

Welcome to PURISIMA!

Thank you for making Colegio de la Purisima Concepcion School of Graduate Studies your choice. As a Catholic institution of learning, CPC provides an integrative approach in developing you spiritually, intellectually, physical, emotionally, and socially to become a highly esteemed professional imbued with values - our church and country can be proud of.

You are now a PURISIMIAN and part of the CPC family. The priests, administrators, faculty, staff, and your fellow students are joining hands to make your stay with us meaningful and memorable.

As dynamic partners in the Catholic education of CPC, we share this handbook for you to read carefully. It is your guide. Be familiar with this handbook to ensure that the norms of behavior and requirements of CPC education are complied. Abide by the policies and regulations outlined herein, be involved in any clubs, organization and school sponsored activities, get to know the people you interact with and we assure you, your student life in CPC SGS will be worth it.

It is our hope that this handbook will help you understand your rights, privileges, and responsibilities. Remember that ignorance of any provision in this handbook excuses no student from the consequences of his/her non-compliance.

This student handbook contains the vision, mission, objectives, rules and regulations, policies, and practices of the School of Graduate Studies and the College in general. All rules, regulations and policies included herein shall apply to all current CPC SGS students.

This CPC SGS Handbook belongs to:

Name:

Student No:

Program:

Contact No:

Email Address:

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THE SEAL OF COLEGIO DE LA PURISIMA CONCEPCION



The School Seal of CPC has made use of the three symbols which appropriately represent the “Catholic Education” it offers which is unique in itself. The book and beak symbolize the acquisition of KNOWLEDGE, while the cross represents the DOCTRINE OF THE CATHOLIC CHURCH integrated in the general education the school provides to its students. The blue color of the seal symbolizes the BLESSED VIRGIN MARY, THE PATRONESS of the school who provides the needed inspiration and under whose mantle of protection the College continues to exist and perform its mission as evangelizer of Catholic education. The motto of the school “PRO DEO ET PATRIA” (for GOD and COUNTRY) is arched on top of the symbols to signify the INTEGRAL CHRISTIAN FORMATION and the strong adherence of the school to LOVE and PATRIOTISM, for GOD and COUNTRY.

BOARD OF TRUSTEES

MOST REV. JOSE F. ADVINCULA, JR., D.D.

Archbishop of Capiz

Chairman

VERY REV. FR. VICTOR B. BENDICO, PhL, STL, SLL, VG VERY REV.

MSGR. RUFINO A. PAMPOSA, PhL, STL, MA VERY REV. MSGR.

ALDEN R. BOLIVAR, P.C. VERY REV. MSGR. BUTCH S. ABALAJON, V.F.

REV. FR. GYBBN G. GUMBAN, M.B.A.

REV. FR. BOBBY ROMMEL F. ESTRELLAN

DR. ELNORA A. BARRIOS

Members

REV. FR. REYNALDO A. VILLANOY, JR., S.T.L., Ph.D.

Member/Secretary

PHILOSOPHY

Colegio de la Purisima Concepcion, a Catholic institution in the Archdiocese of Capiz, believes in witnessing community of Christians who are *maka-Diyos, maka-tao, maka-bayan,* and *maka-kalikasan*. She commits herself to an evangelizing and liberating education for young Filipino men and women to becoming creative, critical thinkers and active individuals who shall contribute to the:

- a. attainment of political maturity, economic stability, and equitable social progress;
- b. cultivation and inculcation of moral and spiritual foundations;
- c. preservation and enrichment of the historical and cultural heritage of Filipinos as a people and as a nation; and
- d. realization of a Filipino identity and a strong sense of national pride.

VISION

A center of excellence for Catholic Education

MISSION

Produce globally competitive catholic professionals committed to quality catholic instruction, relevant research and community service for Love of God and country under the patronage of the Blessed Virgin Mary.

GOALS

- 1.Promote quality instruction, cultural heritage relevant research and community service for love of God, Mary and country.
- 2.Sustaining an effective and quality management system to promote globally competitive development.

OBJECTIVES

1. Offers programs in basic education, arts and sciences, business and marine education engineering and technology, criminal justice, post-graduate studies and other relevant programs.
2. Preserve, enrich and promote the culture of Capiz in the Philippines.
3. Adopt a quality management system that addresses emerging needs of a fast- changing global community.
4. Deepen Christian values among stakeholders of the college.
5. Adopt a quality management system that addresses emerging needs of fast changing global community.

CPC CORE VALUES

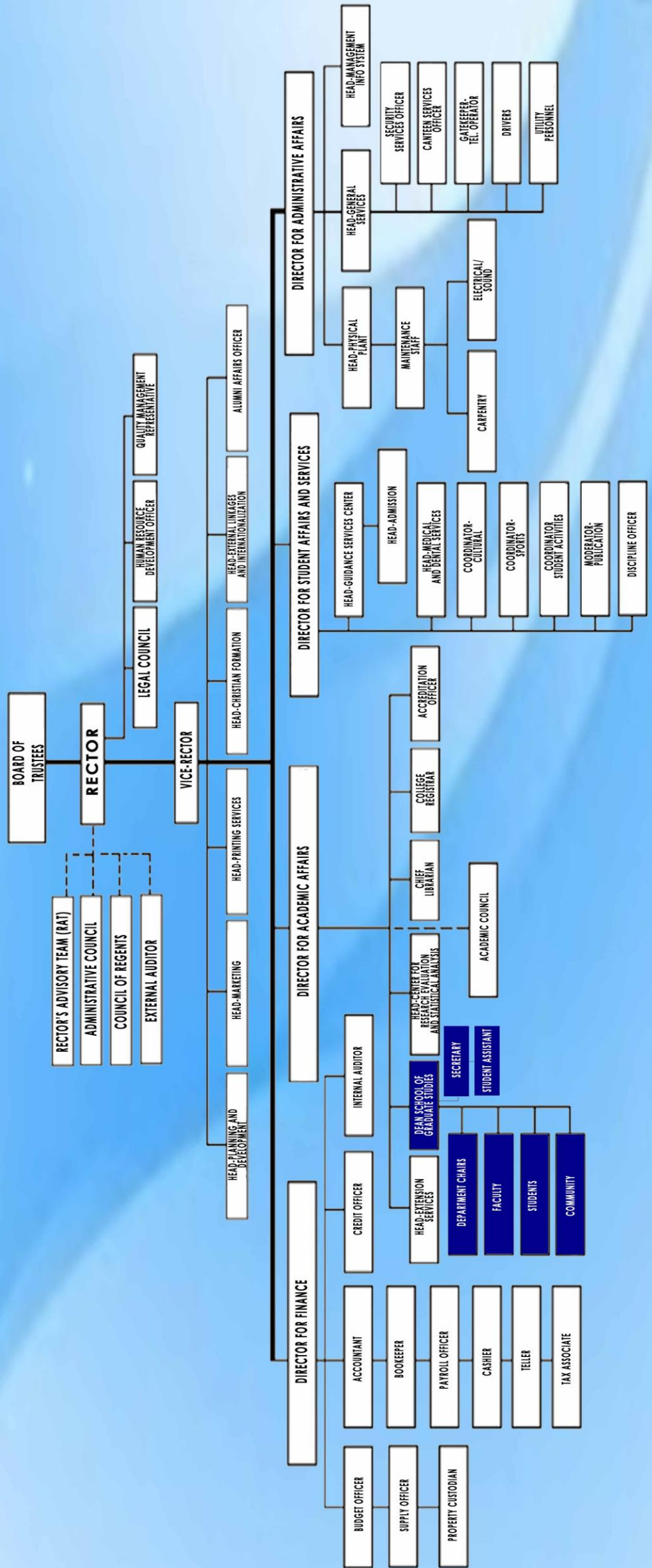
Faith, hope, charity, integrity, justice, mercy,
excellence, service



COLEGIO DE LA PURISIMA CONCEPCION

The School of the Archdiocese of Capiz
Roxas City 5800, Philippines

ORGANIZATIONAL CHART SCHOOL OF GRADUATE STUDIES



CPC SCHOOL OF GRADUATE STUDIES

VISION, MISSION AND GOALS



VISION

A center of dynamic and responsive Catholic Graduate Education.

MISSION

To provide quality graduate programs committed to scholarly and relevant research in various disciplines and responsive to opportunities for community development.

GOALS

1. Well-integrated Christian and value formation in the curriculum
2. Effective and efficient governance of the School of Graduate Studies
3. Quality, relevant and research-based instruction
4. Strong and competent pool of graduate and post-graduate professors
5. Strong culture of research among professors and students
6. Conducive learning resource center
7. Quality support service
8. Active Involvement in the CPC Community Extension Programs
9. Conducive learning environment for the School of Graduate Studi

OBJECTIVES

1. To inculcate the Christian formation and core values of the school
2. To observe transparency in the administration of the department
3. To improve the curricular offerings in order to address the industry needs
4. To attract qualified professors
5. To inculcate the culture of research among professors and students
6. To provide professors and students with appropriate learning materials and facilities
7. To provide students with the necessary academic and non-academic support services
8. To align outreach program of the School of Graduate Studies to CPC's extension program
9. To improve facilities in support of instruction

CORE VALUES

*Faith

*Scholarship

Brief History of CPC

CPC through the Years

The Colegio de la Purisima Concepcion (CPC) was established in response to the great demand for Catholic education in the Province of Capiz particularly in the City of Roxas. True to its motto "Pro Deo et Patria", CPC has become an extension of a Catholic home and of the Catholic Church. A brief account of significant events in the history of CPC follows.

Its Beginnings

CPC was founded in June 1948 by Msgr. Vicente M. Gonzales, D.P., then parish priest of the Immaculate Conception Parish.

As first director and treasurer, Msgr. Gonzales braved the storm of uncertainties and steered the institution towards stability. Two nipa and bamboo shacks with five rooms housed 400 high school students, 25 of whom became its first batch of graduates in school year 1948-49. Mrs. Concepcion Greenman-Layne was the first high school principal.

The following year (1949-50), collegiate courses – One-Year Secretarial, Associate in Arts (General and Pre-Law) and Junior Normal leading to the Elementary Teacher's Certificate (ETC) – were offered. Fr. Salvador Mabasa was appointed director by Msgr. Jose Ma. Cuenco, then bishop of Jaro. Ms. Marina H. Hundana headed the Junior Normal School and Mr. Ramon Flores became the first registrar. The nipa shacks had to give way to two 2-storey Quonset buildings.

In the third year of its operation (1950-51), CPC opened its doors to elementary education with Ms. Hundana as the first principal. That same school year marked the first commencement exercises of the Elementary Department.

When the Diocese of Capiz was canonically erected in 1951, CPC was made a diocesan school for men and women. The first ordinary of the Diocese, Bishop Manuel Yap, was the first chairman of the Board of Trustees. He was succeeded by then Bishop Antonio F. Frondosa in 1952 followed by Archbishop Onesimo C. Gordoncillo in 1986. The present chairman, Archbishop Jose F. Advincula, Jr., took over the chairmanship in 2012 upon the retirement of Archbishop Gordoncillo.

Msgr. Sinfiorano Fuerte took over the reins of the school in 1951 when Fr. Salvador Mabasa left for the United States for further studies. More courses in the tertiary level were offered: Bachelor of Science in Education, ETC combined with Home Economics, Pre-dental course and the first two years of Bachelor of Science in Commerce.

It was in 1953-54 when CPC offered the complete four-year course in Commerce with Accounting and Banking and Finance as major subjects. The following year, it offered Bachelor of Science in Elementary Education. CPC first distinguished itself in the national scene when its cum laude graduate in Commerce, Reynaldo Felizardo, made it to the top 10 (6th place) in the CPA board exams in 1956.

Years of Growth and Expansion

The construction of the three-storey building in the main campus was started in 1957 to meet the demands of the increasing enrolment. After many years of hard work, CPC was able to complete its main campus in 1980.

The College of Education also made a name in 1960 when its magna cum laude graduate, Fe Gomez-Villarruz, topped the competitive examination for teachers in Roxas City and in the Province of Capiz

It was in 1962 when the school director assumed the title of Rector; thus, Fr. Sinfiorano Fuerte was installed as the first rector of CPC.

The College opened its doors to graduate education in 1963 with Dr. Carmen F. Rodil as the first Graduate School dean. It offered Master of Arts in Education with educational administration, guidance and counseling and elementary education as fields of concentration.

The school year also marked the opening of the College of Law with Atty. Venicio T. Escolin, who later became an Associate Justice of the Supreme Court, as its first dean. Its first graduate, Atty. Victor Azagra, passed the bar examination given in 1967.

School year 1968-69 was the start of CPC's Engineering program under the leadership of Dean Arturo Uvas. The program later brought CPC to the limelight with its sizable number of board passers; more so, when two of its graduates made it to the top ten in the board examination for civil engineers ----- Cezar Talabucon, Jr., 4th place, 1989; and Joel C. Villaruz, 2nd place, 1991.

In 2002, the School of Criminology was opened with Gregorio Mendoza as dean.

