



STUDENT HANDBOOK FOR COLLEGE 2025

FOREWORD

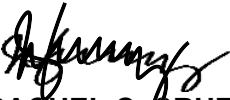
Welcome to the Trimex Family!

At Trimex, we recognize that our students are among our most valuable resources, and we believe that you play a key role in helping us achieve our school's objectives. We understand that it's essential for you to have a clear understanding of what to expect from us and what we can provide in return to support your personal and professional growth.

That's why we are thrilled to provide you with a copy of our student handbook. This comprehensive resource contains important information about our school and student, which are designed to help you become a more productive and efficient member of the Trimex family.

We encourage you to carefully read through this handbook, familiarize yourself with its principles, and adhere to our policies, rules, and regulations. By working together in harmony and with a shared vision, we can achieve our goals and objectives as a school and as individuals.

Thank you for being a part of the Trimex family. We look forward to working with you to create an inclusive and rewarding learning environment for all our students.



RACHEL C. CRUZ
School President

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Imelda M. Ballecer	Assistant Principal, Senior High School

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Dr. Maricar Aguilar, RCrim, CSSP	Asst. Program Chair, College of Criminal Justice
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Dr. Kiervin De Mesa	Compliance & Accreditation Officer
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Princess P. Nagaliza, RPm	Guidance Associate
Acenith A. Goloso, RPm	Gender and Development Focal
	Prefect of Discipline & Psychometrician
Marjorie B. Manabat, MD	School Physician
Charles Francis M. De Castro, DMD	School Dentist

Allan D. Gonzales
 Dr. Nancy G. Liwanag
 Jhon Carlo D. Guiyab, RN, MAN, LPT
 Ronald E. Amparo

NSTP Coordinator
 Research Coordinator
 Sports Coordinator
 School Technician

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 Adrienne Clara C. Bueta, RSW

Prefect of Discipline Associate
 Prefect of Discipline Associate
 Admission Focal
 Office Assistant
 Office Assistant
 Admission Staff
 Graphic Designer
 MIS Assistant
 Assistant Graphic Designer
 MIS Office Staff
 MIS Office Staff
 Data Processing Officer
 Academic Record Assistant
 (DepEd)
 Academic Record Assistant
 (LIS Coordinator)
 Assistant Registrar
 Academic Record Assistant
 (TESDA Focal)
 TESDA Staff
 TESDA Staff
 Academic Record Assistant
 Registrar Clerk
 Office Assistant
 Payroll/ Disbursement
 Billing and Collection Officer
 Cashier
 Cashier
 Cashier
 Cashier
 Cashier
 Cashier
 Cashier
 Accounting Clerk
 Office Assistant
 Compensation Benefits Asst.
 Hiring Recruitment Focal
 Liaison Officer/Driver
 Secretary to the President

Lenny M. Galicia
 Felix I. Elposar Jr.
 Juliet R. Constantino
 Ernesto Mallari
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 Robie G. Dilag Assistant
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 Melanie C. Reyes
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 Ronald L. Lorenzo
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 Jherwin B. Flores
 Nerlyn G. Briones
 Nerry Z. Yanson, RN
 Honey Gay Gendrano
 Anna Marie G. Reyes
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 Alexander Bryan D. Almari
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 Honey Gay M. Gendrano
 Decerhy B. Landeza
 Ericka P. Pangilinan
 Charmelle Anne B. Gascon

Assessment Center Focal
 Maintenance Supervisor
 Maintenance Supervisor
 School Electrician
 Assistant Technician
 Technician
 Assistant Technician
 Technical Staff
 Assistant Property Custodian
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Housekeeping Aide
 Maintenance Staff
 Maintenance Staff
 Driver/Housekeeping Aide
 Office Assistant
 Nurse
 Assistant Nurse
 Assistant Nurse
 Social Media Content Creator
 Academic Assistant
 Alumni and Community Focal
 Cultural Arts Focal 1
 Academic Assistant,
 Psychology Department
 Librarian Staff
 Secretary
 Office Assistant
 Clinic Assistant
 Guidance Staff, SHS
 Library Clerk
 Asst. to Compliance &
 Accreditation Officer

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HISTORY

In February 1994, Trimex Computer School (Biñan) started as a franchise of Datamex Computer School to serve as a reputable technical vocational training center in the CALABARZON area. It is Laguna's contribution to the rapid industrialization movement.

With the passion to reach out and make a difference through education, Ms. Fleurdeliz A. Constantino, the founder, spearheaded the operations of TRIMEX with Ms. Rachael C. Cruz in June 1994. Operation is composed of five (5) distinct departments namely Administration, Registrar, Accounting, Information Technology, and Secretarial department. The school started accepting students on a monthly basis offering the following courses:

Two-Year Hardware Technology; Two-Year Software Technology; Two-Year Secretarial Course. A total of seventy four (74) students enrolled between June and July.

At present, TRIMEX specializes in giving not only technical-vocational training but higher education as well.

BACKGROUNDER

Industrialization in the country is moving fast.

The vibrant economy that we are experiencing now is the result of the many business undertakings that our government, in partnership with concerned private entities, has embarked into. Selected regional centers in the Philippines are given full support by the government to spearhead our common goal of national development. In effect, the "decongest Metro Manila" has been put into action. Among the regional centers, CALABARZON tops the list. It is expected to institutionalize the massive regional development effort of the government.

CALABARZON stands for the five (5) provinces, south of Metro Manila that have been planned to accommodate the excess businesses. The five (5) provinces are Cavite, Laguna, Batangas, Rizal, and Quezon.

Sensing the tremendous need for qualified, skilled, and well-trained personnel that will man the production lines, offices, hospitals, home and various companies operating in the province, especially in the first two (2) districts of Laguna where Biñan is located, the founder of TRIMEX has the following general purposes:

- To provide higher education with the highest standard of quality and excellence.
- To provide a more equitable access to quality education and opportunities to deserving and qualified students.
- To optimize social, institutional, and individual returns and benefits derived from the utilization of private, corporate company funding and government grants.
- To provide knowledge in the specific range of training relevant and responsive to the dynamically changing domestic and international environment.

Trimex is an educational institution built on the principles of teamwork, commitment and integrity.

Conceived to be a member of a larger community, it endeavors to provide world class graduates through responsible transfer of technology with the end view of upholding the dignity of men.

It strives for the highest level of educational competence in the fields of information technology, business, and health science.

With its dedicated group of professionals, it addresses ignorance through right and liberating education as a basis of lasting process and strength in a free and ever-changing society.

It exists to serve and serves to professionalize.

It always seeks the guidance of ALMIGHTY GOD.

ARTICLE I STUDENT HANDBOOK

Section 1. Title

This handbook is considered to be the official handbook of Trimex Colleges.

Section 2. Coverage

This handbook shall be used to govern all activities and members of the school.

ARTICLE II THE SCHOOL

Section 1. Vision

We exist to equip diverse individuals with the knowledge, skills, and values through accessible and flexible learning experiences to become globally competent.

Section 1. Mission

To be a leading education institution for life-long learners empowered by a strong research culture, outcomes-based teaching and learning, and community collaboration.

Section 2. Core Values

- T - Teamwork
- C - Commitment
- I - Integrity
- C - Communication

Section 3. Philosophy

Trimex Colleges, Inc. believes that:

- Education is a life-long process;
- Educational experiences enable our students to become effective leaders, communicators, critical thinkers and a 21st Century

learners; and

- Engaging with the community provides empowerment.

Section 4. Objectives

The existence of Trimex Colleges, Inc. could be very well served with the following objectives:

- To provide life-long learners access to quality education;
- To harmonize diversity in education; and
- To empower the community and provide mutual benefits.

Section 5. Course offering

TESDA PROGRAMS:

- Computer Hardware Servicing NC II
- Electronic Products Assembly and Servicing NC II
- Bookkeeping NC III
- Bartending NC II
- Food and Beverage Services NC II
- Housekeeping NC II
- 7-Month Caregiving
- Health Care Services NC II

CHED PROGRAMS:

- Bachelor of Arts in Psychology
- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Information System
- Bachelor of Science in Business Administration
 - with Major in:
 - Financial Management
 - Human Resource Management
 - Marketing Management
 - Operation Management
- Bachelor of Science in Criminology
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
 - with Major in:
 - Cybersecurity
 - Datascience
- Bachelor of Science in Industrial Engineering

- Bachelor of Science in Information Technology
with Major in:
 - Mobile and Web Development
 - Multimedia Arts and Animation
 - Network and System Administration
- Bachelor of Science in Office Administration
- Bachelor of Science in Social Work
- Bachelor of Science in Tourism Management
- Bachelor of Science in Real Estate Management
- Bachelor of Technical-Vocational Teacher Education
with Major in:
 - Electronics Management
 - Food and Service Management
- Bachelor of Science in Real Estate Management

ARTICLE III

ADMISSION AND RETENTION POLICIES

Section 1. Admission, Retention, Registration and Cross-Registration

1.1. Admission Policies

Students shall not be denied admission to the college by reasons of race, age, sex, socio-economic status, religion, political affiliation or ideological conviction provided he/she is qualified. The school reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the school and of the program in which he/she prefers.

1.2. Admission requirements and Credentials

1.2.1. Entering Freshmen to enroll in board courses must:

1. Obtain a General Weighted Average of at least 85% with no grade lower than 82% in any subject in high school (Form 138)
2. Submit Certificate of Good Moral Character

3. Submit an Authenticated Birth Certificate/Certificate secured from Philippine Statistics Office(PSA)

4. Submit 4 pieces latest colored 2x2 ID pictures (with white background)

1.2.2. Entering freshmen desiring to enroll in the Non-Board Program must:

1. Obtain a General Weighted Average of at least 83% with no grade lower than 80% in any subject in high school (Form 138)

2. Submit Certificate of Good Moral Character

3. Submit an Authenticated Birth Certificate/Certificate secured from Philippine Statistics Office(PSA)

4. Submit 4 pieces latest colored 2x2 ID pictures (with white background)

5. Qualifiers shall be admitted in the program of their choice subject to the availability of slots.

1.2.3. Transferring students from other college must submit:

1. Original copy of Transcript of Records (Copy for Trimex Colleges) or Certified True copy of Grades (Temporary Admission)

2. Certificate of Eligibility to Transfer (Honorable Dismissal)

3. PSA Birth Certificate (Photocopy)

4. 4 pieces colored 2x2 ID pictures (with white background)

1.2.4. For students with Title and/or Degree (Second Course)

A student who has already completed an academic degree from another institution recognized by the Commission on Higher Education (CHED) may enroll as evaluated/endorsed by the respective Department Chairman. However, before a student is allowed to enroll core and professional courses, the Department Chairman concerned, after subject/course evaluation, may advise to take additional general education and/or preparatory courses.

The second course must satisfy the college's entry requirements before admission.

1.3. Only students who are officially enrolled are allowed to attend classes.

1.4. A student is considered enrolled when the student's registration form is marked "Enrolled" as issued by the respective department.

1.5. No student shall be accepted for enrolment later than the date specified in the college's calendar, except under justifiable reason as determined by the department chairman and concurred by the College Dean/Executive officer concerned.

1.6. Cross enrolment shall be defined as registration on a term (semester or summer). A student shall not be allowed to cross enroll without the approval or endorsement of the Dean of the college. Reasons to cross enroll may be:

1.6.1. Conflict in schedule;

1.6.2. Subject not available/offered;

1.7. Cross enrolment shall be defined as enrolling in two schools with a total load not to exceed the regular load for the program being pursued. It is also referred to as dual enrolment wherein the student is concurrently enrolled in another school for some courses/ subjects.

Cross-enrollment shall be recommended by the Program Chair, noted by the College Registrar, and approved by the Vice President for Academics.

A student shall be allowed to cross enroll a maximum of 9 unit load in one school only under reasons as stipulated in Article 3 1.6.

No credit shall be given to students who cross enroll without a valid cross enrollment permit issued by the Office of the Registrar.

Students of other institutions wishing to cross enroll at the Trimex Colleges must present a permit from the Registrar of their institution. The permit specifies the courses/subjects and the total number of units to be cross enrolled.

Students seeking cross enrollment permits must observe the following guidelines.

- a) The student secures Request for Cross Enrollment from the Office of the Registrar.
- b) The student secures the endorsement of his/her Program Chair and approval of the Vice President for Academics.
- c) The student pays the cross enrollment fee at the Accounting Office.
- d) The student submits the Cross Enrollment Permit to the Office of the Registrar upon presentation of Official Receipt (OR).
- e) The student follows enrollment procedures.

Section 2. Academic Requirements

2.1. Regular Load

The regular load of college students for a particular semester of a year level shall be in accordance with the approved curriculum he/she is enrolled in.

The regular load during summer term is nine (9) units.

However, graduating students may be allowed to take a maximum load of twelve (12) units.

2.2. Excess or Over Load

Upon discretion of the Program Chairmen, a student may be

permitted additional loads of not more than two (2) courses/ subjects in excess of the normal load specified in the curriculum.

Students who are graduating at the end of the academic year shall be allowed a maximum of six (6) units overload or a maximum of thirty (30) units load whichever is favorable to them.

2.3. Summer term

During summer term, a student may petition and enroll a maximum nine (9) units. Students enrolled in On-the-Job-Training(OJT) shall not be allowed to take other courses simultaneously.

