional midwives.

MISSION

FCPC Bachelor of Science in Midwifery shall:

1. Produce proficient midwives imbued with the core values of FCPC in performing their duties and responsibilities as future health care providers in the different fields of midwifery.
2. Develop research-oriented midwives that will uplift the practice of midwifery and the community.
3. Sustain social change and economic growth in the adoptive-community of the institution for national development.

GOALS AND OBJECTIVES

1. Produce proficient midwives imbued with the core values of FCPC in performing their duties and responsibilities as future health care providers, educators, researchers, supervisors, health care facility managers and entrepreneurs.
2. Provide an essential and effective health care education for a globally competitive midwife through its dynamic faculty and excellent facilities.
3. Optimize excellent skills training through its partner based maternity hospital, lying-in and government health centers
4. Develop research-oriented midwives who will uplift the practice of midwifery and the community.
5. Apply research for the improvement of midwifery education- and the delivery of health services in the community.

6. Utilize research to further sustain community development-
programs.
7. Adapt to social change and sustain economic growth in the
adopted community of the institution.
8. Organize activities that will engage the community in health
programs.



COURSE OFFERINGS

BASIC EDUCATION

- Kindergarten
- Elementary
- Junior High School with Special Science Classes
- Senior High School Tracks:

Academic Strands:

1. GAS-General Academic Strand
2. STEM-Science, Technology, Engineering & Mathematics
3. ABM-Accountancy, Business & Management
4. HUMSS-Humanities & Social Sciences

Technical-Vocational Strands:

1. Home Economics
 - Tourism Promotion Services (NC II)
 - Front Office Services (NC II)
 - Beauty/Nail Care (NC II)
 - Bread and Pastry Production (NC II)
 - Food and Beverage Services (NC II)
 - Housekeeping (NC II)
 - Hair Dressing (NC II)
 - Commercial Cooking (NC II)
 - Cookery (NC II)
 - Caregiving (NC II)
2. Agriculture and Fishery Arts
 - Crop Production (NC II)
 - Organic Agriculture (NC II)
3. Information and Communication Technology
 - Contact Center Services (NC II)
 - Technical Drafting (NC II)
 - Computer Software Servicing (NC II)

- 4. Arts and Design
 - Performing Arts
 - Visual Arts

COLLEGE PROGRAMS

- College of Engineering
 - BS Civil Engineering
- College of Criminal Justice
 - BS Criminology
- College of Education
 - Bachelor of Elementary Education (General and Pre school Education)
 - Bachelor of Secondary Education Specialization:
 - Science
 - Mathematics
 - English
 - Filipino
 - Technology and Livelihood Education
 - Values Education
 - Social Studies
 - Physical Education
 - Certificate in Teaching Education
- College of Accountancy
 - BS Accountancy
 - BC Accounting and Information System
 - BS Management Accounting
 - BS Internal Auditing

- College of Allied Medical Sciences
 - BS Nursing
 - BS Biology
 - BS Midwifery
 - Diploma in Midwifery
- College of Business Management
 - BS Hotel Management
 - BS Tourism Management
 - BS Office Management
- College of Computer Studies
 - BS Computer Science
 - BS Information System
 - BS Information Technology with CISCO Program
- College of Liberal Arts
 - BA Political Science
 - BS Psychology
 - BA Communication

OTHER OFFERINGS

- LET Review Classes
- UPCAT Review Classes

**CHAPTER II.
GENERAL INFORMATION
AND
PROCEDURE**

GENERAL INFORMATION AND PROCEDURE

Enrollment in First City Providential College is contractual in nature. Upon applying for admission to FCPC, the student binds himself/herself to recognize, accept and comply with the existing rules, regulations, policies and requirements of the school.

ADMISSION, RETENTION AND PROMOTION POLICIES

I. Requirements for

Admission for Freshman

- a. High School Form 138
- b. Certificate of Good Moral Character
- c. Birth Certificate
- d. Medical Certificate

For Transferee Students

- a. Transcript of Records/Certification of Grades
- b. Certificate of Eligibility to Transfer from previous school
- c. Birth Certificate
- d. Certificate of Good Moral Character

II. Retention

- a. Every student must have a good academic standing during his entire stay in the First City Providential College.
- b. Failure (a grade of 5.00) in any subject will prohibit the student in pursuing any course in FCPC.

III. Promotion

Level to level promotion

From Level I to level II – The student must pass the total number of academic units required in the first year of his course.

From Level II to level III - The student must pass the total number of academic units required in the second year of his course.

From Level III to level IV – The student must pass the total number of academic units required in the third year of his course.

PROMOTION SYSTEM OF COLLEGE OF EDUCATION

- a. First, second and third year students shall take the Education Retention Assessment in the third week of January.
- b. The result will be released after the final examination of every second semester.
- c. Students who passed shall enroll in the course where he/she is qualified to pursue. Failure to pass the ERA twice is a ground for non-admission.
- d. Qualifying examination coverage: English, Mathematics, Science, Professional Education subjects
- e. Criteria for Retention

60% — final average rating

40% — Education Retention Assessment

100%

The Faculty Screening Committee (FSC) of the College of Nursing/ Education/ HRM/ Tourism/Information Technology/Midwifery/Office management shall meet at the end of every semester to decide on matters pertaining to promotion/retention or denial of admission of the students. The FSC includes the advisers and faculty members concerned.

- f. Education students who fail in Practice Teaching shall be disqualified from the education program. With the approval of the dean and the school head, decisions made shall be considered FINAL and EXECUTORY.

PROMOTION SYSTEM OF NURSING STUDENTS

A. *Level to Level Promotion*

- a. Level I to Level II** – The student must pass the total number of academic units required in the first year of his course.
- b. To Level III** – The student must pass the total number of academic units required in the second year of his course, and completed the required Related Learning Experience (RLE).
- c. To Level IV** – The student must pass the total number of academic units required in the third year of his course, and completed the required Related Learning Experience (RLE).

- All BSN/BSM students are expected to follow the rules and regulations of the College, the hospital affiliation and the community health agencies where they will be assigned. If there is a derogatory report against a student, it will be considered in the deliberation as to whether or not he/she will be retained or denied in the admission.

- All the grades must be presented to the adviser of the class or enrollment officer of the College. Students' progress is monitored towards the fulfillment of the Bachelor of Science Nursing Curriculum.

ENROLLMENT PROCEDURE

These are the steps to follow during enrollment:

For New Students:

1. Submit the following documents:
 - (For Freshmen)*
 - a. SF 9/ High School Report Card
 - b. Good Moral Certificate with Learner's Reference Number
 - c. Photocopy of PSA Birth Certificate
 - d. Marriage Certificate (for married only)
 - (For Transferees)*
 - a. Honorable Dismissal from the previous university/college
 - b. Certification of Grades (for evaluation)
 - c. Photocopy of PSA Birth Certificate
 - d. Marriage Certificate (for married only)
2. Accomplish the Information Sheet, Registration Card and Medical History Form
3. Take the entrance examination
4. Wait for the result of the exam
5. Proceed to the Interview Section and answer the questions of the interviewer
6. Fill-out the covenant form
7. Request for school fee assessment
8. Proceed to the Encoding Section
9. Pay the registration fee or the required payment.
10. Claim the official receipt and the printed Certificate of Enrollment.
11. Submit the accomplished Medical History Form to the clinic and ask the medical staff for a check-up.
12. Proceed to the ID section
13. Claim the school ID

For Old Students:

1. Accomplish the Information Sheet, Registration Card and Medical History Form
2. Fill-out the covenant form
3. Request for school fee assessment
4. Proceed to the Encoding Section
5. Pay the registration fee or required fees
6. Claim the official receipt and printed Certificate of Enrollment
7. Submit the accomplished Medical History Form to the clinic and ask the medical staff for a check-up.
8. Proceed to the ID section
9. Claim the school ID

Note: The last day of enrollment will be 2 weeks after the 1st day of class.
Only officially enrolled students are allowed to attend classes.

REGISTRATION REGULATIONS

1. The student is responsible for knowing about subject pre-requisites and course sequence. The school reserves the right to cancel a student's registration in a subject after the enrollment period if the student is found unqualified to take the said subject. If, for any reason the student obtained a passing grade, credit/s will not be given.
2. The student is responsible for the completeness and accuracy of his registration. He must ensure that there is no discrepancy between the program he is following and that which is recorded in the Office of Admission and Registration. He has to report all changes to the Office of Admission and Registration.
3. Registration will be cancelled if the student is found to have made any false statement or to have altered any information in any of the documents. The student will likewise be ineligible for subsequent registration.

RE-ADMISSION

A student who has obtained a transfer credential from First City Providential College will be re-admitted through the normal process outlined for transferees.

FEES AND PAYMENT

1. All fees must be paid at the Finance Office. Likewise, all financial activities should be transacted with the Finance Office.
2. Amount to be paid for tuition and other fees are posted at the Finance Office prior to and during the enrollment period.

REFUND OF FEES AND OTHER CHARGES

The following rules will govern the refund fees to any student who drops out, whether or not he has attended classes.

1. In case of refund due to valid reasons, only eighty percent (80%) of the total amount of registration and miscellaneous fees and 80% of the paid tuition fee can be refunded before the first day of class. No refund shall be made upon the start of classes.
2. If a student drops out before the preliminary examination or long examination 1, he/she should pay the total amount of registration, miscellaneous and the tuition fees covered.
3. If a student drops out after the preliminary examination or long examination 1, he/she has to pay the balance of his account for the whole semester.
4. No credentials shall be released unless required fees and payment are settled.

NOTE: *A student who fails to officially drop any subject/s will be considered enrolled for the whole semester in the course, and, therefore will not be entitled to any refund if he paid in cash or will be charged the applicable tuition and school fees accordingly if payment is made on installment.*

SCHOLARSHIPS

A Scholarship Grant is given to a deserving student who has met the criteria set by the school administration.

1. President's Scholarship

Admission Requirements:

1. Form 138-card/ SF9 or photocopy of F138-card with the 3rd grading period grades.
2. General Average of 97% with no grade lower than 90% in any subject.
3. Application Letter with Parent's Consent
4. Resume
5. Certificate of Good Moral Character
6. Endorsement/Recommendation from the Adviser

OBLIGATIONS OF THE SCHOLAR:

A. *While enrolled at FCPC, the Scholar shall:*

1. abide by THE SCHOOL's Rules and Regulations set forth in the School Handbook and other issuances. Commission of a grave offense shall result in an automatic termination of this contract and THE SCHOLAR shall be liable to pay all pertinent school fees incurred during the period of enrollment.
2. not obtain a grade lower than 2.00 or incomplete in any subject.
3. complete his/her baccalaureate degree within a period of FOUR (4) YEARS, unless allowed an extension by THE SCHOOL President.

