



**STUDENT HANDBOOK
FOR SENIOR
HIGH SCHOOL
2025**

This Student Handbook will serves as a reference and guide for all Trimexian students. All enrolled students should therefore respond by following the policies and guidelines set forth in this handbook to ensure order and harmony among all sectors of the school community, thereby becoming true members of the Trimexian community.

MESSAGE FROM THE PRINCIPAL

Dear Senior High School Students,

Greetings!

Whenever you travel, it is always a good idea to have essential information about your destination and to have essential things that you will need such as water, snacks, medicine and emergency supplies. When you are prepared for the trip, then you can enjoy the adventure that lies ahead and you can avoid any problem that will prevent you from reaching your goal or destination.

Your journey as a Trimexian student is an exciting one, full of amazing possibilities. You can excel in academics, join contests, enjoy sports, meet friends, lead people and serve the community. To help you reach your goal and hone your potential, we have written down essential information that will guide you along your path. We hope that the guidelines written in this Student Handbook will serve as your guideposts, each one leading you to the right direction until you reach your full potential.

To our old students, we welcome you to a new academic year. To our new students, we welcome you to your new school and we hope that you will feel right at home. We wish all of you happiness and success in your Trimexian journey.

Trimexian Learning, Worth it!

MS. SARAH C. CASTILLO, LPT
Senior High School Principal

MESSAGE FROM THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

Dear Senior High School Students,

Welcome to a transformative journey at Trimex! Our Senior High School experience is anchored in the core values of Teamwork, Commitment, and Integrity.

Embrace Teamwork, for together we achieve more. Build connections, collaborate, and foster a supportive community that empowers everyone to thrive.

Commitment fuels success. Dedicate yourself to your studies, goals, and personal growth. Your unwavering commitment paves the way for excellence.

Integrity is your compass. Uphold honesty, ethics, and moral courage. Your actions define your character, and integrity forms the bedrock of a trustworthy individual.

As you navigate these formative years, let this handbook guide your path. Strive for excellence, support one another, and uphold the principles that make Trimex a community of achievers.

Best wishes for a fulfilling Senior High School journey!

Warm regards,

RITO A. CAMIGLA JR., EdD
Vice President for Academics and Student Affairs

MESSAGE FROM THE SCHOOL PRESIDENT

Dear Senior High School Students,

Greetings!

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're 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

MS. RACHEL C. CRUZ
School President

TABLE OF CONTENTS

Message from the Principal	II
Message from the Vice-President of Academic Affairs and Student Services	III
Message from the School President	IV
History/ School Background	1
Vision	3
Mission	3
Core Values	3
Philosophy	3
Objectives	3
Board of Directors	4
Executive Officers	4
Department Chairmen/Academic Council/ Board of Discipline	4
Operating Officers	5
Support Staff	6
ARTICLE I Registration, Admission and Retention Policies	8
Section 1. Registration and Admission	8
1.2 Admission Requirements	8
1.3 Grade Requirement	8
1.4 Enrollment Procedure	8
Section 2. Classification of Students	9
2.1 According to Admission Status	9
Section 3. According to Academic Load, Students Enrolled in the SHS are classification	9
ARTICLE II School Fees and other School Charges	10
Section 1. Fees Payments and Discount Fees	10
1.1 No Tuition fee for Grade 11	10
1.2 Fees paid upon Payment	10
1.3 Mode of Payment	10
1.4 Refund and Withdrawals	11
1.5 Charges for Refund and Withdrawals	11
1.6 Mode of Payment	12
Section 2. Cashiering Hours	12
Section 3. Student Withdrawal or Transfer	12
Section 4. Procedure for Filing of Withdrawal or Transfer (For students who are payee)	13
Section 5. Transfer Credentials	13
Section 6. Withholding of Credentials	14
ARTICLE III Scholarship and Other Academic Benefits	14

Section 1.	Entrance Scholarship for College Level	14
Section 2.	Athletic Scholarship	15
2.1	Qualifications	15
2.2	Scholarship Determination	15
2.3	Scholarship Retention	15
2.4	Benefit of Scholarship	16
2.5	Obligations of Grantee	16
Section 3	Alumni Scholar Discount for Senior High School	16
Section 4	Other Aide Program	17
4.1	Trimex Apprenticeship Program	17
ARTICLE IV.	SHS Instructional Program	17
Section 1.	Overview	17
Section 2.	SHS Program	18
Section 3.	Blended Learning	18
Section 4.	Schedule of Classes	19
Section 5.	Suspension of Classes	19
Section 6.	Specific Criteria	19
Section 7.	Rescheduling of Assessment/s	21
ARTICLE V.	Grading System	21
Section 1.	Overview	21
Section 2.	Types of Assessment	22
2.1	Summative Assessment Components	22
2.2	Weight of the Components	23
2.3	Levels of Proficiency	24
2.4	Final Grade	24
2.5	General Average	24
2.6	Guidelines on Assessments, Homework and Performance Tasks	25
2.7	Extra-Curricular Grade	26
2.8	Attendance in Physical Education	28
2.9	Extended School Absence and Special Study Program	28
Section 3.	Progress Report	30
3.1	Student Performance Report	30
3.2	Academic Slip	30
Section 4.	Honors and Awards	31
4.1	Honors Awards Committee	31
4.2	Procedures	31
4.3	What Awardee will Receive	33
ARTICLE VI.	Health Services	34
Section 1.	Clinic	34

1.2	Programs and Services	37
Section 2.	Guidance and Counseling	39
Flow Chart on	Reporting and Referring Child Abuse Cases	43
ARTICLE VII	School Directives (Rules, Regulations, Sanction)	46
Section 1.	Discipline Philosophy Statement	46
Section 2.	Person in authority	47
Section 3	General Norms of Conduct	47
Section 4.	Attendance	51
Section 5	Tardiness	52
Section 6	Absences	52
Section 7	School Identification / ID	53
Section 8	Prescribed School Uniform	54
Section 9	Conduct of off-Campus Activities	54
Section 10	The School Name and its Logo	54
Section 11	Selling of Tickets	55
Section 12	The School facilities	55
Section 13	Mutual Respect	55
Section 14	Random Drug Testing	55
Section 15	Ignorance of Provision	56
ARTICLE VIII.	Behavior and Measure of Discipline	56
Section 1.	Authority to maintain School Discipline	56
Section 2.	The Disciplinary Board	56
Section 3	Prefect of Discipline	57
Section 4	Discipline Procedures	57
Section 5	Due Process	58
Section 6	Disciplinary Sanction	58
6.1	Minor Offense	58
6.2	Major Offense	59
Section 7	Minor Offense or Disciplinary Cases	59
Section 8	Major Offense or Disciplinary Cases	60
Section 9	SHS Corrective and Attendance Incentive Program	66
ARTICLE IX.	Learning Resources Center	67
Section 1.	The Learning Resource Center/Library	67
Section 2.	Policies and regulations	67
Section 3	Learning Management System (LMS)	68
Section 4	Virtual Learning Expectations	69
Section 5	Students Expectations and Procedures for Live Virtual Meetings	69
Section 6	Parent-Teacher Communication Protocol	71
ARTICLE XI	Graduation Requirements	71
Section 1	Requirements to Graduating Students	71

Section 2	Special Awards	72
ARTICLE XII	Guidelines on Student Activities	72
Section 1	Student Organization	72
Section 2	Procedure on Student Organization	72
Section 3	List of Club offered at SHS level	72
TRIMEX HYMN		74
Conforme		77

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.

VISION STATEMENT

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

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.

CORE VALUES

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

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.

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.

BOARD OF DIRECTORS

Rachel C. Cruz	Chairman of the Board
Rosario C. Cruz	Secretary
Ricardo Maria C. Cruz	Treasurer
Rosanne Kristine C. Cruz	Member
Dr. Rito A. Camigla Jr.	Member

EXECUTIVE OFFICERS

Rachel C. Cruz	President
Dr. Rito A. Camigla Jr.	Executive Vice President
Dr. John Michael Francis D. Cosio	Vice President for Academic and Student Services
Rosario C. Cruz	Vice President for Administration
Ricardo Maria C. Cruz	Vice President for Finance

ACADEMIC DEPARTMENT

Dr. John Michael Francis D. Cosio	Dean, College of Business Administration
Dr. Louie F. Agustin	Dean, College of Computer Studies
Dr. Myrna D. Tee, CPA	Program Chair, College of Accountancy
Bernadette R. Pacala, MSHRM	Program Chair, Business Administration Department
Atty. Julius Bien L. Rivero	Program Chair, Public Administration Department
Dr. Reynold S. Aguirre, Pssg	Program Chair, College of Criminal Justice
Dr. Elaine B. Santos	Program Chair, College of Education
Dr. Kierven R. De Mesa	Program Chair, Computer Engineering Department
Cherry Ann F. Codiñera, MBA	Program Chair, College of Hospitality Management
Irene N. Batacan, MSIEM, BSIE	Program Chair, Industrial Engineering Department
Matthew L. Yupangco, MA,MS	Program Chair, Psychology Department
Maureen C. Cao-Bassig, MBA,M.Plan	Program Chair, Real Estate Management Department
Emy C. India, RSW, MSW	Program Chair, Social Work Department
Sarah C. Castillo, LPT	Principal, Senior High School
Imelda M. Ballecer	Assistant Principal, Senior High School

Carlo A. Batitis, MIT	Program Coordinator, College of Computer Studies
Ronald E. Amparo	Program Adviser, TESDA Electronics and Information Technology
Francia Flores	Program Coordinator, TESDA Hotel and Restaurant Services
Darren P. Nicasio, MBA	Assistant to VPASS Program Coordinator, Real Estate Management Department
Dr. Maricar Aguilar, RCrim, CSSP	Asst. Program Chair, College of Criminal Justice
Ma. Jesusa T. Domingo, FLMI, AIRC	Program Assistant, College of Accountancy

