



THE MANILA TYTANA COLLEGES

Student Manual

Senior High School

2019 Edition

2019 Edition

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All policies, rules and regulations of this Manual shall remain effective and enforceable unless revoked or superseded but shall not affect the validity of those not affected.

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I. MESSAGES

Message from the President and Chief Academic Officer

To our students, welcome to Manila Tytana Colleges!

Education is a continuous phase of growth for every student. This Student Manual has been prepared to guide you in your academic and social life at Tytana. It provides important information that you will need throughout your stay in Tytana. Treat and use it as one of your reliable guides.

This Student Manual tackles your opportunities for development in school – from the academic to extra-curricular areas. It indicates details about our School's academic standards, rules, and requirements. It sets disciplinary rules that help shape you as an individual and as part of our community. Your opportunities for developing your skills and interests in school are suggested here.

Aside from this Student Manual, your advisers, teachers, and school officers are there to help you. Seek their advice and ask for clarification on matters which you are uncertain about. We make sure that the effort and time you spend on consulting will be worthwhile.

By using this Student Manual and asking for support, you will have a grasp of what to expect, what means and goals may be sought, and how you can enjoy your student life.

I hope your stay at Tytana will be a fruitful and rewarding experience.

SERGIO S. CAO, PhD

Message from the Principal

Warmest greetings from Tytana Senior High!

As a model institution of higher learning, producing scholars and professionals for national and global endeavors through values-driven progressive education founded on the culture of excellence and nurturance, Manila Tytana Colleges started offering senior High School in response to the full implementation of K-12. Being the educational arm of the Metrobank Group of Companies, one of the largest financial conglomerates in the country, Tytana provides greater opportunities and advantages through industry exposure and teaching-learning experiences by industry experts.

Living its thrust of being COMMITTED in the promotion of quality education and in all endeavors as an institution, we actively collaborate with our dear parents and guardians who entrusted their children to us. We appreciate an open line of communication between and among our students, parents and guardians to ensure that every aspect of student life is facilitated smoothly and beautifully.

The Student Manual is a means to guide all our students in the fulfillment of an enriching campus life. Consider the manual as a reference to create a memorable place of learning instrumental to the attainment of a dynamic SHS experience delivered the Tytana way.

OFELIA MALLABO-MUTAS, LPT, MLit

II. THE TYTANA WAY

Manila Tytana Colleges or Tytana /'tee-ta-na/, the educational arm of the Metrobank Group, has carried on a tradition of academic excellence since 1975. Transforming generations into professionals with a strong sense of work ethics, it continues to break new grounds to stay ahead in an ever-changing world.

Humble Beginnings

As of June 2019

Founded and formally inaugurated during the 19th anniversary celebration of Manila Doctors Hospital (MDH) in 1975 and first known as the Manila Doctors Hospital School of Nursing, the College was originally located at the fourth floor of the Manila Doctors Hospital along United Nations Avenue in Manila. Its founding members include Dr. Ambrosio Tangco, Dr. Gonzalo F. Austria, Dr. Fidel Estrada, Dr. Jose Villanueva and then members of the Board of Directors of MDH. Mrs. Cristeta T. Patajo was the first principal.

The College initially offered a three-year graduate Nursing program. In 1978, a permit to offer the four-year Bachelor of Science in Nursing and Bachelor of Science in Liberal Arts programs was granted by the then Department of Education, Culture and Sports (DECS).

A major milestone was marked in the College's history when the Metrobank Foundation Inc. acquired control of the Manila Medical Services, Inc. in February 1979. With the takeover, a new set of hospital directors was elected, headed by Dr. George S.K. Ty as Chairman and Mr. Edgardo Espiritu as President.

On February 14, 1980, the College was renamed Manila Doctors College as the status was granted as a reflection of its varied program offerings, which included Bachelor of Science in Nursing, Bachelor of Science in Psychology, Bachelor of Science in Zoology, and a two-year certificate program in Pulmonary Therapy.

In September of 1993, the College was registered as a non-stock corporation with the Securities and Exchange Commission (SEC). The Articles of Incorporation was amended in August 2013, and was approved by the SEC in March 2014.

In 1995, the Nursing program was accorded Level I Accreditation by the Federation of Accrediting Agencies of the Philippines (FAAP) by virtue of the authority granted by the then DECS, having satisfactorily met the standards and fulfilled the requirements of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU). In April 2002, the College formally earned the Level II Accreditation from PAASCU.

The boom in nursing education paved the way for the expansion of the College. As a newly-organized management prepared for the influx of students, efforts were conscientiously taken to maintain the quality of education. As enrollment steadily grew, the College adhered to academic standards imposed by both private accrediting bodies and concerned government agencies. As a result, the Commission on Higher Education (CHED) granted full Deregulated Status to the College in October 2003.

On November 12, 2004, the College inaugurated its new campus along President Diosdado Macapagal Boulevard in Pasay City. A year later, the Doña Tytana Tower was built. The new seven-storey facility was inaugurated during the College's 30th anniversary celebration, November 18, 2005.