2.4. Irregular students

Irregular students, including shifters may be allowed to take summer classes to become regular students in the succeeding semester.

2.5. Pre-requisite Courses/Subjects

Students are not allowed to take advanced courses without first finishing the pre-requisite courses; if they do so, the advanced courses shall not be given credit regardless of their performance.

However, the courses and their corresponding grades will still be reflected in the Transcript of Records.

Students may be allowed to enroll simultaneously in one prerequisite and advanced course under the following conditions:

- a) If the pre-requisite is a repeated course;
- b) If the student has a good academic standing or without failures during the preceding term; and

2.6. Petitioning of Subject.

Students petitioning to open a subject must first file a letter request duly endorsed by the respective Program Chairman for approval by the college dean/VP for Academics.

Approval of the request shall be based on the following conditions:

- 2.6.1. A minimum of ten (10) students is required to open a petitioned subject;

2.7.2. Should the petitioning students be less than the required number of students required to open a class, said class can be opened if the students are willing to shoulder the tuition and miscellaneous fee to be able to comply with the minimum number.

2.7.3. Assignment of petitioned subject. Assignment of the petitioned subject to a faculty shall be done by the College Dean;

2.7.4. The schedule of the petitioned subject must not be in conflict with other subject of student and faculty;

2.7.5. The total number of units upon the addition of the petitioned subject/s of student must not exceed the required academic units reflected in the curriculum;

2.7.6. The Program Chairman shall scrutinize the above conditions and shall formally endorse prior to the approval.

Section 3. Changing of Classes, Substitution, Adding and Dropping/Canceling of Subject/Deferment from Enrolment

3.1 Changing of Section

Changing of Section shall not be allowed.

However, for some reasons such as adjustment to fit the schedule of working students and the like, changing of section may be approved by the College Dean. The student must submit a letter indicating the reason. If approved, students must secure payment from the accounting department then secure re-tagging and printing of the new schedule.

3.2. Changing of subject schedule or adding/dropping

Changing of subject schedule or adding/dropping should be done within the adjustment period specified by the Registrar and approved by the College Dean but in no case shall exceed two (2) weeks after the opening of classes.

Thereafter, no further changing, adding, dropping shall be allowed. Admitting faculty members must be notified of the additional student in the class.

3.3. Substitution

No substitution shall be allowed for major and mandated subjects prescribed in the curriculum except when in the evaluation of the Program Chairman offering the prescribed subject, the substitute subject is substantially equivalent in content to the required course. The College Dean shall approve such substitutions.

Substitution shall be allowed under the following condition:

3.3.1. Subject is within the same department if possible, if not, the proposed substitute must be allied to the one being substituted;

3.3.2. Subject being substituted is of the same number of units; and

3.3.3. Recommended by the Program Chairman, approved by the College Dean and accepted by the College Registrar.

3.4. Deferment

Deferment is applied if a student wishes not to continue after all enrollment/ Registration procedures have been completed.

Under this program, registration fee is not refundable, however, can be transferred or used for the next semester.

3.5. Amnesty Program

The Amnesty Program is an institutional program of Trimex Colleges that aims to encourage students who dropped either officially or unofficially during a given semester and would like to continue study. Under the program, outstanding balance including penalties is waived provided that no subject grade is recorded or incurred by the student.

The said program can only be availed once, otherwise, full payment on outstanding balance shall be required prior to enrollment.

Section 4. Classification of Students

4.1. According to Admission Status

4.1.1. Freshmen

Students who graduated from Senior High School and submitted school records and other pertinent documents for admission in college.

4.1.2. Resident Students

Bonafide students including those who are not officially enrolled and by virtue of their approved written petition for Leave of Absence (LOA) may be considered for re-admission.

4.1.3. Returning Students(Returnees)

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots/and must have complied with all other requirements for re-admission.

4.1.4. Transferees

Students transferring from other colleges who have met all the academic and admission requirements set by the college shall be allowed to enroll and a minimum of one (1) year residency must be complied with.

4.2. According to Academic Load

Students enrolled in the college are classified as:

4.2.1. Regular student

Student enrolled carrying regular academic load as prescribed in the curriculum;

4.2.2. Irregular Student

Student who transferred from other school with irregular loads based on subject evaluation;

4.2.3. Earning Unit Student

Student earning units not leading to any academic degree;

4.2.4. Student with Special Needs

In pursuit of the Gender and Development (GAD) and by virtue of/or in compliance with RA 7277 also known as “An Act Providing for the Rehabilitation, Self-Development and Self Reliance of Disabled Persons and Integration into the Mainstream and for Other Purposes”, the college gives importance to the following:

4.2.4.1 Physically challenged; and

4.2.4.2 Pregnant women.

4.3. According to year level

Students enrolled are classified as follows:

4.3.1. First Year

A student who is in the first year of his /her curriculum, or who has not finished the prescribed subjects of the first year of his/her curriculum, or 25% of the total number of units required in his/her entire course/program;

4.3.2. Second Year

A student who is in the second year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum or has finished more than 25% but not more than 50% of the total number of units required in his/her entire course/program;

4.3.3 Third Year

A student who is in the third year of his/her curriculum, or who has completed the prescribed subjects of the first and second year of his/her curriculum or has finished more than 50% but not more than 75% of the total number of units required in his/her entire course/program;

4.3.4 Fourth Year

A student who is in the fourth year of his/her curriculum is considered senior if he/she has completed at least 75% of the curriculum requirements.

Section 5. Attendance

5.1. Students are required to attend all classes starting with the first meeting. Non- attendance in any required class or academic activity constitutes an absence. Time lost due to late enrolment shall also be considered absence.

5.2. A Student is considered tardy from class if he/she is not present after 15 minutes of the scheduled class time.

5.3. A student is considered absent from class if he/she after 30 minutes of the time schedule.

5.4. A student who incurred three (3) tardiness marks is equal to one (1) absence from class.

5.5. Any student who incurred two (2) consecutive absences from the class must secure an admission slip from the respective Program Chairman.

5.6. Absence duly authorized in writing by the school authority shall be excused.

5.7. Absence due to illness shall be excused provided that a Medical Certificate from the college's clinic or any physician is submitted by the student.

5.8. Excused absences are for time missed only. Graded activities covered by the class during the student's absence will have to be made up by the student within the agreed period by the faculty and the student.

5.9. Three (3) consecutive unexcused absences shall be reported by the faculty member concerned to the Program Chairman or Guidance Counselor .

5.10. A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during a given term shall be considered "Dropped" or "Failed" and shall not earn credit for the subject.

5.11. No student shall be denied access/entry to class due to tardiness. Students may, however, be marked absent and may not take part in any graded oral or written recitation.

Section 6. Grading System

6.1. In order to provide for a more reliable evaluation of student performance, the grading system shall be contained in the course syllabi and shall be distributed to students.

6.2. At the beginning of the semester, faculty members should inform their students of the criteria for grading expressed in percentages.

6.3. There shall be a grade ceiling of 50% which means that "ZERO" output shall automatically have a grade of 50%.

6.4. Determination of grade from the raw score shall be:

$$(\text{Raw score} / \text{Total score}) \times 50 + 50 = \text{GRADE}$$

6.5. The Grading Paradigm to be adopted shall be:

Knowledge

(Quiz)

Performance

(Seatwork/Drills/Online Activities/Return Demo/
Project)

Product/Performance

(Major Examination/Output/Research Paper)

6.6 Students shall be graded or marked in accordance with the following:

Quiz 10%

Performance 50%

Major Exam 40%

Total 100%

6.7 Periodic grade is determined as follows:

Prelim Computed Prelim grade
Midterm 30% of Prelim + 70% of Midterm
Semi-Final Computed Semi-final grade
Final 30% of Semi-Final + 70% of Final

6.8 Determination of the Final Grade shall be:

FINAL GRADE =
$$(((\text{Prelim} + \text{Midterm})/2) + ((\text{Semi-Final} + \text{Final})/2))/2$$

6.9. The rounding of grades shall be according to the following:

1.00 – 1.09	-	1.00
1.10 – 1.37	-	1.25
1.38 – 1.62	-	1.50
1.63 – 1.87	-	1.75
1.88 – 2.12	-	2.00
2.13 – 2.37	-	2.25
2.38- 2.62	-	2.50
2.63 – 2.87	-	2.75
2.88 – 3.49	-	3.00
3.50 – 4.49	-	4.00
4.50- below	-	5.00

6.10. Grade point conversion shall be according to the following:

Subject Grade	Point Equivalent	Remark
100	1.00	Excellent
97 - 99	1.25	Outstanding
94 - 96	1.50	Superior
91 - 93	1.75	Very Good
88 - 90	2.00	Good
84 - 87	2.25	Very Satisfactorily
80 - 86	2.50	Satisfactorily
76 - 79	2.75	Fair
75	3.00	Average
70 - 74	4.00	Conditional
Lower than 70	5.00	Failed

6.11. Incomplete Mark

An incomplete mark is given to a student who has not satisfied a course requirement. Such a requirement must be complied during the completion period within the semester, otherwise, a failing grade shall be given to the area not complied and grade shall be computed accordingly.

6.12 Dropped mark

A "Dropped" mark is given to a student who exceeded the allowable number of absences before the Midterm, otherwise, a failing grade shall be given to:

6.12.1. A student who dropped the subject after Midterm;

6.12.2. A student who dropped the subject without the approval of the Registrar.

6.13. Retake.

A student who already received a passing grade in a given subject shall not be allowed to take another examination for the purpose of improving the grade.

6.14. Change of grade

Grades that have been submitted to the Registrar by a teacher may be changed if there was an error committed, provided that the change is requested in writing by the subject teacher explaining the circumstances surrounding the error committed and shall bear the approval of the College Dean. Justifications should be supported with proper documents.

6.15. Faculty members are no longer connected with the school In case a faculty member is no longer connected with the college for reasons such as non-renewal of contract and that the said teacher also cannot be located or cannot be found, a committee shall be formed and shall be composed of the College Dean, the Program Chairman and a senior faculty member to determine the appropriate solution.

Section 7. Late Reporting of Grade/s, mark/s, and Correction of entries

7.1 Sole authority to give grades

The concerned subject teacher shall have the sole authority to determine and give grades to students. In case the teacher has been separated from the service a committee shall be composed to determine the appropriate solution, if any, to the problem, a committee shall be formed and shall be composed of the College Dean, the Program Chairman and a senior faculty member to determine the appropriate solution.

Section 8. Satisfaction of impending grades/ removal of incomplete mark

8.1. Types of impending grades

Impending grades are those that do not bear any equivalent numerical value to determine whether that student passed or not. These may be due to the following:

8.1.1. Incomplete (INC)

A mark issued to students who did not comply with the requirements prescribed by the concerned teacher.

8.1.2. No Final Examination (NFE)

A mark issued to students who failed to take the final examination to determine whether aggregate point equivalent may allow a student to pass the course.

8.1.3. Blank grades

A blank grade (no entry) shall not be allowed.

This, however, happens when the faculty fails to arrive at a final decision as to the status of the student at the end of the term.

Appropriate administrative policies in cases like this shall be in effect for committing teachers.

8.3. Compliance to impending grades

Requirements for compliance of the impending grade shall be based on the deficiencies or on the cause of the impending grade. The subject teacher shall not be allowed to

impose requirements not related to the subject. Failure on the part of the student to comply shall mean a failing grade on a particular deficiency.

Grade shall be computed accordingly.

Section 9. Retention Policies and Scholastic Standing

9.1. Rules on Retention/Scholastic Delinquency

The College Academic Council shall promulgate rules and guidelines governing scholastic delinquency subject to the approval of the Board of Directors, and to the following minimum standards:

9.1.1. For Board Courses

Students shall be allowed to continue in the program provided that he/she:

- Has no failing mark in any major subject;
- Has no grade lower than 2.0 in all major subject;
- Must have General Weighted Average of 85%;
- Passed the qualifying examination conducted before the second year and before the third year start;
- Has not committed any major offense as stipulated in the Student Handbook
- Has a General Weighted Average of 2.0 if shifter or transferee placed under probation status.
- Is enrolled with a minimum required number of units at any given semester and no dropped subject unless for justifiable reason.
- Has a residency of not more than six (6) years in the program.
- Passed the mock board exam conducted by the respective department that identified the important subjects to be taken by the examinees.
- Is within the residency period of six (6) years to finish the program.

9.1.2. Non-Board Programs

- All regular students with no failing grades in the first two years of the curriculum are automatically qualified to pursue the last two years of the program he/she is enrolled in.

- A student who fails in more than two (2) subjects and did not obtain a General Weighted Average of at least 80% shall be required to take and pass a qualifying examination conducted by the department.
- Students who failed three (3) times in the same subject are automatically disqualified from further enrolment.
- A student has a maximum of six (6) years to finish the program.

Section 10. Request for Academic Records

10.1. Transfer Credentials

Student who intends to transfer to another school is permitted provided that he/she is cleared of all financial obligations to the school and all other requirements are complied with.

Note: After the clearance for transfer has been accomplished, any course/subject having a mark of “INC” (Incomplete) shall be given a final mark of “Failed”.