OPERATING OFFICERS

Rachel C. Cruz	Chief Operating Officer
Luningning Coronel, CPA	Head, Disbursement Office
Jerome Domingo	OIC, Cashier Receipt Division
Librada C. Mora, MBA	Head, Human Resource Management
Edwin D. Arcega	Head, General Services Office
Alfred J. Paldez	Head, Management Information System
Elizabeth L. Paat	Head, School Registrar
Jevic B. Reyes, MBA	Head, Student Services
Dr. Suzette H. Lazanas	Admission and Promotion Officer
Richard R. Jesalva	Billing and Collection Officer
Eric B. Sotelo	Community Affairs Officer
Ricardo Maria C. Cruz	Industry Linkages Officer
Dr. Kiervin De Mesa	Compliance & Accreditation Officer
Dr. Angustia S. Segubre, LPT, RGC	College Guidance Counselor I
Patrick B. Rosales, RGC	College Guidance Counselor II
Ma. Ruthelma L. Batitis, MAGC	Senior High School Guidance Counselor
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
Marlene T. Reovoca, MSL, RL	Chief Librarian
Veronica V. Nolido, MALS, RL	Librarian

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

SUPPORT STAFF

Jerrica M. Viray
 Joshua Gardiola
 Nelyn D. Esturia
 Amstrong Luiese B. Landeza
 Armida A. Magnaye
 John Paulo C. Presbitero
 Simon Anthony L. Navarro
 James Vincent M. Bautista
 Raven G. Briones
 Iris Allen Cruz
 Alexandra Marie Y. Aparri
 Lauro B. Marcilla Jr.
 Adrian D. Mardo

Jemie Lyn M. Baquiran

Evelyn M. Carait
 Ma. Luningning D. Cequeña

Vanessa Jusay
 Marc Piolo Dionela
 Angelita L. Magcale
 Ma. Victoria Neriz Cuasay
 Eunice D. Belando
 Shiene T. Gelladuga
 Richard R. Jesalva
 Arlene G. Briones
 Diane Princess B. Dadivas
 Menchie Evangelista
 Margielyn G. Fortaliza
 Diane Crystalyn K. Erise
 Chysser Mae S. Lumanao
 Jellene P. Dao
 Vanessa Pascualado
 Jaylyn L. Umapas
 Alma S. Nueva
 Kendrick D. Hammond
 Alcomedes S. Constantino
 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
 Rommel B. Palermo
 Robie G. Dilag Assistant
 Paulo K. Diago
 Earl Lewis M. Quillosa
 Loreta F. Ambida
 Annabelle C. Arciaga
 Elsa M. De Leon
 Aries A. Pantoja
 Elias C. Encinas
 Jomar M. Ignacio
 Tyron Jhon M. Finney
 Melanie C. Reyes
 Leonarda G. Panganiban
 Annabelle Arciaga
 Ronald L. Lorenzo
 Rhoniel R. Geneblazo
 Liezel C. Lico
 Jherwin B. Flores
 Nerlyn G. Briones
 Nerry Z. Yanson, RN
 Honey Gay Gendrano
 Anna Marie G. Reyes
 Darren P. Nicasio, MBA
 Alexander Bryan D. Almari
 Jefferson M. Taguilid
 Enrie L. Besmonte
 Wren Joren P. Karamihan

Vincent B. Flores
 Jarzel Anne G. Granada
 Arlene O. Samante
 Honey Gay M. Gendrano
 Decerhy B. Landeza
 Ericka P. Pangilinan

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

ARTICLE I

REGISTRATION, ADMISSION AND RETENTION POLICIES

Section 1 Registration and Admission

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

- 1.2.1 Form 137 and Form 138
- 1.2.2 PSA Birth Certificate
- 1.2.3 Certificate of Grade 10 Completion
- 1.2.4 Voucher/ESC Certificate

For details and further inquiries, visit www.trimexcolleges.edu.ph

1.3 Grade Requirement

- 1.3.1 A General Average of at least 80% and a passing grade is required in any subject including Conduct/ Deportment is required.
- 1.3.2 In addition, as stated in DepEd Order No. 55 s. 2016, there will be no required cut-off grades for students who wish to enroll in the Science, Technology, Engineering, and Mathematics (STEM) Strand.

1.4 Enrollment Procedures

For New Students (Grade 11 or Grade 12)

- 1.4.1 Secure the Pre-Registration or Enrollment Assessment Form (PRF/EAF) to the admission office
- 1.4.2 Present the following:

1. Grade 10 Report Card should be complete and signed by the School Principal/School Head
2. Official Receipt for paid Confirmation Fee

For Old Students (Grade 12)

1. Final Report Card signed by the School Principal
2. Official Receipt for paid Reservation Fee
3. Agreement Forms

- 1.4.3 A student is considered enrolled when the student's registration form is marked "Enrolled" as issued by the Accounting Department.

Section 2. Classification of Students

2.1 According to Admission Status

- 2.1.2 Grade 11 - Student who completed Grade 10 level and submitted school records and other pertinent documents for admission in Senior High school.
- 2.1.3 Grade 12 (Resident Students) Students who completed his or her Grade 11 level at Trimex College including those who are not officially enrolled. May be considered for re-admission by virtue of their approved written petition for Leave of Absence (LOA)
- 2.1.3 Returning Students (Returnees). Students considered for readmission depending on their previous scholastic performance, and the availability of slots/and must have complied with all other requirements for re-admission.
- 2.1.4 Transferees. Students transferring from other school who have met all the academic and admission requirements set by the school.

Section 3. According to Academic Load. Students enrolled in the Senior High School are classified as:

- 3.1.1 Regular student. Student enrolled carrying regular academic load;

- 3.1.2 Irregular Student. Student who transferred from other school with irregular loads based on subject evaluation;
- 3.1.3 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:
 - a. Physically challenged; and
 - b. Pregnant women.

ARTICLE II

SCHOOL FEES and OTHER SCHOOL CHARGES

Section 1. FEES, PAYMENTS AND DISCOUNT FEES

- 1.1 No Tuition fee for Grade 11 (No Top up)
- 1.2 The following fees are paid upon enrollment

- ID
- Uniform
- P.E. Uniform

- 1.3 Mode of Payment
(For Payee only)

Tuition fee	- P 17,500.00
Tuition per Semester	- P 8,500.00
Amount to pay upon Enrolment	- P 2,000.00

Note:

- Remaining Balance will be divided into ten (10) months
- With Voucher Recipient - No Tuition fee

- Mayor's Voucher - P 10,000.00
- ESC Voucher - 14,000.00

- 1.3.1 Cash - Payment made in full with 5% less on tuition fee
- 1.3.2 Instalment/ Staggered- Mode of payment with additional 5% on the total fee and requiring a down payment of not less than 30% of the total fee
- 1.3.3 Structured – Payment as determined solely by the head of the accounting department.

1.4 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 enrolment shall be allowed provided payment during his/her registration was made in full. Refund is applicable on Tuition and laboratory fees.

1.5 Charges for Refund and Withdrawals

- 1.5.1 10% of the total fee will be deducted if students withdrew within the first week of classes.
- 1.5.2 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.
- 1.5.3. 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.

1.6 Other procedures

- 1.6.1 Tuition and other fees are posted on bulletin boards prior to and during the enrollment period.

- 1.6.2 The schedule of enrolment will be announced before the end of the academic year. Payment of the tuition and other fees are done during the enrollment period.
- 1.6.3 All enrolment payments are acknowledged with an official receipt (OR). The OR serves as your proof of enrollment.
- 1.6.4 A Late Penalty Fee of P100.00/week shall be charged to those who will enroll after the enrolment period.
- 1.6.5 All fees must be settled prior to the end of the school year otherwise the report card and other pertinent academic records of the student shall be withheld.
- 1.6.6 All payments may be done only through G-Cash/Pay Maya, Bank accredited by the school, the Cashier of the Accounting Office during official working hours.

Section 2. CASHIERING HOURS:

Monday to Sunday 8:00 A.M. to 5:00 PM

Section 3. STUDENT WITHDRAWAL OR TRANSFER

The following are circumstances for transfer or withdrawing from school:

- 3.1 Student withdrawing at the request of the parents or legal guardian
- 3.2 Ineligibility due to unfulfilled Agreement Contracts

Section 4 PROCEDURE FOR FILING OF WITHDRAWAL/TRANSFER (For students who are payee):

- 4.1. Get a Withdrawal Form from the Office of the Registrar/Academic Services
- 4.2 Secure clearances from concerned offices as indicated in the form

- 4.3 Submit the Withdrawal Form to the Office of the Registrar/Academic Services
- 4.4 Computation of refunds are in accordance with the following stipulation in Section 66 of the Manual of Regulations for Private Schools (MRPS):

“A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.”

Refund checks will be made payable to the parent or legal guardian on record.

Release of refund checks are available ten (10) working days from the date stamped RECEIVED on the Withdrawal Form.

Request for necessary documents for transfer from the Office of the Registrar will be available for pick up in seven (7) working days.

Section 5. Transfer Credentials

- 5.1 Student who intends to transfer to another school is permitted provided that /she is cleared of all financial obligations to the school and all other requirements are complied with.
- 5.2 Student must first submit a letter of request addressed to the SHS Principal.
- 5.3 The said request must be signed by his/her parent/guardian in case the student is below eighteen (18) years of age.

- 5.4 Upon approval of the request, the student must secure and accomplish clearance from the following:
- Library
 - General Service Office
 - SHS Principal
 - Registrar
 - Accounting

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

Section 6 Withholding of Credentials

The release of Transfer Credentials of any student may be withheld or suspended due to non-settlement of financial obligations, expulsion or any other reasons with legal bases.

ARTICLE III
SCHOLARSHIP AND OTHER ACADEMIC BENEFITS

Trimex Colleges offers the following Scholarship Programs:

Section 1 Entrance Scholars for College level:

Honors	Discount on Tuition Fee
With Highest Honors	100%
With High Honors	75%
With Honors	50%

Section 2. Athletic Scholarship

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

2.1 Qualifications:

To qualify for the scholarship, the student must:

- 2.1.1. Pass the practical screening;
- 2.1.2. In good academic standing in the previous semester prior to application;
- 2.1.3. Have no grade lower than 2.50 in all subjects;
- 2.1.4. Physically fit or must have passed all medical examinations that may be required;
- 2.1.5. Not violated any policies, rules and regulations of the school;
- 2.1.6. Do not have any other scholarship; and
- 2.1.7. Sign a scholarship contract.