4. be liable for the payment of all pertinent fees incurred during the period of enrollment. Any school documents shall not be released unless all pertinent fees are paid.
5. render community service such as enrollment, Alay Kapwa and other school activities.
6. attend the regular meetings every Friday - a week before the start of classes in each term. Attendance is included in the community service clearance.
7. submit a community service record as a requirement for enrollment in each term.

B. After graduation, the scholar shall :

1. enter into a FIVE (5) YEAR teaching/working contract with THE SCHOOL for which he/she shall faithfully abide.
2. not commit any offense constituting any of the grounds for termination as stipulated in the Teachers' Handbook, the Labor Code and other applicable laws and issuances
3. be liable for the payment of applicable school fees incurred during the effectivity of this agreement, without prejudice to other liabilities under the said working/teaching contract and other existing laws. If he/she refuses to enter into the said working/teaching contract or pre-termination thereof within the five years of its effectivity, either at the instance of THE SCHOLAR or for the commission of acts, these constitute as grounds for termination.

2. Study Now Pay Later (SNPL)

Admission Requirements:

1. Letter of Intent (handwritten justification for granting of SNPL)
2. General Average of 90% and above with no grade lower than 80% in any subject
3. Certification of Good Moral Character from the School Principal/Dean
4. Form 138/ SF9 or Transcript of Record if already in college (photocopy)
5. Resume
6. Endorsement/Recommendation from the Adviser
7. Accomplished Guaranty of Loan Agreement/Memorandum of Agreement Obligations of the Scholar:

A. While enrolled at FCPC, the SNPL grantee shall:

1. abide by THE SCHOOL's Rules and Regulations set forth in the School Handbook and other issuances. Commission of a grave offense shall result in an automatic termination of this contract and THE SCHOLAR shall be liable to pay all pertinent school fees incurred during the period of enrollment.
2. not obtain a grade lower than 2.50 or incomplete in any subject and a general weighted average (GWA) of 2.00.
3. complete his/her baccalaureate degree within a period of FOUR (4) YEARS, unless allowed an extension by THE SCHOOL's President.
4. be liable for the payment of all pertinent fees incurred during the period of enrollment. If he/she fails to comply with the above obligations and non-completion of baccalaureate degree within the period allowed, this is a cause for termination of the THE SCHOLAR. Any school documents shall not be released unless all pertinent fees are paid.

5. render community service such as enrollment, Alay Kapwa and other school activities.
6. submit a community service record as a requirement for enrollment in each term.
7. attend the regular meetings every Friday, which begins a week before the start of classes in each term.

B. After graduation, the SNPL grantee shall:

1. enter into a FIVE (5) YEAR teaching/working contract with THE SCHOOL for which he/she shall faithfully abide.
2. not commit any offense constituting any of the grounds for termination as stipulated in the Teachers' Handbook, the Labor Code and other applicable laws and issuances.
3. be liable for the payment of applicable school fees incurred during the effectivity of this agreement, without prejudice to other liabilities under the said working/teaching contract and other existing laws. If he/she refuses to enter into the said working/teaching contract or pre-termination thereof within the five years of its effectivity, either at the instance of THE SCHOLAR or for commission of acts, these constitute as grounds for termination.
4. pay the total study loan through salary deduction.
5. not have a copy of any school document unless all the total study loan has been paid. Transcript of Records for PRC board examination such as LET will be submitted by the school staff.

3. Baliktanaw Performing Arts Scholarship

- a. Students who wish to apply for a scholarship grant must comply with the minimum requirements.
- b. Continuing scholars need to re-apply within the prescribed period. Failure to do so means automatic dropping from the roster of BPA Scholars.
- c. Once the list is drawn and finalized, late applicants who may fulfill the minimum conditions shall no longer be considered for admission.
- d. Successful candidates are required to sign the Scholarship Agreement indicating their acceptance of the conditions.
- e. With the exception of incoming freshmen, application for a scholarship will be considered if the applicant has been a trainee of BPA for at least one year.
- f. All applications must be submitted on or before the deadline set.
- g. A BPA scholar should maintain a general average of not lower than 2.5.
- h. A scholar should be a role model student and must not commit light, grave or graver offenses set by the school as stipulated in the student handbook. Once found guilty, he/she will be automatically excluded from the scholarship grant.
- i. The scholarship privileges granted to deserving members of the BALIKTANAW PERFORMING ARTS are based on the following criteria:

* Special talent of the student in any field of performing arts: dancing, singing, acting, playing musical instruments; Loyalty and dedication to the goals of the group; economic needs; and efficiency.

* Evaluation rubrics are the following:

10%	Length of Service
20%	Commitment & Service
20%	Punctuality
20%	Attitude
20%	Skills
<u>10%</u>	Academic Performance
100%	Total

- j. Scholarship grants are available to deserving BALIKTANAW PERFORMING ARTS members every school year/semester. Scholarship will be apportioned according to the determining percentages.
- k. In case of failure in obeying the rules and regulations, a corresponding deduction from scholarship will be determined by the administration upon recommendation of the BPA director.
- l. Recipients of the scholarship must be bona fide students of First City Providential College. Members who fail to live up to the standards and goals of the BALIKTANAW PERFORMING ARTS lose all their rights to the scholarship after due process of investigation and evaluation by the director and ultimate approval of the administration.

4. Athletic Scholarship

It is awarded to student-athletes who have excelled in sports and academics. Aside from being financially challenged, applicants must have outstanding ability and must be a recipient of awards in their specific sport. Applicants must complete the Athletic Scholarship Application from the Athletic Department and secure the recommendation of the coach.

Athletes or varsity players may enjoy full or partial tuition and/or fees waiver. Grantees are recommended by the coach.

Athletic Scholarship is given yearly depending on the performance of the athlete.

Percentage Rate:

Percentage Rate					
Skills	Attitude	Attendance	Residency	Achievements	Total
20	20	20	20	20	100

A. Skills – knowledge and ability of an athlete.

20 pts.

3 Qualities of an Athlete (20 pts.)

1. Genetics/Physical – body and physical abilities. (5 pts.)
2. Talent/Skill – ability to perform a sport and mesh within a team. (10 pts.)
3. Mentality- intelligence level, work ethics, and ability to handle pressure. (5 pts.)

Types of Player

1. Beginner (3pts.) – someone who has just started learning and developing skills. Needs to be taught/guided more about his/her skills.
2. Intermediate (5pts.) – stage, level or position is one that occurs between two other stages, level or position or at average rate. Learning about something and have the knowledge or skill but not yet advanced.
3. Advanced (10pts.) – an athlete has already learned the basic skills and has reached a high/advanced level of skills; can do difficult trainings.

Rate/Percentage will be based on the qualities and type of the player or the athlete. Only the coach can rate the athlete/s.

B. Attitude (20 pts.) –

As an athlete, attitude makes the performance world go round. Attitude is what wins. Athletes who work hard, willing to learn, can take constructive feedback, care about the team more than themselves, are positive, enthusiastic and passionate about the sports, and who are unselfish role players are joy to the coach. Attitude rating will be based on evaluation of team members (5pts.), coach evaluation during the game/ training (10pts.) on or off the court & as a student/pupil (5pts.) to be given by the adviser.

C. Attendance/Punctuality (20 pts.) –

Attendance is a fact that they are present at the training. Punctuality is observed when an athlete is on or before the scheduled time. Rate/ Grade will be evaluated based on their attendance during the official training hours.

- Absentee Athlete/s with a valid reason will be excused during his/her training.
- Absentee Athlete/s shall submit their excuse letters signed by their parents/guardians.
- Athletes with 3 absences in training schedule (track & field, table tennis, chess, sepak, volleyball, swimming) & 2 absences in (taekwondo, basketball, badminton).

No. of training days	Equivalent rate
50	100
45-49	98
40-44	96
37-39	94
33-36	92
29-32	89
26-28	85

D. Residency (20 pts.) - An athlete's residency is the period of years that he/she was enrolled in FCPC. Residency rate is graded according to the number of years that an athlete stays in the institution, athlete's performance and achievements of an athlete.

Years of Residency	Pts.
9-10	10
7-8	8
4-6	6
2-3	4
0-1	2

E. Achievements (20 pts.) – something which the player/athlete succeeded doing in the particular tournament/competition that he/she participated in

EVENT	Pts.
Palarong Pambansa	10
CLARAA	8
CITY MEET/DIVISION MEET	6
CSANPRISA	4
Other Competition	2

Scholarship/ Tuition Discount Rate by points

Points	Discounts
100	Full
95-99	90%
90-94	80%
85-89	70%
78-84	50%
70-77	20%
50-69	10%
50 below	5%

Qualifications for Scholarship Grantee/s

He/ She must:

1. be enrolled in First City Providential College.
2. be a role model. (NO RECORDS in the CSD Office.)
3. have an 85% average in academic subjects.
(Basic Education)

For transferee/ new student,

he/she must:

1. accomplish and fill-out First City Providential College Athletic Scholarship Form.
2. participate in the training program by the team.
3. pass the training program to be certified by the coach.
4. submit a good moral certificate from the previous school.

PROCEDURE IN REQUESTING SCHOOL CREDENTIALS

With request from current school

1. Proceed to the cashier for payment and verification
2. Submit the request letter to the registrar
3. Wait for one-week processing
4. Release of requested school credentials

With personal request letter

1. Accomplish request form
2. Proceed to the cashier for verification
3. Proceed to the office of Vice President or principal for approval
4. Proceed to the cashier for payment
5. Submit request form to the registrar
6. Wait for one-week processing
7. Release of requested school credentials.

CHAPTER III. GENERAL SCHOOL POLICIES

SCHOOL UNIFORM

Students are required and are expected to be in proper uniform when attending their classes (whether regular or make up class) and other learning experiences (on-campus or off-campus). Any student coming in, not in uniform, will be considered absent.

I. Common Regular Uniform (CRU) for all students in the college department

A. Female

1. Powder blue, short sleeved blouse with navy blue piping around the collar
2. FCPC logo is sewn firmly on the left pocket of the blouse
3. Frontal FCPC buttons.
4. Garterized checkered skirt with 2 frontal box pleats
5. Black closed shoes with 2 inches or less in height
6. Black foot socks

B. Male

1. Powder blue polo barong style with navy blue piping around the collar.
2. FCPC logo is sewn firmly on the left pocket of the blouse.
3. Blue piping is sewn from the collar downwards
4. Straight cut navy blue pants
5. Black leather or leatherette shoes.