REQUEST FOR TRANSFER CREDENTIALS		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
Present School ID or any valid ID. Secure requisition slip from the Registrar's Department.	Issue requisition slip.	Registrar's Department
	Check the completeness of the students' academic records and documents on file.	Registrar's Department

	<p>Verify if the student is cleared from the following department and/or offices:</p> <ul style="list-style-type: none"> •Library •General Service Office •Department Head •Student Affairs •College Dean/Program Chair •Clinic •Guidance 	Registrar's Department
Proceed to the Accounting Department for clearance and submit the accomplished requisition slip.	Verify the student's financial accountabilities.	Accounting Department
	Receive payment and issue an official receipt.	Accounting Department
Submit requisition slip mark with "Cleared" and official receipt to the Registrar's Department.	Receive duly accomplished requisition slip and issue claim slip.	Registrar's Department

	Prepare transfer credentials (Certified True Copy of Grades or Transcript of Records, Certificate of Eligibility to Transfer) and record it in the logbook.	Registrar's Department
Receive transfer credentials and sign in the logbook.	Issue transfer credentials. Note: Certificate of Eligibility to Transfer is issued only once.	Registrar's Department

10.2. Transcript of Records (Graduate) and Diploma

The Transcript of Records and Diploma shall be released by degree program according to the schedules set by the Office of the Registrar.

The school shall prioritize the issuance of TOR for graduates who will take the board examinations.

Requests for another copy of TOR shall be allowed, regardless of frequency and number of copies. The purpose for which the request is made (e.g. for board exam, for evaluation, for employment, for further studies) and the series number of issuance shall be specified in the TOR.

REQUEST FOR TRANSCRIPT OF RECORDS (GRADUATE) AND DIPLOMA		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
<p>Present School ID or any valid ID.</p> <p>Secure requisition slip from the Registrar's Department.</p>	<p>Issue requisition slip.</p>	<p>Registrar's Department</p>
<p>Submit accomplished requisition slip to the Registrar's Department.</p>	<p>Check and verify if graduation requirements have been complied.</p> <ul style="list-style-type: none"> •Application for graduation •Accomplished clearance form • Passed mark in the specified curriculum of the degree program 	<p>Registrar's Department</p>
<p>Proceed to the Accounting Department for clearance and payment (if necessary).</p>	<p>Receive accomplished requisition slip, verify records, and issue official receipt (if necessary).</p> <p>Note: Diploma and TOR fees are already included in the graduation fee.</p>	<p>Accounting Department</p>

Submit duly accomplished requisition slip and official receipt (if needed) to the Registrar's Department.	Issue claim slip.	
	Prepare Transcript of Records and Diploma.	Registrar's Department
	Secure signature of the concerned school officials	Registrar's Department
Receive documents and sign in the tracer form.	Note: Transcript of Records and Diploma shall bear the Special Order Number issued by the CHED ROIVA, DepEd and TESDA, with School Seal and with a documentary stamp.	

10.3. Transcript of Records (Undergraduate)

Policies on the issuance of TOR for undergraduate students are also the same with the policies for graduating students.

REQUEST FOR TRANSCRIPT OF RECORDS (UNDERGRADUATE)		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
Present School ID or any valid ID. Secure requisition slip from the Registrar's Department.	Issue requisition slip.	Registrar's Department

Submit accomplished requisition slip to the Registrar's Department.	<p>Check the enrollment requirements.</p> <ul style="list-style-type: none"> •Form 138 and/or Form 137-A •Transcript of Records (if Transferee) •Certificate of Eligibility to Transfer (if Transferee) •PSA copy of Birth Certificate •PSA copy of Marriage Certificate (if needed) 	Registrar's Department
Proceed to the Accounting Department for clearance and payment.	Receive accomplished requisition slip, verify financial records, and issue official receipt.	Accounting Department
Submit duly accomplished requisition slip and official receipt to the Registrar's Department	Receive duly signed requisition slip and official receipt and issue claim slip.	
	Prepare a transcript of records and indicate the purpose for which the record will be used.	Registrar's Department
	Secure signature of the concerned school officials	Registrar's Department

Receive documents and sign in the tracer form.	Note: Transcript of Records shall be duly signed by the concerned school officials, with a notation "Not Valid Without School Seal and with a documentary stamp	Registrar's Department
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10.4. Academic Related Certifications

The Office of the Registrar shall issue other credentials for scholarship, evaluation, employment, CAV, transfer and other similar purposes. This includes certification of grades, enrollment, units earned, English as medium of instruction, GWA, etc.

The student with financial and/or property accountabilities with the school shall settle their obligations before the issuance of credentials.

Requested academic records shall be processed and released within one day except for course coverage/description and CAV which are processed and released within five working days.

All unclaimed requests for academic records shall be disposed after ninety (90) calendar days.

REQUEST FOR ALL KINDS OF ACADEMIC RELATED CERTIFICATIONS		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
Present School ID or any valid ID. Secure requisition slip from the Registrar's Department.	Issue requisition slip.	Registrar's Department

Proceed to the Accounting Department for payment.	Receive payment and issue an official receipt.	Accounting Department
Submit accomplished requisition slip and official receipt to the Registrar's Department.	Receive accomplished requisition slip, official receipt and verify student's records.	Registrar's Department
	Prepare certification and secure signature of the Registrar.	Registrar's Department
	Record in the logbook and issue. Note: With a notation "Not Valid Without School Seal; affix with a documentary stamp	Registrar's Department
Receive documents and sign in the logbook.		

10.5. Authentication of Academic Records

Students requesting for authentication of records and/or documents issued by the school need to submit photocopied documents with the original copy for verification.

Only records issued by the Office of the Registrar may be certified by the department as authentic.

AUTHENTICATION OF ACADEMIC RECORDS		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
Present School ID or any valid ID. Secure requisition slip from the Registrar's Department.	Issue requisition slip.	Registrar's Department
Proceed to the Accounting Department and pay the corresponding authentication fee.	Receive payment and issue an official receipt.	Accounting Department
Submit duly accomplished requisition slip and official receipt to the Registrar's Department	Receive duly signed request slip and official receipt and verify records for authentication	Registrar's Department
	Authenticate the photocopy of academic records.	Registrar's Department
Receive documents and sign in the logbook.	Issue authenticated documents. Note: Academic records must be marked with "Certified True Copy of the Original" and impressed by the school seal.	

10.6. CAV Request

Students who are going abroad for their OJT and graduates who are going abroad for employment are required to submit to the Department of Foreign Affairs authenticated school documents.

APPLICATION FOR CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) OF SCHOOL RECORDS		
STUDENTS	WORK INSTRUCTIONS	OFFICE/DEPT.
<p>Present School ID or any valid ID.</p> <p>Secure requisition slip from the Registrar's Department.</p>	<p>Issue requisition slip.</p>	<p>Registrar's Department</p>
<p>Submit photocopy of Transcript of Records and Diploma to the Registrar's Department.</p>	<p>Receive photocopy of Transcript of Records and Diploma.</p> <ul style="list-style-type: none"> •2 copies of TOR •2 copies of Diploma 	<p>Registrar's Department</p>
<p>Proceed to the Accounting Department for CAV payment.</p>	<p>Receive payment and issue an official receipt.</p>	<p>Accounting Department</p>
	<p>Prepare application and requirements for issuance of CAV.</p> <ul style="list-style-type: none"> •Request Letter •Endorsement Letter duly signed by the Registrar •Certified True Copy of Transcript of Records •Certified True Copy of Diploma •Certificate of Total Units Earned (if undergraduate) •Certified True Copy of Special Order 	<p>Registrar's designated personnel</p>

	<p>Transmit to CHED Regional Office the complete requirements within 3 days upon receipt of the student's request.</p> <p>CHED Regional Office issued a claim stub indicating the tentative release of CAV.</p>	<p>Registrar's designated personnel</p> <p>CHED 4A Records Section</p>
Receive CAV documents and sign in the logbook (once released by the CHED Regional Office).		

Section 11. Withholding of Academic Records

The release of academic records and/or documents of any student may be withheld due to non-settlement of financial obligations, expulsion or any other reasons with legal bases.

Section 12. The Trimex App

A student who successfully enrolled may choose to download Trimex App from the google play store for android. To use the app, simply enter the student number assigned and then send and wait for the one-time-pin or OTP. Using the app, a student may update his/her profile, browse the grade history, the current subjects, enrollment, clearance, and payment.

Section 13. Student Portal

13.1. How to Access the Student Portal

Visit our website at trimexcolleges.edu.ph and click the login button, or directly access it by typing trimexcolleges.edu.ph/student.

13.2 How to Obtain Your Login Credentials for the Student Portal
After completing your enrollment, you will receive an email with your Username and Password. If you do not receive this email, please contact our Admissions or M.I.S. Department for assistance.

13.3 Features of the Student Portal

A student who is enrolled can access their student portal online, which includes the following features:

13.3.1 Dashboard

The main page of the Student Portal where announcements and reminders from the school are posted.

13.3.2 My Profile

Personal Information

Update your personal information, including details about your parents, guardians, and educational background.

The information in your Student Portal will be reflected in your official records, such as your Transcript of Records, so ensure all data is accurate.

Curriculum

View a list of subjects and their corresponding units that you need to complete for your course. Some subjects have prerequisites, which you must complete before enrolling in them. If you are a transfer student and have already completed some of these subjects at your previous school, ensure they have been credited to avoid retaking them.

Schedules

Access the schedule of subjects you have completed or are currently taking. This includes the course code, course description, number of units, your section, the date and time of each class, and the Google Classroom code for your virtual classroom.

Grades

View the grades for the subjects you have completed. If your grades are not visible, it may be because you have not finished

Clearance

At the end of each semester, you must clear your clearance with every department. Once completed, you will be eligible to enroll for the next semester and view your grades for the current semester.

13.3.3 Payments

Permit

This page serves as proof of your monthly fee payments and as your examination permit. Present the examination permit to your professor to be allowed to take the exam.

Assessment

View a breakdown of the total fees you have paid for both past and current semesters.

Payment History

Review a list of all fees you have paid in the current and previous semesters. Each transaction includes the date, amount, purpose of payment, and when it was made.

Online Payment

Pay your fees online through this page. Instructions on how and where to send your payments will be provided. After making your payment online, email the receipt to the Accounting Office at payments@trimexcolleges.edu.ph.

13.3.4 E-Documents

Online Registration Form

Access an online copy of your registration form, which serves as a backup if you lose the hard copy provided at enrollment. View your previous or current registration forms by selecting the appropriate school year and semester. To obtain an official copy, request one from the Accounting Office.

Documents

Upload copies of your required documents (e.g., Good Moral Certificate, Birth Certificate, etc.) to meet the requirements or

requests of the Registrar's Office if you cannot submit them in person. If the Registrar's Office requires an official copy, it must be submitted in person.

13.3.5 Evaluations

At the end of each semester, evaluate all your instructors for every subject in which you are enrolled. This evaluation is a required part of your clearance.

Section 13.36 – Inappropriate usage of email

As part of Trimex colleges ongoing commitment to a transparent communication which focuses on Section 13.36 – Inappropriate usage of email, we would like to share important information regarding the use of your school email.

Please take a moment to review the following disclosure:

1. Educational Purpose:

Your school email is provided for educational purposes, facilitating communication among students, faculty, and staff. It is a vital tool for academic collaboration, announcements, and official correspondence related to your educational journey.

2. Responsible Usage:

We expect all users to utilize the school email responsibly. This includes adhering to ethical standards, refraining from engaging in inappropriate website and offensive communication, and respecting the privacy of others. The school email system is an extension of our educational community, and we encourage positive and constructive interactions.

3. Security Measures:

To ensure the security of your school email account, we have implemented various security measures, including password protocols, and encryption features. We strongly recommend using these security options to protect your personal information and maintain the integrity of the email system.

4. Email Etiquette:

When using school email, please adhere to professional and courteous communication standards. This includes proper subject lines, clear and concise messaging, and thoughtful consideration of the recipients. Email etiquette is an essential aspect of effective communication within our academic community.

5. Privacy and Data Protection:

Your privacy is important to us. While the school email system is a secure platform, it is essential to be cautious about sharing sensitive personal information. Avoid clicking on suspicious links or downloading attachments from unknown sources to prevent potential security risks.

6. Reporting Issues:

If you encounter any issues with your school email account, notice suspicious activity, or have concerns about the system's functionality, please report them promptly to our IT support team. Your feedback is invaluable in maintaining a reliable and secure email environment for everyone.

Section 14 Email Usage Agreement

1. Ownership of Email Accounts:

The school email accounts provided to the User are the property of the School. The Trimex Colleges retains ownership and control over these email accounts, including all emails, attachments, and associated data.

2. Authorization to Access:

Trimex Colleges reserves the right to access and monitor school email accounts to ensure compliance with school policies and procedures, and to protect the security and integrity of the school's network and systems. Please note that all student email accounts will be deactivated upon graduation.

3. Use of Email Accounts:

The User agrees to use the school email account responsibly and exclusively for educational and school-related purposes. The User shall not use the school email account for personal or commercial purposes, including but not limited to, sending unsolicited emails, spam, or engaging in any form of illegal or inappropriate communication.

4. Prohibited Activities:

The User shall not use the school email account to access unauthorized websites, services, or platforms. The School reserves the right to block access to any website or online service that is deemed unauthorized or in violation of school policies.