2.2. 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:

2.3. Scholarship Retention:

To retain the scholarship, the student must:

- 2.3.1 Be in good academic standing
- 2.3.2 No grades lower than 2.50 in all subjects;
- 2.3.3 No failing grade;
- 2.3.4 Not incurred an outstanding grade/remark of "Inc" as of the date of the registration;
- 2.3.5 Not violated any policies, rules and regulations of the school;
- 2.3.6 Sign the scholarship contract.

2.4 Benefits of the Scholarship

- 2.4.1 Grantee shall enjoy scholarship on tuition fee only as determined in item 2.
- 2.4.2 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.

2.5 Obligations of the Grantee

- 2.5.1 The grantee shall enroll immediately following the awarding of the scholarship;
- 2.5.2 The grantee shall serve as role model not only to Trimex but also to his community;
- 2.5.3 The grantee is required to attend all scheduled practices. 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;
- 2.5.4 The grantee must render reasonable service to the SHS without compensation during official school activities;
- 2.5.5 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 3. Alumni Scholar Discount for Senior High School Graduates

Trimex Colleges offers a 25% tuition discount for the first semester of college to its Senior High School graduates who enroll as freshmen. To qualify, students must submit proof of graduation and meet enrollment requirements, including a downpayment. The discount is non-transferable, cannot be combined with other offers, and applies only upon successful verification. Violations of school policies or withdrawal will void the discount.

Section 4. Other Aide Program

4.1 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:

- 4.1.1 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.
- 4.1.2 To support human capital build-up by providing the youth some workplace experience while studying.
- 4.1.3 To develop among the youth proper work values and ethics through exposure to formal workplace situations and challenges under responsible adult supervision.

ARTICLE IV SHS INSTRUCTIONAL PROGRAM

Section 1 Overview

The Trimex College curriculum guided by the Trimexian Core values aims to provide instructional program that will transform young men and women to become globally competitive 21st century learners.

As the Trimex Colleges reason for existence of serving the people through its objectives the curriculum is designed to reinforce the development of scientific thinking skills among its students with values so that they will become conscientious citizens of this world. Social responsibility and awareness is a strong value being emphasized each are of learning through practical and real world application of skills and understanding.

The curriculum is geared towards forming the students to become key people of the future who are equipped with scientific literacy and critical thinking abilities necessary to respond to the globalizing trend of continued development and innovations in the field of science, technology and arts.

In particular, the Senior High School program is designed to be seamlessly connected to the curriculum of the Trimex Colleges thereby producing research and service oriented Trimexian ready to respond to school vision and mission.

Section 2 Senior High School Program

In A.Y. 2018-2019, the Trimex Colleges has implemented the Senior High School Program. The track that was offered were:

- 2.1 STEM - Science, Technology, Engineering and Mathematics
- 2.2. ABM - Accounting, Business and Management
- 2.3 HUMSS - Humanities and Social Science
- 2.4 HUMSS ALS - Humanities and Social Science Alternative Learning System
- 2.5 ICT – Information and Communication Technology
- 2.6 HE – Home Economics

The Senior High Program of the Trimex Colleges offers a high school experience within a college setting. The students are provided with a learner centered environment where research projects are being developed for the students' culminating capstone project.

Section 3 Blended Learning

The Trimex Colleges Senior High blended learning combines the learner Face – to Face classroom approaches and online learning methodologies that are designed to develop globally competitive

21st century Trimexians. For most subjects in Senior High, 3-hours of classroom and 2-hours of online activities will be implemented to increase flexibility in learning thereby encouraging more meaningful interaction between students and teachers and the wide array of materials that are available online.

Section 4 Schedule of Classes

The schedule of classes in Senior High School varies according to the number of subjects being offered per semester. Class schedule is issued to students every start of the semester. Dismissal varies according to the strand and section of the students.

Section 5 Suspension of Classes

5.1 General Guidelines for Suspension of classes

- 5.1.1 The decision to suspend classes follows the principle of the well – being and safety of the students.
- 5.1.2 The decision to suspend classes will be based on reports from DepEd and the local government where the campus is situated, i.e. the Municipality of Binan and Office of the Governor of Laguna. There is no guarantee that the situation will remain constant even after a decision has been made.
- 5.1.3 The coverage of a suspension order may be city – wide or localized. This means that the order may cover the whole of province or it may apply only to a specific place or a specific school as the case may be.

Section 6 Specific Criteria

Classes are automatically suspended, without need for any announcement from the University under the following conditions:

6.1 All Levels

- 6.1.1 During regular holidays or when declared as a

special non-working holiday by the Office of the President of the Philippines or, in case of local holidays declared by the local government of the province/city/municipality having political jurisdiction over the campus;

6.1.2 When specifically declared as “all levels” and for private schools by the national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or

6.1.3 When specifically declared “all levels” and for private schools by the local government for classes held in campuses covered by its jurisdiction

6.2 High School levels

6.2.1 When declared by the Department of Education for “elementary (grade school) and high school levels in private schools; or

6.2.2 When Typhoon Signal No. 2 or above is raised

The Vice-President for Trimex Colleges makes the decision for the suspension of classes under the following conditions:

6.2.3 In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;

6.2.4 In all other cases when the school, on its own, intends to suspend classes

In cases when an announcement of suspension of classes by the government is made when classes for the day have already began, the Vice-President for Academic Affairs and Student Services of Trimex Colleges shall, determine the effectivity time of the suspension, only for the purposes of standardizing the cut-off time for the suspension of classes. A text message will be sent through the school messaging suite facility.

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

The official announcement of suspension of classes will also be made through the official Facebook page of Trimex Colleges
<https://www.facebook.com/trimexcolleges>

Section 7. Rescheduling of Assessment/s

On the event that classes will be suspended, monthly or quarterly tests and performance tasks may be given the following meeting or rescheduled by the subject teacher accordingly. No more than three (3) written tests or assessments in a day will be scheduled as a general condition.

ARTICLE V GRADING SYSTEM

Section 1. Overview

The grades of Senior High School will be based on transmuted raw scores of combined tests and or assessments. The minimum grade needed to pass a combined test or assesments is .75% of the total score, which is transmuted to a grade of 75. The lowest mark that can appear on the report card is 75 for final grade.

Learners are graded on Written Work (WW), Performance Tasks (PT) every semester. These two are given specific percentage weights that vary according to the nature of the learning area.

Section 2 Types of Assessment

As enumerated in DepEd Order No. 8, s 2015, there are two types of assessment, namely, formative and summative.

2.1. Formative assessment may be seen as assessment for learning and assessment as learning. As assessment for learning, teachers may analyze the results to make adjustments in their instructions. As assessment as learning, students will be given immediate feedback on their learning progress.

2.2 Summative assessment may be seen as assessment of learning which is usually given at the end of a particular unit. Summative assessment measures whether learners have achieved the desired learning outcomes for a particular learning area. The nature of questions for the formative and summative assessments may include Knowledge, Process and Understanding.

2.2.1 Summative Assessment Components

The components of the summative assessments are classified into three, namely, Written Work (WW), Performance Tasks (PT), and Trimestral Examination (TE). These three components may be defined as to the nature of the different learning areas.

2.2.1.1 Written Works (WW) are assessments that measure the students' skills and grasp of concepts in written form. This may include quizzes, long test, written reports, and other graded written outputs.

2.2.1.2 Performance Tasks are assessments that measure the students' ability to show what they know and accomplish it in diverse ways. This may include skills demonstration, group presentations, oral work, multimedia

multimedia presentations, and research projects.

2.2.1.3 Trimestral Examination
measures students learning at the end of the trimester.

2.2.2 Weight of the Components

For Grades 11 to 12, the general percent composition of the components of the summative assessments for each learning area shall be as follows:

	Core Subjects	Academic Track		Technical-Vocational and Livelihood (TVL)/Sports/Arts and Design Track	
		All Other Subject	Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance	All Other Subject	Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance
Written Work	25%	25%	35%	20%	
Performance Task	50%	45%	40%	60%	
Quarterly Assessment	25%	30%	25%	20%	

The percent composition may vary according to the nature and requirements of the subjects. The weight of the components will be included in the syllabus and topic guide.

The Performance task will include the attendance of the student; percentage will vary according to each subject. The specific weight will be included in the syllabus and topic guide.

2.2.3 Levels of Proficiency

A standard numerical grade equivalent is given to all academic subjects at the end of each trimester.

The performance of the student in Department and other non-academic subjects shall be described in the report card based on the following grading scale, with its corresponding descriptors:

LETTER GRADES AND THEIR DESCRIPTIONS		
Description	Grade Scale	Remarks
Outstanding	90 – 100	Passed
Very Satisfactory	85 – 89	Passed
Satisfactory	80 – 84	Passed
Fairly Satisfactory	75 – 79	Passed
Did Not Meet Expectations	Below 75	Failed

2.2.4 Final Grade

The final numerical grade reference will be rounded off up to the whole number and shall likewise be reflected in the report card.

2.2.5 General Average

The General Average for Senior High School is computed by dividing the total grades, divide the number of subjects.

In determining honors and awards, all semester grades will be computed up to the whole number grade requirement of 85 for department must be met.

The school expects the students to meet the minimum academic grade requirement in order to be promoted to the next level. For Grades 11 to 12, a student who fails 12 units or more regardless of the general average shall repeat the grade level. Remedial Program will follow the guidelines set in DepEd Order No. 8. S2015.

2.2.6 Guidelines on Assessments, Homework and Performance Task

The Senior High School Program is composed of two semester with four (4) monthly major periodic examinations four (4) quarterly examination.

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

Make-up written summative assessments shall only be given upon submission of an absence slip.