II. Other Uniforms

A. P.E. Uniform – Combination of white and blue color round neck t-shirt, with FCPC logo on the upper left side; blue jogging pants with a combination of white with FCPC logo.

B. NSTP Uniform – combination of white and blue polo shirt with FCPC logo on the upper left chest and the NSTP letters at the back. This can be worn with denims or maong pants.

C.

1. For Nursing Students

Surgical Uniform

(OR/DR)

- blue scrub suit and smock gown with cap and mask and prescribed shoes.

School/Duty Uniform

Male – white polo with school logo on the right side, white pants, white socks and white duty shoes.

Female – white nursing uniform, white stockings and white shoes.

2. For HRM students

- Front Office Uniform
- Chef Uniform
- Polo shirt for activity uniform

3. For Tourism Students

- Tourism uniform

4. For Education students

- Student Teaching Uniform

Note: The uniform schedule is as follows:

- Common Regular Uniform (CRU) – Monday, Tuesday, Wednesday, Thursday, Friday
- PE/NSTP/CRU – Saturday

The Use of Uniforms and Other Related Rules

1. Every student shall give utmost honor and respect to the uniform for it represents our school. The uniform should NOT be worn in going to movie houses and like. Students must be cautious of their behavior (public display of affection) while in uniform.
2. Students are not allowed to make alterations in the design or cut of uniforms.
3. Uniforms must be well-ironed and worn clean.

4. Female students are advised to wear white shorts, half-slip and other forms of underwear.
5. Male students are likewise advised to wear only plain white undershirts.
6. Students assigned in Special Areas will have to report in regular uniform.
7. The scheduled uniform for the day should be worn in case of rehearsals.
8. “NO PROPER UNIFORM, NO ENTRY” is strictly implemented.
9. Male students are required to have a decent haircut. On the other hand, female students with long hair are expected to see to it that such must be arranged in a manner that will not touch the collar of the uniform. Ugly-looking hairstyle like skin head or semi-skinhead hairstyle, spiky, or using a very thick gel is strictly prohibited. Hair dyes are not allowed. Only black pins and clips are allowed. Mustache or beard must be well-shaven.
10. The use of excessive make-up among female students is discouraged. Light, daytime make-up is suggested.
11. Students are discouraged from using unnecessary personal accessories like jewelries, expensive electronic devices. Only a functional wrist watch and a wedding ring (if married) are allowed.
12. Nails must be cut short and must not be colored with nail polish.
13. School identification card and nameplate must be worn with the uniform and in appropriate places.
14. The “NO ID, NO ENTRY” is strictly implemented. Students must tap their IDs on machine for entry and exit.
15. All college students must use the main entrance at all times.

ATTENDANCE AND PUNCTUALITY

1. Regularity and punctuality in attending classes are expected of each student.
2. In article XIV, Section 73 of the Manual of Regulations for Private Schools (8th edition), the following provision is stated:

“A student in every private school who incurs absences of more than (20%) percent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.

However, the school may adopt an attendance policy to govern absences of its pupils or students who belong to the upper half of their respective classes.”

3. Any student who has accumulated more than the maximum number of absences tolerated in a given subject disqualifies himself for earning any unit of it, and causes himself to be dropped automatically from the class.
4. Any student is considered late if he comes to class 15 minutes after the scheduled time.
5. A student who has not completed all academic requirements by the end of the last semester of his curriculum year is not eligible for graduation and is not allowed to take part in the commencement exercises for that year.

SCHOOL POLICIES

A. College of Nursing and Midwifery

1. Snacks and Lunch Break Periods

Students on duty shall be allowed a 30-minute break for snacks in the morning, in the afternoon and at night. The snacks and lunch break shall be made within the hospital or community premises.

2. Use of Nursing Skills Laboratory

Skills Laboratory/Mini-Hospital is a simulation of a hospital setting with a collection of state of the art facilities to address the needs of students in the development of their nursing skills. The students are advised to be cautious in handling the models and other equipment.

3. Attendance in the Clinic Area

- a. A student's failure to attend the orientation day or the first day in the respective area of assignment will mean no acceptance in the said area. Instead, his appointment will be rescheduled after the submission of a letter from a concerned parent/guardian or a medical certificate.
- b. The submission of an excuse slip by a student who was absent during a previous class will not mean that his absence will be considered void.
- c. A 15-minute tardiness or under time without a permission granted by the clinical instructor will mean an absence. Three accumulated tardiness is equal to one day of unexcused absence.
- d. Excused absences will be made up for one day (excused absence is one with corresponding excuse slip from the Dean's Office or a medical certificate)
- e. Unexcused absence will be made up for 3 days.

4. Sanction for Cumulative Tardiness (Nursing/Midwifery)

- a. 3 lates = 1 day unexcused absence, get an excuse slip from the office, 3 days make-up.
- b. 15 minutes after desired time of duty = late
- c. More than 15 minutes late is considered absent.
DO NOT SEND HOME.
- d. 1 excuse absence = 1 day make-up
- e. Drop the student from the list once his absence reached 20% in a shift/rotation.
- f. 1 unexcused = 3 days make-up
- g. Pay the corresponding make-up fee in the accounting of office before attending a make-up duty or RLE.

5. Other Policies

- a. Female Student should wear a clean, well-stretched nursing cap and apron while on duty. Consequently, the cap and apron must not be used in the streets.
- b. Smock gown must only be worn within the hospital premises.
- c. Use of perfume is not allowed when caring for patients with a history of hypersensitivity and patients with behavioral patterns.

The course Audits 1 & 2 shall be enrolled by the students in Diploma in Midwifery on the second semester of their second year.

B. College of Education

1. Summer Class- all incoming third year and fourth year Education students are required to enroll the summer classes since it is a prerequisite for the Practice Teaching.

C. College of Business Management

1. Field Instruction – Tourism/HM/OM Familiarization Learning Experience is a requirement to all HM, Tourism, and OM Students.
Note: Schedule of Hotel/Tourism/OM Familiarization
College of HM – first semester only
College of Tourism – first and second semester
College of OM - first semester only
2. A student on-the-job training abroad must be officially enrolled and should sign a memorandum of agreement between the school and the student before leaving the country.
3. The “No evaluation sheet and Certification, no grade” policy is imposed to the students who finish their on-the-job training whether local or international.

4. HM Methods of Research is a prerequisite to Practicum 1; Feasibility Study is a pre requisite to Practicum III.
5. Practicums I and II are required prerequisite subjects for Practicum III.
6. Tourism Methods of Research is a prerequisite to Practicums I, II, III
 Note: Prerequisite subject policy must be followed strictly.
7. OM Methods of Research is a prerequisite to OJT course.
8. HM, TM, OM students shall render on-the-job training to hotels and in campus.
9. There will be a 24-hour simulation requirement for OM program prior to OJT.
10. The students shall render service during college commencement exercises.

D. College of Computer Studies

1. Use of computer laboratory/CISCO laboratory
 - a. Students should:**
 - a.1 follow the seating arrangement strictly
 - a.2 observe silence
 - a.3 report immediately to the instructor
 - a.4 any defective computers and/or software, for the latter to d the reporting to the administration network office be responsible for their own belongings
 - a.5 delete immediately without verbal notice any software programs, mpeg, jpeg or mp3 files found in the shared folder
 - a.6 follow the software license agreement and copyright laws strictly
 - a.7 access internet sites prescribed only by the instructor
 - a.8 insert external devices such as flash drive and drive only with the instructor's approval.
 - a.9 fill out the liability form whenever he/she assembles/disassembles a computer as a required performance assessment in IT essentials, likewise with the HRM and Nursing students when they use the laboratories.

Sample: Liability Form

Date

I, _____ hold myself responsible for whatever damage that may occur during the Assembling and Disassembling of Personal Computer in PH 201 as our Final Examination in IT Fundamentals (IT Essentials) and replace any damage done.

Student's Signature over printed name

CONFORME:

Parent/Guardian

b. The following are strictly prohibited:

- b.1 installing or removing a software to/from the computer unit.
- b.2 typing abusive language to your classmate/s, teacher/s and other school staff using the computer unit
- b.3 modifying the hardware and/or software configuration of any computer unit.
- b.4 making alterations to the system settings
- b.5 logging in as another person or using other person's account
- b.6 downloading of unapproved files, programs, or applications.
- b.7 online chatting (yahoo messenger & facebook) and other real-time software applications.
- b.8 mail spamming or any other use of e-mail to send offensive and inappropriate messages.

NOTE: *Mail spamming is defined as the indiscriminate and unsolicited posting of messages to many mailing lists or large number of people.*

- b.9 forwarding of electronic main chain letters
- b.10 playing of computer games, PSP and internet games
- b.11 altering and/or erasing work files of others
- b.12 bringing of food in any kinds
- b.13 using cellphones
- b.14 charging cellphones and/or other devices.

OTHER RELATED POLICIES

1. A student must attend two (2) Competency Enhancement Seminars (CES) given in one academic year before he/she receives a certificate of attendance.
2. Taking the actual Cisco Certified Network Associate (CCNA) Exam is a requirement for CCNA Certification Examination Review (Free Elec3) subject (2017-2018). System Analysis and Design is a prerequisite of Software Engineering. System Analysis and Design and Software Engineering are prerequisites of Capstone Project.
3. BSIT students shall render 100 hours in campus OJT and 300 hours for industry OJT.
4. Graduating students must comply with all the requirements on or before the scheduled date of submission of grades. Failure to do so, the students will be considered as “SUMMERIAN”.
5. The following practices are strictly prohibited:
 - a. Giving food or fees to the panelists/teachers during case presentation, oral defense and/or other learning activities. This doesn't include the culminating activity and the PSET after the grand demonstration and during the product presentation of HRM students.

NOTE: The panelist of the research is the instructor himself.

- b. Collecting of money or food expenses and for printing of materials to be used for research and other subjects.
6. Research subjects with oral defense:
 - a. Research II & Community Organizing Program
Action Research (Nursing)
 - b. Methods of Research & Entrepreneurship & Business
Planning/Feasibility Study (HRM)
7. Holding a birthday celebration, year-end party and the like in the classroom or in the campus is strictly prohibited.
8. Students will be given an evaluation form once only. The form should be kept and will be used for the next evaluation of subjects.

CHAPTER IV.
GENERAL ACADEMIC
POLICIES

EXAMINATIONS

Long Examinations and a Final Examination will be given each semester.

Cheating during examination is punishable by dismissal from the school.