5. Compliance with Policies:

The User agrees to comply with all applicable school policies, guidelines, and acceptable use policies regarding the use of email accounts. Failure to comply with these policies may result in disciplinary action, including the suspension or termination of email account privileges.

6. Data Security:

The User agrees to take all necessary precautions to safeguard the security and confidentiality of their school email account, including but not limited to, using strong passwords, refraining from sharing login credentials, and promptly reporting any suspected security breaches or unauthorized access.

7. Termination of Access:

The School reserves the right to suspend or terminate access to school email accounts at any time, without prior notice, if the User is found to be in violation of this Agreement or school policies.

8. Agreement Modification:

The School reserves the right to modify or amend this Agreement at

any time. Any changes to this Agreement will be communicated to the User via email or other official channels.

By using the school email account, the User acknowledges that they have read, understood, and agree to be bound by the terms and conditions of this Agreement.

Student Name and Signature

Section 15. Trimex Learning Management System

Trimex Colleges provides resources to support online learning of students. The Trimex Learning Management System is a repository of modules that is readily available.

Section 16. Student and Teachers OJT Manual

“On The Job” Training (OJT) is a training program for students designed to immerse them in a work environment relevant to their course. Students will learn productivity, knowledge, and respect for the workplace.

It serves as a venue where they can make career choices toward gainful employment.

16.1. Procedure for Enrolling in Trimex Colleges OJT Program **Procedure Details:**

1. Official Enrollment in OJT Program: OJT Students must fulfill the prerequisite of official enrollment in the Trimex Colleges OJT Program.
2. Coordination with OJT Advisor: Once enrolled, OJT students must coordinate with their designated OJT advisor. In cases where OJT students have a preferred company, they must furnish the advisor with essential company details, including:

- Company Name
- Address
- Name of Representative
- Position of Representative
- Contact Number
- Email Address

3. Approval and Information Dissemination: Upon advisor approval, the OJT advisor will provide the OJT student with an OJT Manual and endorsement form.

4. Processing Fee Payment: OJT students are required to cover the processing fee, which includes the preparation of the following documents:

●Memorandum of Agreement (MOA)	150 pesos
●Endorsement Letter	150 pesos
●Waiver	50 pesos

Total: 350 pesos

5. Payment Modes: Payment should be made through the Trimex Colleges Accounting Department using any of the following methods:

- GCASH
- PAYMAYA
- BDO Account

Submission of Documents for Processing:

1. Proof of payment, OJT Enrollment Form/Registration Form, and endorsement of OJT Advisor must be submitted to the Linkages Department via email to:

linkages@trimexcolleges.edu.ph

2. OJT students will be sent a link to input information via Google Forms.

Document Review and Correction:

1. The Linkages Department will send a soft copy of the MOA, Endorsement Letter, and Waiver to the OJT student within five (3) working days for review. Any necessary corrections should be promptly communicated.
2. Document Collection: Upon finalization of documents, OJT students should schedule a collection appointment with the Linkages Department to retrieve the physical copies via email.
3. Correction Responsibility: Any corrections or amendments required after document printing will be the responsibility of the OJT student.

16.2. Responsibility of the Intern/OJT Student

1. Enter into an internship contract and/or agreement with the participating company;
2. Sign all the required documents necessary for his/her participation in the internship program;
3. Comply with the provisions of the contract and/or agreement including the rules and regulations of the school, company, and CHED at all times;
4. Undergo the required orientation/internship program conducted by the school (Online OJT Seminar by the Linkages Department) and company;
5. Report for internship in the company based on the schedule and perform tasks and activities as stipulated in the internship plan;
6. Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business, or trade secrets;
7. Adhere to the existing rules and regulations of the company;
8. Submit a journal of internship as required by the company reflecting on the approved internship plan;
9. Complete the agreed duration of his/her internship.

In case the OJT student intern will be unable to finish his/her internship within the designated period, he/she shall inform the teacher in writing his reasons for not finishing his/her internship program, within at least three (3) working days.

16.3. Status

1. The OJT student/intern shall be considered an intern and not an employee of the company for the duration of the internship.
2. In case the OJT student/intern is a working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his/her particular assignment/task during the internship period, by the school.

16.4. Responsibilities of the Guardian/Parent (if applicable)

1. Issues and signs the written consent.
2. Co-signs the internship contract and or/agreement to manifest approval or consent to the internship of their child.

16.5. Responsibilities of the Faculty Coordinators

1. The Faculty Practicum Coordinator shall be responsible for all aspects of the student intern programs.
2. Provide pre-internship orientation prior to deployment to internship venues.
3. Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation.
4. Inspect internship venues and sites.
5. Monitor and assess student interns periodically.
6. Coach or mentor student interns.
7. Consult and assist student interns in resolving problems/issues encountered.
8. Validate the result of the internship of students per batch, at the end of the internship period.

16.6. Violations

1. Any act of gambling, theft and other similar illegal acts.
2. Submitting forged or fraudulent documents.
3. Any act in violation of the school's rules and regulations.
4. Any act in violation of the company's rules and regulations in accordance with the internship program.
5. Any act in violation of the laws of the country.

16.7. Sanctions

Any student-intern found guilty of violating any of the provisions contained under 15.6 (violations) may be subject to sanctions in accordance with the school's rules and

regulations and pursuant to Commission on Higher Education (CHED) No. 104 Series of 2017.

[https://ched.gov.ph/wp-content/uploads/2018/03/CMO\[1\]NO.-104-S](https://ched.gov.ph/wp-content/uploads/2018/03/CMO[1]NO.-104-S)

16.8. Monitoring and Evaluation

16.8.1. The Faculty Practicum Coordinator, as well as the dean shall use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences with the students.

16.8.2. The Faculty Practicum Coordinator's report including the company's evaluation report will be the basis of the student intern's final grade.

16.8.3. A student-intern whose contract was terminated before the end of the period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination.

Said act is pursuant to Commission on Higher Education (CHED) No. 104 Series of 2017.

[https://ched.gov.ph/wp-content/uploads/2018/03/CMO\[1\]NO.-104-S.-201](https://ched.gov.ph/wp-content/uploads/2018/03/CMO[1]NO.-104-S.-201)

ARTICLE IV SCHOOL FEES

Section 1. Tuition and Other Fees

- Tuition Fee
- Laboratory Fee
- Misc. and Other Fees:
 - Registration fee
 - Medical and Dental
 - Library
 - Insurance
 - Guidance and Counseling
 - Athletic
 - SSC Membership and Cultural
 - School Publication

- College ID
- Online Management System
- Student kit
- Research development fee
- Energy fee
- Online Management System
- Other Fees:
 - Hepatitis Screening/Hepatitis Vaccine(required for Healthcare, Hotel and Restaurant Services students)
 - School uniforms
 - Compulsory activities(Acquaintance Party, Buwan ng Wika, Intramurals, Christmas Party, Foundation Week)

Section 2. Mode of Payment

2.1. Cash

Payment made in full with 5% less on tuition fee.

2.2. Installment/Staggered

Mode of payment with a 4%charge if setteled after the due date.

2.3. Structured

Payment as determined solely by the head of the Accounting Department.

Section 3. Refund and Withdrawals

When a student registers in a school, it is understood that he/she is enrolling for the entire semester. A student who wishes to make a refund or formal withdrawal from enrollment shall be allowed provided payment during his/her registration was made in full. Refund is applicable on Tuition and laboratory fees.

Section 4. Reservation Fee

4.1. Registration and Miscellaneous Fees are not refundable.

Section 5. Charges for Refund and Withdrawals

- 5.1. 10% of the total fee will be deducted if students withdrew within the first week of classes.
- 5.2. 20% of the total fee will be deducted if students withdrew within the second week regardless of whether or not he/she actually attended his /her class.
- 5.3. A student is charged with all the school fees in full if he/she withdrew anytime after the second week of class. On the Occasion that withdrawal is due to justified and valid reasons as recommended by the Head of the student affairs, a student is charged with a just and appropriate fees as computed until last attendance(Source Manual of Registration for Private Schools, Student Admission, Section 66 of Article XIII).For withdrawal procedures, proceed to the Registrar for further information.

Note: please present registration form and official receipt(s) when transacting with the accounting department.

Section 6. Late Enrollment Charge

Student enrolling beyond the set deadline of enrollment shall be charged with Late Enrollment Charge of Three Hundred Pesos (P 300.00).

Section 7. Shifting Fee

A student shifting to another program shall be charged with shifting fee of Two Hundred Pesos (P 200.00).

ARTICLE V
SCHOLARSHIPS AND OTHER ACADEMIC BENEFITS

Section 1. Entrance Scholars:

	GWA	Tuition Fee Discount
Honors		
With Highest Honors	98 - 100	Php 3,000
With High Honors	95 - 97	Php 2,500
With Honors	90 - 94	Php 2,000
Alumni		Php 2,000

Note: Students under the grant must have a general average/subject grade of not lower than 1.5 to enjoy the same privilege for the second semester.

Section 2. Academic Scholarship

2.1. A student may wish to apply for academic scholarship under the following conditions:

2.1.1. Qualifications

To qualify for the scholarship, the student must:

2.1.1.1. Be in good academic standing for at least two (2) consecutive semesters prior to application;

2.1.1.2. Have a minimum General Weighted Average of at 1.50 in the program he/she is enrolled in;

2.1.1.3. Have no grade lower than 2.00 in all subjects;

2.1.1.4. Not have violated any policies, rules and regulations of the school;

2.1.1.5. Be enrolled with a minimum unit of 23 in the previous and the current semester;

2.1.1.6. Not enjoy any other scholarship; and

2.1.1.7. Sign a scholarship contract.

Note: General Weighted Average does not include P.E., NSTP, or subjects with units lower than 2.

2.1.2. Scholarship Determination

Scholarship shall be determined as follows:

GWA
1.00

Tuition fee discount
P 2,000

1.01 - 1.25

P 1, 500

1.26 - 1.50

P 1,000

2.1.3. To retain the scholarship, the student must:

2.1.3.1. Sustain good academic standing;

2.1.3.2. Be enrolled with a minimum of 18 units
excluding P.E. and NSTP

2.1.3.3. Have a minimum General Weighted Average
of 1.50 in the program he/she is enrolled in;

2.1.3.4. Have no grade lower than 2.00 in all
subjects;

2.1.3.5. Not have incurred an outstanding grade/re
mark of "Inc" as of the date of the registration;

2.1.3.6. Not have violated any policies, rules and
regulations of the school;

2.1.3.7. Signed the scholarship contract.

2.1.4. Obligations of the Grantee

2.1.4.1. The grantee shall complete the requirements
before the semester starts, they need to accomplish
the following:

2.1.4.1.1. Thank You letter for Trimex
addressed to Ms. Rachel C. Cruz.

2.1.4.1.2. Copy of Grades requested from
Registrar Dept.

2.1.4.1.3. And the student evaluation for their
respected professors.

FORMAT:

Name of Scholar:

Student Number:
Course:
School Year:
Subject:
Teacher:
Positive Evaluation:
Things to Work On:
Others:
Grade of Scholar:

2.1.4.1.4. All documents must send to
linkages@trimexcolleges.edu.ph

2.1.4.1.5. The grantee shall enroll
immediately following the awarding of the
scholarship.

2.1.4.1.6. No deferment shall be allowed
except for substantial and valid reasons and
only upon the approval of the College Dean.

Refusal or inability to use the grant shall result
in the cancellation of the scholarship;

2.1.4.1.7. The grantee must render
reasonable service to the college without
compensation through its extension
programs, e.g. assist in trainings, conferences,
publications, student affairs during the
semester of the grant;

2.1.4.1.8. The grantee shall be charged with
the full amount of the tuition fee should he/she
dropped unofficially or with unreasonable
cause as may be determined by school
authority within the current semester;

Section 3. Athletic Scholarship

3.1. A student may wish to apply for Athletic Scholarship Grant
under the following conditions:

A. Qualifications

To qualify for the scholarship, the student must:

1. Pass the practical screening;
2. Be in good academic standing in the previous semester prior to application;
3. Have no grade lower than 2.50 in all subjects;
4. Be physically fit or must have passed all medical examinations that may be required;
5. Not have violated any policies, rules and regulations of the school;
6. Be enrolled with a minimum units of 15 units in the previous and the current semester;
7. Not enjoy any other scholarship; and
8. Sign a scholarship contract.

B. Scholarship Determination

Scholarship shall be determined based on the over-all performance as recommended by the respective coaches and approved by the school authority.

Scholarship shall be determined as follows:

Level	Scholarship
Level 1	100%
Level 2	75%
Level 3	50%
Level 4	25%

C. Scholarship Retention

To retain the scholarship, the student must:

1. Be in good academic standing
2. Not have grade lower than 2.50 in all subjects;
3. Not have failing grade;
4. Not have incurred an outstanding grade/remark of "Inc" as of the date of the registration;
5. Not have violated any policies, rules and regulations of the school;

6. Sign the scholarship contract.

D. Benefits of the Scholarship

1. Grantees shall enjoy scholarship on tuition fee only as determined in letter B (Scholarship Determination).
2. Benefits may be changed or revoked depending on the result of performance evaluation by the respective coaches and upon the approval of the school authorities.
3. Grantees shall be given full uniform, food and transportation allowances during competitions.