Years of Transition and Progress

As the Administration changed hands from Msgr. Sinfiorano Fuerte (1951-1988) to Msgr. Nephttali S. Irisari (1988-2000) to Msgr. Vicente F. Hilata (2000-2012) to Msgr. Policarpio John Luza (2012-2014) to its present rector, Msgr. Rufino Regie A. Pamposa (2014- to date), CPC has markedly inched its way to progress. Its physical expansion has enabled the College to cope with its tremendous growth and development.

Its curricular programs namely, BSBA, BSED, BEED, Criminology, Computer Engineering and Basic Education (Grade School) have withstood the rigors of accreditation (ACSCU, PACUCOA, PAASCU). Other programs are being readied for accreditation. ISO-TUV voluntarily certifies the management processes of the College (CAS, CED, CBMA, CCJ, CET and CME ISO 9001-2008). Summarily, the Quality Assurance Office has pushed for quality and excellence in its operations.

CPC also received awards of excellence from the Commission on Higher Education (CHED) for its outstanding performances and substantial gains in physical facilities, faculty development and effective community extension services. One of its students, Ms. Precy Bacalangco, was awarded as one of the Outstanding Student Leaders in Western Visayas in 1995. Another student, Roma C. Padua, brought honors to CPC when she was chosen as one of the Ten Outstanding Students of the Philippines in 2007. Ms. Padua stands out as the first student from Capiz to get the award.

CPC has three campuses: 1. the Main Campus with its three-storey building housing the College of Arts and Sciences, College of Business Management and Accountancy, College of Criminal Justice, the Junior High School and the administrative offices. 2. Arnaldo Boulevard Campus. Found here are the School of Graduate Studies, College of Law, College of Engineering and Technology, College of Maritime Education and the College of Education; Pre-School Department, Grade School Department, Senior High School; and San Lorenzo Event Center (SLEC). 3. Calipayan Campus (formerly Mount Carmel Family Life Learning Center) which is an extension of the Pre-School and Grade School Departments.

Established three years earlier than the Diocese of Capiz, CPC celebrated its Golden Jubilee in 1998 and its Diamond Jubilee in 2009.

CPC can look back to its glorious past with pride, more determined to pursue academic excellence in line with its mission and vision towards Christian formation "for God and Country."

It can humbly boast of its roll of distinguished alumni headed by Jaime Cardinal Sin, Bishop Vicente Navarra, Bishop Dinualdo Gutierrez, Ambassador Francisco Alba, Justice Josue Bellosillo of the Supreme Court, Justice Roberto Barrios of the Court of Appeals, noted cardiologist Adolfo B. Bellosillo, former Congressman Rodriguez Dadivas, Congressman Fredenil Castro, DPWH Director Rolando Asis of Region VI among others.

The School of Graduate Studies

In her desire to serve the needs of the growing professionals in the City of Roxas and the whole of the province of Capiz, the College pioneered the offering of the Graduate Program in the province. The CPC School of Graduate Studies was established in 1963 and it carried out the mission of the College to contribute to the formation of educators imbued with Christian ideals, zeal for research, and competence in serving educational institutions.

The CPC post-graduate studies program formally started with Dr. Carmen F. Rodil as the first Dean. It offered the Master of Arts in Education with Administration and Supervision and Guidance and Counselling as fields of concentration. In its first academic year of operation, six subjects were offered with a total of 177 enrollees for all of the six subjects. In 1975, Dr. Jesus A. Esplanada replaced Dr. C.F. Rodil. After serving as Dean for three academic years, he was succeeded by Dr. Domingo F Nolasco who served from 1968 to 1975. It was only during the deanship of Dr. Domingo F. Nolasco that the CPC SGS produced its first graduates under the M.A. in Education program in the persons of Miss Nelida C. Layo, Mrs. Nilda C. Mabasa, and Mrs. Hilda B. Simon.

Dr. Felisa P. Javier assumed the office of the Dean in 1975. Through her initiative, the MA Ed. majors in Filipino and English were offered in 1978 in addition to the existing Master of Arts in Education post-graduate programs of the College. In 1992, Dr. F. P. Javier took a leave of absence for a much deserved break.

Expanding the opportunities of the CPC School of Graduate Studies, the Master in Business Administration and the Master in Public Administration programs were offered in 1996 under the fifth Dean, Dr. Domingo S. Noval. These programs are meant to prepare students for upper management and executive level positions. It was also in the same year that the first School of Graduate Studies Bulletin of Information was published.

In 1997, Dr. Ryan M. Cargando succeeded Dr. D. S. Noval as Dean serving the College for three years (1997 - 2000). At the middle of his term, the SGS received the government recognition to offer its first doctoral degree program, the Doctor of Philosophy in Education. With 12 pioneering students enrolled in the program.

Dr. Felisa P. Javier returned to the College and again assumed the office of the Dean in 2000. Serving well for more than a decade, after her retirement, she was succeeded by Rev. Fr. Glenn B. Baes, Ed.D. at the start of the Academic Year 2012 – 2013. The beginning of his term coincided with the Golden Jubilee year-long celebration. Highlighting the 50 years anniversary of the CPC SGS, three alumni – the Most Rev. Dinualdo D. Guttierrez, D.D. (CPC SGS Batch 1970), Dr. Elnora A. Barrios (CPC SGS Batch 2001), and Dr. Eveleth C. Gamboa (CPC SGS Batch 2002) – were distinctly honored as the CPC SGS Golden Jubilee Outstanding Alumni.

In 2014 Rev. Fr. Glenn B. Baes was appointed Vice-Rector of the college. Dr. Nenita A. Beluso then took over as Dean.

With the inspiration and encouragement of the Archbishop of Capiz, the Most Rev. Jose Lazaro F. Advincula Jr., D.D., the Rev. Fr. Glen B. Baes applied and eventually obtained CHED's third endorsement on April 26, 2004 to offer Master in Religious and Values Education. This program updates its students by introducing essential aspects of the Christian faith and the fundamentals of human values formation and development.

At present, the CPC SGS continues to be the dynamic and responsive Catholic Graduate Education program serving the needs of graduate professionals in the varied disciplines. It is a member of the Catholic Educational Association of the Philippines (CEAP) and the Philippine.

Association for Graduate Education (PAGE). As it continually envisions itself to provide a dynamic and excellent Catholic Graduate Education, CPC SGS also strives to be committed to scholarly and relevant research in various disciplines and to be conscious and responsive opportunities for community development.

ACADEMIC PROGRAMS AT THE SCHOOL OF GRADUATE STUDIES

Doctor of Philosophy in Education (Ph.D.)

Master of Arts in Education (M.A.Ed.)

Major in: Educational Management

English

Filipino

Guidance and Counseling

Religious and Values Education

Master in Business Administration (M.B.A.)

Master in Public Administration (M.P.A.)

ACADEMIC POLICIES AND OTHER REGULATIONS

I. ADMISSION AND READMISSION

Academic entrance requirements vary with the status of the prospective student and the program in which he/she wishes to enroll. An applicant whose qualifications meet the standards and requirements of the program is admitted, subject to his/her moral character and acceptance of the VISION and MISSION, and all policies, procedures, rules and regulations of CPC. The College, however, reserves the right to refuse an applicant.

The requirements for CPC SGS admission are:

A. For entering freshmen students (Bachelor / M.A. Degree holder enrolling for the first time)

1. Duly accomplished Application Forms
2. Letter of Endorsement form previous Professors
3. 2 pcs. ID Picture 2X2
4. Honorable Dismissal (from the school last attended)
5. Original Transcript of Records (of the College/Master's degree earned)
6. Special Order of Bachelor's / M.A. Degree (Original Copy/Certified True Copy)
7. Study Permit (for DepEd Teachers/Government Employees)
8. Photocopy of Marriage Contract (for married applicants)
9. White Long Folder
10. Brown Long Envelope/Plastic Long Envelope

Applicants for M.A. in Education Programs with non-Education baccalaureate degree may be admitted provided they have completed 18 units of professional courses in Education.

Only those who completed the graduate course (thesis program) with a general average of at least 90 or 1.75 and did not receive any failing mark in any academic subject may be admitted to the Doctoral degree program.

B. Special Students

Special students are those who are not entitled to receive official credit for the work done because he/she either does not want to earn credit or do not satisfy the requirements for admission to certain courses. They are not eligible for academic honors or distinctions.

They may be admitted provided that:

- a. they receive the approval of the Dean and the Director for Academics for each of the courses they enroll;
- b. they sign contract waiving the right to receive and demand credit for the work done;
- c. Enroll, take and pass all subjects prescribed in the curriculum: and
- d. they pay in full all the fees at the time of enrolment.

C. Aliens, naturalized Filipinos; and students with foreign names

They may be admitted provided that:

- a. Philippine-born alien students must submit a photocopy of their Alien Certification (ACR) and native born Certificate of Registration (CR), certified against the original by the Commission on Higher Education (CHED) of Region VI.
- b. foreign-born alien students must submit a photocopy of their alien Certificate of Registration (ACR), certified against the original by the Commission on Higher Education (CHED) of Region Vi;
- c. in accordance with the regulations of the CHED and other government agencies (particularly the Bureau of Immigration) that are supervising foreign students, no foreign student shall be allowed to enrol when he/she submit a valid permit to study and a student visa to the Registrar;
- d. Children of the naturalized Filipino citizen must submit a copy of identification certificate issued by the Commission of Immigration, certified against the original by the Commission on Higher Education (CHED) of Region VI; and
- e. Filipino citizens whose family names are of foreign origin must submit their Live Birth Certificate issued by the local Civil Registrar.

D. Re-Admission

Old students shall not be granted re-admission to CPC SGS unless they are considered to be in good standing at the end of the prescribe term. Those who were subjected to disciplinary action (ex. Suspension, dismissal those who have been convicted of any crime against the state are considered not in good standing.

Full-payment of outstanding balance is also required for old returning student.

II. ENROLMENT/REGISTRATION, CHANGING /ADDING OF SUBJECTS, WITHDRWAL OF SUBJECTS, CROSS ENROLLMENT, LATE ENROLLMENT, SUBJECTS FROM OTHER SCHOOLS/COLLEGES/UNIVERSITIES, SHIFTING

A. Enrolment/ Registration Procedures

A student must enrol during the prescribed registration period. S/He is considered Officially enrolled, if:

- a. he/she has submitted the appropriate admission or transfer credentials.
- b. he/she has made an initial payment on his/her school fees which the college accepted ; and
- c. he/she has been issued his/her study load.

Regular CPC SGS classes have the following standards schedules:

(Semester I and II)

Saturday - 7:45 AM – 10:45 AM First Subject
11:00AM – 2:00 PM Second Semester
2:15PM- 5:15PM Third Subject

Weekdays Schedule 5:00PM – 8:00PM

(Summer)

Tuesday/Thursday/

Saturday - 7:45 AM – 10:45 AM First Subject
11:00AM – 2:00 PM Second Semester
2:15PM- 5:15PM Third Subject

B. Changing/Adding of Subjects

A student is allowed to change and/or add subject/s not later than the second week of the semester/summer term. For such subject/s to be credited, he must:

- a. consult the Dean;
- b. fill up the appropriate form and have it duly approved;
- c. submit the forms to the Accounting Office and Registrar's Office; and
- d. request a new study load where the subject/s added or changed is/are indicated.

C. Withdrawal of Subjects

A student who wishes to withdraw his/her enrolled subjects must request the approval of the Dean through a formal letter. When the request is approved, he/she is to fill up the appropriate forms and submit a copy of each form to the Registrar, Accounting and Dean. Withdrawal of subjects is allowed when the following conditions are met:

- a. duly signed application letter for withdrawal;
- b. the accumulated number of absences from class does not exceed 20% of the prescribed number of classes; and
- c. the application for withdrawal is made not later than the midterm examinations.

A student who stops attending class without filing an official notice of withdrawal, or incurs absences of more than 20% of the prescribed number of school days, is dropped from the roll and is given a “no credit” mark of 2.25.

D. Cross- enrolment

A student officially enrolled at CPC SGS is not allowed to enroll in other institutions without the consent of the Registrar and the Dean concerned. However, one may be given permission if:

- a. he/she is to take the Written Comprehensive Examination at the end of the current term that he/she is enrolled;
- b. the subjects (of the student on his/her last semester) to be cross- enrolled are in conflict with other subjects; or not offered during the term in which he/she is supposed to finish all his/her subjects;
- c. the subjects to be cross-enrolled do not exceed six units; and
- d. his/her cross-enrollment permit is duly signed/approved.

E. Late Enrollment

Absences from classes due to late enrollment/registration are counted against the allowed number of absences in a class. An additional fee is charged for late registration.

F. Subject Load/s, Code Sharing Subjects and Crediting of Subjects earned from other colleges/universities is based on:

- a. The normal semester study load is prescribed by the Curriculum and Program of Study.
- b. A student can carry a full load of 12 units for a semester subject to approval of the Dean.
- c. Code Sharing Subjects may be prescribed when two (or more) similar subjects are offered in one class under one professor who will facilitate the class simultaneously while the student only earns a credit for one subject he/she enrolled.
- d. Crediting of subject/s earned from other colleges/universities is subject to the evaluation and assessment of the Dean provided that these subjects are substantially the same in content and credit units.