1. Pay 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:

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

2.2.6.2 Make-up written summative assessments will be taken by the student within 1 week upon return to school. Schedule of summative assessments shall be coordinated with the strand adviser/ subject teacher and will follow the procedure below:

2.2.6.3 Performance Tasks must be completed during the prescribed period.

- 2.2.6.4 Late submission and conduct of a performance tasks may be given/ allowed. However, a corresponding deduction from the total raw score for every late performance tasks shall be applied.
- 2.2.6.5 No laboratory exercises shall be given for any absences, whether excused or unexcused.
- 2.2.6.6 A student who fails to take the scheduled examinations may be given a special exam upon presentation of an absence slip. The special exam will only be given after the scheduled examination. No advance examination will be given to the student.
- 2.2.6.7 Examination starts from the moment the test paper is handed over to the student up to the moment the same test paper is taken back. Late examinees shall be allowed to take the exam but shall never be given time extension.
- 2.2.6.8 Students are expected to observe all examination rules and procedures that are enforced by the proctor.
- 2.2.6.9 A student who has committed a Major Offense on Cheating will automatically receive a grade of 65% on that particular assessment.
- 2.2.6.10 Research-related outputs and capstone projects for Grades 11 and 12 will be done under the supervision of the subject teacher or research adviser. For projects that will be completed outside the school premises, the student must follow guidelines on off-campus activities.

2.2.7 Extra/Co-Curricular Grade

The Extra/Co-curricular grade or ECC is the major

criteria in determining the award at the end of the school year. Specific guidelines on the computation of the ECC grade are as follows:

Academic/Non-academic Contest should be approved and/or sanctioned by the school head and/or by a DepEd Order or Memorandum. The student must be a recognized representative of Trimex College and not of any other organization or entity, nor as a personal representation. Ideally, trainings and preparation should be done with official trainers and/or coaches duly assigned and/or recognized by the school.

Contest or Activity Involvement done in school must not be part of a grade component for any subject or an activity where attendance is required. Activity Involvement may include school-recognized trainings and seminars, special classes, sports clinic, exchange programs, and the like.

Participation, Involvement, Affiliations/ Membership in outside organizations/ activities/ seminars / trainings should be recognized and/or sanctioned by the school head and/or by a DepEd Order or Memorandum. In order to be considered, officers in outside organizations shall present an accomplishment report verified through certifications by proper authorities.

For outside school involvements, copies of all documentary and evidentiary requirements such as proof of participation/distinction/ membership, certification, letter of commendation/ invitation from the recognized organization must be submitted subject to evaluation by the ranking committee. Other means of confirming participation and/or distinction aside from those mentioned above may be undertaken by the said committee as needed.

2.2.8 Attendance in Physical Education

All students are expected to participate in P.E. classes and are required to be in their prescribed P.E. uniform during this time. Students who need to be excused from P.E. must bring a written note from the parents accompanied by a medical certificate to be submitted to the Principal's Office for approval. An alternative activity will be given to students with such special conditions.

Student-Athletes included in the official list recognized by the Office of Sports Development are exempted from P.E. classes. The official lists of Student-Athletes are updated on a per term basis. The P.E. grades of student-athletes are given by their respective coaches following a set criterion.

2.2.9 Extended School Absence and Special Study Program

A Trimexian student is eligible to apply (or be recommended) for an Extended School Absence as deemed necessary by the following conditions of which attending school on a daily basis will be a significant challenge for the student. These meritorious reasons only include:

2.2.9.1 Medical illness (physical and psychological) where a recommendation for an extended absence is sought and prescribed by a specialist;

2.2.9.2 Safety concerns and other life threatening issues;

- Required Rehabilitation Services to augment the needed interventions for a particular issue, and;

2.2.9.3 Special engagement in school sanctioned and approved national and international competitions

The duration of Extended School Absence may be for a period between two (2) weeks to one (1) trimester. The application is filed at the Office of the Principal signifying the intention to avail this provision and stating the meritorious reason(s). The application is then forwarded to the Office of Academic Services for Integrated School once duly signed and approved by the IS Principal. The notice on the duration of the leave as it takes effect will be communicated to the student's Homeroom Adviser, the Associate Principal, and other offices concerned. During the student's extended absence from school, he/she should not enroll in other school or take formalized alternative classes to compensate his/her required academic compliance.

A Special Study Program is provided for students with approved extended school absence. He/she is required to work with an outside tutorial provider to help him/her cope with the academic requirements. Grade School and Junior High School student who has been approved of the extended absences is required to coordinate with the Associate Principal through the Homeroom Adviser and comply with the necessary requirements during the approved absence.

The corresponding documentations and clearances must be submitted to the appropriate offices/units prior to readmission. These documents will be endorsed for validation and final approval to the Associate Principal by the merit of fulfilled academic requirements and/or prescribed clearance.

Section 3. Progress Report

3.1 Student Performance Report

This report is given 4 weeks before the schedule of the final examination to update parents of their children's performance in class. A specific schedule is set by the school where parents can meet with the homeroom advisers and subject teachers to discuss their children's academic and behavioral progress.

3.2 Academic Slip

The Academic Slip (AS) is issued to a student who has been identified to have performed poorly in certain aspects of the assessment components in a particular subject area. It merely serves as a prompt to parents regarding their child's academic performance and, if necessary, may also serve as a notice for parent / guardian conference. The reminders are given to ensure that the child is provided the necessary follow up to help him / her improve on his / her academic standing.

The parent/guardian must sign the slip and return it to the subject teacher within three days upon receipt. Non-return of two AS is considered a minor offense.

3.3 Progress Report Card (F138)

The Progress report card is the basic way of communicating student progress to parents. Much time and effort has been devoted to developing reporting procedures and report card instruments which clearly convey information about student performance.

Report cards are issued four times per school year and shortly after the close of each marking period. The Progress Report Card is given after First and Second Quarterly examination and only for viewing during the Third Quarterly Examinations. And the final card giving will be after Graduation of Grade 12 Senior High School.

Parents are encouraged to meet directly with teachers as they deem appropriate. Parents are encouraged to ask questions and if there is anything else that the teachers can do to help.

Section 4. Honors and Awards

4.1 Honors and Awards Committee

As provided in DO No. 36, s. 2016, an Awards Committee (AC) shall be organized by the school head in every school for each grade level (Grades 11 and 12). The committee must be composed of at least three (3) members from the teaching staff, guidance counselor or designated teacher.

The total count of committee members should be an odd number. The chairperson of the AC could be any of the teachers, department head or grade-level chairperson.

No member of the AC must be related within the second degree of consanguinity or affinity to any of the candidates for awards.

For the purpose of this policy TRIMEX Colleges followed DepEd Order No.018, s. 2021 entitled Interim Guidelines on giving of awards and recognition in the light of the Basic Education Learning Continuity Plan for SY 2020-2021.

4.2 Procedures

TRIMEX Colleges suspends majority of the awards and recognition provided in DepEd Order 36, s.2016. These awards require face-to-face interaction and in-person observation of learner's classroom demeanor and performance; however, the current learning set-up limits the basis for authenticity and identifying recipients of these awards.

Grade–Levels Awards (Leadership Award, Award for Outstanding Performance in Specific Disciplines, Award for Work Immersion, Award for Research or Innovation, Award

for Achievement); and Special Recognition these awards results of largely observable behaviour in the classroom and are demonstrations of exemplary performance in in-person academic and non-academic competitions, which are possible only in a face-to face learning set-up.

Academic Excellence Awards, however, shall not be suspended for graduating level – Grade 12. Academic excellence awards are highly valued by learners and their families, teachers and the community owing to the profound effect on motivation, self-efficacy, and determination of learners to consistently perform and strive to do better especially in these trying times. These awards are also indispensable in applying for scholarships and admission as learners transition to college respectively.

The following table provides the awards to be suspended and the awards to be recognized.

Awards to be Suspended	Awards to be Recognized
<ul style="list-style-type: none"> •Grade-Level Awards (Leadership Award, Award for Outstanding Performance in Specific Discipline, Award for Work Immersion, Award for Research or Innovation, Award for Achievement) •Special Recognition 	<ul style="list-style-type: none"> •Academic Excellence Award for graduating – Grade 12

Academic Excellence Awards for Grade 12 shall be given at the end of the school year. Recipients of these awards shall have attained a general weighted average of 90 with no failing grade in any learning area. The general average grade shall be reported as a whole number following relevant provisions in DO No.8, s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program.

Table 1 shows the specific academic excellence award given to learners who meet the following cut-off grades.

Table 1. Academic Excellence Award

Academic Excellence Award	General Average
1. With Highest Honor	98 – 100
2. With High Honor	95 – 97
3. With Honor	90 – 94

4.3 What Awardee will Receive

Awardees in Grades 11 and 12 shall receive medals from the school, bearing the official seal of the Department (DepEd Order No. 63, s. 2011). Schools are required to follow the specifications to ensure the quality of medals and uphold the prestige of the awards.

Table 2 Technical Specifications of Medals

Award	Technical Specification¹	
Academic Excellence Award		
1. With Highest Honor	Gold	Medal with DepEd seal (consistent with the guidelines set in DepEd Order No. 31 s. 2019,
2. With High Honor	Silver	The Department of Education Service Marks and Visual Identity Manual
3. With Honor	Bronze	Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: depending on region

4.4 Filing for and Settling Protests

Cases of protest shall be filed by the candidate with his/her parent or guardian to the office of school head within three (3) working days from the receipt of the announcement of the awards and shall be decided on by the school head considering the recommendations of the AC within three (3) working days from filing.

4.5 **Monitoring and Evaluation**

The school heads shall be primarily responsible in ensuring that the provisions of this policy are properly communicated to all concerned stakeholders in the school. The school head shall lead the implementation of this policy and ensure that teachers shall diligently maintain and keep records of learners' progress as valid bases for giving the awards.

ARTICLE VI
HEALTH SERVICES

School Health Services are established at the school site to promote the health of students through disease prevention, early case finding, referral for intervention and remediation of specific health problems. The school health services are vitally necessary in order to provide first aid and triage for illness and injuries, to provide direct services for students with special needs, and to provide health counseling and education for students, staff, and parents.