E. Obligations of the Grantee

1. The grantee shall complete the requirements before the semester starts, they need to accomplish the following:

- 1.1. Thank You letter for Trimex addressed to Ms. Rachel C. Cruz.
- 1.2. Copy of Grades requested from Registrar Department.
- 1.3. And the student evaluation for their respected professors.

FORMAT:

Name of Scholar:
Student Number:
Course:
School Year:
Subject:
Teacher:
Positive Evaluation:
Things to Work On:
Others:
Grade of Scholar:

1.4. All documents must send to
sports@trimexcolleges.edu.ph

2. The grantee shall enroll immediately following the awarding of the scholarship;
3. The grantee shall serve as role model not only to Trimex but also to his community;
4. The grantee is required to attend all scheduled practices.
5. No deferment shall be allowed except for substantial and valid reasons and only upon the approval of the Academic Affairs Head.

Refusal or inability to use the grant shall result in the cancellation of the scholarship;

6. The grantee must render reasonable service to the college without compensation during official school activities; and
7. The grantee shall be charged with the full amount of the tuition fee should he/she dropped unofficially or with unreasonable cause as may be determined by school authorities within the current semester.

Section 4. Other Scholarship Grants/Aide Program

A. Local/National Government-Aided-Scholarship

Scholarship Grants given/subsidized by the national and/or local government units and other government agencies.

The following are accepted government scholarships:

1. CHED Scholarships
(Tulong-Dunong, Tertiary Education Subsidy))
2. OWWA Scholarships
3. Veteran Scholarship
4. Iskolar ng Biñan
5. TESDA Scholarship
6. Social Security System Student Loan Program
7. Leon Arcillas Foundation Scholarship Grant
8. City of Biñan Academic Assistance Program
9. Local Government Subsidy

B. Student Aide Program

(Student Assistant –with Guardian consent)

Bonafide students who cannot afford to continue study due to financial constraints yet with leadership potential, of good moral character, academic competence, and exemplary skills can avail of the Student Assistant Program. Students under the grant are given a 100% scholarship on tuition fee for a 4-hours, five days work/service per week. In addition to requirements, student under the grant must maintain a general average of not lower than 2.00

C. Trimex Apprenticeship Program

The Trimex Apprenticeship Program is an initiative of the college in partnership with the industry that aims to achieve the following objectives:

1. To address the needs of the disadvantaged youth to pursue an academic or technical-vocational, post-secondary course towards becoming more employable and more productive members of the labor force.
2. To support human capital build-up by providing the youth some workplace experience while studying.
3. To develop among the youth proper work values and ethics through exposure to formal workplace situations and challenges under responsible adult supervision.

ARTICLE VI GRADUATION REQUIREMENTS

As a general rule, no student shall be recommended for graduation by the College Dean and the Office of the Registrar unless he/she has complied with all the academic and non-academic requirements imposed by Trimex Colleges. This means obtaining passing grades/ratings in all courses/ subjects in the curriculum and having met all financial and property obligations set by the Accounting Department for graduation.

Section 1. Application for Graduation/Academic Evaluation

- 1.1. A student may file to the Office of the Registrar Application for Graduation during the first semester of the last school year.

It is understood that the student accepts the terms and conditions of graduation including the fees upon filing of the said application.

1.2. The following procedure is to be observed by the student in applying for graduation/ academic evaluation:

1. Secure payment slip and application form at the Office of the Registrar.
2. Pay the evaluation fee at the Accounting Office.
3. Present the Official Receipt (OR) and submit the accomplished application form to the in charge at the Office of the Registrar.
4. Get the result after five (5) working days.

Section 2. Graduation Requirements

2.1. Only students who have completed the following requirements of the program shall be recommended for graduation and shall be allowed to graduate and/or participate in the graduation ceremonies:

1. Passed all the courses specified in the curriculum of their degree program;
2. Accomplished the clearance; and
3. Applied formally for graduation.

2.2. The tentative list of candidates for graduation shall be posted after the preliminary examination during the second semester of every academic year.

2.3 Official list of graduates shall be posted two days after the deliberation of graduation honors and awards.

Section 3. Graduation Exercises

3.1. The Office of the Vice President for Academics and Student Services shall take charge of the preparation of the Graduation Exercises for College.

3.2. The graduates of summer term of the previous academic year and graduates of first semester and second semester of the current academic year shall be included in the graduation exercises.

Section 4. Latin Honors

Cum Laude means “with distinction” and denotes a college student’s high scholastic achievement. The honor is indicated on the student’s degree / diploma. There are two other cum laude levels: magna cum laude or “with great distinction,” and summa cum laude or “with greatest distinction.” (MRPS Section 87).

4.1. Latin Honors shall be awarded to student following weighted average below:

Summa Cum Laude	1.00	with no grade below 1.25
Magna Cum Laude	1.01 - 1.05	with no grade below 1.50
Cum Laude	1.06 - 1.10	with no grade below 1.75

Provided:

- 1. Student has been in residence for at least six consecutive semesters or three years, immediately preceding the date of graduation.
- 2. Student must have completed the program following the regular schedule or with a minimum load of 18 units per semester.
- 3. Student must not incurred an AW, UW or failure in any course including PE and NSTP.
- 4. Has not violated any school policies, rules and regulations

4.2. PE, NSTP or courses/subjects with units lower than 2 are not included in the computation of General Weighted Average (GWA).

4.3 For transferees, grades from the previous school will be included in the computation of General Weighted Average (GWA).

Section 5. Graduation Honors

1. Academic Achievement Award

award given to a student with outstanding academic performance under the technical-vocational programs.

2. Academic Excellence Award

award given to a student with outstanding performance but was not able to qualify for the Latin Award.

Section 6. Graduation Awards

1. Leadership Award

award given to a student with exemplary leadership skills.

2. Loyalty Award

granted to those who finished their Senior High School and college education in Trimex without any semestral interruption.

3. Fleurdeliz A. Constantino Award

is granted to a graduating student whose involvement and contribution for the school and wider community is outstanding.

Section 7. Special Awards

The academic department may authorize other awards to be given to a graduating student as long as they are aligned with the school's principles of integrity, truth, and excellence.

Some of these may be the Best Research Paper, an award given to graduating students with excellent research paper in a particular program, Programmer of the Year, Best WEB Page Design, Best in Bookkeeping, Best in Housekeeping etc.

Note: Students must not have General Weighted Average (GWA) lower than 2.00

Section 8. Deliberation of Candidates for Honors and Awards

8.1. Deliberation of candidates for academic honors and graduation awards shall be done not later than two weeks after the last day of the final examination.

8.2. As soon as the final grades of the graduating students are encoded, the following procedure shall be observed:

a) The Office of the Registrar shall print the list of graduating students who complied with all the requirements for academic honors as stipulated in the provisions.

b) The academic records of candidates for academic honors shall be distributed by the Office of the Registrar and reviewed by the Academic Council for final deliberation and conferment of awards

c) The Academic Council shall be composed of the following:

- Vice President for Academics and Student Services
- Registrar
- Department Chairmen
- Board of Discipline

d) During the deliberation, a summary of the list of candidates in tabular form shall be presented by the Office of the Registrar. The form shall include the candidates':

- Name
- Program/Course
- Years of stay in Trimex Colleges
- Number of units required in his/her program
- Number of units taken and passed
- Lowest grade
- General Weighted Average
- Recommended Award

e) To document the result of the deliberation, forms shall be signed by the Academic Council.

f) The result of the deliberation shall be posted on the bulletin boards of the Trimex Colleges.

Section 9. Thesis, Capstone Project, Feasibility Study, and Marketing Research

A graduate of the program is required to submit a final copy (hardbound) of thesis/Capstone Project/Feasibility Study, and Marketing Research to the Academic Affairs Office before the issuance of "Endorsement for the Distribution" form. Another copy is then submitted to the Registrar prior to request/issuance of any official documents.

ARTICLE VII ACADEMIC POLICIES

Section 1. Attendance in the Class

A. Tardiness

A student coming in late is marked in the class card/class record under the following circumstances:

1. Fifteen (15) minutes for each one-hour class.
2. Twenty (20) minutes for each one-and-a half hour class.
3. Thirty (30) minutes for each two or three-hour class.
4. A student who came late for a quiz will not be permitted to ask the teacher to repeat the question or extend time.
5. Three (3) late marks constitute one (1) absence.

B. Absences

A student who incurred absences of more than twenty(20%) percent of the prescribed number of class or laboratory periods during a given term shall fail and earn no credit for the course or subject except for just and reasonable ground provided, however, that the student is not excused from keeping up with lessons and examinations. A faculty member may exempt a student who incurred absences beyond the twenty(20%) percent limit, but with the approval of proper school authority.(MORPHE Section 101)

C. Class Suspension

In the occurrence of a typhoon and other natural calamities, the school shall follow advisory from the following government agencies to institute class's suspension:

1. PAG-ASA for determination of typhoon signal.
2. CHED/TESDA/DepEd for immediate decision regarding class suspension.
3. Provincial/City Government.

Note: Students may call the Office for confirmation
Contact No.: (049) 511-9278/(049) 511-8425/(049) 511-3588

Section 2. Examination

A semester is composed of four (4) major periodic examinations namely Preliminary, Midterm, Semi-Final, and Final examination.

Section 3. Special Examination

A student who failed to take scheduled examination shall be allowed for a special examination following the procedure below:

1. Pay a special examination fee of Fifty Pesos (P50.00) to the cashier.
2. Secure Special Examination Form.
3. Present Special Examination form to the concerned subject teacher.

Note:

1. Failure of the student to take scheduled examination due to illness and other justified reasons as approved waive the payment of examination fee.
2. Failure of the students to take a major examination/ special examination means getting an examination grade of 5.0.

ARTICLE VIII

SCHOOL DIRECTIVES (RULES, REGULATIONS, SANCTIONS)

Section 1. General Rule

In keeping the goal of Trimex to produce self-directed adults, it is the responsibility of the student to keep his/her parent(s) informed regarding the school policies and pertinent communications. The enrollment of the student in Trimex is contractual by nature. The student, therefore, binds himself to recognize, accept, and comply with the existing rules and regulations, policies and requirements promulgated by competent authorities on all matters that have to do with the institution. The student also signs an agreement in connection with admission, matriculation, and attendance subject to the rules and regulations, and policies of Trimex.

Violation of such is tantamount to sanction as defined in this Student Handbook.

Section 2. The School Identification Card (I.D.)

A student enrolled in the school is issued an official identification card (ID) valid as long as the student is enrolled at the school, which will be revalidated every semester during the registration period. Upon entry to the school, the following shall be strictly observed:

1. The I.D. a card is required upon entering the school premises.

2. Tampering with or changing the photo invalidates the I.D. card.
 3. Lending of the I.D. card to others is STRICTLY PROHIBITED.
 4. In case of Lost I.D. card, an “AFFIDAVIT OF LOST” must be submitted to the General Service Office. A temporary identification card shall be issued while replacement is being made.
- It is understood that the student shall be charged for the new ID.

Section 3. Prescribed School Uniform

To maintain discipline, Trimex Colleges enforces the following uniform guidelines effective February 10, 2025:

1. Uniform Schedule

Monday & Tuesday – Type A / Corporate Attire
Wednesday – Organizational Shirt
Thursday & Friday – Type A / Corporate Attire
Saturday – Wash Day

2. PE Uniform

Students may only wear their PE uniform on days when they have scheduled PE classes.

3. Working Students

Those with employment may present their Certificate of Employment to obtain a gate pass from the Prefect of Discipline.

Failure to follow the uniform policy may result in disciplinary action.

Section 4. Conduct of Off-Campus Activities

Off-Campus activities shall be guided by the CHED Memorandum Order No. 63, series of 2017, on the Policies and Guidelines on Local Off-Campus Activities and DepEd Order No. 66, series 2017

on the Implementing Guidelines on the Conduct of Off-Campus Activities.

Section 5. The School Name and Its Logo

Individual students or groups are not allowed to use the school name or its logo without the authorization and approval from the school head whether on printed program, invitation, ticket, ring, t-shirt or similar materials.

Section 6. Selling of Tickets

No student/group may sell tickets, collect contributions, solicit subscriptions, raise class funds or impose fines without the approval from the School authorities.

Section 7. The School Facilities

Maintaining school facilities and keeping the premises clean are a joint effort of the academic and non-academic communities.

Section 8. Mutual Respect

Personal concern should be manifested in the respect that students give to one another and to school personnel, and in the interest and pride they have for Trimex Colleges. This concern leads them in regard to school properties with care and in keeping the building and the facilities neat and clean.

- 1 Students may take their snacks within the canteen area only.
2. Students are not allowed to eat inside the classroom.
3. Canteen rules and regulations should be observed.
4. Empty bottles, plastic cups, waste paper of any kind including wrappers should be placed in receptacles provided for the purpose.
5. Classroom, corridors, comfort rooms and the school building must be kept clean.
6. Comfort room must be kept clean and left for the next user.

7. The “Keep Right” rule along the corridors and stairways must be observed at all times.
8. Students are not allowed to stay inside vacant rooms during class hours especially during the examination period.