NOTE: Subjects (with their respective units) already earned in obtaining a particular Ph.D./M.A.Ed./M.B.A./M.P.A. degree are no longer applicable to be credited to an additional or another CPC SGS degree being applied for. Furthermore, credits of Ph.D. subjects and M.A. subjects could not be appraised interchangeably to earn the units required for a particular program.

G. Shifting

Shifting is the transfer from one program to another in the same level. A CPC SGS student may shift to another program subject to the following guidelines:

- a. A student may shift a maximum of two (2) times for the duration of his/her stay in CPC SGS.
- b. An application letter to shifting is addressed to the Dean and if/when approved, is effective the following semester/summer.
- c. Similar subjects from former program may be credited to the new program the student has transferred to.

III Retention Policy

As a matter of policy, SGS requires that:

- a.** A student who incurs a grade of 80 or 2.25 in at least two subjects in a semester shall be deemed “on probation” and shall be required to re-enroll and pass said subjects, Failure to pass re-enrolled subjects would render him/her ineligible to proceed with his/her studies at CPC School of Graduate Studies.
- b.** Upon earning 18 units of course credits for a doctoral degree, a graduate student shall apply to take a Qualifying Examination and shall pass the same before he/she will be allowed to pursue his/her graduate work, This test will ensure that the graduate student can cope with the demands of graduate education. The test will include competencies in oral and written communication, critical thinking, and basic concepts in the field of specialization.

IV. RESIDENCY REQUIREMENTS

Residency refers to the maximum number of Academic Year a student has to complete his/her program. This is counted from the Academic Year of admission to the CPC SGS. The residency requirement for graduation in Master's degree is 24 units (or 8 subjects) while for the Doctoral degree 36 units (or 12 subjects).

A student in Master's Program is given a maximum of eight (8) academic years (including summer term) to complete his/her program. A student in the Doctoral program is given a maximum of ten (10) academic years (including summer term) to complete his/her program.

A student who goes beyond the maximum academic year (but only for a maximum period of three (3) years and five (5) years for Master's and Doctoral Program respectively) to complete his/her program will be required to secure permission (i.e. through a formal letter) from the Dean, Director for Academics and the Registrar to continue enrollment in CPC SGS. He/she is to take one (1) penalty course for every academic year of extension.

A student who completes all academic requirements (Including submission of a bound seminar paper/thesis/dissertation) during the first semester or summer term must maintain RESIDENCY STATUS by enrolling in the second semester of the academic year for which he/she shall be included in the Commencement Exercises; without prejudice to the issuance of a certification for the completion of the degree. He / She shall be required to pay the corresponding miscellaneous fees in the term and other fees required for graduating students.

V. SCHOLASTIC RECORD, CREDENTIALS, CERTIFICATIONS

Appropriate forms in requesting certificate of transfer credentials, transcript of records, true copy of grades, diploma, certificates of graduation, and certificate of candidacy for graduation, etc. are available at the Registrar's Office and CPC SGS Office. These credentials are issued only when the student is cleared of all his/her obligations to the College.

A certificate of Transfer Credentials (also called Honorable Dismissal) may be requested upon a student's separation from the college. This is a school-to-school transaction and involves a transfer of a permanent record of a particular student to another school where he/she wishes to study.

The diploma and certificate for graduation are issued only when the student has completed all academic requirements for his/her course and the Special Order for graduation has been issued by the CHED.

SCHOOL FEES AND REFUNDS

I. TUITION AND MISCELLANEOUS FEES

Once a student is enrolled, he/she is deemed enrolled for the whole term. Thus he/she has to pay the full amount of tuition and miscellaneous fees regardless of the arrangement for payment. The College reserves the right to amend the charges for tuition and miscellaneous fees subject to the approval of CHED. All checks, drafts, and money orders must be payable to Colegio de la Purisima Concepcion and not to any individual or specific school or department of the College.

II. REFUNDS

Student who already paid the tuition and other fees in full and withdraw in writing seven (7) days after the beginning of classes (as per School Calendar), get eighty percent (80%) of the amount paid; and fifty percent (50%) of the amount paid when withdrawal is made eight (8) to thirty (30) days after the beginning of classes (as per School Calendar). No refund shall be given to students who withdraw thirty (30) days after the beginning of classes.

III. FINANCIAL DELINQUENCIES

The College reserves the right to refuse a student attendance in classes if he/she fails to pay the required fees on obligations dates assigned. Likewise, the College shall not issue any clearance, unless a student settles his/her financial and property obligation.

ATTENDANCE AND CLASS HOURS, ABSENCES, EXAMINATIONS, GRADING SYSTEM, PROMOTION, GRADUATION POLICIES AND HONORS, WRITTEN COMPREHENSIVE EXAMINATION, DISSERTATION, AND THESIS WRITING

I. ATTENDANCE AND CLASS HOURS

Students are expected to attend classes regularly and punctually from the start of the semester.

All subjects in CPC SGS require a fifty four (54) hour class program during the semester or summer class program.

During the semester class program, three (3) subjects are offered on Saturdays at three (3) hours per subject. During summer class program, two subjects are offered on Saturdays at five (5) hours per subject.

Weekday class schedules are arranged and agreed by the professors and students (either during the Semester or Summer Class Program). This is approved by the Dean.

In times when there are activities or faculty/staff meeting (and other similar events) in the CPC SGS, shortened class period is observed and announced earlier.

II. ABSENCES

A student is considered absent from class if he/she arrives after thirty (30) minutes for a three hour subject and after fifty (50) minutes for a five hour subject (during Summer Class).

A student who has been absent from his/her classes must present to his/her teachers, a letter of excuse and duly noted by the Dean.

A student who leaves the classroom without permission from the teacher shall be marked absent.

A student who is absent beyond fifty four (54) hours (as the prescribed number of class period per subject) without withdrawing officially is dropped from the roll and is given a "no credit" mark equivalent.

A student who participates in any school-sponsored activity as representative of the College in an official capacity is excused from attending classes upon the recommendation of the Dean and Student Affairs and the approval of the Dean of the school concerned. He/she however, is expected to make up for the work missed.

III. EXAMINATION AND GRADING SYSTEM

A. Examinations

The dates of midterm and final examinations are published in the school calendar by the Office of the Dean. No examination is conducted outside these dates without the approval of the Dean and Director for Academic Affairs.

A student without an official examination permit is not allowed to take examinations.

A student caught cheating or abetting cheating is subjected to sanctions in accordance with the code of discipline in this handbook.

A student who fails to take the final examination or has not completed the other requirements for the course is marked "INCOMPLETE" or "NO GRADE".

Special examination is not given to a student who deliberately absents himself/herself from the examination.

Educational field trips and non-academic activities may be undertaken in lieu of any examination on a case to case basis and subject for approval by the Office of the Dean.

B. Grading System

Ph.D.

95 above	1.0	Excellent	The student distinctly and consistently Manifests the expected learning Outcome/s in an excellent manner.
90-94	1.25	Superior	The student manifests the expected Learning
87-89	1.50	Very Good	The student manifests the expected Learning outcome/s with fairly good quality
84-86	1.75	Good	The student manifest the expected Learning outcome/s but only in an acceptable manner

M.A.

95 above	1.0	Excellent	Performance distinctly and consistently Manifests the expected learning Outcomes/s in an excellent manner.
90-94	1.25	Superior	The student manifests the expected Learning
87-89	1.50	Very Good	The student manifests the expected Learning outcome/s with fairly good quality .
84-86	1.75	Good	The student manifest the expected Learning outcome/s but only in an acceptable manner .
82-83	2.00	Satisfactory	The student manifest a very minimal and low learning outcome/s expected him/her.
80-81	2.25	Average	The student manifests the expected Learning
79 below	2.50	No Credit	The student fails to manifests any of the Expected learning outcome/s.

NOTE: A student who incurs two (2) No Credit grades is rendered ineligible for re-enrolment in his/her program.

Grades are determined from attendance, class participation, Topic Presentation, Output/s, Midterm/Final Exams, etc.

By accomplishing the Grade Correction Form, Incomplete grades (INC) or No Grade must be corrected within two consecutive semesters, i.e

INC/NO GRADE (incurred in Semester I)	Deadline for Completion/Correction: Last Day of Final Examination of Semester I (of the following A.Y.)
INC/NO GRADE incurred in Semester II and Summer of the same Semester)	Deadline for Completion/ Correction: Last Day of Final Examination of Semester I(of the following A.Y.)

The highest grade correction that a student may receive is "SATISFACTORY" (for the Ph.D. Student) and "AVERAGE" (for the M.A. mark in accordance with CHED regulations. Let it be emphasized that the students are to check and monitor their grades every semester and to ensure the grade correction for any of their subject/s with "INC" or "no grade" mark within a specified time.

The grading system adopted by the CPC SGS is cumulative. Example of computing the grade using the cumulative system:

Midterm Grade 80%
Final Grade 82%
To compute the Semester Grade: $80 = 80$
 $82 = 82$
 162
 $162 \text{ divided by } 2 = 81 \text{ or } 2.00 \text{ (for Ph.D. students)}$
 $= 81 \text{ or } 2.25 \text{ (for Master's students)}$

IV. POLICIES ON PROMOTION, GRADUATION, HONORS

A student is promoted by subject/units earned not by curriculum year. The final grade or rating to earn school credits and promotion is 2.0 (i.e. 85% ++ for Ph.D. and 80% ++ for M.A./M.B.A./M.P.A.).

A student who obtains two (2) failing marks in a semester is allowed to retake each subject once. Not getting a passing mark in any subject taken the second time renders the student ineligible to continue his/her studies.

The following honors are conferred to qualified students upon graduation from the Ph.D. / M.A. degree programs, with the corresponding criteria:

Honors	Weighted Average Grade* Requirement	Lowest Grade Requirement (in all subjects)
Summa Cum Laude	1.00-1.07 Note: At least 90% of the total units required by the degree obtained are Earned in CPC SGS	1.25 (inclusive of Dissertation/Thesis Writing grades)
Magna Cum Laude	1.08 – 1.20 NOTE: At least 90% of the total units required by the degree obtained are Earned in CPC SGS	1.50 (inclusive of Dissertation/Thesis Writing grades)
Cum Laude	1.21 – 1.30 NOTE: At least 90% of the total units required by the degree obtained are Earned in CPC SGS	1.75 (inclusive of Dissertation/Thesis Writing grades)

**The product of all grades for subjects earned in CPC divided by the corresponding number of 3 unit/ subjects earned.*

Only students who earned their degree within the allowable period (i.e. 6 years for Doctoral Program and 5 years for Master's Program) may be considered for honors. The counting starts from the Academic Year of any subject/s earned (even in other schools) that was/were credited in earning his/her CPC SGS degree.

Students with uncorrected “INCOMPLETE” and “UNOFFICIALLY DROPPED”/“no grade” mark from any of his/her subjects (except for the seminar on Scientific Writing Subject in the non-thesis program) are considered ineligible for honors. The same ineligibility applies to those who took twice any of subjects in his/her WCE (i.e. Written Comprehensive Examination) to obtain a passing mark and to those who took penalty courses.

Only grades with corresponding 3 units earned in CPC SGS are considered in the computation of honors. However, grades in thesis Writing A and B (each with 1.5 unit taken during semester I respectively) are combined. The sum of which gets a 3 unit value (i.e. 3 unit value for Thesis Writing A and B and 3 unit value for Thesis Writing C and D). CPC SGS loyalty award is granted to CPC SGS Graduates (either in Ph.D. or Master Program) who earned his/her Basic, Secondary and Tertiary Education in this College.

Determined by the Academic Council, the College reserves the rights to grant special honors beyond the aforementioned policies for deserving graduate students.

V. WRITTEN COMPREHENSIVE EXAMINATION AND DISSERTATION/THESIS WRITING

A. Written Comprehensive Examination (WCE)

1. As a general rule, passing the Written Comprehensive Examination (WCE) is a prerequisite to Dissertation and Thesis Writing. Only the WCE application of students who completed and passed their required academic subjects will be processed and approved. Although, students who are completing their required academic subjects during the semester/summer when the WCE is to be taken may be allowed to apply and take the WCE.
2. Students need to enroll in the current term/summer and pay in full in order to take the WCE.
3. Upon submission of a photocopy of the OR (enrollment fees), each student examinee shall be given a CODE NUMBER as his/her identification in taking the WCE.
4. The official CPC Test Booklet shall be used as answer sheets for every subject area.

5. A committee for the WCE is formed by the Dean who will be responsible in preparing the WCE questionnaires which will cover five (5) subject areas (for M.A./M.B.A./M.P.A. Programs) and seven (7) subject areas (for Ph.D. Program)*. The same committee will also take charge in evaluating the results. Proper instructions as to how questions of every subject area are to be answered shall be given at the start of the examination session. In the blue book, the questions are copied first before giving/writing the answers. Writing at the back of the paper is not allowed.