Examination permits must be presented to the teacher before taking the scheduled examination. A student will be subjected to disciplinary action if found to have tampered with or presented fake examination permits.

A student, for justifiable reason, may take a special examination. A special examination may be taken during the regular time scheduled by the school or any other time as scheduled by the faculty member concerned within 7 days after the scheduled date of the regular examination.

GRADING SYSTEM

1. The grading system for undergraduate students is as follows:

		Standard Rating	
98 - 100	= 1.00	79 - 82	= 2.25
94 - 97	= 1.25	75 - 78	= 2.50
90 - 93	= 1.50	71 - 74	= 2.75
86 - 89	= 1.75	70.00	= 3.00
		65- 69	= 4.00
		(for re assessment)	
83 - 85	= 2.00	64 & below	= 5.00

2. Criteria

The grading system is reflected in the course syllabus of every subject.

STUDENT MONITORING AND RECORDING OF GRADES

- a. The student keeps records of all his/her grades in the criteria using index cards.
- b. All corrected written tests should be kept for future reference.
- c. The teacher should countercheck the recorded grades of every student reflected in the index card with his class record.

APPEAL SYSTEM

All appeals on student assessment shall be made by the concerned student within one week after the return of the assessed student work. In case the student is not satisfied, no later than one week after the decision of the faculty has been made, he can elevate the appeal to the program chair or dean. The decision of the program chair or dean is final. The faculty must abide with the moderated decision of the program chair or dean.

INCOMPLETE (Inc) Grade

- a. A student who receives a grade of 65-69 in any subject shall be given a grade of 4 and shall be allowed to take a reassessment. Should the student fail to take a reassessment within 2 weeks after the last day of class, or should he/she get a failing rating upon reassessment, the student will get a grade of 5 and will have to re-enroll the subject.
- b. If a student lacks academic requirements but has a good academic standing in the course and is sufficient to enable him to pass, the student may be given an INCOMPLETE which should be completed within a period of one (1) year.
- c. Getting an INC and/or NG thrice on the same subject, is a ground for non-admission in any of the program in FCPC.

AUTHORIZED AND UNAUTHORIZED WITHDRAWAL

- a. A student will be considered UW (Unauthorized Withdrawal) or unofficially dropped if he/she has incurred more than 4 absences and be marked NG (No Grade).
- b. If a student drops from his/her classes 2 weeks after the start of classes, he/she will be marked AW (Authorized Withdrawal) or officially dropped.

Note: *Based on The Enrollment Contract of Manual of Regulations for Private Schools (MRPS), any student who drops the subject or transfers to other schools after two weeks of attending classes, should settle the whole semestral fee as provided in the MRPS.*

SEPARATION AND WITHDRAWAL FROM FIRST CITY

PROVIDENTIAL COLLEGE

Separation from the school can take place at the initiative of the school or at the request of the student. The school may seek the dismissal of a student for academic disqualification or for breach of rules and regulations following the procedures prescribed by CHED. If a student is expelled or dismissed as a consequence of a disciplinary action, he cannot be given either a transfer certificate or transcript of records without the prior approval of CHED.

A student is granted transfer credential when he withdraws from the school.

If a student currently enrolled wishes to withdraw from the College, he must proceed first to drop officially all his semestral subjects. The procedure to follow and the rules governing such cases are the same as in dropping of subjects. Then, he must request for a transfer credential. If he is not currently enrolled, he may request directly for a transfer credential.

Any student wishing a transfer credential must secure library, laboratory, and accounts clearances. He must pay in advance the fee to cover the charge in the preparation of his transfer credential and the forwarding of the transcript of records to the institution in which he plans to enroll in.

A transfer credential cannot be released unless the original high school Form 137A or the Transcript of Records from the student's previous school is on file with the Records Section of the Office of Admission and Registration.

RESIDENCY

The number of years for residency is only 8 years.

GRADUATION REQUIREMENTS

1. A student shall be recommended for graduation when he/she has satisfied all academic and other requirements prescribed by the school.
2. A student should apply for his/her graduation one semester before his/her expected graduation following the schedule given by the registrar's office.
3. A candidate for graduation should have his/her deficiencies made up his/her record clear not later than 2 weeks before the end of his/her last semester.
4. A candidate must be of good moral character.
5. No student shall be given any school credit towards the completion of graduation from a program or course, unless he has

enrolled and satisfactorily fulfilled the admission requirements regularly attended classes and acquired a reasonable proficiency in each subject of the approved curriculum.

6. Professional Competency Assessment is given to the 4th year Nursing and Education students. Failure to pass the PCA twice is a ground for non-graduation.
7. All Fourth Year Information Technology (IT) students must pass the CISCO Competency Assessment 1 (CCA 1) and CISCO Competency Assessment 2 (CCA 2) as a requirement for graduation.

Professional Competency Assessment Standard Rating	
98 - 100 = 1.00	83 - 85 = 2.00
94 - 97 = 1.25	79 - 82 = 2.25
90 - 93 = 1.50	75 - 78 = 2.50
86 - 89 = 1.75	71 - 74 = 2.75
	70.00 = 3.00
	65 - 69 = 4.00
	64 - below = 5.00

8. For HRM/TM students, they should be able to finish the required On-The-Job Training hours one month before the end of their last semester.
9. For 2nd year BSM students, they should pass courses Audit 1 and 2 as a requirement for graduation

CHAPTER V. HONORS AND AWARDS

ACADEMIC AND NON-ACADEMIC AWARD FOR GRADUATING STUDENTS

A. Academic Awards

1. As stipulated in the Manual of Regulations for Private Higher Education, Section 112, p. 77,
 - A candidate for graduation honors should complete a minimum of 75% of the required subjects of the program in the institution which will award the degree or diploma; and,
 - The appropriate graduation honors and the prescribed final average rating in any subject for the entire duration of the program or course, shall be:

Honors	Final Average Rating
Summa Cum Laude	95% to 100% with no grade lower than 2.00 and failing grade
Magna Cum Laude	90% to 94.9% with no grade lower than 2.00 and failing grade
Cum Laude	85% to 89% with no grade lower than 2.00 and failing grade

A candidate for graduation honors should finish the course program within the allowed number of years.

B. Non-Academic Awards

Leadership Award

The leadership award is given to the student who ren exemplary service to the school and the student body as the Supreme Student Council (SC) president.

Loyalty Awards

Loyalty awards are given to graduating students who have been in residence in the school since first year high school or grade 7.

ACADEMIC AND NON-ACADEMIC HONORS FOR NON-GRADUATING STUDENTS

Certificates of recognition of academic performances and active participation on co-curricular and extra-curricular activities are awarded to non-graduating students.

A. ACADEMIC AWARD

Dean's List 1.00- 2.00 without grades lower than 2.00

B. NON-ACADEMIC AWARDS

1. Service Award

Criteria:

- a. Involvement in the school wide activities
- b. Winner of outside competition (1st to 3rd place)
- c. Without grades lower than 2.75

2. Leadership Award

- a. With an academic average of 1.75
- b. Without grade lower than 2.50

3. Outstanding Practicumers/Trainees who completed their OJT abroad.

Other awards may be given by the different colleges during their College Day celebration.



The
FIRST.
The **BEST.**

CHAPTER VI. STUDENT SERVICES

STUDENT PERSONNEL SERVICES

1. Accounting Department

This department handles the financial matters of the school transactions on assessments as well as payment of fees – tuition, miscellaneous and others.

2. Athletics Department

This department facilitates the training and development of the school's athletes.

3. Building and Administration

The department's prime concerns are the safety and convenience of students in their use of the school's physical plant. It maintains and provides the school's transportation services.

4. Security Department

This department looks into the safety of persons and property in the campus, especially from man-made and natural calamities.

5. Community Outreach and Extension Services

This department provides opportunities for students, teachers, and staff to interact with people outside of the academe, participate in alleviating and improving lives and empowering the marginalized and less-privileged sectors of our society.

6. Information Technology Development Services Management Department

This department develops, installs, and maintains all academic and administrative computer-based information systems. It guides users in formulating requirements and advises on alternatives and implications of new or revised computer systems/applications technology. It oversees and coordinates activities such as programming, network administration, system design, applications development, user support and computer operations.

7. Guidance Service Office

This office delivers a comprehensive range of services for all students. The program is based on the developmental needs of students and addresses the intellectual, social, physical, spiritual and emotional aspects of students. Emphasizing life skills, students learn more about themselves, the world around them, and the power of choices and consequences.

8. Library and Learning Media Center

Aside from the different books available, this department also provides computer services with internet capabilities as well as electronic educational materials in order to facilitate global learning.

9. Medical and Dental Services

This department's concern is the health of the student body and members of the whole academic community. The school's registered doctor, nurses and dentists provide the adequate medical and dental services.

10. Registrar's Office

This department takes care of the archiving, maintenance and dispensing of academic records and documents of students and graduates such as Transcript of Records (TOR), diploma, and pertinent certificates of students' academic performance.

11. Office of Students Affairs

This department responds to the needs and demands of the students in order to promote a more active and vibrant campus life. It also trains and develops student leaders who can positively contribute to the development of the society. It is also in-charge of activities done outside of classroom work and meant to complement and supplement, not to interfere with studies that helps in the total development of the students.

12. Center for Research, Development and Innovation

This department helps students and teachers develop their research capabilities and skills.

13. Student Discipline Office

This office is primarily responsible for promoting student discipline formation, ensuring and maintaining proper students' decorum, and instilling FCPCIAN values to students.

OFFICE OF STUDENT AFFAIRS

Policies & Guidelines in Conducting Student Activities

This is to ensure that student-related activities, such as, but not limited to community outreach, immersions, field trips, learning explorations, seminars, trainings, workshops, competitions conducted by the student organizations with their advisers within and outside the school are duly approved and consistent with the vision and mission of First City Providential College.

ACTIVITY PERMIT

To obtain the permit in conducting the activities, the organizers, advisers and organization officers shall observe the following procedures:

- 1.1 The authorized representative of the Student Organization shall secure the OSA Activity Permit Form and waiver from OSA one (1) week before the actual date of the activity and comply with all the requirements;
- 1.2 Reserve the venue, sound system and school vehicle service in the Administration office;
- 1.3 Obtain endorsement from the Dean, Dept. Head, Organization Adviser for the Proposed activity;

- 1.4 Accomplish the forms with the required information and attach all necessary documents;
- 1.5 Submit the Activity Permit Forms including its attachments to the OSA for review, recommendation and endorsement of such activity to the Director for Administration and Student Services;
- 1.6 The Director for Administration and Student Services has the prerogative to approve or not the proposed activity;
- 1.7 The officers of the organization must submit a documentation report on all student activities three (3) days after each activity;
- 1.8 A liquidation report of the money being used in the conduct of the activity shall also be included to be signed and attested by the organization President and Treasurer. Any misrepresentation or misappropriation in the report of the fund shall be sanctioned accordingly;
- 1.9 The failure to submit the required report to the OSA may be a cause for the non-issuance of the activity permit for the next activity;

STUDENT ORGANIZATIONS

1. Every student is encouraged to join any of the various student organizations in campus accredited by the Office of the Student Affairs.
2. Students of each Department are represented by their duly elected officers in the Supreme Student Council.