Section 9. The Random Drug Testing

Pursuant to Republic Act No. 9165 otherwise known as the “Comprehensive Dangerous Drugs of 2002”, Trimex Colleges in cooperation with the Department of Education (DepEd), the Technical Education and Skills Development Authority (TESDA), and the Commission on Higher Education (CHED) shall implement the RANDOM DRUG TESTING to strengthen the campaign against illegal drugs for students.

The implementation shall be guided by the parameters laid down by RA 9165 and its Implementing Rules and Regulations, as well as the Dangerous Drugs Board Regulation No. 6, Series of 2003, as amended by

Dangerous Drugs Board Regulation No. 3, Series of 2009.

Section 10. Ignorance of Provisions

All students of the school must be familiar with the contents of this hand- book. Ignorance of the provisions stated does not excuse any student from the corresponding sanction stipulated.

ARTICLE IX NORMS

Section 1. Social Norms

A. Each student is expected to act as self-directed, principle-based individual at all times, whether on or off campus, showing respect to authority, for the rights of fellow students and for the good of TRIMEX COLLEGES.

B. In all dealings with faculty members and administrative officials, the usual norms of politeness and etiquette are to be observed, any faculty member or staff has the right to ask for the ID of the student who shows disrespectful behavior.

C. Students who do not cooperate with the ordinary class room procedure or those guilty of disrespectful conduct may be sent to the Office of the Guidance Counselor.

D. Group movement such as passing through the corridors, hallways of the building must be made with minimum noise, boisterous conduct, running, disturbing laughter, conversation or action which tends to distract students from ongoing activities is strictly prohibited.

E. Good order requires the classroom, laboratory, and the like to be kept neat and properly taken care of. All equipment and learning aids must be handled with reasonable care and properly returned/stored after use. Feet should be kept off the furniture and walls.

F. Students are expected to replace or pay for any damage that they may have caused to school property.

G. Students particularly when in school uniform are not allowed to smoke within the school or its immediate vicinity.

H. Cases of loss and found articles may be referred to school authorities.

I. Students are not allowed to drink any form of liquor or to take prohibited drugs within the immediate school vicinity.

J. Students are expected to observe protocol when airing their concerns or complaints. Concern/s or complaints must be first brought formally to the attention of a faculty member and if not resolved may be elevated to the respective Department Chairman then to the head of Student Affairs.

Failure to observe protocol shall be considered a major violation.

ARTICLE X BEHAVIOR AND MEASURE OF DISCIPLINE

Section 1. Authority to maintain school discipline

The school shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. The school shall also exercise disciplinary authority over students outside of its campus, and beyond the school hours, term or year in the instances as follows:

1. Where school policies or regulations were violated; and
2. Misconduct involves or affects a student's name or the good name and reputation of the school.

The school reserves the right to exercise limited jurisdiction or disciplinary authority if a crime was committed by and between students, personnel, or faculty of the school, even if the incident took place outside the school premises, even without any formal school sanctioned activity.

Section 2. The Disciplinary Board

The Disciplinary Board shall be headed by the School Administrator serving as the Chairman shall be composed of;

1. The Head of the Student Affairs as Co-Chairman
2. The Student Body President
3. Prefect of Discipline
4. Guidance counselor
5. Lay Faculty member appointed by the School Administrator as member

Section 3. Discipline Procedures

The Investigation Committee is established to conduct impartial and thorough investigations into alleged misconduct or disciplinary issues within the school community. Its primary goal is to gather facts and evidence to inform the disciplinary decision-making process then the disciplinary board is called in search of truth from the violation committed and as the need to determine sanction arises. The Chairman shall preside over the entire proceeding. Proceeding is formulated and agreed upon by the board depending on the case being presented. Sanction is resolved/voted upon by the Board. The Decision of the board is final.

Section 4. Due process

When an offense is committed, a written complaint must be submitted to the Office of the Student Affairs and the proceeding shall be governed by the minimum standards of due process stipulated in the Manual of Regulations for Private Schools (MRPS Article 21, Section 105)

The written complaint must be signed and should detail the names of the persons involved, a brief summary of the incident, and the pieces of evidence related.

The written complaint can be written by the faculty member exercising authority over the student, or by a co-student, or any witness.

Section 5. Disciplinary Sanctions

In case of irresponsible behavior, violation of general rules, commission of major or minor offenses, the following disciplinary sanctions may be imposed:

A. Minor Offense

- 1st Offense: Oral Reprimand and community service
- 2nd Offense: Written Reprimand and community service
- 3rd Offense: Written Reprimand, Summon of Parents/Guardians, and community service.
- 4th Offense: Suspension for a prescribed period;
- 5th and Final Offense: Offense will undergo the process of Major Offense.

Note: Habitual offenses of minor violations are considered as major offenses.

B. Major Offense

- 1st Offense: Suspension (1 week), Written Reprimand, and 24 hours of community service.

- 2nd Offense: Suspension (2-3 weeks depends on the degree of violations), Summon of Parents/Guardian, Written Reprimand, and 48 hours of community service.
- 3rd Offense: Exclusion/Dropping/Dismissal or Expulsion

Note: In case of expulsion, approval of CHED and/or court proceedings is required.

Section 6. Community Service Activities

In cases of irresponsible behavior, violation of general rules, or commission of offenses, community service is one of the disciplinary sanctions that may be imposed. Community service not only serves as a consequence for misconduct but also provides an opportunity for personal growth and positive contribution to the school community. Below are examples of community service activities that students may be assigned as part of their disciplinary sanctions:

Campus Clean-Up:

- Organizing and participating in cleaning school grounds, Removing graffiti from school property.

Classroom Assistance:

- Helping teachers with organizing classroom materials.
- Assisting in preparing educational materials or setting up classrooms for activities.

Library Support:

- Assisting in cataloging books and organizing shelves.
- Helping with book check-ins and check-outs.

Event Support:

- Volunteering at school events, such as open houses, fairs, or sports events.
- Helping set up and dismantle equipment for school functions.

Peer Tutoring:

- Providing academic support to fellow students in subjects they find challenging.
- Assisting in study groups or homework clubs.

Environmental Projects:

- Participating in tree planting or gardening projects on school grounds.
- Engaging in recycling programs or waste reduction initiatives.

Office Assistance:

- Helping with administrative tasks such as filing, photocopying, or distributing materials.
- Assisting in the front office with visitor management and student inquiries.

Mentorship Programs:

- Becoming a mentor for younger students, providing guidance and support.
- Leading after-school activities or clubs.

Community Outreach:

- Volunteering at local community centers or libraries.
- Organizing donation drives for local charities or shelters.

Health and Wellness Initiatives:

- Assisting in organizing health awareness campaigns or workshops.
- Volunteering in school health offices or wellness centers.

Arts and Culture Projects:

- Helping organize art exhibitions or cultural events within the school.
- Assisting in the preparation of school plays, concerts, or talent shows.

Technology Assistance:

- Providing technical support to students and teachers.
- Assisting in the maintenance of computer labs or IT equipment.

Section 7: Minor Offenses (Arranged by Increasing Severity)

- 7.1. Refusing/Failing to wear school I.D. or school uniform.
- 7.2. Violation of dress code (e.g., wearing crop top, sleeveless, etc.)
- 7.3. Littering.
- 7.4. Unauthorized usage of gadgets during class hours.
- 7.5. Borrowing of ID.
- 7.6. Entering the class or any form of school function without permission.
- 7.7. Loitering or being in an area designated for authorized personnel only.
- 7.8. Tardiness (becomes a major offense when done frequently or more than 3 times).
- 7.9. Bringing visitors to school without following proper procedure.
- 7.10. Boys/LGBT going to the CR of girls or vice versa.
- 7.11. Using school facility without permission.
- 7.12. Spitting on walls and floors.
- 7.13. Not taking care of school facilities (e.g., leaving fans on when not in use, not returning chairs, etc.).
- 7.14. Disturbing printed materials like leaflets or handbills without permission.
- 7.15. Destroying printed materials like leaflets, handbills without permission from the school head.
- 7.16. Disturbing classes.
- 7.17. Other offenses not covered in the major offenses that may cause disruption of peace and orderliness of the school (as determined by the Guidance Counselor or other authorities).
- 7.18. Any other circumstances of a similar nature and analogous to those mentioned above or any other offenses not covered in major offenses that may cause disruption of peace and orderliness of the school (as determined by the Professor of Prefect of Discipline, Assistant Principal, Guidance Counselor, and Principal).

Section 8: Major Offenses (Arranged by Increasing Severity)

- 8.1. Leaving school without permission.
- 8.2. Disobeying school rules and regulations.
- 8.3. Public display of affection.
- 8.4. Inappropriate use of email.

- 8.5. Usage of email of others for personal purposes.
- 8.6. Violation of safety rules.
- 8.7. Smoking inside the school premises and bringing tobacco products, vapes, etc.
- 8.8. Cutting classes.
- 8.9. Unruly behavior inside the classroom or school premises, during assemblies, school activities, etc.
- 8.10. Engaging in lewd (vulgar, lustful, racist, or sexually inappropriate language).
- 8.11. Uttering profanities/swearwords inside the school campus.
- 8.12. Carrying and concealing deadly weapons or instruments or asking for money or in-kind from others.
- 8.13. Committing disrespect in the form of defamation, character assassination (oral or otherwise).
- 8.14. Committing gross disrespect against person/s in authority.
- 8.15. Disregarding lawful order or authority from a person in authority.
- 8.16. Preventing or threatening learners or faculty members or school authorities from discharging their duties.
- 8.17. Patronizing suspected prostitution den, gambling, and pornographic places.
- 8.18. Committing an act of vandalism within the school premises.
- 8.19. Tampering with school ID (e.g., placing stickers and other objects on school ID).
- 8.20. Selling stolen goods in school.
- 8.21. Committing verbal and/or physical abuse against person/s in authority.
- 8.22. Forging or tampering with school records or transfer forms.
- 8.23. Possessing/distributing any written or printed literature which may cause harm to the college.
- 8.24. Paying tuition or other fees to person/s not authorized to receive payment.
- 8.25. Damaging electrical connections, fixtures, equipment, appliances, and other school properties.
- 8.26. Leading/taking part in any form of illegal or violent demonstration activity.
- 8.27. Joining fraternities, sororities, and gangs.
- 8.28. Public showing of disrespect against the school and/or person/s in authority.
- 8.29. Giving unjust accusations without basis on issues that may destroy the reputation of the school or person/s in authority.

- 8.30. Unjust comments, accusations without basis, or any form of libelous acts on social media (R.A. 10175 - Cybercrime Prevention Act of 2012).
- 8.31. Excessive teasing or taunting that degrades or humiliates another person.
- 8.32. Committing verbal and/or physical abuse against person/s in authority.
- 8.33. Cheating/Fabrication.
- 8.34. Falsifying any form of official school documents.
- 8.35. Submission of any falsified document to the school.
- 8.36. Sounding of false alarms (fire) that may cause panic within the school premises.
- 8.37. Possessing deadly weapons such as explosives, firearms, knives.
- 8.38. Drug dependency or drug use, possession, and sale of prohibited drugs.
- 8.39. Taking prohibited drugs or liquor within the school premises or during a school-sanctioned activity.
- 8.40. Entering the school premises under the influence of prohibited drugs or liquor.
- 8.41. Drinking liquor or any other alcoholic beverages and entering the school premises under the influence of liquor.
- 8.42. Any form of gambling.
- 8.43. Engaging in extortion or any form of blackmail.
- 8.44. Physical assault.
- 8.45. Committing acts outside the campus which affect the good name, order, or welfare of the school.
- 8.46. Engaging in hazing (R.A. 8049 - Anti-Hazing Law of 1995).
- 8.47. Leading/taking part in the formation of fraternities and sororities.
- 8.48. Committing acts inside the campus that are considered crimes under the laws of the land.
- 8.49. Engaging in bullying (R.A. 10627 - Anti-Bullying Act of 2013).
- 8.50. Leading/taking part in any illegal assembly that may lead to confusion, disorder, and mutiny in the school.
- 8.51. Committing misconduct of a sexual nature (R.A. 7877 - Anti-Sexual Harassment Act of 1995 and R.A. 11313 - Gender-Based Sexual Harassment Law).
- 8.52. Assaulting a teacher or any other school authority or their agents, or other learners.
- 8.53. Committing any act of sexual misconduct.

- 8.54. Drug pushing or selling prohibited substances.
- 8.55. Stealing.
- 8.56. Compromising data integrity and processes by altering information, deleting files, causing system delays, etc.
- 8.57. Committing any crime outside the school that affects its name, order, or welfare.
- 8.58. Possessing, using, or selling pornographic materials.
- 8.59. Hazing.
- 8.60. Instigating, leading, or participating in activities leading to stoppage of classes.
- 8.61. Committing any form of assault or violence, especially against teachers or school authority.

Section 9. Procedures for Major Offenses

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community or against the core principles of the TRIMEX COLLEGES
Students can be suspended, dismissed or expelled for these reasons.