Section 1. Clinic

The School Nurse and our partner experts in the field keep a health record of all students as well as provide salient information to improve student wellness.

1.1 **Purpose of the School Health Services Program**

The primary purpose of the School Health Services Program is to promote the physical and emotional health of students and staff thereby maximizing the educational process and work functionality.

1.2 **The School Clinic and The Medical Team**

1.2.1 **School Clinic**

In accordance with School Health Guidelines and

Policies mandated by TRIMEX Colleges, School Clinic provides primary and preventive healthcare to ensure positive health and safe environment to children, parents and staff in school.

The School Clinic is properly maintained and made accessible to accommodate disabled and ill individuals. Well equipped with the necessary medical equipment to provide a quality care with one qualified full time nurse from 8:00 AM to 5:00 PM and a visiting licensed doctor, both certified in CPR and AED.

1.2.2 School Doctor

A visiting doctor should be available in the school clinic at least once per week for at least 3 Hours in each visit.

School Doctor can be one of the following:

- Specialist Family Physicians
- Specialist Community Medicine
- General Practitioner

Roles and Responsibilities:

- a) In coordination with the licensed school nurse, regularly checks the school's
- b) environment to ensure of its cleanliness and safety. Implementing all school health
- c) protocols and guidelines.
- d) Plans and conducts non-invasive medical examinations on students as per school health record at school entry and school leaving.
- e) Records all finding in the school health record, specifying any defect or abnormality.
- f) Refers and follows up students with abnormal finding to the health center/clinics
- g) or to their family physicians for further investigation and health care.
- h) Writes standing order of drugs/treatments, which

can be administered to the student by the school health nurse in the absence of doctor.

i) Liaise with the school health nurse in prevention and control of communicable diseases.

j) Participates in planning and conducting health education activities in the school.

k) Acts as a counselor in guiding the school administrators, teachers and parents to discuss any health problem of a student, whenever needed.

1.2.3 School Nurse

The school nurse should be a registered nurse and should possess at least 1 year experience of working with student in a school setting. There shall be one full time nurse in every 1000 students.

Roles and responsibilities:

a) Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in good working condition in the school health office.

b) Assess needs of students (examine/observe) who require first aid care and administer appropriate care including medication administration.

c) Assist doctor with the annual physical examination to students including height and

d) weight measurement, BMI calculation and visual screening.

e) Refer to the school doctor advice when needed.

f) Provide privacy to the student and maintain health record of students with confidentiality.

g) Liaise with and support the school staff in implementing the school health activities.

h) Coordinate with classroom teachers to:

- Observe and report students with unhealthy practices.

- Refer promptly student who are showing signs of visual, hearing and learning difficulties.

- Refer student with fever, rashes or unusual behavior.
 - Motivate students to enhance healthy practices
 - Report potential hazards to the classroom, sanitary and safe environmental deficits to the school administration.
- i.) Conduct health education sessions to meet the learning needs of students.

1.3 Programs and Services

1.3.1 On Students Personal Health Profile/ Annual Physical Examination

- Students are obliged to answer/fill up completely and religiously the medical profile forms.
- Provide the School with the student special considerations like food allergies, medicines allergies, restrictions to activities (with medical certificate), medication supervision & restrictions and medical needs (hearing & vision difficulties) etc.

1.3.2 On Employee Personal Health Profile/ Annual Medical Check Up

- Employees are obliged to answer/fill up completely and religiously the medical profile forms. Provide the School with the student special considerations like food allergies, medicines allergies, restrictions to activities (with medical certificate), medication supervision & restrictions and medical needs (hearing & vision difficulties) etc.
- Employees shall present laboratories for our Annual Medical Check Up specifically Chest X-Ray, Urinalysis, Fecalalysis and CBC. However, 50% of the total employee must conduct the Random Drug Test.

1.3.3 On Consultation

- All students are very much welcome to seek health consultation on their most comfortable and available time.

- Health teachings and health education meetings can be scheduled.
- One-on-one or group health consultation is enjoined.

1.3.4 Clinic Confinement

- Any student who suffers from any sickness is accommodated at the clinic.
- Basic first aid treatment and pharmacological management is given.
- Parents, Advisers are notified as to student's health status

1.3.5 Clinic Pass

- Any student who suffers from any sickness that is being accommodated and treated to Clinic and wish to go home, the Nurse-On-Duty shall release a clinic pass presented to the Adviser or Program Head accompanied with their relatives and notified the student's health status.

1.3.6 Medical Certificate

- The student who gave Clinic Pass by the Nurse-On-Duty must present themselves to clinic for further assessment and give fit to work. If the student is absent 7days prior to confinement to the clinic must present a medical certificate with fit to go to school from the Doctor.
- The employee who is absent for only 1 day must present themselves to clinic department to evaluate to conduct physical assessment to give fit to work. If the employee is absent 2 days and above the employee must present a medical certificate with fit to work from the Doctor.

1.3.7 Medication / Supplies Consumption

- Students are given medicines/supplies based from availability and supply.
- They are encouraged/obliged to bring emergency

drugs for students with special conditions (asthma, heart medicines)

- Students with conditions that are aggravating are referred to the
- School MD's for further medical evaluation.
- The consultation fee at the clinic is shouldered by the school, yet laboratory fees and prescribed medications are shouldered by students/parents if consultation is made with the school affiliated doctor.
- In case a student needs to be confined, hospital of choice will be asked and granted/followed. Hospitalization fees are shouldered by students/parents including Professional Fee of Doctors.
- In the hospital, you may or you may not choose the school physician as your private doctor since bills will be taken cared by you.
- As soon as you are being notified of your students' condition you are obliged to send somebody or come over to stay with your child at the hospital or inform us for arrangements.
- Students with communicable diseases are mandated to be sent home to avoid spread of the disease.
- In case of highly communicable diseases, the student is not allowed to report to school during the communicability period of the disease, the student is also obliged to undergo the required treatment and finished the minimum required of pharmacological management, the student is required to present the school of a medical certificate/proof that he/she is not any more communicable or is undergoing treatment.

Section 2 Guidance and Counseling Services

GUIDANCE AND COUNSELING PROGRAM POLICY AND SERVICES

The Guidance and Counseling Office is an integral component of TRIMEX Colleges. The office shares in the responsibility of fulfilling the institution's mission-vision in developing Trimexians to become fully human, wholly Christian, truly Filipino and globally competitive

in orientation, belief and practice eventually making them useful members of the Philippine society and the world.

The guidance and counseling services are preventive and developmental in nature. They are geared towards contributing to the personal, psychological-emotional, social, educational, and career development of students.

2.1 Services and Programs

The following are the vital services that the office renders to answer the needs primarily of the students and of the school community. These services are continuously enhanced in the effort to provide the best possible assistance.

2.1.1 Counseling

Counseling is the heart of the guidance services. This service establishes a professional relationship between a counselor and a client in which the counselor attempts to assist the counselee to adjust to his/her aspects of life affecting his/her optimal development in social, physical, emotional, psychological, mental, career, and spiritual.

2.1.2 Appraisal/Testing

This service refers to the administration, interpretation, dissemination, and utilization of standardized psychological tests and other forms that measure mental ability, achievement, aptitude, diagnostic, interest, personality, etc. Profiles are disseminated to teachers, administrators, and parents to know more about the emotional-psychological condition of their students/children. An in-depth interpretation and individual and group testing are under this service.

2.1.3. Individual Inventory

Individual inventory is designed to enable concerned school personnel to have an awareness of each student's personality, behavior, academic performance, and personal growth. It is a continuous process of accumulating pertinent data and other specific information about each student in the department from the time he/she enrolls to the time he/she graduates, transfers to another school, or is dropped from the enrollment list.

2.1.4 Information

This service is created and implemented primarily to provide updated and pertinent data which may be useful in designing programs to answer the developmental needs of the students. It is meant to gather and relay relevant facts needed by the members of the community for their education, personal, social and spiritual advancement. This service includes the following: career education programs, orientation programs, guidance week celebration, and guidance informational/educational materials.

2.1.5 Career Guidance Program

Career development of students is one area that the GCO considers vital. It is essential that guidance be provided to students in relation to career path for college. Developmental programs and activities for the students are geared towards self-understanding, development of competencies, career planning, and making informed decision on their educational and occupational choices. GCO enriches its career guidance through the following: Career Education Program, Career Streaming Program, Career testing and Symposia/Conference/Workshops.

2.1.6 Research and Evaluation

This service is designed to formally evaluate the office's programs and services to gauge effectiveness. The GCO also engages in research activities utilizing guidance data as well as other data needed by the academic departments. By gathering data through research and evaluation, the office is able to formulate and implement better programs, as well as to give appropriate and relevant recommendations to administrators and faculty.

The GCO also assists in the evaluation of the instructional program and support programs for purposes of improving the various departments' programs, policies, and processes.

2.1.7 Enrichment and Intervention

The office designs and conducts enrichment and intervention programs to enhance the students' normal growth and development process and to improve the quality of life experienced by students with special needs. Areas that are considered essential in these programs include: basic life and coping skills and strategies, values formation, attitude and behavioral modification/management, parent formation, and crisis management, etc. These programs can be delivered through seminars, trainings, forum, focus group discussion, consultation, etc.