GENERAL GUIDELINES ON REGISTRATION AND RENEWAL OF STUDENT ORGANIZATIONS

Any Student Organization seeking school recognition must apply at the Office of Student Affairs (OSA).

I. DEFINITIONS

Student Organization is a group of students who has common goals and interests, meeting regularly and conducting activities in pursuit of these goals aligned with the Vision, Mission, Goals and Objectives of First City Providential College.

There are three (3) types of student organizations according to membership:

College-wide organization has members enrolled in different levels and colleges.

College-based organization has members enrolled in one college only.

Level-based organization has members enrolled in one level only (Elementary, Junior High School or Senior High School).

School-recognized student organization is one which has completed the registration requirements set by OSA and has been given permission to:

1. use, attach, annex the name of the College (First City Providential College, FCPC) to the name of the organization
2. conduct activities;
3. request for activity endorsement;
4. request to use College facility/ies;
5. request for budget or grants;
6. request for an office;

7. partner with any FCPC offices; and
8. participate in activities led by the College (FCPC Fair, Teachers Day Celebration, etc.)

II. REGISTRATION PROCEDURE

II.1 Registration Period

Application or renewal of registration is done annually. The period for submission and completion of requirements is the first twenty (20) school days from the start of classes of every academic year.

Registration during the first ten school (10) days from the start of classes of the second semester is only open to organizations which are not able to complete their registration during the first semester.

II.2 Requirements

A. Registration Forms

The registration forms shall be filled-up by officers with the approval of the Director for Student Activities. This contains all pertinent information describing the organization. This includes the organization's full name, acronym, date established/ founding date, organization type, permanent and head's email address, and organization's description, vision and mission.

B. Faculty Adviser/s

The faculty adviser is any full- time member of the FCPC Faculty or representative with a teaching load, consenting to the following responsibilities:

- B.1 Assume full responsibility for the performance and activity of the organization;
 - 1.1 Be present during all activities, or, if not available, will send a representative in her/his behalf;
 - 1.2 Monitor closely the activities of the organization;

B.2 Conduct a monthly meeting with the officers and members of the organization (minutes of the meeting, copy of the activities will be submitted to OSA);

B.3 Perform other responsibilities stated in the Organization's Constitution and By-laws.

C. Lists of Officers and Member Roster

Updated roster of all officers and members for the current academic year, Email Address, Position, Contact Numbers, Grade Level & Section, Course (e.g., BS HRM) ,College (e.g., College of Nursing) and signature of officers and members. E-signatures are not accepted.

D. Calendar of Activities

Proposed schedule of activities or projects to be undertaken during the current Academic Year

(To be submitted before the end of every academic year)

E. Financial Report

a) A brief report of the finances of the organization for organizations that have financial sources.

b) Statement of the organization's expenses shall be listed and the source of funding should be specified.

F. Accomplishment Report

List of short narrative report of projects or activities undertaken during the previous Academic Year.

Note: *Any change in the above information must be reported within one (1) week to the OSA. The officers shall be held liable for failure to comply with the requirements and/or any misrepresentation or submission of any false information in the registration process.*

ORGANIZATION ORIENTATION

All officers of the organizations **MUST** attend the Student Orientation at the beginning of the school year. The orientation is a half-day program designed to introduce and inform the student organizations of the procedures and processes for organization registration by the Office of Student Activities (OSA). Representatives from the Office of the Student Affairs and Services, Guidance Office, Committee on Student Discipline, Treasury and Accounting Office who are involved in the processing and approval of activity requests are also present to inform and explain to the student organizations the guidelines of their respective offices. It is also a venue for the students to directly ask questions and seek clarifications from the relevant offices on registration procedures and activity requests approval.

We require the head of the organization to be the one to attend the orientation, or if s/he's not available, the next highest-ranking officer. We require the attendance of the highest-ranking officer(s) because of the nature and objectives of the orientation. It is expected that they can immediately and effectively communicate the concerns of the organization to the offices and relay the response to their members.

OFFICERS INTERVIEW (BY APPOINTMENT)

After filling up the registration forms, the head of the organization shall be scheduled for an interview by the Coordinator of OSA or his/her authorized representative.

Organization officers (minimum of 3) are required for a brief 20-30 minutes meeting with the head and/or staff of OSA. It is a must for the office to verify the accuracy of the information provided by the organization and to get to know the organization. The officers must prepare a short presentation (about 7-10 minutes) of the activities that the organization has accomplished for the prior year and its plans for the coming year. The personal interview is also a way for the officers to ask for clarifications regarding matters on student activities and express their concerns on the administration of their respective organizations.

Seminars

During the academic year, there will be seminars, conferences, and other educational, as well as cultural and social activities which the student organizations shall be required to attend. The attendance in these seminars shall be credited towards their next year's registration. Two (2) representatives per organization must complete the training seminars for them to be credited. Presently, there is one seminar which is required for registration:

1. Student Leadership Training Seminar:

All heads of student organizations are required to attend the Student Leadership Training Seminar (SLTS). Usually, the Supreme Student Government (SSG), the highest student representative body in the college, coordinates and conducts the SLTS after consultation with the students on the topics of interest and relevance to be taken in the seminar.

G. Notarized Constitution and By-Laws

All new and returning organizations must submit a notarized copy of their Constitution and By-laws.

III. NEW ORGANIZATIONS

Those who wish to register a new organization must submit a letter to the OSA Director. The letter must be duly signed by the head of the organization and noted by the faculty adviser. The new organization must submit a duly notarized copy of their Constitution and By-laws, together with the registration requirements as stated in II.2 of this guideline.

IV. MEMBERSHIP

- a) An organization seeking registration for the first time must have a minimum of ten (10) members excluding officers.
- b) Organizations seeking renewal of registration must have a minimum of fifteen (15) members, excluding officers.

V. FACULTY ADVISER/S

A Student Organization can have more than one faculty adviser but must have at least one “senior” faculty adviser. The senior faculty adviser must be a full-time faculty of the College or respective level who served the school for more than 2 years. FCPC graduates are also allowed to be a “senior” faculty adviser since they are knowledgeable of the FCPC culture and systems. Part-time Instructors with teaching loads and visiting professors are allowed to be “Junior” faculty advisers. Any faculty adviser must adhere to the duties and responsibilities stated in the OSA Guideline II.2.B.

VI. PROBATIONARY STATUS

- a) A Probationary Status is given to new and returning organizations during the Academic Year. Organizations on Probationary Status shall be given limitations on the type of activities they can conduct during the Semester / Academic Year. Organizations that are granted registration on a probationary status during the previous school year must show a proof of growth in terms of activities, expansion in membership and organizational stability. Otherwise their application for renewal shall be denied.

VII. CERTIFICATE OF REGISTRATION

An organization whose application for registration is approved shall be given a Certificate of Registration covering one academic year. Organizations which are not officially registered shall not be entitled to any of the privileges outlined in I. of this Guidelines.

VIII. LEVEL-BASED ORGANIZATIONS/ COLLEGE-BASED ORGANIZATION

College-based or Level-based organizations shall follow the procedure set by their respective levels/ colleges for registration.

For College-registered or Level-registered organizations seeking School-wide Registration, they must follow the process set by the OSA as outlined in this Guideline.

IX. ALUMNI ORGANIZATION

Graduate Students' organizations seeking College registration must meet the following:

1. Completed the required OSA forms
2. Have only FCPC graduate students as members

X. ACTS OF MISCONDUCT

Members of the organizations who were suspended due to any administrative/academic/legal case are disqualified to be members of any FCPC student organizations.

XI. REASONS FOR DISAPPROVAL

A student organization shall be denied registration due to any of the following reasons:

- a. Did not attend any of the annual required orientation or seminar/s;
- b. Has NO SENIOR faculty adviser;
- c. Did not completely fill up any of the registration forms;
- d. Did not have the required number officers and members;
- e. Has unsettled financial and accomplishment reports with the College until, during the time of application; and/or Did not conduct any substantial number of activities to be considered as an active organization.

XII. DEADLINE

The deadline for application or renewal of registration shall be strictly enforced. Any organization which fails to meet the deadline shall have their registration on pending status until they complete the registration requirements during the designated application period of the second semester of the Academic Year.

Co-Curricular and Extra-Curricular Activities

1. *Educational Field Trips/Hotel Familiarization*

- 1.1 To supplement classroom learning, educational field trips are allowed provided written proposals are submitted and approved by the Vice President for Academic Affairs.
- 1.2 Any educational field trip has to be endorsed by the Dean and the Director of Student Affairs two weeks before the activity.
- 1.3 Only a student with a written permission from his/her parent or guardian is allowed to join a field trip.
- 1.4 No field trip will be held after the semi-finals.

2. *Student Organizations*

- 2.1 Every student is encouraged to join any of the various student organizations on campus accredited by the Office of the Student Affairs.
- 2.3 Students of each College/Department are represented by their duly elected officers in the Supreme Student Council.

3. College's Publications

- 3.1 The official newsletter of First City Providential College is THE PIONEER
- 3.2 The official student publication of the college department is THE BLUE AND GOLD
- 3.3 Any student interested in becoming a staff member of THE BLUE AND GOLD may join by taking and passing the examination given for this purpose.

GUIDELINES IN THE FILING OF CANDIDACY FOR SUPREME STUDENT COUNCIL

A candidate must:

1. be a bona fide student of FCPC
2. have no grave offense committed based on the records in the CSD office
3. pass the screening done by the CSD officer

Guidelines for the Selection of Mr. and Ms. FCPC

A candidate must:

1. be a bonafide student of FCPC
2. have no grave offense committed based on the records in the CSD office
3. pass the screening done by the CSD Officer and Co-curricular Committee

Baliktanaw/Filustrados Members

1. Members of Baliktanaw/Filustrados are excused from all their subjects one week before their actual performance/ event.
2. They should respectfully approach their respective teachers/ instructors to give them make up learning activities on their missed lessons on the following day of their return to classes.
3. They are exempted in their PE Dancing class and/or Humanities Art Class. Their grades will be given by the Baliktanaw Director and the Filustrados Adviser.