1. Notices and Hearings

- 1.1. The case will be forward to the Committee on Discipline for deliberation and hearing as a major offense, the Office of Prefect of Discipline will issue the respondent a Notice of Formal Charge stating:
- 1.2. That the student has a five (5) day period to submit his/her explanation, together with the pieces of evidence in relation thereto including the statements of his/her own witnesses.
- 1.3. The nature of the possible violation, including the specific section(s) of the Code of Conduct possibly violated,
- 1.4. The right of the student to due process as stated in the Code of Conduct, and

1.5. The right of the student to assistance of a counsel of his/her own choice from members of the community

1.6. According to Section 106 of the MORPHE: "A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises." This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing

2. Sanctions/Obligations for Major Offenses

Major offenses shall warrant one or a combination of the following sanctions:

- 2.1. Any of those listed as penalties for minor offenses
- 2.2. Mandatory work in the form of community service
- 2.3. Loss of privileges related to the nature of the offense
- 2.4. Disciplinary probation (first warning or final warning status)
- 2.5. Mandatory drug testing at the student's expense, at the discretion of named school administrators, for a specified period of time (especially in cases related to dangerous drugs, substance abuse or endangering behavior)
- 2.6. Mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist
- 2.7. Restriction against participation in school activities/further contact with aggrieved parties
- 2.8. Suspension or expulsion
- 2.9. Ban from entering campus
- 2.10. Permanent disqualification from receiving any form of a Certificate of Good Moral Character
- 2.11. Suspension / deferment of graduation
- 2.12. Non-readmission after the end of the current semester
- 2.13. Dismissal (exclusion)

Section 10: Guidance and Counseling Office

A. ABOUT THE CENTER

I. Vision Statement

A dynamic and proactive unit for balance and integration of areas essential to the growth and progress of the students to become self-directed with balance personality in becoming responsive citizens of the country.

II. Mission Statement

The College Guidance and Counseling is committed to provide structured guidance and counseling programs and services in collaboration with the different stakeholders that ensures the holistic development and growth of the students' well-being.

III. The Trimex Colleges Guidance and Counseling Services Center

The center provides various range of helping services to the entire student population through individual or group counseling and life coaching, academic and career counseling, guidance prevention and crisis response, testing/appraisal, and peer facilitating and mentoring. Students may encounter different problems and issues in their day to day living such as stress, bullying, adjustment to the new environment, relationship problems, personal and family problems, different forms of abuse, trauma, depression, anxiety, poor academic performances, poor self-worth, suicidal thoughts and behavior, loss of someone loved, break up and so many others. The services earlier mentioned are some ways to help and redirect students encountering such traumatic experience that most likely will address their personal goals. The center will cater not only students with problem and issue affecting their outlook in life but it also caters the students with good mental health condition for sustainability.

The center aims to give the best support to the clientele using counseling unique processes that will have an output of great work and value towards a more satisfying and meaningful way of living.

B. ETHICAL BOUNDARIES

I. The Principles of Confidentiality

All counseling is private and confidential. It is the obligation of the center to safeguard entrusted information of the client to protect one's reputation including its personal privacy and propriety. It includes maintaining the secrecy, privacy, and integrity of data preventing unauthorized access, disclosure or leakage of confidential data. By exercising this principle of confidentiality trust is built between client and clientele.

Some specific circumstances where information can be given:

1. If the client signed a "Release of Confidential Information" giving permission for the release of information to a specific party;
2. In the event of clear and imminent danger to the client or another party.
3. If the client discloses information about on-going child or elder abuse or neglect.
4. By court order

2. The Principle of Counseling Relationship

Throughout the counseling process, avoidance of harm at all costs must be observed. The Counselor must know his own values and beliefs not to result being bias.

3. Maintaining Boundaries

The counselor must establish a professional relationship with the student -client.

Client's Guidelines to Observe:

1. Be ready to present the problem/issue and how would your life different after the session.
2. Be open to share with honesty.
3. Do the assigned weekly tasks to monitor the program.
4. Keep and follow f the counseling appointment.
5. Be open to other possibilities as the Blank maybe

C. THE ROLE OF THE COUNSELOR

I. General Roles

1. The guidance counselor assists in establishing an awareness of one's strengths and aptitudes, with an optimistic viewpoint for removing negative tendencies, resourcefulness and self-discipline to adjust to social change.
2. Work with students who need help in managing their behavior, in keeping up academically, or planning for the future.
3. Work with administration, teachers, and parents to develop a comfortable, healthy school environment free of bullying or illegal activities.
4. Help students manage their wide range of emotional and psychological problems to bring about effective change and enhance their well-being.
5. Help students with issues such as depression, anxiety, stress, loss and relationship difficulties that are affecting their lives.

II. Specific Roles

Specifically, a counselor

1. Provides counseling services
2. Leads group counseling sessions
3. Work with families, groups and individuals
4. Liaising with other mental health professionals
5. Maintaining confidential records
6. Listening skills/Observation/Empathy
7. Test Administration and Interpretation
8. Program Development and Implementation
9. Promote a positive school life
10. Provides mental health and social-emotional learning

D. SERVICES OFFERED

I. COUNSELING SERVICES

It is the dynamic personal interaction between the counselor and the counselee where the counselor employs methods, approaches, or techniques to enhance the counselee intrapersonal and interpersonal development and competencies.

1. Academic/Educational Counseling

It provides assistance to students regarding academic matters such as low motivation, poor time management, academic pressures, and adjustment issues. By addressing these academic issues through increase their engagement in class, build resilience, fulfill major requirements, graduate on time, and reach academic success.

2. Career Counseling/Career Advisement

It supports students to pursue their career goals. It enhances career development and planning, addressing range of issues such as difficulty in choosing a job and lack of knowledge in job opportunities. Through effective career counseling, students will gain more confidence, focus, and readiness towards their career.

3. Personal/Individual Counseling

It focuses on helping individuals address personal issues, improve their mental and emotional well-being, and achieve personal goals. It helps individuals identify, reflect, and understand personal issues, such as stress, anxiety, depression, relationship problems, or self-esteem concerns. This form of counseling can be highly effective for personal development and problem-solving.

4. Group Counseling

It is a counseling approach where individuals come together in a structured group setting to discuss and address common issues under the guidance of a guidance counselor. It supports a safe space where students can share their experiences and feelings without judgement while creating a sense of belonging and connection in the group.

5. Crisis Response

It involves the immediate actions and strategies used to address and manage critical situations that threaten the safety, health, or well-being of students. The goal is to stabilize the situation, mitigate harm, and provide support during and after the crisis.

6. Guidance Prevention

It refers to proactive strategies and practices aimed at preventing issues or problems the student experiences before they arise. This approach focuses on identifying potential risks or challenges early and implementing measures to address them before they escalate.

7. Peer Facilitating Program/Peer counseling

It supports interactive learning environment where students build stronger connections among peers. It allows students to share their insights and perspectives, which enriches the learning experience. Through peer facilitating program, students are more likely to feel valued and understood, contributing to a more inclusive and supportive educational setting.

8. Routine Counseling

It involves regular counseling sessions with students according to a predetermined schedule (e.g., weekly, biweekly, or monthly) to monitor progress towards goals and adjust strategies as needed to ensure continued development and success of counseling.

1. Adjustment Counseling - a counseling process where counselor provided therapy and support to students who are struggling with various psycho social issues adjusting to their new environment.

2. Probation Counseling - are given to students who are expected to make satisfactory academic and behavioral progress based on the referrals made by the academic entity.

3. Exit Interview - is a form of counseling in terms of interview provided to students who are about to withdraw, graduate, or drop from school to pursue other plans such as transfer to other schools, change of residence, other personal or family issues.

II. ORIENTATION PROGRAMS

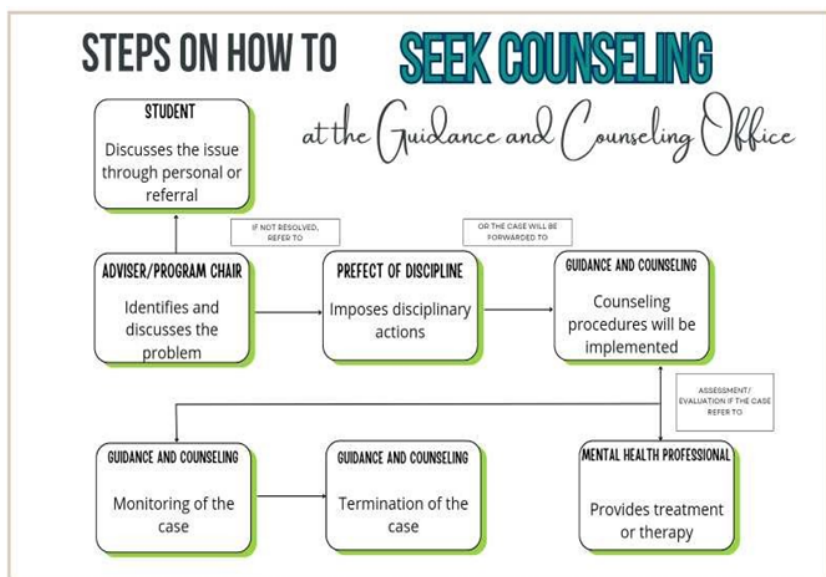
A General Orientation is planned and organized and is implemented during the early weeks after classes start of the school year. It aims to provide information about the school, the school administrators, faculty and staff and the different services and facilities that are available. It is the avenue of welcoming new students to their new learning environment and also to happily acknowledge the old students for coming back to their chosen school. It provides students with the information, tools and support they need and make them comfortable within the school environment. The activity will also inform the student population of the roles and functions of the Guidance and Counseling Center and that they should be aware that the services is not only for students with issues and concerns but for everyone who need to share their life stories.

I. Official Forms

1. GCC 2024 - FORM 001 Student Information Form
2. GCC 2024 - FORM 002 Individual Counseling Form
3. GCC 2024 - FORM 003 Counseling Plan
4. GCC 2024 - FORM 004 Student Exit Interview
5. GCC 2024 - FORM005 Good Moral Certificate
6. GCC 2024 - FORM 006 Routine Interview Form
7. GCC 2024 - FORM 007 Intake Interview Form
8. GCC 2024 - FORM 008 Student Referral Form
9. GCC 2024 - FORM 009 Specialist Referral Form

E. COUNSELING PROCESS

I. Steps on How to Seek Counseling



Section 11. CCTV Policy for Trimex Colleges

1. Purpose

The purpose of this policy is to ensure the effective use of Closed-Circuit Television (CCTV) systems at Trimex Colleges to:

Enhance the safety and security of students, staff, and visitors.
Protect school property from theft, vandalism, and other forms of damage.

Monitor and manage safety and emergency situations.

Assist in the enforcement of school policies and procedures.

2. Scope

This policy applies to all CCTV systems installed on school property, including but not limited to:

Classrooms

Hallways

Entrances and exits

Parking areas

Common areas (e.g., cafeterias, libraries)

School grounds

3. CCTV System Management

3.1. Location of Cameras

Cameras will be installed in strategic locations to maximize coverage of critical areas.

3.2. Monitoring and Recording

Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms and changing rooms.

3.2. Monitoring and Recording

CCTV systems will operate continuously, 24 hours a day, 7 days a week.

Recorded footage will be stored securely for a minimum period of 30 days, after which it will be automatically erased

unless required for an ongoing investigation.

Access to live feeds and recorded footage will be restricted to authorized personnel only, such as school security officers and designated administrative staff.

4. Use of CCTV Footage

4.1. Access and Disclosure

Footage may be accessed for purposes including, but not limited to, investigating security incidents, supporting disciplinary actions, and responding to legal requests. Requests for footage by law enforcement or other external agencies will be reviewed by the school administration and approved if compliant with legal and regulatory requirements.

4.2. Privacy and Data Protection

All footage will be handled in accordance with applicable data protection laws and regulations. Personal data captured CCTV will be processed fairly and lawfully and only for the specific purposes outlined in this policy. Images will be viewed only when necessary, and viewing will be logged and monitored.

4.3. Viewing and Copying

Authorized personnel may view footage only for legitimate reasons as defined in this policy. Copies of footage will be made only if required for evidence and will be kept secure and limited in distribution.

5. Responsibilities

5.1. School Administration

The administration is responsible for overseeing the CCTV system, ensuring compliance with this policy, and handling any breaches. The administration will also review and update this policy regularly to reflect changes in technology and legal requirements.

5.2. Security Personnel

Security personnel are responsible for the day-to-day operation of the CCTV system, including monitoring live

feeds and ensuring recordings are stored properly.

5.3. Staff and Students

Staff and students are expected to respect the presence of CCTV cameras and adhere to this policy.

Any concerns or incidents involving CCTV should be reported to the administration.

6. Breaches of Policy

Any misuse of the CCTV system or violation of this policy will be subject to disciplinary action in accordance with school policies and procedures.

Serious breaches may result in legal action.

7. Policy Review

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

8. Contact Information

For questions or concerns regarding the CCTV policy, please contact the Trimex Colleges Administration Office.

9. Related Policies

Privacy Policy

Data Protection Policy

Student Code of Conduct

10. Approval and Acknowledgment

This policy has been approved by the Trimex Colleges Administration and is effective as of [Insert Effective Date].

All staff and students are required to acknowledge and comply with this policy.

Acknowledgment

I have read and understood the CCTV Policy for Trimex Colleges and agree to comply with its terms.

Name: _____

Signature: _____

Date: _____

ARTICLE XI THE LEARNING RESOURCE CENTER

Section 1. The Learning Resource Center

The Learning Resource Center serves as the information center of the school. The center is made up of the library, the instruction media center and the communication arts facilities.