**One (1) of the WCE subject areas for Ph.D. students will be given as an Oral Examination. An Oral Examination Committee with three (3) members will be designated by the Dean. Ph.D. students shall be interviewed individually and shall be rated accordingly. This will be scheduled before the WCE date.*

6. Only black ball pens are to be used. It is recommended to bring extra black ball pen(s) in case it/they will be needed.

7. The grading system to be used is averaging. All answers to the questions of every subject area will be evaluated and scored as follows:

Ph.D.

95 above	1.0	Excellent	The student distinctly and consistently Manifests the expected result/s outcomes/s in an excellent manner.
90-94	1.25	Superior	The student manifests the expected results/outcomes/s with high quality
87-89	1.50	Very Good	The student manifests the Expected results/outcomes/s With fairly good quality.
84-86	1.75	Good	The student manifest expected results/outcome/s But only in an acceptable manner
81-83	2.0	Satisfactory	The student manifest a very minimal and low results/ outcome/s expected him/her.
80 below	2.25	RE-TAKE	The student fails to manifest any of the Expected results/outcome/s

M.A

95 above	1.0	Excellent	The student distinctly and consistently Manifests the expected result/s outcomes/s in an excellent manner.
90-94	1.25	Superior	The student manifests the expected results outcomes/s with high quality
87-89	1.50	Very Good	The student manifests the expected results/outcomes/s With fairly good quality.
84-86	1.75	Good	The student manifest expected results/outcome/s But only in an acceptable manner
82-83	2.0	Satisfactory	The student just manifest a very minimal and low results/ outcome/s expected him/her.
80-81	2.0	Average	The student manifest a expected results/outcome/s Inconsistently.
80 below	2.25	RE-TAKE	The student fails to manifest any of the Expected results/ outcome/s

A PASSED mark will indicated in the School Record of students who passed the WCE

- Three (3) subject areas included in the WCE shall be given on the first day of the examination schedule while the other remaining subject areas shall be given on the following day. Examination period will be from 9:00AM – 4:00PM in a designated place.
- Except for CR break, student examinees shall not be allowed to go outside the designated Written Comprehensive Examination room. Hence, snacks, lunch, water, medicines, etc. are to be brought in before the start of the examination. Other than the black ball pens and blue books, other things shall be placed on a designated depository area.
- Results of the WCE shall be made available 5 days after the WCE.

11. Student examinees who fail in the WCE may apply for a re-test in the subject area(s) which he/she failed with in five (5) days. Student examinees who fail a second time will be allowed to enroll the course(s) or the course(s) similar to the subject area(s) which he/she failed and may apply again (i.e. through a letter addressed to the Dean) for a final WCE re-test (only for the failed subject area/s) at the end of the term. Student examinees who fail for a third time in any areas of the WCE are rendered ineligible to continue in the program.
12. No wearing of shorts, sleeveless, shirts and slippers/sandals during the WCE sessions.

NOTE: Review Class may be scheduled by the Office of the Dean and be availed of before the WCE for a minimal fee. The schedule of the approved WCE Review Class is announced by the Dean before the WCE schedule.

B. Dissertation and Thesis Writing

Excellence is expected in the dissertation and thesis writing of CPC SGS students. They are to be competent, honest, and possessing a professional-level of writing skills. CPC SGS so desires that students engage in original research work, i.e. studies that have not been done, found, proved, or seen before. Significant studies are also preferred, i.e. a useful study that will have an impact or influence on how a community or institutions see the subject matter considered in the study. By these, the research work is made publishable since it obviously contributes to the bank of knowledge by changing the way people think, giving new information or advancing the state of the art and culture. Let it be known that Capiz studies is a priority in CPC SGS.

1. Dissertation (for Ph.D. Program) and Thesis (for M.A., M.B.A., M.P.A. Programs) Writing A,B,C and D are taken after the WCE is passed. It is enrolled similar to a regular course on a given schedule and is rated in accordance with the CPC SGS Grading System of subjects.
2. Thesis Writing A (Title Proposal Defense) and B (proposal Defense) are combined, enrolled in a semester and given a 3 unit equivalent;

likewise in Thesis C (Pre-Oral Defense) and D (Final Oral Defense). A student who is unable to pass Thesis A&B will not be allowed to proceed to Thesis C&D. Similarly, Dissertation Writing A (Title Proposal Defense) and B (Proposal Defense) are combined, enrolled in a semester but given a 6 unit equivalent; likewise for Dissertation (Pre-Oral Defense) and D (Final Oral Defense). A student who is unable to pass Dissertation A and B will not be allowed to proceed to Dissertation C&D.

3. The approved fees for these are published at the beginning of the Academic Year.
4. Dissertation/Thesis Adviser is chosen by the students themselves and approved by the Dean. A list of possible advisers is usually published by the Office of the Dean. It is advised that students choose carefully their adviser who are able to accompany, assist and guide them until the Final Defense. In extra-ordinary cases and upon the approval of the Dean, an external adviser, who may be an expert on the field of study at hand may be chosen.
5. CPC SGS Dissertation and Thesis Format/Guide is given to Dissertation and Thesis Writing students. The format/guide is thoroughly discussed to the students in the course of their Dissertation/Thesis Writing.
6. The series of panel defense is scheduled by the Research Chair and Approved by the Dean.
7. The Dissertation/Thesis Committee is formed by the Office of the Dean which is composed of a Chairman and Members (i.e. 4 members for Dissertation Defense and 2 members for Thesis Defense). The Committee is tasked to evaluate the prepared dissertation and thesis output presented by the students.
8. Students are to pay in full the approved fee for a designated Panel Defense (including Title Approval), submit a photocopy of the OR, and the manuscript to the Office Secretary on a designated deadline.

9. The Dean orients all students on the details of the conduct of every Panel Defense. Among others, the following are discussed in order to guide the students:

TITLE PROPOSAL DEFENSE

The student presents three (3) titles before the panel. The panel approves one (1) title which the student will pursue as his/her Dissertation/Thesis. After the Title Proposal Defense - the Title of the Study, General Objectives and Specific Objectives, Conceptual and Theoretical Framework are initially finalized.

PROPOSAL DEFENSE

Chapters I and II are to be presented, reviewed and finalized, Research instruments have to be presented and recommended for reliability and validation, when necessary and then approved for use.

PRE-ORAL DEFENSE

The whole manuscript from Chapter I to V is submitted for review and evaluation of the Thesis/Dissertation Committee for final comments and suggestions.

FINAL DEFENSE

Corrected manuscript is presented for final evaluation by the Thesis/Dissertation Committee who serve as Panel of Examiners.

The student will be rated on the basis of the substantial content of the paper, his/her level of competence based on ability to answer questions and to clarify concepts being asked.

Should there be additional comments on suggestion that need to be incorporated in the final manuscript, these shall be noted and complied with

10. After the Final Defense, the Dissertation/Thesis Approval Sheet is requested from the Office of the School of Graduate Studies. On a given deadline, students should accomplish this individually by presenting the FINAL COPY of their manuscript to their respective panelists.

Only when the adviser, panelists and the Dean find the final copy of manuscript to have satisfactorily complied all the needed revisions that they will affix their signatures. A student who is unable to submit the final copy of his/her manuscript (including the Approval Sheet) within the allotted period shall not be included in the CPC SGS Graduation List.

11. The CPC SGS Office requires students two (2) bound copies and three (3) CD's of their Dissertation/Thesis. One (1) CD is submitted to CHED while the rest of the copies are filed in the CPC SGS Office and in the CPC SGS Library.

COMMENCEMENT EXERCISES AND PROGRAM

A student who has satisfactorily completed all the requirements of his/her course, or has cleared his/her deficiencies, must file an application for graduation with the Dean within three months before the graduation day.

A list of candidates for graduation is posted on the CPC SGS Bulletin Board before the commencement exercises. The graduating student must see to it that his/her name is in the list to ensure its inclusion in the graduation program.

Graduating students are required to participate in the Commencement Exercises. Participation of a student in the Commencement Exercises or the inclusion of his/her name in the graduation program is not a guarantee of his/her graduation. He/she is deemed graduated when he/she has completed the required courses of study for a particular program or course and he/she has been issued the corresponding Special Order by the Commission on Higher Education.

Graduate students who are unable to attend the Commencement Exercise for a VALID REASON shall file an application "in absentia " with the office of the Dean of the School of Graduate Studies at least 24 hours before graduation, subject to approval of the Dean and the Director for Academic Affairs.

OFFICES AND OTHER SUPPORT SERVICES/UNITS

The CPC Board of Trustees is the highest policy-making body of the College. It approves important documents such as vision/mission statement and all administrative, faculty, and student manuals. Under the Board of Trustees are major offices and support services/units of the college.

OFFICE OF THE COLLEGE RECTOR

The College Rector is the Chief Executive of the College. He manages the academic and administrative affairs of the College.

OFFICE OF THE VICE RECTOR

The Vice-Rector serves as the deputy of the Rector and performs such function as may be delegated to him by the Rector.

The Director for Administration shall be responsible for the management and execution of the policy instruction and directives of the Rector intended for sound administration and the protection, safety, improvement, and advancement of properties and facilities.

OFFICE OF THE DIRECTOR FOR ADMINISTRATION

The Director for Administrative shall be responsible for the management and execution of the policy instruction and directives of the intended for sound administration and the protection, safety, improvement, and advancement of properties and facilities.

OFFICE OF THE DIRECTOR FOR FINANCE

This office manages and executes policy instruction and directives of the College Rector intended for the smooth flow of financial affairs of the College.

OFFICE OF THE DIRECTOR FOR ACADEMICS

This office is responsible for the management and execution of the policy instructions and directives of the College Rector intended for relevant academic programs for students including faculty development.

REGISTRAR'S OFFICE

The Office of the Registrar is the repository of records pertaining to the academic performance of students and academic requirements for courses offered in accordance with the requirements prescribed by the Commission on Higher Education. This office facilitates the registration of students; issues transfer credentials, transcript of records, and other certifications, and certify the eligibility of the candidates for graduation and honors.

The Registrar's duties are:

1. to keep all academic records of students.
2. to reconstruct missing student's records in the school file on the basis of the official records available in the Commission on Higher Education.
3. to issue transfer credentials, transcript of records, students' permanent records, semester/periodic report cards with certificate of eligibility to transfer.
4. to transfer credentials for purposes of registration and enforces entrance requirements.
5. to take up with the Commission on Higher Education matters regarding recommendation of the Deans of students' overload, promotion and all other data which may be requested by the Commission on Higher Education.
6. to prepare approval and to submit the records of candidates of graduation on the prescribed forms.
7. to assist the Deans during the registration in determining the subject-load and sequence of courses.
8. to consolidate schedule of classes for each term prepared by the Deans.
9. to enforce regulations regarding enrollment , student's load, transfer, promotion, subject sequence in cooperation with the School of Graduate Studies.
10. to take responsibility for all correspondence regarding school records.

OFFICE OF THE STUDENT AFFAIRS

Through programs and services that complement the academic offerings of the College, the Office of Student Affairs commits itself to the integral development of students. This office functions:

1. to develop programs that will nurture the spiritual, moral, socio-cultural, political, physical, and intellectual enhancement of students;
2. to provide opportunities that will develop the potentials and leadership skills of the students, and inculcate in them the spirit of service and mission;
3. to promote healthy and meaningful relationships among students and in still in them the value of community and human dignity;
4. to strengthen students-administration relationship by encouraging students to be involved in the evaluation and formulation of policies and programs related to their welfare; and
5. to conduct activities that will raise the consciousness of the students on the importance of preserving and improving our national resources and environment.

CENTER FOR RESEARCH EVALUATION AND STATISTICAL ANALYSIS

Managed by the Head of Research and Development, this Office performs the following functions;

1. to provide assistance to any research activity conducted in the College;
2. to develop and maintain a functional management information service;
3. to conduct different researches, such as feasibility studies for possible curricular offering and evaluation of programs and performances;
4. to facilitate the construction and development of standard tests; and
5. to coordinate with department heads in planning and conduct of organizational development.

EXTENSION SERVICES

Managed by its Head, this office has the following responsibilities:

1. to coordinate with responsible department heads in the implementation of the Community Immersion Program;
2. to monitor and submit to the Rector the activities of the outreach volunteers in the community;
3. to facilitate possible linkages between CPC and the community, government and non-government agencies; and
4. to conduct feasibility studies for livelihood programs in the community.

LIBRARY SERVICES

The College maintains six libraries: one for the grade school, one for the high school, two for the undergraduate, one for the College of Law, and one for the School of Graduate studies headed by the Chief Librarian. The Libraries:

1. provide information and references;
2. extend interlibrary services;
3. lend out books with length of time depending on the classification;
4. provide technical services, as acquisition, cataloging, and binding;
5. extend library instructions and orientation for classes and groups;
6. conduct term paper clinic to assist students who are engaged in research work or working on their papers.