Having carved its niche in the nursing education producing topnotchers and consistently posting an above average performance in the Nurse Licensure Examination (NLE), the College now positions itself as a provider of high quality education in the Philippines. In addition to Nursing, the College also offers Psychology and certificate program in caregiving, and short course in foreign language and culinary arts.

In 2008, the College opened the Bachelor of Science in Holistic Nutrition with Culinary Arts, the first of its kind in the Philippines to combine nutrition and culinary arts in one academic program. The Nursing program, on the other hand, was granted Level II Re-accreditation by the PAASCU. A year after, recognizing the demand of the industry and high school students, the College welcomed its first batch of Bachelor of Science in Hotel and Restaurant Management students, and in 2010, the first batch of Bachelor of Science in Information Technology. The same year, the Psychology program was accorded Level I Accreditation by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

In 2011, the College opened new business programs – Accountancy, Entrepreneurship and Business Administration with majors in Business Economics, Financial Management, Operations Management, Marketing Management, and Human Resource Development Management, housed under the newly-established College of Accountancy and Management (CAM).

The Psychology program was accorded Level II Accreditation by PACUCOA in 2013, and Level III in 2015. The following year, Tytana welcomed its first batch of Bachelor of Science in Tourism Management students. Tytana created the Center for Hospitality Management to offer the Tourism Management, and Hotel and Restaurant Management programs. In 2015, the College opened the Bachelor of Arts in Communication program, and Senior High School. In 2016, the BSHRM and BSHNCA were granted Level I Accreditation by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

A New Brand of Academic Excellence

In 2010, as a critical part of the thrust of breaking new grounds, Manila Doctors College transformed into Manila Tytana Colleges in pursuit of the vision of the school. The College's then Honorary Chairman and Metrobank Group of Companies Chairman, Dr. George S.K. Ty, dedicated the institution to his late mother, Doña Victoria Ty-Tan (Doña Tytana) as part of his legacy to the Filipino people and in the best tradition of the Filipino's highest regard and respect for motherhood. The same year, the new name was registered with the Securities and Exchange Commission (SEC), while the operative date of use was set to June 1, 2011.

The College of Nursing, retaining the name of the College, is now called Manila Doctors College of Nursing.

Manila Tytana Colleges honors its commitment to provide a broad and liberal education, to develop the potential of each student, to guide them towards the attainment of their goals, and to prepare them to become responsive to the needs of society. Transforming generations of students into professionals with a strong sense of work ethics, it continues to break new grounds while deeply-rooted to its values and traditions.

Presidents

Mr. Edgardo B. Espiritu	1979 – 1989
Mr. Jose G. Araullo	1990 – 1992
Dr. Placido L. Mapa, Jr.	1993 – 2003
Mr. Aniceto M. Sobrepeña	2004 – 2008
Mrs. Theresita O. Turla	2008 – 2011
Dr. Sergio S. Cao	2011 – present

Doña Victoria Ty-Tan

Doña Tytana or "Amah", as she was known to family and friends, was born in Nan An Fujian, China on June 12, 1908. She came to the Philippines with her children in December 1946, to join her husband Don Norberto Ty, who has already built several successful enterprises in the country.

Doña Tytana dedicated her life to supporting her husband and taking care of her children, among them George S.K. Ty, who founded Metrobank with the family's support. A woman of vision and strength, her intelligence was complemented by a natural business sense. She supported the family's various socio-civic projects, particularly through the Ty Family Association and the Yong Zhun Hometown Association.

Having been bred in the traditional values of thrift, honesty, industry and hard work, she made sure

these values were passed on to her children. She instilled in them the importance of promptness, and of being a role model to those they work with. She took pride in her children's achievements and inspired them to achieve greater heights.

Doña Tytana passed away on September 14, 2006 at the age of 98.

From the Doña Tytana Bust

Born in Fujian, Doña Victoria Ty-Tan (Doña Tytana) had lived in China before she moved with her spouse Don Norberto Ty, and with her children to Manila, Philippines in 1946. She lived with perseverance, dedication to her family, and generosity to others. Her prudence, persistence and discipline have become sources of inspiration and strength so that the Ty family's businesses and socio-civic work continue to flourish to this day.

It is after Doña Tytana that her son, Dr. George S. K. Ty, founder of Metrobank, named Manila Tytana Colleges. Dr. Ty dedicated the institution to his late mother in the spirit of the Filipinos' high regard for motherhood. The memory of Doña Tytana is enshrined in this work and in the remembrance of Manila Tytana Colleges' students, alumni, faculty, staff and communities.

Vision

A model institution of higher learning, producing scholars and professionals for national and global endeavors through values-driven progressive education founded on the culture of excellence and nurturance.

Mission

1. Provide holistic formation of the individual by harnessing one's optimum potential, utilizing a broad range of knowledge from various behavioral, social, natural and physical sciences, and the arts.
2. Direct student programs, services and activities that meet national and global standards for health care, arts and sciences, business, technology and other disciplines.
3. Pursue excellence in research & development, and inter-institutional linkages.
4. Promote social responsibility as a way of life.
5. Cultivate a culture of governance that promotes the values of integrity, teamwork and good citizenship.
6. Maintain a viable educational institution to ensure the delivery of quality education and student services.