LIBRARY AND LEARNING MEDIA CENTER SERVICES

The library is intended for research work only.

All students should follow the rules and regulations of the library stated below.

1. A **“NO I.D. NO ENTRY”** and **“NO LIBRARY CARD NO BOOK BORROWING”** policy will be strictly implemented.
2. All library users are required to register upon entering the library.
3. The user’s valid library card must be presented every time he makes a transaction in the library.
4. Courtesy must be practiced in the library specially when borrowing and returning.
5. Consult the card catalog to easily locate the materials in the library.
6. Circulation books can be borrowed (a) one non-fiction for a maximum of 2 days and (b) one fiction for a maximum of 5 days subject to the renewal.
7. Delinquent borrowers are not allowed to borrow books unless they have settled their library accounts.
8. A fine of 10.00/day will be imposed for overdue books and P2.00/hour for overnight and photocopied materials.
9. REFERENCE BOOKS AND THE PERIODICALS must be read within the library premises only.
10. Lost library cards must be reported immediately to the librarian in charge. Replacement of library card costs P20.00
11. Library card is non-transferable. Using of other student’s library card will result to confiscation of the said card for 1 week.
12. LOST BOOKS MUST BE REPORTED IMMEDIATELY to the librarian in charge. It must be replaced and the account should be settled immediately. A P100.00 processing fee will also be imposed.

13. Books are to be used properly. Folding and writing on them are not allowed.
14. Mutilation of any library property is strictly prohibited. Anyone found guilty of such act will be subjected to a disciplinary action.
15. Staying or loitering around library and corridors, talking aloud, smoking, eating, sleeping, littering and playing are strictly prohibited.
16. Use of ELECTRICAL OUTLET is not allowed.
17. Calling or texting is not allowed. When not in use, cell phones and other electronic devices should be kept inside the bags or pockets. They should be used only for learning activity purposes.
18. A week before the final examination, all library materials must be returned. Reading during such time shall only be restricted inside the library.
19. Alumni and parents can use books for room use and for photocopy only.
20. Off-campus researchers should present their valid IDs and a referral letter from the Chief Librarian.
21. The General Rules of Discipline of First City Providential College are to be observed in the library.

**I. Borrowing of Book(s)
Library use / Photocopy Purposes**

1. Fill up the book card(s).
2. Register on the statistics form provided at the circulation desk.
3. The borrower should present the library card and leave it to the librarian. He/She will be informed about the due date of the borrowed book.

II. Returning of Book(s)

1. Present the book(s).
2. Ask the library personnel to sign the library card as a proof that the book(s) were returned.
3. Fine slip will be issued and borrower's card will be held at the circulation section if the book(s) are overdue.
4. Pay the corresponding fine.

III. In Renewal of Book(s)

1. Present the book(s) together with the library card.
2. Fill up the book card(s)
3. Register on the statistics form provided at the circulation desk.
4. The borrower should present the library card and leave it to the librarian. He/She will be informed about the due date of the borrowed book.

Referral Letters

Students can request for a referral letter upon presentation of a validated school ID and a letter addressed to the chief librarian. The letter should be noted by the subject teacher and the principal.

MEDICAL AND DENTAL SERVICES

A. Medical Service

1. The clinic is open from 7:00 AM-7:00 PM on school days.
2. Medical Services:
 - 2.1 Consultation
 - 2.2 Physical Examination
 - 2.3 Health information dissemination
 - 2.4 Individual health information
 - 2.5 Taking of blood pressure
 - 2.6 Dressing of wounds
 - 2.7 Nebulization

- 2.8 Health program for the prevention and control of diseases in coordination with other government agencies
- 2.9 First aid services
- 2.10 Nursing student affiliates:
 - 2.10.1 Taking of vital signs
 - 2.10.2 Environmental sanitation
 - 2.10.3 Health teaching
 - 2.10.4 Personal hygiene
 - 2.10.5 Nutrition
 - 2.10.6 Health information guide
- 2.11 Free initial doses of medicine are given to students having minor ailments such as headache, abdominal pain, diarrhea cough, colds and fever.
- 2.12 Complicated services are referred to nearby hospitals.
- 2.13 Dispensing of medicines in the clinic must be given to the person concerned, not to a representative sent to the clinic to avoid any untoward side effects.

B. Dental Service

- 1. The dental clinic is open from 7:00 AM-5:00 PM during school days.
- 2. Dental Services:
 - 2.1 Daily consultation
 - 2.2 Annual dental examination
 - 2.3 Individual dental health instruction

C. Illness and Conditions

- 1. Only students who have medical needs are allowed to stay in the clinic.
- 2. The student is only allowed to go home if the condition is unbearable and if there is a need for further treatment or check-up by a physician, but a student is required to present a medical certificate to the adviser the next day he/she comes back to school.

3. Students are not allowed to use the clinic as an excuse to skip or to be late in class.
4. Only the student who is admitted in the clinic and was attended to by the school nurse is given the admission slip.
5. No student is allowed to visit his/her sick classmate/ school-mate in the clinic.
6. Students who have serious medical conditions should report to the school nurse on the first week of the school year.
7. If a student has a history of whatever illness with a certification from a physician, he/she must bring his/her own medicines especially those who have asthma, skin allergy, epilepsy, and other severe conditions which need continuous treatment.
8. When a student met an accident, expenses will be shouldered by:

a. both parties

If the accident involves playing, running, kicking, boxing and is done by a classmate or anybody, both are responsible for the offense.

b. parents

If the accident is caused by a student himself (self-inflicted),

c. school

If a student met an accident with the falling debris, protruding nails in the hallway or any place within the school premises or any instances in which the school is being liable.

d. accused student

If the accident is involve pushing running, kicking, playing, and is done by the accused student to another student (victim) after a thorough investigation.

D. Rules to Follow in the Clinic

1. Only patients, faculty and staff are allowed to drink or get water from the mineral pot.
2. No one is allowed to stay in the clinic unless he/she is sick.
3. A student can borrow towels/polo/shorts depending on the situation but he/she must return it the following day.
4. Use water responsibly
5. Everybody is required to ask permission from the school nurse whenever he needs something in the clinic.
6. Always maintain silence.
7. School refrigerator is for medical purposes only.

GUIDANCE & COUNSELING SERVICES

1. Counseling Service

Counseling is the heart of the guidance services. It is designed to help the clients understand and clarify his views of his life so he may take meaningful and informed choices. It is the purposive interaction between students where the counselor helps the student manage his own problems using his own resources.

2. Information Service

It is the dissemination of information through the bulletin boards, seminars, talks, individual or group discussions, regarding personal, social, emotional and career concerns.

3. Individual inventory Service

A program for maintaining a continuous study of each student that includes the development and use of cumulative records, test results, records of interviews, observations by teachers, grades, health history, student autobiographies, questionnaires, and other procedure or techniques by assessing individual growth. The records are strictly confidential.

4. Testing and Measurement Service

This consists of administration, interpretation and analysis of test results. This program also deals with the preparation of evaluation questionnaires and school-made achievement tests for the use of the students, teachers, and administrations.

5. Research and Evaluation Services

It is a service wherein the program is evaluated, interpreted and analyzed to determine its effectiveness.

6. Placement service

The placement program of First City Providential College reflects a desire to match the school curriculum with the needs of the students. It recognizes that no two students are the same but all students possess knowledge and skills that may be developed. The curriculum is planned to provide instruction that is meaningful and appropriate to the varied levels of student skills and knowledge development.

7. Follow-Up service

This is a service being provided to find out if the students counseled have overcome their problems or still need another counseling sessions.



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**CHAPTER VII.
CODE OF
STUDENT'S DISCIPLINE**

CLASSHOME BEHAVIOR AND DISCIPLINE STANDARDS

A. During Class Instruction

1. Respect my teachers.
2. Respect my classmates.
3. Follow the proper seating arrangement.
4. Wear my school uniform and id properly.
5. Keep my rubbish in my own trash bag. I bring it home and throw it in the designated areas.
6. Help maintain cleanliness and orderliness of the classhome.
7. Bring the necessary materials.
8. Use my own school materials prudently. I refrain from paper crumpling. I reduce, reuse and recycle.
9. Come to school with complete assignment.
10. Respect other's belongings.
11. Refrain from abusive language (name calling, heckling, teasing)
12. Listen attentively.
13. Participate actively.
14. Analyze and understand the lessons.
15. Copy notes completely.
16. Follow directions and standards.
17. Observe honesty during assessment.
18. Use of cellphone must only be during free periods.
19. Use gadgets for learning activities only like FCPC learning management system (LMS).
20. Follow the policies of the school on the use of the TV for learning activities.
21. Uses his/her own belongings.
22. Is a good listener and respects the ideas and opinions of others.
23. Greets teachers, school officials, staff and personnel properly.
24. Acknowledges the achievements of others.
25. Calls his/her classmates with their names.

B. During Recess:

1. Develop the habit of throwing rubbish in the trashcan and do proper waste segregation.
2. Observe silence.
3. Maintain orderliness and cleanliness. I don't disarrange chairs and tables.
4. Stay inside the canteen during recess,
(for grades 4 to 12 only)

C. Dismissal:

1. Clean the classroom before leaving.
2. Observe silence in passing along the corridor and while waiting for the service vehicle.
3. Will not go out if it is not yet the dismissal time.
4. Observe good manner and right conduct always.
5. Speak softly and do not say bad words while in public utility vehicle, public places, and while walking along the street.
6. Do not litter.

D. Observe proper grooming and pleasing appearance

Male:

1. Avoid using very thick gel.
2. Wears complete and proper school uniform.
3. Wears decent and appropriate attire.
4. Follows proper haircut and decent hairstyle.
5. Avoids hair highlights and/or outlandish hairstyle. Avoid wearing earrings, ear studs, tattoos and other body marks.

Female:

1. Wears proper and complete school uniform
2. Avoids too showy, nor poorly washed and ironed attire
3. Wears decent and appropriate attire
4. Avoids revealing parts of the body that may attract attention.
5. Has well fixed/combed hair, neat hairstyle, bangs in eyebrow level.

6. Avoids highlights and outlandish hairstyles.
7. Wears light make-up
8. Wears closed shoes preferably with skinned toned stockings.
9. Avoids black foot socks and stockings.
10. Avoids wearing too much jewelry, dangling earrings
11. Avoids wearing more than one pair of earrings, tattoos and other body marks.
12. Avoids very long and colored polished fingernails.