GUIDANCE SERVICE CENTER

The guidance program of CPC aims to provide students with opportunities and experiences for their growth in accordance with the Vision - Mission and Goals of the College. Headed by the Chief of Guidance Services, the Center:

1. conducts test to incoming first year students;
2. orients the incoming freshmen and transferee's on the academic environment;
3. provides individual or group counseling's, and peer facilitating services;

4. maintains testing and individual inventory services; and
5. extends placement services as well as

CAMPUS MINISTRY

The Campus Ministry envisions an empowered community of disciples where administrators, faculty, staff, and students commit themselves to witnessing and evangelizing Christ. As the pastoral dimensions of Christian formation, the Campus Ministry Coordinator sees to it that the following functions are exercised:

1. to conduct and facilitate recollections, retreats and prayer sessions;
2. to animate liturgical services;
3. to organize, conduct, and facilitate leadership training seminars; and
4. to represent CPC in the Capiz Archdiocesan Secretariat Youth Apostolate.

MEDICAL AND DENTAL SERVICES

The general health of the school community, especially the students, is one of the major concerns of the College. This unit is composed of the school physicians, dentist and nurses. It performs the following functions:

1. to conduct physical examinations;
2. to extend emergency treatment of injuries, illnesses;
3. to make referrals and coordinates with hospitals;
4. to conduct medical lecture; and
5. to perform tooth extraction and prophylaxis.

OFFICE OF THE SPORTS COORDINATOR

This unit aims to promote the physical development of the students through various sports activities which draw out the values of fair play, teamwork, and sportsmanship. Headed by the College Sports Coordinator, the Unit;

1. Conducts sports clinic/training/seminars;
2. Assists athletes in their athletic needs and provides them with necessary equipment for their training;
3. Provides game officials during sports activities; and
4. Administers and manages the annual intramural games.

OFFICE OF THE CULTURAL COORDINATOR

This Unit aims to expose the school community to the different art forms for cultural awareness and appreciation. Through the College Cultural Coordinator, the Unit:

1. organizes cultural presentations in school;
2. Discovers and develops talents; and
3. Supervises the training and performance of participants involved in cultural activities/competitions within and outside the College.

PUBLICATION OFFICE

The student publications serve as venue for students to express their views on issues affecting them within the bounds of law, good customs, morals, and school regulations. They also cover campus news and disseminate information and current events.

The Purisimian, the official student publication in the tertiary level, is issued thrice a semester. The school of Graduates Studies publishes the Graduate School Research Journal annually. The High School has The **Junior Purisimian**. The Purisimian Yearbook is the official publication of the graduating class.

These publications are directly supervised by their respective faculty adviser.

OFFICE OF THE ALUMNI AFFAIRS

This unit aims to maintain cooperation between the College and the alumni association. It is headed by the Alumni affairs Coordinator and performs the following functions;

1. to gather information as to the whereabouts of graduates and to publish information about their outstanding accomplishment ;
2. to get in touch with graduates from time to time;
3. to extend placement services to college graduates in coordination with the office of Guidance Services ; and
4. to supervise alumni activities and officers of the CPC Alumni Association.

PARENTS -TEACHERS COUNCIL

This unit gives parents the opportunity to establish relationship with one another and discuss their common concerns for their children. It functions as a support group and counsel to the administration in the school's quest to make student learning more dynamic, well-rounded and meaningful.

STUDENT CLUBS AND ORGANIZATIONS

Colegio de la Purisima Concepcion recognizes clubs and organizations as opportunities for students to put into practice what they learn in the classrooms. Supervised by faculty advisers chosen by the members themselves, these student clubs and organizations aim to:

1. develop and strengthen social and interpersonal relationship among students;
2. provide opportunities for students to develop their leadership skill, potential and talents ; and
3. serve as channels for wholesome recreation and social involvement.

SOME FACILITIES OF THE COLLEGE

Immaculate Concepcion Metropolitan Cathedral

The Immaculate Concepcion Metropolitan Cathedral is found next to the main campus of CPC. It serves as the center of liturgical services of the school especially during Formal Opening Mass of the Holy Spirit, Baccalaureate Masses, First Friday Devotion Masses, etc.

Chapel

The Chapel is located at the ground floor of the building. Faculty, Staff, Students, Alumni and even non-CPC community members go to the Chapel for individual or group spiritual activities and various liturgical celebrations.

College Library

Each CPC campus has a Library. These libraries (including the School of Graduate Studies and Law School Libraries) are located at the second floor in both campuses. It provides students with updated references, periodicals and necessary

books. Orientation on library rules and regulations are done at the beginning of the school year.

Medical - Dental Clinic

The Clinics are found at the ground floors of both campuses. They are open daily from 8:00AM - 12:00NN and 1:00PM - 5:00PM. They provide first aid treatment of minor cases. Serious cases are referred to the hospital nearby during which parents are informed immediately.

Audio-Visual Hall

The Audio-Visual Hall is found at the Arnaldo Boulevard Campus. This room can accommodate about 350 people. It serves as a place for conference, meeting and stage presentations.

School Canteen

The School Canteen, which is owned and managed by CPC, provides alternative food services to the students and personnel of the College. It provides snacks and meals during conferences, meetings, and other special occasions. It also caters to the athletes of the College during intramural games and other sports events and competitions.

Speech Laboratory

The Speech Laboratory is at the ground floor of the main campus. It is a special laboratory for CPC High School students and is used in their English class, more specifically in developing their reading capacity and speech enhancement. With proper arrangements, this facility may also be availed of by college students enrolled in English Communication Arts related subjects.

Educational Media Center

The Educational Media Center is responsible for the storage and use of audio-visual equipment and instructional materials. It assists the faculty in the selection, preparation, and use of audio-visual materials, like slides, transparencies, tapes, and the like for classroom instructions and seminars. The Center also maintains two audio-visual rooms: an air conditioned one in the Arnaldo

Boulevard building which seats around 40 persons, and a mini audio-visual room in the main building.

Mass Communication Laboratory

This Laboratory is for the use of students majoring in Mass Communication, and is equipped with an announcer's booth, recording booth and TV monitor.

Computer Laboratories

The Computer Center maintains five laboratory rooms which are equipped with the facilities and equipment needed for extension hands-on computer literacy. The Center is connected to a local area network (LAN), and has access to an internet.

Science Laboratories

The Science Laboratories serve the needs of education, Liberal Arts, and Engineering programs. Laboratory classes can be conducted simultaneously because the College maintains separate laboratories that are well stocked and equipped.

Mini-Hotel/Kitchen/Mini-bar Laboratory

The Mini-hotel / Kitchen Laboratories cater to the needs of the students majoring in Hotel and Restaurant Management related courses. Here, students are given opportunities to improve their skills in housekeeping, cooking, table settings, bar tending, etc.

Machine Shop Laboratory

The Machine Shop Laboratory is equipped with generators, boiler, oil purifier, shaper, pipe benders, grinders, air compressors, lathe, milling, drilling welding machines, and refrigeration system. It serves the needs of marine engineering students in developing their skills in engine trouble-shooting, welding, fabrication, watch keeping, maintenance, and machinery operations.

Mock Bridge Laboratory

This is housed in the second level of M/V PURISIMA which is a ship like building. This laboratory is equipped with navigational facilities and equipment's (e.g. steering wheel, radar, gyro compass, echo sounder, sextant, satellite receiver, global positioning system, tachometer, clinometers, etc.)

which are used in navigation just like a real bridge of a ship. On top of it are the navigational lights.

Simulator Laboratory

This Laboratory is used to conduct vital ship steering behavior research aided with state of the art software and hardware facilities. The primary goal where this research is done is to avoid nautical crashes and collisions. This laboratory allows nautical students to perform steering experiments in a safe and controlled laboratory.

College Covered Court – Event Center

Located at the Arnaldo Boulevard Campus, this school facility serves as venue for various sports, cultural, and social events of the College.

SCHOLARSHIP AND PRIVILEGES

In the fulfillment of mission and vision of the college to serve those who have less in life, Colegio de la Purisima Concepcion extends scholarship and privileges to poor but deserving students. All these scholarship grants/privileges are subject to the existing guidelines and procedures.

A. Priests and Nuns

- a. All free

B. Employee's Privilege

- a. Free tuition is granted to one child at a time of faculty and staff members who have served CPC for at least six semesters or three years in full-time capacity.
- b. Miscellaneous fees, laboratory fees and school paper fees, NSTP and insurance, dissertation/thesis defense fees are to be paid.
- c. Scholarship includes summer class enrollment.

DISCIPLINE / SANCTIONS

Under the authority of Sec. 78 of the Manual of Regulations for Private Schools, Colegio de la Purisima Concepcion promulgates these disciplinary rules for the maintenance of school discipline and attendance.

When a student enrolls and is accepted, he/she agrees to abide by the policies, procedures, rules, regulations, and other

school duties and responsibilities set forth in this handbook and other notices of the College.

Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when students are engaged in activities authorized by the College (Sec. 74, Manual of Regulations for Private Schools).

School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of school discipline committed in their presence. However, no cruel physical harmful punishment shall be imposed or applied against any student (Sec. 75, Manual of Regulations for Private Schools).

These appropriate and reasonable disciplinary measures are:

1. Warning

A verbal admonition to erring student.

2. Reprimand

A written admonition which becomes a part

3. Suspension

A penalty in which a student is not allowed to attend class for a period not exceeding 20% of the prescribed class days and recording the suspension in the student's file.

4. Dismissal

A penalty in which a student is excluded or dropped from the school rolls for being undesirable and transfer credentials are immediately issued (with respect to his/her accounts)

5. Expulsion

An extreme penalty on an erring student consisting of his/her exclusion from admission to any public or

private school in the Philippines and which requires the prior approval of the Secretary of Education.

6. Restitution

A reimbursement is the payment for damage, destruction or misappropriations of the property of the College or member of the academic community.

7. Community Service

This involves participation in beautification and cleanliness drive, literacy programs, and other projects organized by the college or other communities.

8. Fine

A penalty in monetary form.

Conformably with Sec. 76 of the Manual of Regulations for Private Schools, the School Head shall cause the filing of the corresponding administrative action against erring students for serious offenses and after due process for the protection of students and the procedure is as follows:

1. A report is submitted in writing to or done by the College Dean (where the offending student/s is/are enrolled) stating the nature and circumstance of the offense including any evidence or material relevant to the case. Complaining and/or accused students may be asked to present their complaint/accusation and defense in writing.
2. As the case maybe, the College Dean conducts an investigation of the case. Parents are to be duly notified.
3. After the investigation, upon the recommendation of the College Dean for approval of the Dean of Student Affairs, appropriate disciplinary action is applied.
4. In cases involving expulsion/dismissal, the CPC Grievance Committee (CPC BOARD OF ARBITRATORS) is requested by the Dean of Student Affairs to review the case. After their recommendation, the Dean of Student Affairs submits a full report of the proceedings and his own to the concern body for approval.

1st Offense 2nd Offense 3rd Offense

- | | | |
|--|------------|-----------|
| 1. Any serious violation of the laws of the land within or outside the campus. | Dismissal | |
| 2. Gross immorality or scandalous acts which cause dishonor to the College. | Dismissal | |
| 3. Possession, use or trafficking of drugs in the campus. | Dismissal | |
| 4. Physical assault, intimidation and threats against a member of the faculty staff and administration. | Dismissal | |
| 5. Falsifying and /or tampering of school or public documents, or securing or using such documents. | Dismissal | |
| 6. Possession or bringing of firearms or deadly weapons in the campus. | Suspension | Dismissal |
| 7. Possession or bringing into Campus pornographic or subversive materials. | Suspension | Dismissal |
| 8. Furnishing mass media or other third parties any false or derogatory information about the College or any member of the faculty staff and administration. | Suspension | Dismissal |

- | | | |
|---|------------|-------------------------|
| 9. Preventing or threatening students or school personnel from entering the campus or attending classes or discharging their duties. | Suspension | Dismissal |
| 10. Unauthorized collection or solicitation of money or in kind or use of the name of the College for whatever purpose. | Suspension | Dismissal |
| 11. Giving of offering false testimony during a school investigation. | Suspension | Dismissal |
| 12. Instigating or engaging in activities resulting in damage to school property, injury to persons, stoppage or disturbance of classes, or school functions. | Suspension | Dismissal & Restitution |
| 13. Theft/stealing or an attempt Thereof | Suspension | Dismissal & Restitution |
| 14. Unauthorized possession and/or drinking of alcoholic beverages within the campus or being in the campus under the influence of liquor. | Reprimand | Suspension Dismissal |
| 15. Gambling inside the campus its immediate vicinity. | Reprimand | Suspension Dismissal |
| 16. Gross discourtesy, abusive behavior against fellow | Reprimand | Suspension Dismissal |

students, College personnel or visitors.