Objectives

As an academic institution of higher learning, the College aims to:

1. Provide students with a broad liberal education in forming holistic human beings.
2. Discover and develop potentials and capacities of students for professional competence.
3. Guide students towards the attainment of their goals anchored on a spirit of concern for others.
4. Prepare students to function as worthy and self-reliant individuals responsive to the needs of the society.

The 6 Cs: The Educational Thrusts of Tytana

True to its vision to be an institution of higher learning in health and other disciplines and center of total human development founded on the culture of excellence and nurturance, Tytana provides programs, services, and facilities that prepare students to become globally-competitive professionals. Thus, the educational thrusts of Tytana revolve around six core qualities that make a Tytana graduate stand out from the rest of the field, anywhere in the world.

Caring

(Warm, Congenial, Empathic, Nurturing)

Responds selflessly to the needs of others and treats people with kindness, concern and generosity. Treats other people with care by being fair, consistent and respectful. Provides prompt, effective, and personalized services. Adapts approaches to understand and meet different needs and concerns, and evaluates the degree to which these needs are met.

Competent

(Achievement-oriented, Quality-driven, Decisive, Conscientious)

Qualified or professionally-adequate in performing duties. Demonstrates breadth, depth, and leadership in own area of expertise. Maintains up-to-date knowledge of concepts and practices related to area of work. Produces useful and timely outputs relevant to the task at hand, thus contributing to the attainment of established objectives. When appropriate, mentors colleagues.

Committed

(Rule-conscious, Dutiful, Deferent, Task-oriented, Enduring)

Advocates and adheres to highest ethical standards through ethical behavior. Upholds Tytana's reputation by exemplifying honesty and integrity in professional and personal conduct. Establishes, maintains, and increases trust. Complies with rules in the workplace.

Creative

(Resourceful, Innovative, Experimenting, Curious)

Has the ability to bring ideas to life, and further accumulate knowledge. Open to innovation. Constructively challenges the status quo and suggest ways to improve work processes. Builds networks with others for the effective communication and exchange of knowledge and feedback. Develops new skills and abilities in response to new and evolving demands.

Culture-Adaptive

(Receptive, Flexible, Emotionally-Stable, Versatile)

Functions well within different and changing social and professional environments. Commits to workgroup goals and works effectively with individuals of different cultures and philosophies. Develops collaborative relationships both within and outside the workplace. Fosters a positive environment and manages conflict. Is persuasive and communicates workgroup goals clearly and consistently. Seeks or offers help when needed and acknowledges others' contributions.

Having imbibed a CARING attitude and being COMPETENT, COMMITTED, CREATIVE and CULTURE-ADAPTIVE, a Tytana graduate is thus equipped with what it takes to have a COMPETITIVE ADVANTAGE.

Statement of Commitment

We dedicate ourselves to the service of the Tytana community. With a deep sense of commitment, we pledge to effectively perform our roles, duties and responsibilities and uphold the values of patriotism, human respect and dignity as we interact and respond to the needs of the individual, the family, the community and society as a whole, while bearing witness to the vision and mission of the College.

Thus, it is our desire to share, nurture and promote the arts and the sciences, both sacred and civil, imbibe and nourish a high regard for truth, excellence and beauty and make use of our resources in shaping the future.

Symbol

The Torch represents the College's continuing search for knowledge and truth, illuminating young minds through well-rounded and value-laden education.

The Book represents learning which now goes beyond nursing and healthcare. It has expanded to include such diverse fields as the arts and sciences, as well as business and finance.

The Laurel Wreath represents the College's driving emphasis on excellence in various fields – excellence achieved by maintaining high standards of instruction supported by upgraded facilities and core competencies.

The Shield is a symbol of tradition in academic heraldry and refers to the College as the guardian of education and the future.

The Circle represents the College's holistic, well-rounded, and values-driven approach to teaching and learning.

The Color Green represents growth – not just of the students as individuals but as part of society. The supporting colors of blue and gold denote unity and academic excellence.



Tytana Titans

According to Greek mythology, the Titans were a race of primordial, powerful deities that ruled during the legendary Golden Age. The Titans were created by Gaea, the goddess of the Earth and Uranus, the god of Heaven. Gaea and Uranus became the first divine couple of the World.

As personified in Greek mythology, the Titans were known to possess the following qualities – leadership, devotion, dedication, humility, caring, prudence, discipline, hard work and patience. Similarly in education, they were known to give premium to learning by being the first teachers of the science of numbers, and all the women's arts like weaving, cooking, and spinning.

The familiar name and the large size of the Titans have made them dramatic figures suited to the qualities of a home grown Tytana graduate who would passionately strive to become Titans as bearers of excellence, protectors of life and lovers of peace.



Tytana Hymn

Glory to our Alma Mater,
Hail to laurels past and present!
We uphold our tradition of values
In excellence and integrity.

We are all your sons and daughters
Carrying the torch of your knowledge
As we live in an ever-changing world
Whose challenges we bravely face.

(Chorus) Manila Tytana Colleges
O, home of light and learning!
We raise high the banner of green
For our noble MTC.