2.1.8 Referrals

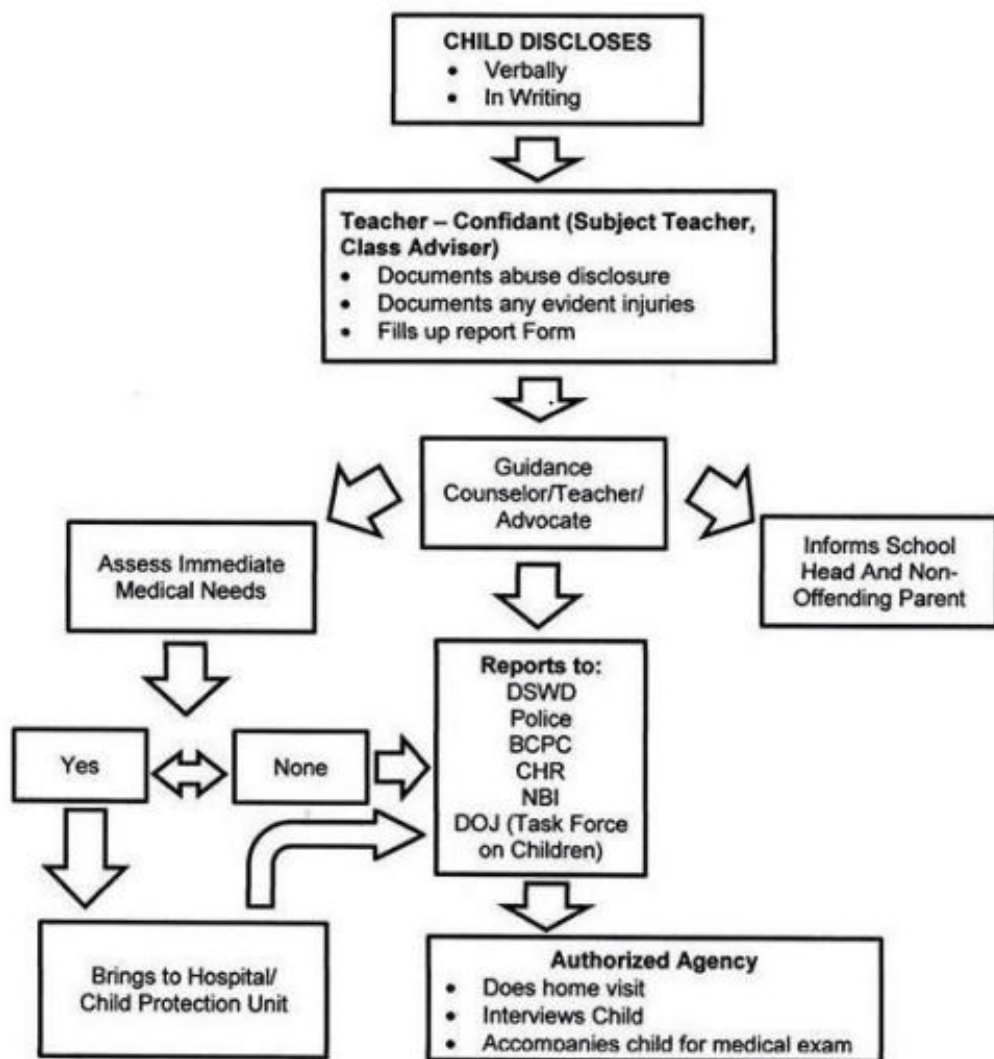
Referral is one of the guidance services where learners are provided with assistance in obtaining specialized services. This requires a wide-range of internal partners (i.e. counselors, teachers, nurses and school administrators), external partners (i.e. government, non-government agencies, organizations), and individuals in different

professions, fields and interests that could address the learner's present issues, concerns or problems.

Annex A

Division Memorandum No. 177 Series of 2016
DepEd, Division of Surigao del Sur

D. FLOW CHART ON REPORTING AND REFERRING CHILD ABUSE CASES (Source: School Protocol on Reporting and Referring Child Abuse Cases)



The TRIMEX Colleges Guidance and Counseling Office (GCO) adhere the DepEd belief that the Guidance and Counseling Program Policy is the overall umbrella of all mental health programs and activities in schools. Therefore, TRIMEX Colleges follow the DepEd efforts in addressing the pressing issues concerning the mental health of students most especially during our present crisis situation by issuing guidelines on the conduct of counseling and referral mechanisms in schools.

Pursuant to Republic Act No. 11206 an act institutionalizing guidance and counseling programs for students in all public and private school nationwide and DepEd Memorandum No. DM-OUCI-2021-055 on Guidelines and referral System for Learners, this is to hereby advise all school (Elem, JHS, SHS) to adhere to this Guidelines in referring Students to Guidance and Counseling Office (GCO)

2.1.8.1 Policy Statement

DepEd issues these guidelines to ensure proper implementation of Counseling and Referral of student and aims the following:

- a. Ensure the systematic procedure of counseling, and referral of learners in schools
- b. Guide all school and all governance levels in the implementation of counseling and referral of students; and
- c. Support mechanisms that contribute to the attainment of the Department's mental health program

2.1.9 Guidelines

The TRIMEX Colleges with its strong commitment to address the mental health concerns of learners/

students, issues the following procedures of Counseling and Referrals (in reference with DepEd guidelines):

1. Counseling and referral services shall be made available for all learners/students

2. A Registered Guidance Counselor (RGC) or Guidance Advocate (if there is no RGC in school) shall conduct counseling to any learner/student following the existing ethical and legal (Republic Act 9258) provision for its practice, and the health and safety standards.

3. Counseling

a. Must be voluntary. Learners/students shall not be forced to undergo counseling against their will

b. Must be provided after a referral was made by a teacher, students, any school personnel, a parent or other significant person who may be related to the child being referred to who shows the following:

- Behavioral or conduct problem/s
- Self-harming behavior or suicide ideation
- Poor social skills
- Difficulty in adapting to current situation and
- Signs of distress characterized by physical deterioration, lack of focus and motivation

4. Counseling can be performed in different modalities

a. Online Counseling- through the identified platforms that are safe for counseling and can ensure the confidentiality of the session.

b. Tele-Counseling - the use of telephone or mobile phone by both Guidance Counselor and learner.

5. Counseling should always observe confidentiality

which includes:

- a. counselee seeing a counselor;
- b. all contact information, including his/her counseling schedules;
- c. counseling information does not appear in the counselee's education file;
- d. the counselor being the only person that can access the information discussed, unless counselee gives written permission for specific information to be shared.

ARTICLE VII

SCHOOL DIRECTIVES (RULES, REGULATIONS, SANCTIONS)

Section 1 Discipline Philosophy Statement

It is our goal to develop young adults who are capable of making good, sound decisions regarding both their academic preparation and the manner in which they conduct themselves in our school and outside our four walls. It is our expectation that students will conduct themselves as “responsible” young adults. The interventions and consequences imposed adhere to our overarching goal of keeping students in class and engaged in meaningful activities designed by our teachers.

We hold students to an equal standard. Those who meet this standard will have opportunities and privileges to participate in activities outside the classroom. However, those students who do not meet the expectations outlined rule will be held accountable for the decisions they have made and therefore will no longer have access to the privileges that responsible students will enjoy.

The goal will be to guide these students to making more responsible decisions. Disciplinary consequences imposed in response to discipline infractions are designed, not to “punish,” but rather to redirect students to engage in appropriate and productive behaviors. Administrators will apply the discipline in a manner that is fair and consistent, and above all, with the goal of encouraging appropriate, responsible behavior moving forward.

As students discover their membership in a wider community, it is

hoped that they will grow in respect and concern for others; appreciation for the role of authority; understanding the true spirit of the regulations; and charity and consideration in their actions towards others.

The regulations prescribed in this handbook applies to students during the entire duration of their residency in the Integrated School including vacations/breaks, or any period of intermission regardless of one's registration status.

Section 2 Persons in Authority

The administrators, faculty members, and authorized school personnel including non-teaching staff, maintenance and security personnel are recognized persons in authority and are duty-bound to enforce the school's policies and rules of discipline. When authorized, these personnel may direct and supervise the good order of student activities. They shall have the right to apprehend and/or refer any violation of school rules and regulations to proper school authority for appropriate action

Section 3 General Norms of Conduct

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 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.

3.1 Social Norms

- 3.1.1 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.

- 3.1.2 In all dealings with faculty members and administrative official, the 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.
- 3.1.3 Student who does not cooperate with the ordinary classroom procedure or those guilty of disrespectful conduct may be sent to the Office of the Guidance Counselor.
- 3.1.4 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.
- 3.1.5 Good order requires the classroom, laboratory, and the like to be kept neat and properly taken cared off. 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.
- 3.1.6 Students are expected to replace or pay for any damage that they may have caused to school property.
- 3.1.7 Students particularly when in school uniform are not allowed to smoke within the school or its immediate vicinity.
- 3.1.8 Cases of loss and found articles may be referred to school authorities.
- 3.1.9 Students are not allowed to drink any form of liquor or to take prohibited drugs within the immediate school vicinity.

- 3.1.10 Students are expected to observe protocol when airing their concerns or complaints. Concern/s or complaint/s 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.

3.2 Behavioral Expectations from Students

All students are expected to manifest the traits and values of Trimexian show the expected Trimexian Graduate Attributes which flow from the Trimexian Core Values of Service, and Communion in Mission.

3.2.1 Behavior On and Off Campus

3.2.1.1 Wear school ID properly at all times

3.2.1.2 Greet or acknowledge school authorities, teachers and personnel as well as guests and fellow students.

3.2.1.3 Dispose trash in the garbage cans. Take the initiative to pick up litter and dispose them properly.

3.2.1.4 Bring your valuables wherever you go. Bags and other school things must not be left unattended

3.2.1.5 Everyone is required to participate actively in the prayer and the singing of National Anthem and Alma Mater Hymn

3.2.1.6 During programs, students should always stay with the teacher in charge. As an educate member of the audience, show appreciation by applauding at appropriate times and by giving attention to the presentation.

3.3 Gatherings and Assembly

During programs, students should always stay with the teacher in charge. As an educated member of the audience, show appreciation by applauding at appropriate times and by giving attention to the presentation.

3.3 In the Classroom

- 3.3.1 Observe silence.
- 3.3.2 Stand up to show respect towards the teacher when he/she enters and leaves the classroom.
- 3.3.3 Occupy the seat assigned to you by your teacher. If for any valid reason, you need to change seats, ask permission from your teacher or homeroom adviser.
- 3.3.4 Attend classes with complete school materials
- 3.3.5 Refrain from leaving the classroom during class hours. Ask permission from the teacher before leaving the classroom.
- 3.3.6 Eating is prohibited.
- 3.3.7 Rise promptly and answer audibly when questioned during class discussion. If you do not know the answer, tell the teacher politely.
- 3.3.8 Keep calm and humbly accept what you are told when admonished. If you think you are right, approach your teacher and with respect, talk it over with him/her privately.
- 3.3.9 Keep your classroom clean and orderly at all times.
- 3.3.10 Using classroom equipment is prohibited except when requested by the teacher. Turn off all lights, fans and air conditioner when leaving the room.