Section 2. Policies and Regulations

1. Silence must be observed at all times.
2. Eating, drinking and smoking are not allowed in the center.
3. The library adopts the "Open Shelf" system to give the students the opportunity to use its resources to the fullest.
4. Present your Library card to the one in charge of the control desk every time you borrow book/s. Lost borrower's card is replaced two (2) days after the report of loss and upon presentation of an I.D. size picture and a receipt amounting to Seventy Pesos (P70.00) as replacement fee.
5. Reference books and books in the reserved section such as dictionary, encyclopedia, and other materials are to be used only inside the library.

6. The librarian has the discretion to allow a student to borrow a maximum of three (3) books for not more than five (5) days.

Section 3. Learning Management System (LMS)

School Learning Management System (LMS) supports student's virtual learning and streamlines student, parent and faculty interactions in an all-in-one virtual environment

3.1. Student Access to LMS

Students can access our TRIMEX LMS site at link and sign in using students TRIMEX App credentials. LMS replaces Google classroom and serves as a convenient one-stop shop for students to access courses, assignments, teachers, grades and more. LMS will also host a virtual student's other activities.

3.2. Parent Access to LMS

Through LMS, parents can view their child(ren) activity, check grades and communicate with teachers all within the LMS platform. Sign in to access your parent account to stay involved as partners in your child(ren) education. To learn more ad access the parent guide, visit link.

Section 4. Virtual Learning Expectations

It is during this time of Pandemic that it is necessary to isolate and learn virtually from home. The following are learning expectations for the virtual classroom environment:

4.1. Virtual Learning Roles and Responsibilities

- 4.1.1. Dedicate suitable time to learning, as guided by your teachers

- 4.1.2. Use appropriate behavior during live virtual meetings. Students may be muted from discussion boards if inappropriate behavior occurs.

- 4.1.3. Check official group chats/emails daily for information

on assignments and resources.

4.1.4. Attend and participate in virtual school check-in times offered by each of your teachers.

4.1.5 Identify a comfortable and quiet space to study/ learn.

4.1.6 Submit all assignments in accordance with provided timelines and/or due dates.

Section 5. Students Expectations and Procedures for Live Virtual Meetings

5.1. Notification to students of Meetings: Teachers will post a meeting code or link in gc prior to the meeting. Students are not required to participate via video/audio but are highly encouraged

5.2. Recording of Meetings: All live sessions are recorded. This means that students who participate in the session will also be recorded. Students have the option of disabling the camera if one prefers not to be on screen. All instructional sessions will be uploaded into gc.

5.2.1. Meeting Etiquette:

a. Location: Must take place in an appropriate setting. A quiet place that is free from distraction (siblings, TV, pets, etc.)

b. Attire: students must be appropriately dressed (i.e. school dress code applies)

c. Sound: students should be muted upon entering. Almost all sounds from each location can be heard (whispering, dog barking, eating food, pencil tapping, page turning, etc.)

d. Questions: when you have question, type it in the chat or raise hand and wait for the teacher to call on you.

e. Your turn: wait for the teacher to call on you before unmuting yourself. Only one student at a time should talk. Refrain from distracting activity such as cell phone usage, side conversation, etc.

f. Stay Attentive: Pay attention to your teacher or other students who are speaking and be an active contributor during the synchronous class session; think before you respond to make your thoughts and ideas appropriate and clear. Remember, use the chat feature when commenting or asking questions.

Student's Behavior: Students are reminded that the Student Code of Conduct applies when participating in synchronous meetings. Adhere to the same standards of behavior during the video conferencing session that you would follow in any classroom (appropriate dress and language, appropriate background, respect for others, etc.)

Section 6. Parent-Teacher Communication Protocol

TRIMEX Colleges prides itself in welcoming parent participation and involvement. Throughout the year, our teachers and staff will make every effort to keep you informed of your child's progress. Despite our very best efforts, questions and concerns may arise. In efforts to resolve matters quickly and effectively, we ask that parents and/or guardians first contact the teacher or guidance counselor before involving school administrators.

ARTICLE XII GUIDELINES ON STUDENT ACTIVITIES

All unlawful and illegal activities are prohibited.

Section 1. Student Organization

All organizations' activities must be geared towards the realization of the school's vision/mission statement. Formation of school organization is encouraged upon the completion of the following requirements:

1. Name of the organization
2. Objective and a rationale
3. Constitution and its by-laws
4. Plan of activities
5. List of officers and members

6. Bio-data of the officers

Section 2. Procedures on Student Organization

1. The Head of the Student Affairs shall evaluate the group's application for approval.
2. All activities of the said organization when approved are mandated to submit written proposals and subject for approval by the Head of the Student Affairs.
3. Any possible activity by the Student Organization outside of the school premises requires a written waiver accomplished and submitted to the administration.
4. Gross violation of the organization by-laws or of the school policies will automatically result in the revocation of the organization.

Section 3. Co and Extracurricular Activities

The school provides programs aimed to promote holistic development to students. It is designed to enhance social skills in support of learning anchored on the core values of the institution.

Section 4. General Policies and Regulations

The school reserves the right to disapprove any activity that does not complement the Vision/Mission of Trimex Colleges.

ARTICLE XIII CODE OF CONDUCT FOR STUDENT

For any society to function properly, a system of rules and regulations must be formulated to govern, the need for order is necessary in an institution for realization of its dreams, and aspirations through education. The demand for the institution that a standard conduct be established is strong to facilitate the youth for good citizenship. So, to promote the goals and objectives of the institution, code of conduct is hereby promulgated.

Students are to familiarize themselves with this handbook to earn a highly rewarding tertiary life.

CONFORME

The undersigned has read and agreed to follow and uphold the School Policies, Rules , and Regulations as outlined in this Student Handbook, and agrees to follow all other policies that may be promulgated from time to time by the School, for the development and optimum learning in Trimex Colleges.

For non-compliance of any of the mentioned conditions, I, _____ (full name), accept disciplinary actions/sanctions commensurate to the nature and gravity of the offense(s). Furthermore, I am fully aware that Trimex Colleges reserves the right to dismiss any student at any time during the school year if my deportment is proven to be detrimental to the learners and the academic community as a whole.

Name: _____ Signature: _____

Date: _____

Conformed (for Minors)

Name of Parent/Guardian: _____

Signature: _____

Date: _____

(Copy for Trimex Colleges)

CONFORME

The undersigned has read and agreed to follow and uphold the School Policies, Rules , and Regulations as outlined in this Student Handbook, and agrees to follow all other policies that may be promulgated from time to time by the School, for the development and optimum learning in Trimex Colleges.

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Name: _____ Signature: _____

Date: _____

Conformed (for Minors)

Name of Parent/Guardian: _____

Signature: _____

Date: _____

(Copy for Student)

**THIS FACULTY HANDBOOK HAS BEEN VOTED AND
UNANIMOUSLY APPROVED BY THE BOARD OF
OF TRIMEX COLLEGES, INC.**

A handwritten signature in black ink, appearing to read 'Rachel C. Cruz', written in a cursive style.

MS. RACHEL C. CRUZ
Chairman of the Board / President

OFFERED PROGRAMS

SENIOR HIGH SCHOOL

- Accountancy, Business and Management
- Humanities and Social Sciences
- Science, Technology, Engineering and Mathematics
- Home Economics
- Information and Communication Technology

BACHELOR DEGREE PROGRAMS

- BS Accountancy
- BS Business Administration with Majors in:
 - Financial Management
 - Human Resource Management
 - Marketing Management
 - Operation Management
- BS Customs Administration
- BS Office Administration
- BS Public Administration
- BS Real Estate Management
- BS Computer Science with Specialization in:
 - Cybersecurity
 - Data Science
- BS Information Technology with Specialization in:
 - Mobile and Web Development
 - Multimedia Arts and Animation
 - Network and System Administration
- BS Criminology
- BS Computer Engineering
- BS Industrial Engineering
- AB Psychology
- BS Social Work
- Bachelor of Technical-Vocational Teacher Education with Majors in:
 - Electronics Management
 - Food and Service Management
- BS Tourism Management

TESDA TRAINING CENTER:

- Bookkeeping NC III
- Caregiving NC II
- Computer System Servicing NC II
- Contact Center Services NCII (New)
- Electronics Product Assembly and Servicing NC II
- Events Management Services NC III (New)
- Food and Beverage Services NC II
- Health Care Services NC II

TESDA ASSESSMENT CENTER:

- Bookkeeping NC III
- Caregiving NC II
- Computer System Servicing NC II
- Electronics Product Assembly and Servicing NC II
- Events Management Services NC III (New)
- Food and Beverage Services NC II
- Health Care Services NC II

DEPARTMENT CONTACT LIST

COLLEGE OF ACCOUNTANCY

Head - myrnatee@trimexcolleges.edu.ph

Group Email - bsasupport@trimexcolleges.edu.ph

COLLEGE OF BUSINESS ADMINISTRATION

Head - bernadettepacala@trimexcolleges.edu.ph

Group Email - cba@trimexcolleges.edu.ph

COLLEGE OF COMPUTER STUDIES

Head - louie@trimexcolleges.edu.ph

Group Email - ccs@trimexcolleges.edu.ph

COLLEGE OF CRIMINAL JUSTICE

Head - reynaldoaguirre@faculty.trimexcolleges.edu.ph

Group Email - bscrimsupport@trimexcolleges.edu.ph

COLLEGE OF EDUCATION

Head - elainesantos@trimexcolleges.edu.ph

Group Email - coe@trimexcolleges.edu.ph

COLLEGE OF ENGINEERING

Head - kiervendemesa@trimexcolleges.edu.ph

Group Email - coeng@trimexcolleges.edu.ph

COLLEGE OF ENGINEERING-INDUSTRIAL ENGINEERING

Head - irenebatacan@trimexcolleges.edu.ph

COLLEGE OF HOSPITALITY MANAGEMENT

Head - cherryfernandez@trimexcolleges.edu.ph

Group Email - bstmsupport@trimexcolleges.edu.ph

DEPARTMENT OF PSYCHOLOGY

Head - matthewivesyupangco@trimexcolleges.edu.ph

Group Email - abpsysupport@trimexcolleges.edu.ph

SOCIAL WORK DEPARTMENT

Head - emyindia@trimexcolleges.edu.ph

Group Email - bsswsupport@trimexcolleges.edu.ph

DEPARTMENT CONTACT LIST

REAL ESTATE MANAGEMENT DEPARTMENT

Head - maureenbassig@trimexcolleges.edu.ph

Group Email - bsremsupport@trimexcolleges.edu.ph

HEALTHCARE DEPARTMENT

Head - nerryyanson@trimexcolleges.edu.ph

Group Email - nursingsupport@trimexcolleges.edu.ph

ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

Head - ronaldamparo@trimexcolleges.edu.ph

Group Email - eitsupport@trimexcolleges.edu.ph

SENIOR HIGH SCHOOL DEPARTMENT

Head - sarahcastillo@trimexcolleges.edu.ph

Group Email - shs_advisers-group@trimexcolleges.edu.ph

FOLLOW OUR OFFICIAL SOCIAL MEDIA PAGES

**Be part of our growing online family by following us
for the latest updates and highlights!**



Official Facebook page

facebook.com/TrimexCollegesOfficial



Official Instagram page

instagram.com/trimexcollegesofficial



Official Youtube page

youtube.com/@TrimexCollegesOfficial



Official X page

x.com/TrimexOfficial

TRIMEX COLLEGES HYMN

TOMORROW WILL BE ANOTHER DAY
ON STRUGGLE AND ROADS OF DIFFERENT WAYS
ROADS MAY BE ROUGH ON ME BUT I'LL BE STRONG
YOU TAUGHT ME TO TRUST IN GOD
THAT I MAY GO ON

BUT AS LIFE CONTINUES
I KNOW I'LL BE MISSING YOU
YOU HAVE PREPARED ME TO FACE THE WORLD

TRIMEX
YOU ARE SO DEAR TO ME
I WILL UPHOLD YOUR VALUES TO MY COMMUNITY
YOU HAVE GIVEN ME HOPE, YOU HAVE SHOWN THE LIGHT
I WANT TO THANK YOU FOR WHAT YOU'VE DONE FOR ME

NOW THE FUTURE WILL BE SO BRIGHT
I WANT TO BE MY GENERATION'S GUIDE
TO SET AN EXAMPLE, TO LIVE BY THE TRUTH
TO MAKE A DIFFERENCE FOR TOMORROW'S YOUTH

BUT AS LIFE CONTINUES
I KNOW I'LL BE MISSING YOU
YOU HAVE PREPARED ME TO FACE THE WORLD

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MAIN BUILDING:

Trojan Bldg., Brgy. Poblacion, Biñan City, Laguna

ANNEX BUILDING:

3rd Flr., C.Morales Bldg., Brgy. San Antonio, Biñan City, Laguna

STA. CATALINA COLLEGE BUILDING:

Pedro Escueta St., Brgy. San Antonio, Biñan City, Laguna

ZENESTER 1 BUILDING:

Plaza Rizal, Brgy. Poblacion, Biñan City, Laguna

ZENESTER 2 BUILDING:

Plaza Rizal, Brgy. Poblacion, Biñan City, Laguna

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