Glory to our Alma Mater,
The Hall of Holistic Formation.
We move onward, strong and free
Living life – the greatest gift of all.

(Chorus) Manila Tytana Colleges
O, home of light and learning!
We raise high the banner of green
For our noble MTC.

Raising high your banner of green,
For our noble MTC!

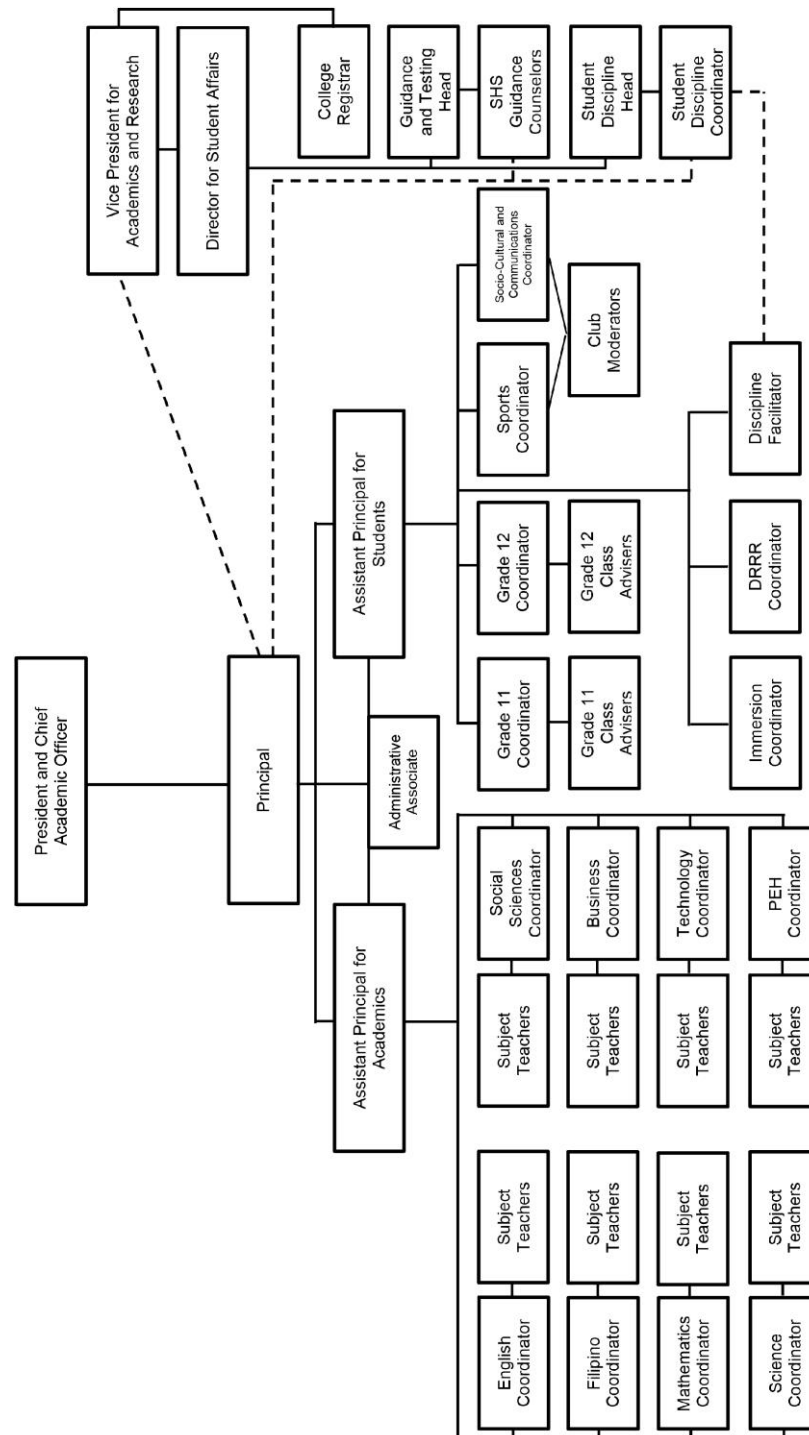
Supplication Prayer

The Tytana Supplication Prayer is recited after prayers in school activities and functions.

Leader: May we become instruments of God's unwavering love, immeasurable wisdom, in
 our commitment to serve humanity.

Response: Through your grace, today and forever!