1. GENERAL RULES OF BEHAVIOR

First City Providential College must have an atmosphere conducive to effective instruction and learning for the upliftment of ethical, educational and moral conduct.

This is in harmony with the vision, mission, goals and objectives of the school. Towards this end, the First City Providential College has promulgated the following Code of Discipline for the information and guidance of the students and all concerned. Any student, who violates any of the regulations, neglects his exercise of his rights and privileges shall be subject to disciplinary sanctions. For the proper implementation of these rules, all members of the faculty, administration, staff and the security officers shall be charged with the duty of enforcement.

2. STUDENTS' RIGHTS AND PRIVILEGES

The First City Providential College ensures that all students' rights shall be respected and protected. Subject to the limitations prescribed by the law and by the school policies and regulations, the right and privileges of every student in the FCPC are as follows:

THE RIGHT TO:

1. relevant quality education in line with national goals and with the educational objectives and standards of the First City Providential College.

2. receive guidance, counsel and advice to enable him to make sound educational, vocational and personal decisions.
 3. express and pursue his opinion on any subject provided that this will be done in a socially acceptable manner and consistent with the policies of the school.
 4. receive adequate protection from harm within the school premises.
 5. be informed of the rules and regulations promulgated by the school authorities from time to time.
 6. participate in curricular, co-curricular, and extra-curricular activities.
 7. access his academic records for the purpose of determining his school performance.
 8. pursue his course of study up to graduation except for a cause.
 9. issuance of certificates, diplomas, transcript of records, grades, and transfer credentials provided that he is cleared of any school responsibility.
 10. Avail of school facilities subject to limitations imposed by the school.
- * Such other rights not contrary to the policies of the school and not contrary to law.

3. DUTIES AND RESPONSIBILITIES OF STUDENTS

A student enrolling in the First City Providential College acknowledges his responsibilities, duties, and obligations as a student. As such, he is obliged to know his duties and responsibilities.

STUDENTS:

1. must be dignified, courteous, respectful and orderly in their behavior inside and outside the campus and must refrain from committing acts that may discredit
2. are not allowed to wear shorts inside the school premises except when required in P.E./NSTP classes or school activities. P.E./NSTP uniform shall be worn on P.E./NSTP day.
3. must submit projects and other requirements before the due date or on time at the very best.

4. must refrain from giving gifts to teachers, staff, and officers as this affect objectivity.
5. must not go out with teachers or staff without a valid purpose and clearance from school authorities.
6. must maintain a professional relationship and respect for teachers and other school personnel.
7. must respect confidentiality by not discussing sensitive issues with fellow students and outsiders.
8. must wear the school identification card at all times while inside the school premises. A student who loses ID shall apply to re-issuance by the following the prescribed procedure of the school.
9. must attend classes regularly and punctually.
10. must attend at least 80% of the total number of recitation hours otherwise they can be considered as officially dropped from their classes.
11. must follow all the existing rules and regulations of the college.
12. must secure a permit before taking the prelim, midterm and final examination, No Permit No test Policy, is strictly implemented. Students must take the special examination on the scheduled dated but not later than two weeks after the regular examination. Failure to take the special examination in the scheduled time is an automatic grade of zero.

4. OFFENSES

A. Grave Offenses

1. Littering
2. Loitering around the corridors.
3. Use of earphones during class hours.
4. Creating disruptive noise and/or boisterous laughter.
5. Use of cellphones during class hours, libraries and places where there are ongoing school activities. Cellphones can be used only during break time.
6. Sporting extreme, atrocious hairstyle, clothing and accessories.

B. Graver Offenses

1. Charging of personal gadgets in any room or part of the school with electrical outlets.
2. Destroying, crumpling, or playing of the school paper.
3. Sporting a tattoo.
4. Smoking (cigarette and/or e-cigarette) within the school premises.
5. Use of profane, indecent, foul language.
6. Bringing into the school pornographic materials.
7. Spreading gossips.
8. All acts of vandalism.
9. Refusal to submit to a reasonable inspection conducted by the authorized security or school personnel.
10. Failure to appear before school authorities when required to do so within a period of (3) days.
11. Willful disobedience or gross disrespect towards school authority and personnel and other disrespectful acts or behaviors.
12. Organizing or forming a fraternity/sorority or membership therein
13. Instigating, inciting, leading giving an active support in any form of manner, or bringing into school campus illegal and violent demonstrations or activities.
14. Engaging in brawls on and off campus.
15. Apparent or reported and proven taking alcoholic drinks or drunkenness.
16. Gambling.
17. Acts of lasciviousness.
18. Sexual harassment and Public Display of Affection (PDA)
19. Engaging in lewd, indecent, or vulgar acts and other immoral conducts.

20. Theft.
21. Assaulting, insulting, challenging, threatening or committing physical abuse or any acts of gross disrespect against school official, faculty members, staff, personnel and/ or fellow students.
22. Making false statement of any material fact, practicing or attempting to practice any deception or fraud, including but not limited to, all dealings with the FCPC.
23. Forgery or falsification of public and other official documents.
24. Arson.
25. Possession of firearms and other deadly weapons not covered by permit from school authorities
26. Possession, trafficking or use of prohibited drugs, chemical, and other substances banned by the Dangerous Act of 1972 as amended, and any other substances of similar in nature which may become available.
27. Bullying.
28. Plagiarism.
29. Cheating in any form, including but not limited to the following acts:
 - Possession of notes or any materials relative to the subject matter examination, quiz or test during said examination, quiz or test, when the student actually uses it;
 - Possession of notes or any materials relative to the subject matter examination, quiz or test during said examination, quiz or test, even when student did not use them, provided that the teacher specifically demands the clearing of these things beforehand;
 - Deliberately looking at and/or peeking in a seatmate's examination;

- Copying from or tolerating another to copy from one's examination;
 - Conversing during examination, quiz or test relative to the subject matter of the examination, quiz or test;
 - Having somebody to take the examination, quiz or test for on his/her behalf (in which both students are liable);
 - Submission of work, which was copied from another person;
 - Dictating answers to one subject to a graded recitation;
 - Bringing out and/or operating cellphone or other communication during examination, quiz or test
5. Any act, conduct or behavior, which are prejudicial to the interest of the school but are not specifically in this Code, shall also be punishable. The penalty to be imposed depends upon the gravity of the offense.

6. SANCTION

LIGHT OFFENSES:

First Violation:

Light offenses will be handled by the Program Heads. A student will be required to fill up the counseling form

Second Violation:

If a student violates any of the light offenses aside from the first offense, he/she will be required to bring his/her guardians/parents in the CSD office for conference and proper action.

Third Violation:

In this case, a student will be given the first suspension; the CSD officer will notify the parents/guardians for conference

GRAVE OFFENSES:

First Violation:

A student will be rendering extra work or school services.

Second Violation:

A student will be suspended from his/her classes.

Third Violation:

A student will be signing the Memorandum of Agreement for Ultimatum Case and be suspended from his/her classes.

GRAVER OFFENSES:

First Violation:

A student will be suspended from his/her classes.

Second Violation:

A student will be signing the Memorandum of Agreement for Ultimatum Case and be suspended from his/her classes.

Third Violation:

A student will be recommended for exclusion from FCPC.

7. INVESTIGATION, HEARING, AND IMPOSITION OF SANCTION

1. If the Dean fails to resolve the problem within his/her office, the case shall be endorsed to the Committee on Student Discipline.
2. Preliminary investigation and fact finding shall be done by the Committee on Student Discipline (CSD). CSD is composed of the Instructor/Class Adviser, Program Heads, CSD Officer and the Director for Administration.
3. The party will be informed of the misconduct he committed and of the disciplinary sanction corresponding to the misconduct.

4. The CSD shall recommend the sanction for the misconduct committed.
5. The CSD TRIBUNAL which consist of the CSD Officer, School Administration and the President of the school's Student Council, shall uphold the recommendation of the CSD, conduct further investigation or hearing, and render its decision on the matter, which shall be transmitted to the President, whose action or decision as far as the school administration is concerned, is final and executory.

8. GENERAL PROVISIONS

1. **DISCIPLINE:** supersedes all those previously issued and shall take effect upon the approval of the President. This code shall govern all cases of misconduct.
2. **SEPARABILITY CLAUSE:** If any provision of this Code is held contrary to existing law, other provisions not effected thereby shall remain valid and binding.
3. **REPEALING CLAUSE:** All existing rules, policies and regulations of the school's CSD in so far as



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CHAPTER VIII. APPENDICES

PSYCHOLOGICAL TESTING GUIDELINES AND PROCEDURES

First City Providential College believes that testing is a professional activity that is subject to the principles of Code of Ethics of Psychological Testing. Thus, the principles of responsibility, competence and propriety are the primary reasons in the formulation of the following testing guidelines and procedure:

The guidance counselor and/or psychometrician should administer, score and interpret test results in accordance with the instructions provided by the test distributor.

The result of any test should be presented to the student/ client for guidance and counseling purposes.

Test results should be stored securely, are not accessible to unauthorized or unqualified persons and are not used for any purposes other than those agreed with the test taker.

The informed consent of potential test takers should be obtained, making sure that they understand why the tests will be administered, what will be done with the results and who will be the authorized persons to have access with the results. All test takers should be well informed and well prepared for the test session, and that, all materials are complete and appropriate.

Due consideration should be given to factors such as gender, ethnicity, age, disability, special needs, educational background and level of ability in using and interpreting the results of tests.

The test taker or other authorized persons should be provided with feedback immediately or as needed about the results in a form which is clear and in a style appropriate to their level of understanding.

Access to psychological test protocols at all times and strict confidentiality of results should be practiced.

The guidance counselor or the psychometrician should refrain from releasing the test data to unauthorized persons to protect a student/client or others from substantial harm, misuse or misrepresentation of the data or the test result. Release of confidential information under these circumstances is regulated by law.

CHILD PROTECTION/ANTI BULLYING GUIDELINES, PROCEDURE AND POLICIES

In line with the vision and mission of our school, First City Providential College recognizes that learning takes place when students feel valued and respected. That is why, we firmly believe that all of our students have the right to a conducive learning environment, characterized by safe, positive, caring relationships between and among the stakeholders of the entire school community.

ANTI-BULLYING ACT OF 2013 (R.A. 10627) CREATING OF COMMITTEE ON CHILD PROTECTION

In consonance with R.A. #10627 known as “Anti-Bullying Act of 2013”, First City Providential College created the Committee on Child Protection with the following goals and objectives:

I. GOALS:

To uphold the dignity of every student that will guarantee a supportive, friendly, and safe environment where he can learn in a secured and relaxed atmosphere towards achieving academic and moral excellence.