17. Proselytizing	Reprimand	Suspension	Dismissal
18. Failure to respond to disciplinary summons or sanctions without valid reasons	Reprimand	Suspension	Dismissal
19. Deliberate destruction, disfiguration or improper use of properties and facilities of the College or members of the school community.	Restitution/ Service/ Fine	Suspension/ Restitution/ Service/ Fine	Dismissal
20. Any form of Zero in the Failing Grade cheating during exam in the subject examinations, including talking exam in the subject with one another without permission.		Suspension	
21. Leaving, Dropping or throwing rubbish, or other acts against cleanliness and sanitation in classrooms or other places in the campus.	Warning	Reprimand	Service/ Fine
22. Unauthorized posting and/or Removing from the official Bulletin boards an official notice or announcement.	Warning	Reprimand	Suspension

23. Non-wearing of proper uniform or attire.	Warning	Reprimand	Service / Fine
24. Smoking inside the campus.	Warning	Reprimand	Service/ Fine
25. Unauthorized eating inside the classrooms or corridors	Warning	Reprimand	Service/ Fine

SOME BEHAVIOR EXPECTATIONS

A. At the School Gate

A student who enters the school for class and other school related activities, should pass quietly, visibly exposing his ID card, and should wait for his turn in getting through.

During class days, a student is expected to be in decent attire and should enter the gate before his/her class.

A student may enter the school campus on non-class days only with prior permission, in proper attire and will still be bound to follow the rules and regulations of the College.

B. During the Mass (and other Spiritual Exercises)

In a devout manner, students are expected to attend and participate actively in all Eucharistic and Liturgical Celebration schedules inside and outside the college.

C. At the Flag Ceremony

Students should participate in the Flag Ceremony (and Flag Retreat). He/she must stand in attention and participate in the singing of the opening prayer song, the National Anthem and the College Hymn. He/she should also recite the pledge solemnly.

D. Inside the School Premises

Proper behavior is expected of every CPC student at any time and any place. Hence, any misbehaviors inside (and even outside) the school will be subjected to disciplinary actions. CPC students should be courteous to school faculty/staff. Every student is to practice Christian charity to one another. They are to respect everyone in the school including the properties of the school.

E. At the Corridors

Students are to use the corridors properly. Silence is to be maintained at all times. Loitering, littering, and any form of vandalism in the corridors (and anywhere) are not allowed.

F. In the Canteen

Students are expected to be orderly in their behavior at the canteen. They must observe proper table manners. Disorderly conduct, boisterous noise or causing the damage or destruction of canteen facilities is prohibited. The depository area is to be strictly observed.

G. During Examinations

School fees are to be settled as a requirement in taking major examinations. The Official Blue Book and Examination permit are required in taking the Preliminary and Final Examinations.

POLICY ON SCHOOL ATTIRE

1. Students in CPC SGS are not required to wear the CPC prescribed school uniform. However, decent attire is required in attending classes. Thus, the following must be observed:
 - a. Wearing of tights, tattered jeans, or short pants in the campus are prohibited except during sports training and other special occasions allowed by the Administration.
 - b. Wearing of slippers or step-ins in the campus is not allowed.
2. The school ID is a part of the uniform. Those who are exempted from wearing the school uniform are not exempted from wearing the school ID.
3. All members of the faculty have the right to refuse admission of students in their classes when not in proper attire.
4. When wearing the CPC School I.D, students should always be conscious that their school uniform bears the good will and reputation of the school. Hence, any compromise to this is subject to proper disciplinary action.

5. Students who violate this policy shall be subjected to disciplinary sanctions as contained in this Handbook. In case of lost ID card, the student must file for a replacement at the Office of the Student Affairs with a corresponding ID Replacement Fee.

POLICY ON SCHOOL ID

1. A permanent identification card is issued to every new student upon enrollment, and it should be validated every semester. It is a very important document, so it must be not be altered, tampered or mutilated.
2. CPC observes the NO ID-NO ENTRY policy. Every student entering the campus must present his/her ID card to the security guard on duty and must wear it at all times while in the campus. It is strictly non-transferable.
3. The ID is a requirement for transactions. It is also required in availing various College services, such as the libraries, medical and dental clinics, and other facilities. Student's ID may be surrendered or presented to proper authorities upon request.
4. In case of lost ID card, the student must file for a replacement at the Office of the Student Affairs with a corresponding ID Replacement Fee.

MAJOR COLLEGE ACTIVITIES

Colegio de la Purisima Concepcion believes that education should not be confined within the four walls of the classrooms. Hence, programs are geared not only toward excellence in academics but also toward the integrative development of the individuals in the fields of sports, arts, and culture.

Orientation

Each school year, all freshmen and transferees are provided with a general orientation about CPC the vision, mission, goals and objectives of the College, the core values

and the VMGO of the SGS. The program consists of presentation of faculty and heads of offices and facilities, group dynamics and workshops. This activity is spearheaded by the Office of the Student Affairs through the Guidance Service Center and with the assistance of SSPC student leaders, faculty, and various support services personnel of the College.

Mass of the Holy Spirit

The first general activity of the College is the Mass of the Holy Spirit at the Immaculate Conception Metropolitan

Cathedral. The Archbishop of Capiz, who is the President of the CPC Board of Trustees, the Capiz Clergy, CPC Administrators, faculty, staff and students gather together for this activity. After the Eucharistic celebration, the new faculty/staff members of the college are formally introduced and sworn into office. A general assembly of the school faculty and staff follows where Deans and Heads of Offices present their program for the school year. This is also the time when the new members of the faculty and staff are introduced.

Acquaintance / Induction of Officers (Department, Clubs and Organizations)

The freshmen and transferees are made “to feel at home” by the upperclassmen in an affair that consists of fellowship and presentation of student officers (Departments, Clubs, and Organizations) who have been inducted into office.

Founder’s Day / Intramurals

The Founder’s Day which is more popularly known as the CPC Grand Intramural Meet, is held on the first or second week of August to commemorate the death of the founder of CPC Rt. Rev. Msgr. Vicente Gonzales. Competitions among the different departments of the College are scheduled as venues for CPC students to participate and excel in the fields of sports and cultural affairs. Normally, winners of these competitions represent the College in the inter-private school competition in Capiz.

Christmas Party

Like any other institutions, CPC students hold a Christmas party a day before the Christmas break. A college wide celebration starts with a Eucharistic Celebration and games. After which students proceed in their respective class/section for their classroom party.

Activity Week

This is a weeklong synchronized celebration of every department, clubs and organizations. This activity gives proper venue for the students to formally carry out the programs set by their department and clubs/organizations.

Foundation Day

Every year in the month of February, CPC observes her Foundation day. This affair includes various activities that are reflective of the mission and vision of the College. The alumni homecoming is held during this time to promote fellowship among administrators, faculty, staff and alumni.

Religious Activities

Top in the priorities of CPC is for her students to be evangelized and be evangelizers. Religious and spiritual activities complement religious instructions. Spiritual enrichment is prompted through the daily masses held at the College chapel, recollections, retreats, prayer activities, special novenas, archdiocesan religious gatherings and the First Friday mass devotion to the Sacred Heart of Jesus. Classes, meetings, programs, conferences and other activities begin and end with a prayer. Big and important events are highlighted by a Eucharistic celebration.

REGISTRATION/ACCREDITATION OF CLUBS AND ORGANIZATIONS

Students may form or join clubs and organizations to develop their social and interpersonal relationships, leadership skills and other potentials. They are required to register their clubs/organizations with the Office of Student Affairs for

accreditation. Only accredited clubs/organizations may avail of the services and facilities of the College and participate in school activities.

Members of the Committee on Accreditation:

1. Dean of Student Affairs as ex-officio Chair
2. Head of Community Outreach Program
3. Head of Guidance Services
4. Discipline Coordinators
5. President of the Supreme Student Pastoral Council

Requirements for Accreditation:

1. Constitution and By-Laws
2. List of officers and members for the current school year
3. Faculty Adviser
4. Action Plan for the current school year
5. Financial statements for the preceding school year
6. Accomplishment report for the preceding school year
7. Officers must attend the leadership training seminar held

Before the start of the school year, the Constitution and By-Laws are required for new applications only. For renewal of accreditation, requirements no. 2-7 must be complied with.

The accreditation of the clubs and organizations must be renewed annually. Such may be revoked when the club or organization violates its own Constitution and By-Laws and/or when it fails to comply with the policies and regulations of the College.

STUDENT PASTORAL COUNCIL

The student council of CPC is pastoral. The supreme council is called Supreme Student Pastoral Council (SSPC). Only officers of the different school councils are voted into the SSPC.

1. Qualifications of officers of SSPC and school councils:
 - a. Currently enrolled for at least 18 units and not graduating in the first semester.
 - b. Attended the Pastoral Leadership Training Seminar.
 - c. Residency of at least two consecutive years immediately prior to the election, in the case of the

President, Vice-presidents, Secretary, Treasurer and Auditor, and one year residency for the other positions.

d. No failing grade in any subject including CMT.

e. No involvement in any illegal organization outside CPC

2. Qualification

a. Currently enrolled for at least 18 units and not graduating in the first semester

b. Residency of at least one year, except for freshmen

c. No failing grade in any subject, including CMT.

d. No involvement in any illegal organization outside

CPC e. Has attended the Pastoral Leadership Training in the current year.

RIGHTS OF STUDENTS IN SCHOOL

(Sec 9 Education Act of 1982)

In addition to other right and subjects to the limitation prescribed by laws and regulations, students shall enjoy the following rights:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducted to their full development as persons with human dignity.

2. The right to choose freely their field of study subject to existing curricula and to continue their course therein up to graduation except in case of academic deficiency or violation of disciplinary regulations.

3. The right to school guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his potentialities

4. The right to access to his own school records (the confidentiality of which the school shall maintain and preserve).

5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.

6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposium and other activities of similar nature.

7. The right to free expression of opinions and suggestions, and to effective communication with appropriate
8. academic and administrative bodies of the school or institution.
9. The right to form, establish, join and participate in organization and societies recognized by the school to foster intellectual, cultural; establish, join, and maintain organizations and societies for purpose not contrary to law.
10. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

DUTIES AND RESPONSIBILITIES OF STUDENTS

(Sec. 15 Education Act of 1982)

In addition to those provided for under existing laws, students shall have the following duties and responsibilities.

1. Exert his utmost effort to develop his potentialities for service, particularly by pursuing an educational endeavor suited to his abilities, in order that he may become an asset to his family and society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity
3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, with the teaching and academic staff, and with other school personnel;
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate, and orderly society;
5. Exercise his right and responsibilities in the knowledge that he is answerable for any infringement or violation of the public welfare and of the right of others.

CPC LIBRARY POLICY

All faculty members and students duly enrolled in CPC are entitled to the use of library resources subject to the following rules:

1. A student must secure a library card which he/she uses every time he/she wishes to avail of the services of the library.
2. Library cards are issued to freshmen and new students after enrollment and after presentation of the registration form and two 1x1 ID pictures.
3. Library cards must be validated every semester or summer term.
4. A lost library card must be reported immediately to the librarian. A replacement will be issued only after a week and upon payment of a fine.
5. Reference books and periodicals, including newspapers are to be used in the library only. They can be taken out only for photocopying purposes.
6. Books on RESERVED circulate only in the library. If they are allowed for overnight, they must be returned before eight o'clock the following morning.
7. A fine of P1.00 a day is charged for failure to return the book on time. In case of RESERVED books, the charge is P1.00 per hour.
8. Borrowers must replace lost or badly damaged books, or pay the replacement cost in full. The damaged books remain the property of the library.

IMPORTANT CLAUSE

In cases when policy, guidelines and rules are not clearly stated in this handbook, CPC is to be guided by the Educational Law and Manual of Regulations for Private Schools including the Policies and Guidelines of the Commission on Higher Education.

BASIC CATHOLIC PRAYERS

OUR FATHER

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done, on earth as it is heaven. Give us this day our daily bread; and forgive us our trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

GLORY BE

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

APOSTLE'S CREED

I believe in God, the Father Almighty, Creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into the dead. On the third day He rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

GLORY

Glory to God in the highest, and peace to His people on earth. Lord God, heavenly King, Almighty God and Father, we worship you, we give you thanks, we praise you for your glory. Lord Jesus Christ, only Son of the Father, Lord God,

Lamb of God, You take away the sin of the world: have mercy on us; you are seated at the right hand of the Father: receive our prayer. For You alone are the Holy One, You alone are the Lord, You alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of the Father. Amen.

PRAYER AFTER EVERY COMMUNION (ANIMA CHRISTI)

Soul of Christ, sanctify me. Body of Christ, save me. Blood of Christ, inebriate me. Water from the side of Christ, wash me. Passion of Christ, strengthen me. O good Jesus, hear me. Within Thy wounds hide me. Suffer me not to be separated from Thee. From the malicious enemy defend me. In the hour of my death call me and bid me come unto Thee. That I may praise Thee with thy saints and with thy angels forever and ever Amen.