III. Senior High School Organizational Structure



IV. ACADEMICS TRACKS

SCIENCE, TECHNOLOGY, ENGINEERING, and MATHEMATICS STRAND (STEM) GRADE 11

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
Oral Communication	80	4	Reading and Writing	80	4
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	80	4	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	80	4
General Mathematics	80	4	Statistics and Probability	80	4
Earth Science	80	4	Understanding Culture, Society & Politics	80	4
Personal Development	80	4	Disaster Readiness & Risk Reduction	80	4
Physical Education and Health 1	20	1	Physical Education and Health 2	20	1
Applied Track 1: Empowerment Technologies	80	4	Applied Track 2: Practical Research 1	80	4
Specialization 1: General Chemistry 1	80	4	Specialization 2: General Chemistry 2	80	4
			Elective 1: Platform Technologies	80	4
TOTAL	580	29	TOTAL	660	33

SCIENCE, TECHNOLOGY, ENGINEERING, and MATHEMATICS STRAND (STEM)
GRADE 12

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
21 st Century Literature from the Philippines and the World	80	4	Contemporary Philippine Arts from the Regions	80	4
Introduction to Philosophy of the Human Person	80	4	Media and Information Literacy	80	4
Physical Education and Health 3	20	1	Physical Education and Health 4	20	1
Applied Track 3: Practical Research 2	80	4	Applied Track 6: Inquiries, Investigations, and Immersion	80	4
Applied Track 4: English for Academic and Professional Purposes	80	4	Applied Track 7: Filipino sa Piling Larang (Akademik)	80	4
Applied Track 5: Entrepreneurship	80	4	Specialization 6: General Biology 2	80	4
Specialization 3: General Biology 1	80	4	Specialization 7: General Physics 2	80	4
Specialization 4: General Physics 1	80	4	Specialization 8: Basic Calculus	80	4
Specialization 5: Pre-Calculus	80	4	Specialization 9: Work Immersion	80	4
Elective 2: Web Systems & Technologies	80	4	Academe-Industry 101	60	3
TOTAL	740	37	TOTAL	720	36

ACCOUNTANCY, BUSINESS, and MANAGEMENT STRAND (ABM)
GRADE 11

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
Oral Communication	80	4	Reading and Writing	80	4
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	80	4	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	80	4
General Mathematics	80	4	Statistics and Probability	80	4
Earth and Life Science	80	4	Understanding Culture, Society & Politics	80	4
Personal Development	80	4	Physical Education and Health 2	20	1
Physical Education and Health 1	20	1	Applied Track 2: Practical Research 1	80	4
Applied Track 1: Empowerment Technologies	80	4	Specialization 2: Business Ethics and Social Responsibilities	80	4
Specialization 1: Applied Economics	80	4	Elective 1: Economics 2	80	4
TOTAL	580	29	TOTAL	580	29

ACCOUNTANCY, BUSINESS, and MANAGEMENT STRAND (ABM)
GRADE 12

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
21 st Century Literature from the Philippines and the World	80	4	Contemporary Philippine Arts from the Regions	80	4
Introduction to Philosophy of the Human Person	80	4	Media and Information Literacy	80	4
Physical Education and Health 3	20	1	Physical Education and Health 4	20	1
Applied Track 3: Practical Research 2	80	4	Applied Track 7: Inquiries, Investigations, and Research	80	4
Applied Track 4: English for Academic and Professional Purposes	80	4	Specialization 6: Fundamentals of Accountancy, Business, and Management 2	80	4
Applied Track 5: Entrepreneurship	80	4	Specialization 7: Business Finance	80	4
Specialization 3: Fundamentals of Accountancy, Business, and Management 1	80	4	Specialization 8: Principles of Marketing	80	4
Specialization 4: Business Math	80	4	Specialization 9: Work Immersion	80	4
Specialization 5: Organization and Management	80	4	Elective 2: Basic Office Operations Management	80	4
Applied Track 6: Filipino sa Piling Larang (Akademik)	80	4	Academe-Industry 101	60	3
TOTAL	740	37	TOTAL	720	36

HUMANITIES and SOCIAL SCIENCES STRAND (HUMSS)
GRADE 11

Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
Oral Communication	80	4	Reading and Writing	80	4
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	80	4	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	80	4
General Mathematics	80	4	Statistics and Probability	80	4
Earth and Life Science	80	4	Understanding Culture, Society & Politics	80	4
Personal Development	80	4	Physical Science	80	4
Physical Education and Health 1	20	1	Physical Education and Health 2	20	1
Applied Track 1: Empowerment Technologies	80	4	Applied Track 2: Practical Research 1	80	4
Specialization 1: Introduction to World Religions and System Beliefs	80	4	Specialization 2: Philippine Politics and Governance	80	4
			Elective 1: Platform Technologies	80	4
TOTAL	580	29	TOTAL	660	33

HUMANITIES and SOCIAL SCIENCES STRAND (HUMSS)
GRADE 12

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
21 st Century Literature from the Philippines and the World	80	4	Contemporary Philippine Arts from the Regions	80	4
Introduction to Philosophy of the Human Person	80	4	Media and Information Literacy	80	4
Physical Education and Health 3	20	1	Physical Education and Health 4	20	1
Applied Track 3: Practical Research 2	80	4	Applied Track 6: Inquiries, Investigations and Immersion	80	4
Applied Track 4: English for Academic and Professional Purposes	80	4	Applied Track 7: Filipino sa Piling Larang (Akademik)	80	4
Applied Track 5: Entrepreneurship	80	4	Specialization 6: Community Engagement, Solidarity, and Citizenship	80	4
Specialization 3: Creative Writing/Malikhaing Pagsulat	80	4	Specialization 7: (Creative Non Fiction)	80	4
Specialization 4: Trends, Network, and Critical Thinking in the 21st Century Culture	80	4	Specialization 8: Discipline and Ideas in the Applied Social Sciences	80	4
Specialization 5: Discipline and Ideas in the Social Sciences	80	4	Specialization 9: Work Immersion	80	4
Elective 2: Business Communication	80	4	Academe-Industry 101	60	3
TOTAL	740	37	TOTAL	720	36