II. OBJECTIVES

1. Prevent any commission of acts of bullying
2. Promulgate rules and regulations regarding the procedure for the investigation of bullying cases.
3. Impose guidelines on proper decorum in the school.

III. GUIDELINES, PROCEDURE AND POLICIES

A. COMMITTEE ON CHILD PROTECTION

The committee on Child Protection (COCP) shall be composed of the CSD Officer, Director for Administration, Teacher, Parent Representative and the Student Council President.

B. RESPONSIBILITIES OF THE COCP

1. Receive complaints of bullying.
2. Conduct investigation on the bullying complaint.
3. Submit a report of its findings with corresponding recommendation to the school administration for a decision.
4. Conduct meetings/discussions about bullying with the employees, teachers, parents, and students to enhance understanding and prevent incidents of bullying.

IV. BULLYING AS DEFINED

1. Refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, 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 a reasonable fear of physical or emotional harms or damage to his property; creating a hostile environment at school for the other students; infringing on the rights of another student in school; or materially and substantially disrupting the education process or the order of operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, fighting and the use of available objects as weapons.
- b. Any act that causes damage to a victim's psyche and/or emotional well-being.
- c. 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 the victim's looks, clothes and body;
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online, on other platforms or formats as defined in DepEd Order no. 40 s. 2012.
- e. Social bullying - refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- f. Gender-based bullying – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity.
- g. Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying

V. STANDARD PROCEDURE IN HANDLING BULLYING CASE

1. The complaint should be filed in-person.
2. It should be written, signed and sworn to by the complainant (use complaint form)
3. The CSD Officer conducts counselling sessions with the students and the parents.

VI. INVESTIGATION, HEARING AND IMPOSITION OF SANCTION PROCEDURE:

1. The COCP shall conduct a preliminary investigation with the complainant and with the other person who serves as a witness.
2. The investigation will be conducted in a close conference with the parents/guardians of the complainant with the presence of guidance officer.
3. The COCP shall exercise strict confidentiality of the proceedings.
4. The preliminary investigation will commence not later than 3 days from receipt of the complaint.
5. Formal investigation will be done with the complainant and the respondent.
6. Submit a report of the findings with the corresponding recommendation to the school administration for a decision.
7. The school administration shall uphold the recommendation of the COCP or conduct further investigation or hearing, and render its decision on the matter, which shall be transmitted to the President, whose action or decision, in so far as the school administration is concerned, is final and executory.

VII. DISCIPLINARY ACTIONS

After a thorough investigation, sanctions shall be imposed depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim.

Suspension from Classes for three (3) to five (5) school days, or Extra Work for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the school depending on the nature, gravity or severity of the bullying act.

In addition to the disciplinary sanction imposed, the school may, after the careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of School's

If a pupil/student cannot be assisted through giving pieces of advice, guidance of parents and other remedial procedures on the observation and findings of teachers and guidance officer, the student violator shall be recommended for exclusion from FCPC, to be approved by the principal and president.

DRUG TESTING POLICY

In pursuant to Article 3 sec. 36 of Comprehensive Dangerous Drugs Act of 2002 which mandates that students of tertiary schools shall undergo a drug testing with the following guidelines;

1. Guidelines on random drug testing will be disseminated to the students.
2. The School Selection Board will take charge of the random sampling of students to be tested.
3. The school, following the guidelines, will provide guidance and counseling services to students found to be drug users. The possible interventions include rehabilitation, counseling, leadership programs, etc.
4. Confidentiality of results is assured.

SCHOOL PROCEDURE AND PROTOCOLS FOR STUDENTS' SAFETY AND SECURITY

A. Entrance/Arrival:

1. Parents may escort their child to his/her classroom only on the first day of school.
2. Kindergarten and elementary students shall enter the school using the gate 1. If in case they arrived 30 minutes earlier before their class schedule, they will be contained in the waiting area and will only be released 10 minutes before the start of their class.
3. High school and college students shall enter the school using gate 1.
4. All students need to line up immediately in their assigned gates as they enter and tap their ID's in the gateway access for rapid deployment. No one is allowed to stand by in the lobby and tapping machine areas during the entrance hours.
5. Velvet ropes or belts shall be placed in designated areas to guide the crowd or to have some order. This will keep the students from moving in whatever direction they wish to go or whatever direction they're not supposed to go.
6. Once the student's ID has been tapped, scanned and is in the security system, he/she shall be refrained from going out of school.
7. No student shall be allowed to leave the school premises once he/she has tapped his/her ID in the gateway access.

B. Exit/Dismissal:

1. Students will line up inside their classroom. They shall be escorted into the waiting area by their last subject teacher after the security personnel and the school aide have signaled them to proceed to their designated place in the waiting or exit areas.
2. Anyone picking-up a student must be listed as the authorized fetcher by the parent/guardian and must bring the fetcher's pass.
3. No student will be dismissed early through any door except the gate 1 to assure that the child has been properly signed out.
4. The fetcher is asked to remain in his/her vehicle at the assigned parking area of the school or outside the school. Students will be brought out of the school after he/she has notified the school's security personnel on duty.
5. Parents/fetchers who are picking their child are required to line up in the designated pick-up lane of the school.
6. Security personnel on duty will not release a student to any person unless they know that the person is authorized to pick up that student.
7. Neither a vehicle nor a fetcher will be allowed to stay near the exit doors to expedite an efficient dismissal. Velvet ropes or the barriers shall be placed in the designated areas to prevent the vehicle and the fetcher from blocking the dismissal door and pathways.
8. Students who do not have fetchers or service transportation are allowed to stay in the lobby of the school. They shall immediately go home after dismissal.

EARTHQUAKE OR FIRE PROCEDURE AND GUIDELINES

TRIGGER EVENT	EARTHQUAKE	FIRE
RESPONSE	<ol style="list-style-type: none"> 1. <i>Keep calm and have a presence of mind.</i> 2. <i>While it is shaking or earthquake is going, everyone should perform "duck cover and hold" positions. Remain in such position until the shaking stops.</i> 	<ol style="list-style-type: none"> 1. <i>Keep calm and have a presence of mind.</i>
EVACUATION	<p><i>As soon as the shaking stops immediately but calmly leave the school building and proceed to the identified evacuation areas following the school's evacuation plan using the predetermined routes guided by the class marshal or teacher.</i></p>	<p><i>Calmly leave the school building and proceed to the identified evacuation areas following the schools evacuation plan using the predetermined routes guided by the class or marshal.</i></p>
ASSEMBLY AND HEAD COUNT	<p><i>At the designated evacuation area, the student must be grouped together</i></p>	<p><i>At the designated evacuation area, the student must be grouped together</i></p>

First City Providential College Loyalty Hymn

First City Providential College Fair
fountain of light Your children
humbly offer thee our hearts' sincerest thanks

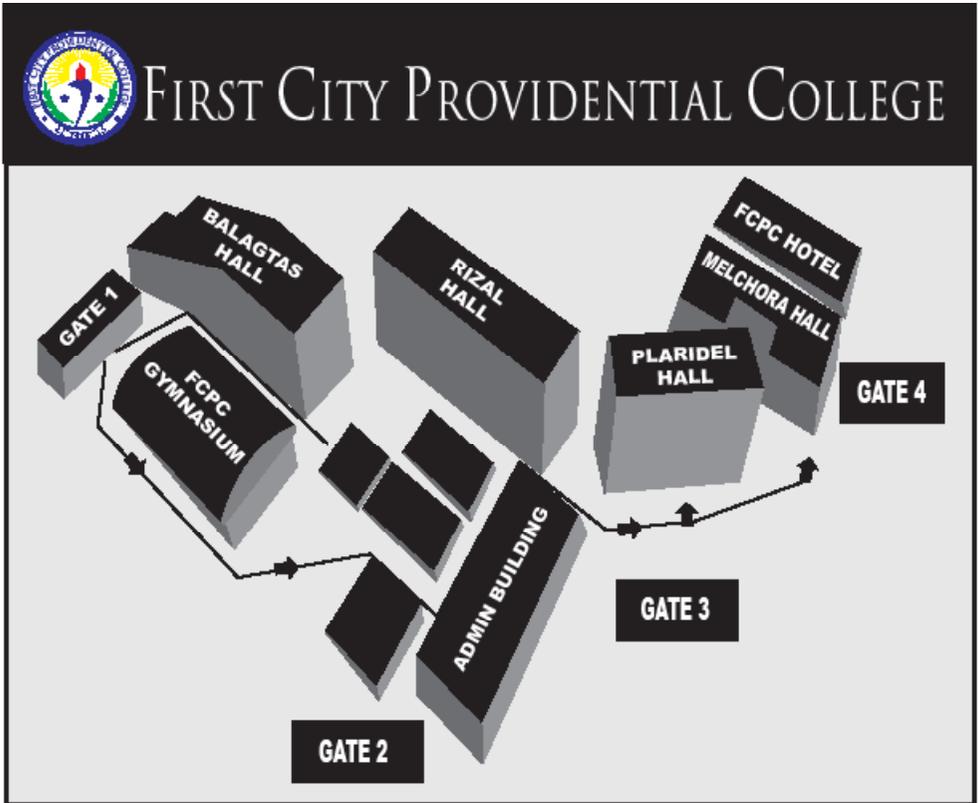
An ordinary coal
rising calmly from storms of change
Though gently purge to a precious gem
by Providence loving hands

To this beacon
be our loyalty
Let this be our song of fealty
though how long and far we soar
Your mem'ry's flames linger on

We will sail to bright destinies
though perilous the stormy seas
Singing with the anvil hymn
our voices proudly cheer
F-C-P-Cians! F-C-P-Cians!
Ever learning
ever onward to a noblest dream



VICINITY MAP



INSTRUCTIONS REGARDING THE USE OF THIS STUDENT'S HANDBOOK

For the Student:

1. It is your responsibility to keep this handbook.
2. Don't make any unnecessary writings nor tamper with the records and data.
3. Always bring this with you during school days.
4. Follow the rules and regulations stated in the handbook.
5. Present this to the school guard each time you will be coming to school late.
6. Losing this will mean immediate replacement.

For the Parent/Guardian:

1. Remind your child to bring this handbook to school everyday.
2. Accomplish and sign the attendance record at the back of this handbook each time your child is absent from his/her classes.



PLEDGE

I, _____ hereby pledge and bind myself to follow and observe the rules and regulations of First City Providential College.

In witness whereof, I affixed my signature on this date in City of San Jose del Monte, Bulacan,

Student's Signature

Conforme: _____
Parent's signature Over Printed Name

Date: _____