3.3.11 Take care of equipment, furniture and other school properties.

Section 4 Attendance

- 4.1 Students are required to attend all classes starting with the first meeting. Non-attendance in any required class or academic activity constitutes to an absence. Time lost due to late enrolment shall also be considered absence.
- 4.2 A Student is considered absent from class if he/she is not present 15 minutes of the scheduled class time.
- 4.3 A student is considered late or tardy from class if he/she after 15 minutes of the time schedule.
- 4.4 A student who incurred three (3) tardiness marks is equal to one (1) absence from class.
- 4.5 Any student who incurred two (2) consecutive absences from the class must secure an admission slip from the respective adviser.
- 4.6 Absence duly authorized in writing by the school authority shall be excused.
- 4.7 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.
- 4.8 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.
- 4.9 Three (3) consecutive unexcused absences shall be reported by the faculty member concerned to the Program Chairman or Guidance Counselor.
- 4.10 A student who incurs absences of more than twenty percent (20%) 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.

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

Section 5 Tardiness

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

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

Section 6 Absences

A student who incurred absences of more than twenty percent (20%) 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 percent (20%) limit, but with the approval of proper school authority.(MORPHE Section 101)

- 6.1 Two to three (2-3) days absent the adviser will contact the student or meet with the student via home visit if cannot reach by phone and if deem necessary. Upon verification of validity of absent, student must secure an admission slip from the respective Program Chairman as stated in Article III, Section 5, item number 5.
- 6.2 Five (5) days of unexcused absences, a guidance counselor

will do the following:

- 6.2.1 Phone call the parent/guardian to inform him or her about the number of unexcused absences or a letter will be sent home if cannot reach by phone
- 6.2.2 Meet with the student if the threshold occurs before end of the month or if deemed necessary by the counselor.
- 6.3 Eight (8) days of unexcused absences, a letter signed by the principal will be sent home. The principal and/or designee will meet with the student as a follow up to the letter.
- 6.4 Ten (10) days unexcused absence threshold, a parent conference will be scheduled through the principal's office.
- 6.5 Twelve (12) days unexcused absence threshold, a certified letter from the principal's office will be sent indicating that the attendance matter will be brought to the attention of the school president.

Section 7 School Identification Card (I.D.)

A student enrolled in the school is issued an official identification card (ID) valid up to one (1) year by the Registrar which will be revalidated by the same office every semester during the registration period. Upon entry to the school, the following shall be strictly observed:

- 7.1 The I.D. card is required upon entering the school premises.
- 7.2 Tampering with or changing the photo invalidates the I.D. card.
- 7.3 Lending of the I.D. card to others is STRICTLY PROHIBITED.
- 7.4 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 8 Prescribed School Uniform

- 8.1 All non-working students regular/irregular are required to wear the prescribed school uniform.
- 8.2 Working students are exempted from wearing the school uniform provided that they have accomplished/submitted the following requirements:
 - 8.2.1 Letter of exemption addressed to the School Administrator.
 - 8.2.2 Certificate of Employment

Students who intend to enter the school premises outside of their class schedules or wash days will not be allowed to wear the following:

- 8.3 All kinds of shorts.
- 8.4 Sleeveless Upper linens.
- 8.5 Upper linens with revealing or plunging neckline.
- 8.6 Slippers
- 8.7 Mini Skirt
- 8.8 Wash days/Non-uniform days shall be Saturdays.

Section 9 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 in the Conduct of Off-Campus Activities.

Section 10 The School Name and Its Logo

Individual student or group is 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 11 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 12 The School Facilities

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

Section 13 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.

- 13.1 Students may take their snacks within the canteen area only.
- 13.2 Students are not allowed to eat inside the classroom.
- 13.3 Canteen rules and regulations should be observed.
- 13.4 Empty bottles, plastic cups, waste paper of any kind including wrappers should be placed in receptacles provided for the purpose.
- 13.5 Classroom, corridors, comfort rooms and the school building must be kept clean.
- 13.6 Comfort room must be kept clean and left for the next user.
- 13.7 The “Keep Right” rule along the corridors and stairways must be observed at all the times.
- 13.8 Students are not allowed to stay inside vacant rooms during class hours especially during examination period.

Section 14 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 15 Ignorance of Provisions

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

ARTICLE VIII 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:

- 1.1 Where school policies or regulations were violated; and
- 1.2 Where the misconduct involves or affects a student's name or the good name and reputation of the school.

Section 2 The Disciplinary Board

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

- 2.1 The Head of the Student Affairs as Co-Chairman
- 2.2 The Student Body President
- 2.3 Prefect of Discipline
- 2.4 Guidance Counselor
- 2.5 Lay Faculty member appointed by the School Administrator as member
- 2.6 Parent/Relative as member.
- 2.7 The head of Security office.

Section 3 Prefect of Discipline

The Prefect of Discipline is a leader entrusted with the responsibility of maintaining a positive and disciplined atmosphere within the school community. This role plays a crucial part in upholding the values and standards of our institution. The Prefect of Discipline collaborates with school authorities, teachers, and students to ensure a safe, respectful, and conducive learning environment.

Duties and Responsibilities:

1. Enforcement of School Rules:

- Monitor and ensure compliance with school rules and regulations.
- Address and report any violations promptly to the appropriate authorities.

2. Collaboration with Teachers and Staff:

- Work closely with teachers and staff to address behavioral issues.
- Contribute to disciplinary actions and provide insights on maintaining a positive learning environment.

3. Promoting Positive Behavior:

- Organize initiatives to promote positive behavior and a sense of community.
- Recognize and reward students for exemplary conduct and contributions to the school community.

Section 4 Discipline Procedures

The disciplinary board is called/ formed 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 5. Due process

When the offense was committed, a written complaint must be submitted to the Prefect of Discipline and shall be collaborated with the Guidance Counselor 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).

Section 6. Disciplinary Sanctions

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

6.1 Minor Offense

6.1.1 1st Offense: Oral Reprimand and community service

6.1.2 2nd Offense: Written Reprimand and community service

6.1.3 3rd Offense: Written Reprimand, Summon of Parents/Guardians, and 24 hours community service.

6.1.4 4th Offense: Suspension for a prescribe period;

6.1.5 5th and Final Offense: Offense will undergo the process of Major Offense

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

6.1.6 Special tasks in the form of activities that are commensurate to the offense committed may also be required

6.1.7 The sixth time that a level offense is committed, whether it be the same act or it be a series of acts all covered by Section 6, shall be treated as a Major offense.

6.2 Major Offense

- 6.2.1 1st Offense: Suspension (1 week), Written Reprimand, and 24 hours of community service.
- 6.2.2 2nd Offense: Suspension (2-3 weeks depends on the degree of violations), Summon of Parents/Guardian, Written Reprimand, and 48 hours of community service.
- 6.2.3 3rd Offense: Exclusion/Dropping/Dismissal or Expulsion.

Note: In case of expulsion, approval of DepEd and/or court proceeding is required.

When an offense was committed, formal complaint shall be filed by the concerned party before the Office of the Guidance Counselor to facilitate proper action against the erring student/s. No disciplinary sanction shall be applied without due process and merit as defined in the school directives of this hand book.

Section 7 Minor Offense or Level 1

The following form part of the minor offenses and tantamount to administrative sanctions:

- 7.1 Bringing visitors to school without following the proper procedure for entry
- 7.2 Disturbing classes.
- 7.3 Destroying printed materials like leaflets, handbills without permission from the school head.
- 7.4 Entering in the room or using school facilities and or any school function without permission
- 7.5 Littering
- 7.6 Loitering or being in an area designated for authorized personnel only
- 7.7 Refusing/Failing to wear school I.D. or school uniform.
- 7.8 Spitting on walls, floors or any areas in the campus/school.
- 7.9 Tardiness (becomes major when done frequently or more than 3 times)

- 7.10 Unauthorized usage of gadgets during class hours (paging device, cell phones or other electronic communication devices) and are not required by teachers
- 7.11 Violation of dress code (wearing crop top, sleeve less, white t-shirt with print; any colored t-shirt, shorts, mini-skirt; plunging neckline, ripped jeans, etc)
- 7.12 Wearing full make-up
- 7.13 Wearing slippers,
- 7.14 Borrowing of ID
- 7.15 Boys/LGBT going to the CR of girls or vice versa
- 7.16 Not taking care of school facilities (e.g. turning off of fans when not in use, leaving exterior door while air condition is running, not returning chairs in its place, turning of faucet in the cr after using; flushing of toilet bowl after using, improper use of toilet cleaning materials;
- 7.17 Any other circumstances of a similar nature and analogous to those mentioned above or any other offenses not covered in the major offenses that may cause disruption of peace and orderliness of the school as determined by the Assistant Principal, Guidance Counselor and Principal.

Student who committed any of the minor offenses shall be subject to the office of the School Administrator for investigation and disciplinary sanction.

Section 8 Major Offense or Disciplinary Cases

As stipulated in the DepEd Regional Order No 007's 2018 of Basic Guidelines in the Development of Learners' Discipline Manual

- 8.1 Assaulting a teacher, or any other school authority or his agents, or other learner/s
- 8.2 Bringing in and using gadgets like cellular phones, i-pad, psp, etc. inside the school campus (R.M. No. 207 s 2018)
- 8.3 Bringing, using and selling of pornographic materials
- 8.4 Bullying (R.A. 10627 also known as the Anti-Bullying Act of 2013)
- 8.5 Carrying and concealing deadly weapons or instruments or asking money or in kind from others
- 8.6 Cheating/Academic dishonesty
- 8.7 Committing an act of vandalism within the school premises.