GENERAL ACADEMIC STRAND (GAS)
GRADE 11

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
Oral Communication	80	4	Reading and Writing	80	4
Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	80	4	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	80	4
General Mathematics	80	4	Statistics and Probability	80	4
Earth and Life Science	80	4	Physical Science	80	4
Personal Development	80	4	Understanding Culture, Society, and Politics	80	4
Physical Education and Health 1	20	1	Physical Education 2	20	1
Applied Track 1: Empowerment Technologies	80	4	Applied Track 2: Practical Research 1	80	4
Specialization 1: Applied Economics	80	4	Specialization 2: Philippine Politics and Governance	80	4
			Elective 1: Platform Technologies	80	4
TOTAL	580	29	TOTAL	660	33

GENERAL ACADEMIC STRAND (GAS)
GRADE 12

FIRST SEMESTER			SECOND SEMESTER		
Subject	Hours	Hours / Week	Subject	Hours	Hours / Week
21 st Century Literature from the Philippines and the World	80	4	Contemporary Philippine Arts from the Regions	80	4
Introduction to Philosophy of the Human Person	80	4	Media and Information Literacy	80	4
Physical Education and Health 3	20	1	Physical Education and Health 4	20	1
Applied Track 3: Practical Research 2	80	4	Applied Track 6: Inquiries, Investigations, and Immersion	80	4
Applied Track 4: English for Academic and Professional Purposes	80	4	Applied Track 7: Filipino sa Piling Larang (Akademik)	80	4
Applied Track 5: Entrepreneurship	80	4	Specialization 6: Disaster Readiness and Risk Reduction	80	4
Specialization 3: Discipline and Ideas in the Social Sciences	80	4	Specialization 7: Work Immersion	80	4
Specialization 4: General Chemistry	80	4	Specialization 8: (Elective) Principles of Marketing	80	4
Specialization 5: Organization and Management	80	4	Specialization 9: (Elective) Creative Writing / Malikhaing Pagsulat	80	4
Elective 2: Web Systems and Technologies	80	4	Academe-Industry 101	60	3
TOTAL	740	37	TOTAL	720	36

V. ACADEMIC POLICIES

Enrollment of the student in Tytana is, in effect, a “contractual relationship” between the student and the School. A student is expected to abide by the rules and regulations of the College and policies of the Department of Education (DepEd). Failure to comply with the school rules and policies would mean imposition of appropriate sanctions.

The College, on its part, agrees that upon completion of the course of study prescribed and approved by the DepEd, it shall confer upon the student the degree in the form of certificate or a diploma.

The College admits students from different races, culture, religion, and economic status observing policies which are anchored on the student’s qualifications.

Admission

The College admits students who are of duly-attested good moral character and who have complied with the admission process, which includes:

- a. Submission of documentary requirements
- b. Passing the Manila Tytana Colleges Admission Test (MTCAT)

Documentary Requirements

Applicants must submit the following requirements:

- Duly accomplished Application Form
- Form 138 (High School Card)
- Certificate of Good Moral Character
- Authenticated Birth Certificate
- Two (2) pcs. 2x2” recent ID pictures on light background
- Medical clearance from the School Clinic
- Accomplished Data Privacy Consent Form

Manila Tytana Colleges Admission Test (MTCAT)

The Manila Tytana Colleges Admission Test (MTCAT) is administered to all applicants who wish to apply and enroll in any of Tytana’s academic programs.

To qualify for the MTCAT, the student should be any of the following: (1) a candidate for junior high school graduation; or (2) a high school graduate who has not enrolled in any SHS.

Enrollment

Students are expected to enroll on a full-time basis and therefore be able to attend classes as scheduled by the Office of the College Registrar. Students should register and pay the required fees on the registration days specified. Students are not officially enrolled unless they have paid the necessary fees and have been issued a Registration Form.

All students are required to complete their deficiencies before the start of their scheduled enrollment. Students with deficiencies shall not be allowed to enroll. The schedule of enrollment shall be strictly implemented.

A late enrollment fee shall be charged for enrollment beyond the given deadline.

General Academic Policies

A. Weight of Components

Components	Core Subjects		Academic Track			
			Applied and Specialization		Research / Immersion / Business Enterprise Simulation	
Written Work	25%		25%		35%	
	Quizzes	15%	Quizzes	15%	Quizzes	15%
	Report/Seatwork	5%	Report/Seatwork	5%	Report/Seatwork	15%
	Assignment	5%	Assignment	5%	Assignment	5%
Performance Tasks	50%		45%		40%	
	Skills Demonstration	10%	Skills Demonstration	10%	Group Presentation	5%
	Group Presentation	10%	Group Presentation	10%	Oral Work	10%
	Oral Work	10%	Oral Work	10%	Multimedia Presentation	5%
	Multimedia Presentation	10%	Multimedia Presentation	10%	Research Projects	20%
	Research Projects	10%	Research Projects	5%		
Quarterly Assessment	25%		30%		25%	