CATHOLIC MORNING PRAYER

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart, in union with the holy sacrifice of the Mass throughout the world, in thanksgiving for your favors, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

ACT OF CONTRITION

O my God, I am heartily sorry for having offended you, and I detest all my sins, because I dread the loss of heaven and the pains of hell; but most of all because I offended you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to confess my sins, to do penance, and to amend my life. Amen.

ANGEL OF GOD

Angel of God, my guardian dear to whom his love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

HAIL HOLY QUEEN

Hail, holy Queen, mother of mercy, hail our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thy eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary! Pray for us, O Holy Mary Mother of God, that we may be made worthy of the promises of Christ. Amen.

THE ANGELUS

V — The Angel of the Lord declared unto Mary.

R — And she conceived by the power of the Holy Spirit.

Hail Mary . . .

V — Behold the handmaid of the Lord.

R — Be it done unto me according to thy Word.

Hail Mary . . .

V — And the Word was made Flesh.

R — And dwelt among us.

Hail Mary . . .

V — Pray for us, O Holy Mary Mother of God.

R — That we may be made worthy of the promises of Christ.

LET US PRAY: Pour forth, we beseech you, O Lord, your grace into our hearts, that we to whom the incarnation of Christ, your Son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection through the same Christ our Lord. Amen.

REGINA COELI (in place of Angelus during Easter Season)

V — Queen of Heaven, rejoice, alleluia

R — For He whom you merited to bear,

alleluia, V — Has risen as He said, alleluia.

R — Pray for us to God, alleluia. V — Rejoice and be glad, O Virgin Mary, alleluia.

R — Because the Lord is truly risen, alleluia.

LET US PRAY: O God, who by the Resurrection of Thy Son, our Lord Jesus Christ, granted joy to the whole world: grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may lay hold of the joys of eternal life Through the same Christ our Lord. Amen

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins my Mother; to thee do I come, before thee I stand, sinful and sorrowful; O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

MYSTERIES OF THE HOLY ROSARY (Joyful Mysteries — Mondays and Saturdays)

- *The Annunciation
- *The Visitation
- *The Birth of our Lord
- *The Presentation of Jesus at the Temple
- *The Lost and Finding of the Child Jesus in the Temple

(Sorrowful Mysteries — Tuesdays and Fridays)

- *The Agony in the Garden
- *The Scourging at the Pillar
- *The Crowning with Thorns
- *The Carrying of the Cross
- *The Crucifixion

(Glorious Mysteries — Sundays and Wednesdays)

- *The Resurrection
- *The Ascension
- *The Descent of the Holy Spirit
- *The Assumption of Mary
- *The Coronation of the Blessed Virgin Mary

(Luminous Mysteries — Thursdays)

- *The Baptism of Jesus in the River Jordan
- *The Wedding at Cana
- *The Proclamation of the Kingdom of God
- *The Transfiguration
- *The Institution of the Eucharist

IMPORTANT PRACTICES FOR CATHOLICS

1. Observance of the Ten Commandments:

- i. The Worship of One God.
- ii. Honoring God's Name.
- iii. Keeping the Lord's Day: Sunday as the day of Worship
- iv. Obedience, Love and Respect for Parents
- v. Respect for Human Life (Do not Kill)
- vi. Keep the Purity of the Heart and Body (Do not commit Adultery)
- vii. Respecting the property of others (Do not steal)

- viii. Love for truth and Respect for the good name of others
- ix. Purity in thought and desire (Do not covet thy neighbor's wife)
- x. Not to desire the goods/property of others (Do not covet thy neighbor's goods)

2. Observance of the Commandments of the Church:

- i. To attend Holy Mass on Sundays and holy days of obligation.
- ii. To go to Confession (Sacraments of Reconciliation) and Receive Holy Communion frequently or at least once a year.
- iii. To go to Confession and Receive Holy Communion during Lent and Easter
- iv. To keep holy, the holy days of obligation:
 - * January 1 - Solemnity of Mary, Mother of God
 - * December 8 - Solemnity of the Immaculate Conception
 - * December 25 - Solemnity of the Birth of Our Lord, Jesus
- v. To observe the prescribed days of fasting and abstinence
 - * Fasting and abstinence: Ash Wednesday and Good Friday
 - * Abstinence: Ash Wednesday and Good Friday and all Fridays of the Lenten season

3. Honoring/Celebrating Special Feasts in the Philippines:

- i. September 28 - Feast of San Lorenzo Ruiz, the first Filipino Saint
- ii. 3rd Sunday of January - Santo Niño
- iii. April 2 - Feast of San Pedro Calungsod

4. Participation in the Lenten and Easter Celebrations:

- i. Ash Wednesday - Imposition of Ashes
- ii. Palm Sunday - Hosanna/Entrance of Jesus at Jerusalem
- iii. Holy Thursday - Last Supper/Institution of the Holy Eucharist
- iv. Good Friday - Seven Last Words/Adoration of the Cross
- v. Easter Vigil
- vi. Easter Sunday Eucharistic Celebration

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

DOCTOR OF PHILOSOPHY IN EDUCATION (Ph.D.)

COURSE NUMBER	DESCRIPTIVE TITLE	UNIT(S)
A. CORE COURSES (18 units)		
Educ. 300	Methods of Research	6
	Quantitative Methods	(3)
	Qualitative Methods	(3)
Educ. 301	Advanced Philosophical Foundations of Education	3
Educ. 302	Advanced Psycho-Socio Foundations of Education	3
Educ.303	Advanced Statistics	3
Educ. 304	Global Perspectives in Educational Management	3
B. MAJOR COURSES (24 units)		
DPE 300	Human Relations in Administration	3
DPE 301	HR Management and Professional Development	3
DPE 302	Leadership Behavior	3
DPE 303	Comparative Education	3
DPE 304	Financial Management	3
DPE 305	School Legislation	3
DPE 306	Executive Development	3
DPE 307	Systems Analysis	3
DPE 308	Issues and Challenges in Education	3
C. COGNATE (6 units)		
DPE 309	Management Ethics and Moral Issues	3
DPE 310	Managerial Decision-Making	3
DPE 311	Change and Crisis Management	3
D. Foreign Language/Computer Applications		6
E. Dissertation Seminar		3
F. Written Comprehensive Examination		
G. Dissertation Writing		12
TOTAL NUMBER OF UNIT(S)		6

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Major in Educational Management

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. REQUIRED COURSES (9 Units)		
Educ. 200	Advanced Methods of Educational Research	3
Educ. 202	Advanced Foundation of Education	3
Educ. 202	Statistics	3
B. MAJOR COURSES – MAJOR FIELD (15 Units)		
EDM 200	Essential of Educational Management	3
EDM 201	School Finance and School Laws	3
EDM 202	Human Resource Development	3
EDM 203	Management the School System	3
EDM 204	Problem Issues and Trends in Education	3
EDM 205	Human Behavior in Organization	3
EDM 206	Organization and Management	3
EDM 207	Curriculum Development	3
C. COGNATE (9 Units)		
EDM 208	Effective Communication	3
EDM 209	Alternative Delivery Mode	3
EDM 210	Filipino Psychology	3
EDM 211	Philosophy of Man	3
D. Thesis Seminar		3
E. Written Comprehensive Examination		3
F. Thesis Writing (A,B,C,D)		6
	Total Number of Unit(s)	42

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Major in English

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. FOUNDATION COURSES (9 Units)		
Educ. 200	Advanced Methods of Educational Research	3
Educ. 201	Advanced Foundation of Education	3
Educ. 202	Statistics	3
B. MAJOR COURSES – MAJOR FIELD (15 Units)		
ENG 200	Structures in English*	3
ENG 201	Teaching English as a Second Language*	3
ENG 202	Phonology of English	3
ENG 203	Descriptive Linguistics	3
ENG 204	Language Assessment	3
ENG 205	Current Issues and Innovation in Teaching English	3
ENG 206	The Teaching of Reading with focus on Remedial Instruction	3
ENG 207	Sociolinguistics	3
ENG 208	The Teaching of Literature	3
ENG 209	English for Academic	3
ENG 210	Integrating Educational Technology in Teaching of English	3
C. COGNATE COURSES (9 Units)		
Any three subjects to be taken from the Major Courses(B)		
D. Thesis Seminar		3
E. Written Comprehensive		
F. Thesis Writing (A,B, C, D)		6
Total Number of Unit(s)		42

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Major in Filipino

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. FOUNDATION COURSES (9 Units)		
Educ. 200	Mga Pamamaraan ng Pananaliksik	3
Educ. 201	Batayang Sikolohikal-Sosyolohikal ng Edukasyon	3
Educ. 202	Mga Pamamaraang Istatistika sa Edukasyon	3
B. MAJOR COURSES (15 Units)		
FIL 200	struktura ng Wikang Filipino	3
FIL 201	Ang Pagtuturo ng Filipino Bilang Pangalawang Wika	3
FIL 202	Panimulang Palarawang Linggwiska	3
FIL 203	Ang pagbuo ng Pagtatayang Wika	3
FIL 204	Seminar sa mga Bagong Kalakaran at mga Isyu sa Pagtuturo ng Filipino	3
FIL 205	Kasaysayan ng PAnitilang Filipino	3
FIL 206	Mga Bukod-Tangi at Modernong Panitikan ng Pilipinas	3
FIL 207	Mga Dula at Panulaang Filipino	3
FIL 208	Pahambing at Pagsusuring Panlinggwistika	3
FIL 209	Pagtuturo ng Agham Panlipunan na Gamit ang Filipino Bilang Medyum	3
FIL 210	Pamamahayag Pampaaralan/Sosyal Linggwistika	3
C. Eliktib (9 Units)		
Any three subjects to be taken from Major Courses (B)		
D. Seminar sa Paghahanda at Pagsulat ng Tesis		3
E. Pagsulat sa Komprehensibong EKsaminasyon		
F. Tesis (A,B,C,D)		6
Total Number of Unit(s)		42

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Major in Guidance Counselling

COURSE NUMBER	DESCRIPTIVE TITLE	UNIT(S)
A. REQUIRED COURSES (9 Units Required)		
Educ. 200	Advanced Methods of Educational Research	3
Educ. 201	Advanced Foundation of Education	3
Educ. 202	Statistics in Psychology and Education	3
B. MAJOR COURSES (15 Units Required)		
GUID 200	Philosophical Psychological, and Sociological Foundation of Guidance	3
GUID 201	Psychological Testing	3
GUID 202	Counseling Theories, Tools and Techniques	3
GUID 203	Organization and Management of Guidance	3
GUID 204	Program Development	3
GUID 205	Career Guidance	3
GUID 206	Group Procedures	3
GUID 207	Advanced Human Development	3
GUID 208	Guidance in Mental Health	3
GUID 209	Principles and Practices in Guidance and Counseling	3
GUID 210	Practicum in Counseling	3
C. COGNATE COURSES (9 Units Required)		
Any three subjects to be taken from Major Courses (B)		
D. Thesis Seminar		3
E. Written Comprehensive		
F. Thesis Writing		6
Total Number of Unit(s)		42

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Major in Religious and Values Education (with Thesis)

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
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A. REQUIRED COURSES (9 Units Required)

Educ. 200	Advanced Methods of Educational Research	3
Educ. 201	Philosophy of Man	3
Educ. 202	Statistics	3

B. CORE COURSES (6 Units Required)

REV 200	Christology	3
REV 201	Ecclesiology	3

C. MAJOR COURSES (24 Units Required)

REV 202	Religious and Values Education I (Psycho-Spiritual and Values Development Theories)	3
REV 203	Religious and Values Education II (Curriculum Design of Religious and Values Education Program)	3
REV 204	Religious and Values Education III (Approaches and Methods in Religious and Values Education)	3
REV 205	Scriptures (Old and New Testaments)	3
REV 206	Revelation and Faith	3
REV 207	Catholic Morality (Creed and Commandments)	3
REV 208	Catholic Worship (Liturgy and Sacraments)	3
REV 209	Seminars and Disciplines for Teachers of Religious And Values Education (with Practicum/Exposure)	3

D. Thesis Seminar		3
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E. Written Comprehensive

F. Thesis Writing		6
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Total Number of Unit(s)	48
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COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER BUSINESS ADMINISTRATION (M.B.A.)

COURSE NUMBER	DESCRIPTIVE TITLE	UNIT(S)
A. REQUIRED COURSES (9 Units Required)		
B.A. 200	Business Research Methods	3
B.A. 201	Business Policy	3
B.A. 202	Statistics in Business Research	3
B. Major Subjects (15 Units Required)		
B.A. 203	Organization and Management in Business Enterprise	3
B.A. 204	Organization and Management	3
B.A. 205	Management Planning and Control	3
B.A. 206	Financial Management	3
B.A. 207	Business Administration	3
B.A. 208	Project Development and Management	3
B.A. 209	Management and Accounting	3
C. COGNATE COURSES (9 Units)		
B.A. 210	Marketing Strategy	3
B.A. 209	Effective Communication	3
B.A. 209	Ethics and Accountability in Business	3
B.A. 209	Management of Small and Medium Scale Business Enterprises	3
B.A. 209	Project Evaluation and Impact Assessment	3
D. Thesis Seminar		3
E. Written Comprehensive Examination		3
F. Thesis Writing (A,B,C,D)		6

Total Number of Unit(s) **42**

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER IN PUBLIC ADMINISTRATION (M.P.A.)