- 8.8 Committing disrespect in the form of defamation, character assassination oral or otherwise.
- 8.9 Committing gross disrespect against person/s in authority
- 8.10 Committing verbal and/or physical abuse against person/s in authority.
- 8.11 Committing, for sixth time, an act or a combination of acts enumerated as Minor offense
- 8.12 Cutting classes
- 8.13 Damaging electrical connections, fixtures, equipment, appliances and other school properties.
- 8.14 Disobedience to directives issued by teachers and other school authorities;
- 8.15 Disobeying school rules and regulations
- 8.16 Disregarding lawful order or authority from person in authority.
- 8.17 Drinking liquor or any other alcoholic beverages and entering the school premises under the influence of liquor, or bringing of alcoholic beverages
- 8.18 Drug dependency or drug use, possession, and sale of prohibited drugs such as marijuana, ecstasy, shabu, etc. (it shall be subject to the Guidelines prescribed by DO 40 s. 2012 entitled Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools, and RA 9165 and its IRR), or Drug pushing or selling of prohibited drugs.
- 8.19 Engaging in extortion or any form of blackmail.
- 8.20 Engaging in lewd (vulgar, lustful, racist, or sexually inappropriate language to verbally abuse another student, or inappropriate conduct towards others, faculty members or employees of Trimex
- 8.21 Entering the school premises under the influence of prohibited drugs.
- 8.22 Excessive teasing or taunting that degrades or humiliates another person;
- 8.23 Failure to observe protocols regarding student concern/ complaint.
- 8.24 Falsification of school ID, school pass, or any form of school documents (includes falsifying Tuition receipt and or falsifying payment via G-Cash, etc.)
- 8.25 Fighting causing injury to others inside or outside school campus

- 8.26 Fighting or inciting another to fight
- 8.27 Forging or tampering with school records or transfer forms
- 8.28 Gambling of any sort
- 8.29 Giving unjust accusations without basis on issues that may destroy reputation of the school or person/s in authority
- 8.30 Going to restricted places
- 8.31 Hazing in any form or manner whether inside or outside the school premises (R.A. 8049 also known as Anti-Hazing Law of 1995)
- 8.32 Inappropriate use of Email
- 8.33 Initiating/leading/taking part in any illegal assembly that may lead to confusion, disorder and mutiny in the school.
- 8.34 Instigating, leading or participating in concerned activities leading to stoppage of classes
- 8.35 Joining fraternities, sororities, and gangs; acts – physical, emotional, mental and cyber-bullying (Bullying cases or offenses shall be handled in accordance with Republic Act 10627 and DepEd Order No. 55, s. 2013)
- 8.36 Leading/taking part in any form of illegal or violent demonstration activity.
- 8.37 Leading/taking part in the formation of fraternities and sororities.
- 8.38 Leaving school without permission;
- 8.39 Littering (plastic cups, bottles, candy wrappers or any waste) inside the school campus specially inside the classroom and corridor and staying outside the school campus during class hour
- 8.40 Loitering and staying inside or outside the school campus during class hour
- 8.41 Not giving letter to parents
- 8.42 Patronizing suspected prostitution den, gambling and pornographic places
- 8.43 Paying of tuition or other fees to person/s not authorized to receive payment
- 8.44 Possessing deadly weapons such as explosive, firearms, knives, or the likes.
- 8.45 Possessing/distributing any written or printed literature derogatory to the college.
- 8.46 Preventing, threatening learners or faculty members or school authorities from discharging their duties or from attending classes or entering school premises

- 8.47 Public showing of disrespect against the school and/or person/s in authority.
- 8.48 Public display of affection (kissing, hugging and the likes)
- 8.49 Selling stolen goods in school
- 8.50 Sexual harassment (Safe Space Act R.A. 11313), abuse, immorality, illicit relationships
- 8.51 Smoking inside the school premises and bringing tobacco products, vapes, etc
- 8.52 Sounding of false alarms (fire) that may cause panics within the school premises and its immediate vicinity.
- 8.53 Stealing
- 8.54 Taking part in any form of violent activity which tends to disrupt classes and/or operation of the school.
- 8.55 Tampering of school ID such as placing stickers and other objects on school ID
- 8.56 Unjust comments, accusations without basis, or any form of libelous acts on social media that may destroy reputation of the school or person/s in authority- R.A.10175 also known as the Cybercrime Prevention Act of 2012.
- 8.57 Unruly behavior inside the classroom or school premises, during assemblies, school activities, etc.
- 8.58 Usage of email of others for personal purpose
- 8.59 Uttering profanities/swearwords inside the school campus
- 8.60 Vandalism – writing on or destroying school property like chairs, tables, windows, locks, laboratory equipment and others
- 8.61 Violation of safety rules.

As part of Trimex colleges ongoing commitment to a transparent communication which focuses on Section 7.33 – 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 to take advantage of 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.

Furthermore, student who committed any one of the major offenses shall be subject to the Board of Discipline for investigation and appropriate disciplinary sanction. The School may add to the list above as long as it is presented and approved by the GPTA, and the Schools Disciplinary Office subject to existing laws, rules and

regulations;

The School may categorize the offenses as minor, major offense. In case of doubt as to the category, it shall be the lesser offense.

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:

The Trimex colleges reserves the right to access and monitor school email accounts for the purpose of ensuring compliance with school policies and procedures, as well as to protect the security and integrity of the school's network and systems.

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 9 Senior High School Corrective and Attendance Incentive Program

The Senior High School corrective and attendance incentive program is curative and motivational steps for encouraging senior high school students to always do good things to others even when nobody is looking and be all the time present in their classes. Students with good class standing will be eligible to receive a school

Incentive privilege and they are identified as those who do not have any disciplinary infractions (e.g. behavioral and attendance infractions) and/ or monetary obligations.

Thus, those who improved from such infractions will also be eligible to receive school incentives such that the good behaviour was observable until the end of present academic year. The incentives are as follows:

9.1 Attendance

8.1.1 Individual with Perfect Attendance- Certificate of Perfect Attendance and a school P.E-T-shirt

8.1.2 Individual Improved attendance - Certificate of Improved Attendance and snack treat

8.1.3 Class Perfect attendance - Certificate of Class Perfect Attendance and pack of goodies

9.2 Behavior

8.2.1 Individual with no Disciplinary Infraction- Certificate of Good Behavior and simple Tote bag

8.2.2 Individual Improved Behavior – Certificate of Improved Behavior and school mug

8.2.3 Class with no Disciplinary Infractions – Certificate of Class Good Behavior and pack of goodies

ARTICLE IX THE LEARNING RESOURCE CENTER

Section 1 The Learning Resource Center/ Library

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

- 2.1 Silence must be observed at all times.
- 2.2 Eating, drinking and smoking are not allowed in the center.
- 2.3 The library adopts “Open Shelf” system to the students, the opportunity to use its resources to the fullest.
- 2.4 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.
- 2.5 Reference books and books in the reserved section such as dictionary, encyclopedia, and other materials are to be used only inside the library..
- 2.6 The librarian has the discretion to allow a student to borrow a maximum of three (3) books for not more than five (5) days.
- 2.7 A student will be charged Fifteen peso (P15.00) a day including Sundays and Holidays should she/he failed to return the book/s borrowed on the time due. Fine must be paid to the cashier.
- 2.8 Defacement, mutilations, or stealing of library materials is subject to disciplinary action as mandated by the Administration.

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

Student 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 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 and 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 behaviour during live virtual meetings. Students may be muted from discussion boards if inappropriate behaviour 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 on 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 behaviour 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 counsellor before involving school administrators.

ARTICLE X 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.

ARTICLE XI GRADUATION REQUIREMENTS

Section 1 Requirements for Graduating Students

All students who are expected to graduate will be evaluated by the adviser, registrar and subject teacher of their academic records two (2) months before the end of the school term that precedes the semester of their graduation.

In general, a minimum of one academic year residence (the last academic year), 36 units of credits and two-thirds (2/3) of the work

in the professional program must have been completed at the senior high school level.

Candidate for graduation must file an official application for graduation at the Office of the College Registrar after the Midterm examination of his/her last semester in school. Otherwise, they will not be allowed to join in the graduation ceremony.

Until his graduation, a student shall be governed by the academic requirements which are in force at the time he first came in to the institution.

The TRIMEX College may not allow any SHS student to graduate under the following circumstances:

- Failure to comply with any academic requirements;
- Failure to submit application for graduation;
- Commission of major offense stipulated in this Student Handbook.

Section 2 Special Awards

Academic Achievement Award
Leadership Award
Loyalty Award
Fleurdeliz A. Constantino Award

Note: Students must not have General Weighted Average (GWA) lower than 2.0

ARTICLE XII
GUIDELINES ON STUDENT ACTIVITIES

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Section 1 Student Organization

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1. Name of the organization
2. Objective and a rationale
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4. Plan of activities.
5. List of officers and members.
6. Bio-data of the officers.

Section 2 Procedures on Student Organization

The Head of the Student Affairs shall evaluate the group's application for approval.

1. 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.
2. Any possible activity by the Student Organization outside of the school premises requires written waiver accomplished and submitted to the administration.
3. Gross violation of the organization by-laws or of the school policies will automatically result in the revocation of the organization.

Section 3 List of Clubs offered at SHS level

- 3.1 Sci-Math Club
- 3.2 Glee Club
- 3.3 Speech Club
- 3.4 Multi Media Club
- 3.5 Trimex Student Council

CONGRATULATIONS!
YOU ARE NOW A TRIMEX FAMILY MEMBER!

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

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BACHELOR DEGREE PROGRAMS

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

TESDA PROGRAMS

TRAINING CENTER:

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

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
- Food and Beverage Services NC II
- Health Care Services NC II

OTHER PROGRAM OFFERED

- Certificate in Professional Teaching Program

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

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 department is proven to be detrimental to the learners and the academic community as a whole.

Name: _____ Signature: _____

Date: _____

Conformed (for Minors)

Name of Parents/Guardian: _____

Signature: _____

Date: _____

(Copy for Trimex Colleges)

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Name: _____ Signature: _____

Date: _____

Conformed (for Minors)

Name of Parents/Guardian: _____

Signature: _____

Date: _____

(Copy of 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', with a stylized, flowing script.

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

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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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