B. Descriptors, Grading Scale, and Remarks

DESCRIPTOR	GRADING SCALE %	REMARKS
Outstanding	90 - 100	Passed
Very Satisfactory	85 - 89	Passed
Satisfactory	80 - 84	Passed
Fairly Satisfactory	75 - 79	Passed
Did not meet expectation	Below 75	Failed

C. Learner's Promotion and Retention

Requirements	Decision
1. Final Grade of at least 75% in all learning areas in a semester	Can proceed to the next semester
2. Did not meet expectations in a prerequisite subject in a learning area	Must pass remedial class for failed competencies in the subject before being allowed to enroll in the higher level subject
3. Did not meet expectations in any subject or learning area at the end of the semester	Must pass remedial class for failed competencies in the subject or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects failed.
4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

Source: Department of Education Order No. 8, series of 2015: Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program

D. Honors and Awards

The College recognizes outstanding scholastic achievements of the students. For this purpose, a Recognition Day is conducted every year to confer awards to qualified and deserving students who meet the required cut-off grades for the different award categories.

During graduation, the College confers awards to qualified learners based on the Department of Education Order No. 36 series of 2016: Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

Academic Excellence Award	General Average
With Highest Honors	98-100
With High Honors	95-97
With Honors	90-94

E. Attendance and Punctuality

- ✓ A student is expected to attend classes regularly and punctually.
- ✓ If a student is absent due to a valid reason, the student should present an excuse letter from his/her parents to the Discipline Coordinator on the day s/he reports back to school. The Discipline Coordinator will then issue an admission slip to be presented by the student to the class adviser and subject teachers concerned. The excuse letter shall form part of the student's records.
- ✓ If absence is due to hospitalization, a medical certificate must be presented together with the letter of the parent/guardian to the clinic for medical clearance before the Discipline Coordinator issues an admission slip.
- ✓ A student who needs to leave school before dismissal must secure a gate pass from the class adviser and subject teacher/s, noted by the Discipline Coordinator and approved by the Principal.
- ✓ Students are not allowed to leave the classroom or laboratory, except for an urgent reason and only with the permission of the teacher conducting the class.
- ✓ A student is considered tardy when s/he is not in class after the 15-minute grace period. In which case, the student should secure an admission slip from the Discipline Coordinator.
- ✓ First time of tardiness – the student will be given a warning; 2nd time – the adviser will talk to the student; 3rd time – the grade level coordinator will talk to the student; 4th time – conference with the parents; 5th time – will render 1 hour of community service; 6th time – will render 2 hours of community service.
- ✓ Suspension from class due to disciplinary intervention shall be counted as absence.
- ✓ A student who leaves the class after the attendance has been checked and does not return or returns only a few minutes before the end of the period is considered absent from class.
- ✓ Excused absences do not exempt a student from accomplishing school or class requirements.
- ✓ A student who has incurred 20% or more absences of the required number of school days shall be dropped from the enrollment list.
- ✓ Only in very exceptional cases and with consent of the Principal can a student be given a credit for a course or subject where s/he has not fully attended 80% of the required recitation or work period.
- ✓ A student is considered excused from his/her classes only for following reasons:
 - a. Natural calamities/accidents
 - b. Death of an immediate member of the family
 - c. Sickness or illness and only upon presentation of medical certificate
 - d. S/He is a delegate or representative of the school in seminars, convocations, competitions and other related activities.Appointment with doctors/dentist/lawyers, seeing off or meeting relatives at the airport and the likes are not valid reasons for absences.
- ✓ All educational trips must be authorized and approved by the Principal prior to the time of departure.

VI. BILLING AND COLLECTION POLICIES AND GUIDELINES

Assessment and Payment of Fees

Assessment is based on the approved schedule of fees for every grade level. Multiple payment schemes are available to students.

A. Enrollment

Current students are allowed to enroll upon settlement of old accounts based on the previous semester.

The student may choose from any of the following payment schemes:

- Full Payment. One hundred percent (100%) of fees is paid during enrollment.
- Four Payments. Full amount will be divided in 3 equal installments for the 3 major exams but with required downpayment (as initial payment).
- Semi-monthly or weekly payments. This is accepted as long as it meets the necessary payment amount before the major exams as stated above.

The student may choose from any of the following mode of payment:

- Cash. Cash payments are receipted on the same day.
- Cheque. Cheque payments (preferably manager or cashier's cheques) are accepted. Payments should be made payable to Manila Tytana Colleges. Same as cash payment, it is receipted on the same day. Returned cheques will be fined with service charge separate from the penalties levied by the bank. Cheques which have been returned twice by the College shall not be accepted. Cheques with alterations (e.g. misspelled words, incorrect dates or amounts superimposed with correction) shall not be accepted.
- Credit card. Payments through Visa and MasterCard are also accepted.
- Bank deposit. Cash or cheque payments are also accepted in any Metrobank branch payable to Manila Tytana Colleges. Savings account number is 715-3-71513337-8. Machine-validated deposit slip from the bank should be presented to the Tytana cashier to get an official receipt.