Major in Local Government Administration
(Thesis Program)

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. REQUIRED COURSES (9 Units)		
P.A. 200	Research Methods in Public Administration	3
P.A. 201	Theory Practice in Public Administration	3
P.A. 202	Statistical Methods for Social Science	3
B. Major Subjects (30 Units)		
P.A. 203	Organization and Management	3
P.A. 204	Non- Building, Socio Economic Development and Public Administration	3
P.A. 205	Public Fiscal Administration	3
P.A. 206	Human Behavior in Organization	3
P.A. 207	Human Resource Development	3
P.A1 208	Project development and Management	3
P.A. 209	Project Evaluation and Impact Assessment	3
P.A1 209	Local Fiscal Administration	3
P.A1 210	Organizational Management Of Local Government Unit	3
P.A1 211	People Empowerment	3
P.A1 212	Public Policy and Program	3
P.A1 213	Executive Development	3
C. Thesis Seminar		3
E. Written Comprehensive Examination		
F. Thesis Writing		6
Total Number of Unit(s)		48

COLEGIO DE LA PURISIMA CONCEPCION
The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER IN PUBLIC ADMINISTRATION (M.P.A.)

Major in Human Resource Management
(Thesis Program)

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. REQUIRED COURSES (9 Units)		
P.A. 200	Research Methods in Public Administration	3
P.A. 201	Theory Practice in Public Administration	3
P.A. 202	Statistical Methods for Social Science	3
B. Major Subjects (30 Units)		
P.A. 203	Organization and Management	3
P.A. 204	Non- Building, Socio Economic Development and Public Administration	3
P.A. 205	Public Fiscal Administration	3
P.A. 206	Human Behavior in Organization	3
P.A. 207	Human Resource Development	3
P.A2 208	Public Personnel Administration Organization and Staffing and	3
P.A2 209	Development	3
P.A2 210	Effective Communication	3
P.A2 211	Development Perspective	3
P.A2 212	Management Planning and Control	3
P.A2 213	Executive Development	3
C. Thesis Seminar		3
E. Written Comprehensive Examination		
F. Thesis Writing		6
Total Number of Unit(s)		48

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER IN PUBLIC ADMINISTRATION (M.P.A.)

Major in Local Government Administration
(Non-Thesis Program)

COURSE NUMBER	DESCRIPTIVE TITTLE	UNIT(S)
A. REQUIRED COURSES (9 Units)		
P.A. 200	Research Methods in Public Administration	3
P.A. 201	Theory Practice in Public Administration	3
P.A. 202	Statistical Methods for Social Science	3
B. Major Subjects (15 Units)		
P.A. 203	Organization and Management	3
P.A. 204	Management Planning and Control	3
P.A. 205	Public Fiscal Administration	3
P.A. 206	Public Personnel Administration	3
P.A. 207	Seminar on Local Government Administration	3
C. AREA OF SPECIALAZATION (18 Units Requirement)		
P.A. 208	Project Development and Management	3
P.A. 209	Local Fiscal Administration	3
P.A. 210	Organization and Management Of Local Government Units	3 3
P.A. 211	Administrative Laws	3
P.A. 212	Seminar on Effective Leadership	3
P.A. 213	Seminar on Scientific Writing	3
D. SCIENTIFIC PAPER OUTPUT PRESENTATION		
	Total Number of Unit(s)	42

COLEGIO DE LA PURISIMA CONCEPCION

The Catholic School of the Archdiocese of Capiz
Roxas City

SCHOOL OF GRADUTE STUDIES

MASTER IN PUBLIC ADMINISTRATION (M.P.A.)

Major in Human Resource Management
(Non-Thesis Program)

COURSE NUMBER	DESCRIPTIVE TITLE	UNIT(S)
A. REQUIRED COURSES (9 Units)		
P.A. 200	Research Methods in Public Administration	3
P.A. 201	Theory Practice in Public Administration	3
P.A. 202	Statistical Methods for Social Science	3
B. Major Subjects (15 Units)		
P.A. 203	Organization and Management	3
P.A. 204	Management Planning and Control	3
P.A. 205	Public Fiscal Administration	3
P.A. 206	Public Personnel Administration	3
P.A. 207	Seminar on Local Government Administration	3
D. AREA OF SPECIALAZATION (18 Units Requirement)		
P.A. 208	Human Behavior in Organization	3
P.A. 209	Human Resource Development	3
P.A. 210	Effective Communication	3
P.A. 211	Seminar on Effective Leadership	3
P.A. 212	Public Policies and Program	3
P.A. 213	Executive Development	3
D. SCIENTIFIC PAPER OUTPUT PRESENTATION		
	Total Number of Unit(s)	42

THE CPC ONLINE INFORMATION/ REGISTRATION SYSTEM (OSIRIS)

Online Student Information and Registration System (OSIRIS) is the online registration system of the College which allows the student to enlist the subjects to be enrolled every semester. View their grades and account.

Username and Password

In the first payment upon enrolment/registration, the student will receive the username and password generated by the system and printed in the official receipt.

The username will be used all throughout his/her stay in the College. However, the password change every semester. In cases where the student cannot remember his/her password, they can request for a new one at the Bursar's Office.

The (uniform resource locator) URL, e.g. http://122.54.138.67/osiris_cpc, upon which they can access the OSIRIS System is also provided on that same receipt.

Features of the System

The Osiris account of every student contains the following:

1. Student name and Status.
2. Prospectus – views the subjects taken by the student with the corresponding grades.
3. Account – views the current assessment and payments made by the students.
4. Enlist – allows the student to enlist subjects to be enrolled and **MUST** be **APPROVED** by the Dean
6. Change Password – this allows the student to change the password generated by the system.
7. Log Out – it requires student to logout from their account every time he/she used it.

COLEGIO DE LA PURISIMA CONCEPCION
SCHOOL OF GRADUATE STUDIES

Government Permits and Recognition:

Doctor of Philosophy in Education
CHED Government Recognition No. 026 Series of 1998

Master of Arts in Education
Major in Educational Management CHED
Government Recognition No. 26 Series of

1968 Master of Arts in Education

Major in Filipino

Major in English

CHED Government T. Permit No. 428-R-2s Series of 1978

Master of Arts in Education

Major in Guidance and Counseling

CHED Government Recognition No. 26 Series of 1968

Master of Arts in Education

Major in Religious and Values Education

CHED 3rd. Endorsement April 26, 2014

Master in Public Administration

CHED Government Recognition No. C-R-17 Series of 1996

Master of Business Administration

CHED Government Recognition No. C-R-17 Series of 1996

Past Deans (to the Present):

Dr. Carmen F. Rodil (1963-1965)

Dr. Jesus A. Esplanada (1965-1968)

Dr. Domingo F. Nolasco (1968-1975)

Dr. Domingo S. Noval (1992-1997)

Dr. Ryan M. Cargando (1997-2000)

Dr. Felisa P. Javier (1975-1992 / 2000-2011)

Rev. Fr. Glenn B. Baes, Ed.D. (2012-2015)

Dr. Nenita A. Beluso (2015- to the present)

CPC SCHOOL OF GRADUATE STUDIES

PROGRAM OF STUDY MONITORING SHEET

Last Name		First Name		Middle Name	
Monthly/Year of Entry		Program		Major	
Student Number		Thesis Program		Non-Thesis Program	

COURSE NO.	DESCRIPTIVE TITLE	UNIT	Semester/Year	GRADE	PROFESSOR
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BASIC FOUNDATION COURSES:

MAJOR COURSES

COGNATE/ELECTIVES/CORE/REQUIRED COURSES

	Dissertation/Thesis Seminar				
	Written Comprehensive Examination				
	Dissertation/Thesis Writing A,B	3			
	Dissertation/Thesis Writing C,D	3			

SCHOOL TELEPHONE DIRECTORY

CPC Calipayan Campus
TRUNKLINE – 6210-278

CPC Arnaldo Blvd. Campus
TRUNKLINE – 6214-19

CPC Main Campus
TRUNKLINE- 6211-882/552-9730
621-2192

LOCAL

- 101 - Operator
- 102 - Student Affair
- 103 - High School

- 104 - Accounting
- 105 - Accounting
- 106 - Registrar
- 107 - Sports

- 108 - Canteen
- 109 - Alumni

- 110 - College of Arts and Sciences
- 111 - Office of the Quality Assurance
- 112 - CAT Office

- 113 - ROTC Office

- 114 - Clinic
- 115 - GEC Office
- 116 - College of Criminal Justice

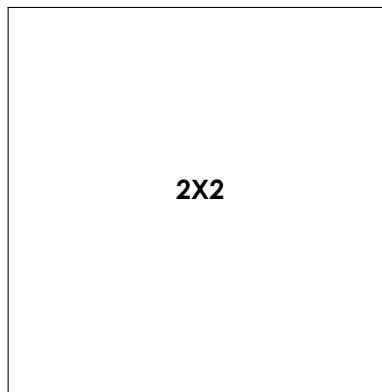
- 117 - Bursar
- 118 - Guard
- 119 - FAX Machine
- 200/201 - Finance Office

- 202 - HRDO
- 203 -Office of the Director for Academics
- 204 -Office of the Director for Administrative
- 205 -Office of the Rector
- 206 -Supply Office
- 207 -Mini-Hotel Laboratory
- 208 -College of Business and Management
- 209 -GENYO laboratory (HS)
- 210 -Guidance Services Center
- 211 -Office of the Cultural Affairs
- 212 -High School Library
- 213 -College Library
- 309 -HRM Function Room
- 310 -Priests' Quarter
- 311 -Office of the Perfect Discipline (HS)

LOCAL

- 0 - Operator
- 102 - Campus Ministry
- 103 - College of Eng./Tech
- 104 - Theology Depart.
- 105 - Bursar
- 106 - CRESSA/Extension
- 107 - College of Maritime Eng.
- 108 - QMR
- 109 - College of Education
- 110 - IT Department
- 111 - Clinic
- 112 - Electrical Engr. Office
- 113 - Guidance Services Office
- 114 - Civil Engr. Depart.
- 116 - Library
- 121 - Elementary Department Office
- 122 - Pre-School Depart.
- 123 - Marketing/ROTC
- 124 - Guard
- 6215331 -School of Graduate Studies/ College of Law

CPC SGS STUDENT PERSONAL DATA SHEET



Student I.D. No.: _____

COMPLETE NAME: _____

First Name Middle Name Last Name

SCHOOL LAST ATTENDED: _____

YEAR OF ENTRY AT CPC: S.Y.: _____ SEMESTER: _____

BIRTHDAY: _____ BIRTH PLACE: _____

HOME ADDRESS: _____

TELEPHONE NO. (Home): _____

MOBILE NO.: _____ EMAIL ADDRESS: _____

IN CASE OF EMERGENCY PLEASE CONTACT:

NAME: _____

ADDRESS: _____

CONTACT NO.: _____

**COLEGIO DE LA PURISIMA CONCEPCION The Catholic
School of the Archdiocese of Capiz Roxas City**

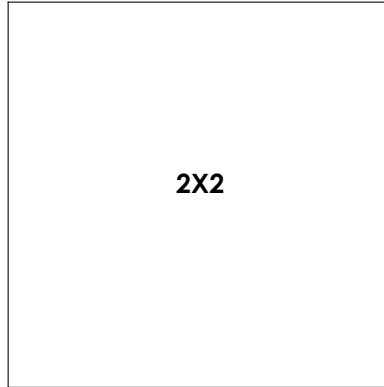
SCHOOL OF GRADUATE STUDIES

ACKNOWLEDGEMENT

I, _____ a
bonifide student of CPC SGS have carefully read and fully
understood the contents of this student Manual. During my
stay in this school, I hereby to abide by the rules, regulations
and policies set forth by the authorities of CPC.

Signature of Student

CPC SGS STUDENT PERSONAL DATA SHEET



Student I.D. No.:_____

COMPLETE NAME: _____
First Name Middle Name Last Name

SCHOOL LAST ATTENDED: _____

YEAR OF ENTRY AT CPC: S.Y.: _____ SEMESTER: _____

BIRTHDAY: _____ BIRTH PLACE: _____

HOME ADDRESS: _____

TELEPHONE NO. (Home): _____

MOBILE NO.: _____ EMAIL ADDRESS: _____

IN CASE OF EMERGENCY PLEASE CONTACT:

NAME: _____

ADDRESS: _____

CONTACT NO.: _____

COLEGIO DE LA PURISIMA CONCEPCION
The Catholic School of the Archdiocese of Capiz Roxas
City

SCHOOL OF GRADUATE STUDIES

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Bonfide student of CPC SGS have carefully read and fully
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Signature of Student