Additional notes:

- Cheques must be currently dated and not stale (dated six months or more prior to the actual date of payment).
- The following information must be written at the back of the cheque:
 - Student's Name and Student Number
 - Grade and Strand
 - Contact number and home address
 - Educational plan holder (if applicable)

B. Post Enrollment

Statements of Account (SOA) shall be issued two (2) weeks before due dates. Non-receipt of the SOA is not ground for not paying the required amount due.

Test permits shall be released only upon payment of the required amount. For those who will not be able to pay the amount due, they are required to proceed to the Treasury Department for possible issuance of Promissory Note (which may be accepted by teachers in lieu of test permits).

Adjustment and Refund of Fees

The College shall adjust or refund fees due to withdrawal, dropping of subjects, or overpayment.

Application for refund of fees and/or adjustments due to dropping and/or adding should be made by the parent or guardian of the student at the Billing and Collection Section after getting a clearance from the Office of the College Registrar. The date of the actual submission of dropping forms to the Billing and Collection Section shall be the reckoning date for refund and/or adjustment purposes.

A student who officially drops a course within the first two (2) weeks from the official start of classes shall be charged as follows:

Within the first week of classes	10%
Within the second week of classes	20%
After the second week of classes	100%

Registration and ID maintenance fees are not refundable. Physical exam fee is not refundable unless the student has not availed of it yet as of date of withdrawal.

Refunds due to overpayment or as a result of a change in the academic load shall be credited to the subsequent enrollments. Overpayment may be reimbursed upon submission of a letter from the parent or guardian.

Centralized Collection of Fees

The College's Cashiering Section shall be the sole collecting arm of Manila Tytana Colleges for all student fees including but not limited to, school fees, school and other supplies sold in the Tytana Bookstore, lockers, make-up duty and special exam fees, yearbook, school credentials, ID replacement, etc. Tytana faculty members, non-teaching employees, and students are strictly not allowed to accept any form of payment from a student.

Discounts and Privileges

The following discounts and privileges are made available for students.

- Tytana SHS Alumni Discount (aka Loyalty Discount). SHS graduates of Tytana shall be given 10% discount on tuition, laboratory, and miscellaneous fees, all throughout college. "Other Fees" is not included in the discounted group. The discount is applicable on top of all other types of discounts.
- Pre-enrollment Discount. SHS graduates who pre-enrolled by scheduled deadline are entitled to additional 5% discount on tuition fees for the first semester of the school year only. The discount is applicable on top of all other types of discounts.
- Early Bird Discount. College applicants who will enroll on or before the given deadline, shall be given a 2% discount on the first payment. The discount is applicable on top of all other types of discounts except for pre-enrollment discount.

For transferees, a reservation fee of P1,500 must be paid on or before the deadline to avail of the early bird discount when they enroll during the college enrollment schedule.

- Persons with Disabilities (PWD) Discount. Persons with disabilities (college and SHS) shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; top-up if ESC and Voucher holder. The discount is applicable on top of all other types of discounts.

Primary document to be presented: Valid PWD card

Family discounts

- Alumni Discount*. Tytana alumni (college and SHS), their siblings, and dependents shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; on top-up if ESC and Voucher holder.

Primary documents to be presented: original and copy of alumni ID of parent/guardian/sibling and the student's (and sibling's if sibling is alumnus/na) birth certificate. Graduation from Tytana may be verified as well from the Office of the College Registrar. For dependents, applicant must be able to present legal proof of dependency.

- Metrobank Group Discount*. Siblings and dependents (whether college and/or SHS) of employees of the Metrobank Group shall be given 10% discount on tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; top-up if ESC and Voucher holder.

Primary documents to be presented: original and copy of parent/guardian/sibling's company ID and certificate of employment, and student's (and sibling's if sibling is alumnus/na) birth certificate. An updated certificate of employment must be presented every semester to avail the discount. For dependents, applicant must be able to present legal proof of dependency.

- Siblings Discount (formerly family rate)*. Siblings (college+college, college+SHS, SHS+SHS) who are simultaneously enrolled shall be given 10% discount on their tuition fees. Discount for SHS shall be applied to tuition fees if from private high school; top-up if ESC and Voucher holder.

Primary documents to be presented: sibling's original and copy of birth certificate

- Tytana Employees Discount*. Dependents of regular Tytana employees shall be entitled to 100% tuition fee discount and discount on certain miscellaneous fees (exemption on athletic, audio-visual, cultural, library, and energy fees).

Siblings or legally-adopted children of the employee are also entitled to 100% tuition fee discount and discount on certain miscellaneous fees (exemption on athletic, audio-visual, cultural, library, and energy fees).

For dependents of probationary Tytana employees, they shall be entitled to a 10% tuition fee discount and discount on certain miscellaneous fees (exemption on athletic, audio visual, cultural, library, and energy fees).

There is no limit on the number of availment. The discount shall cease once the employment of the parent/guardian sibling at Tytana ceases. This is applicable for both college and SHS students.

Primary documents to be presented: student's (and sibling's if sibling is employee) birth certificate. For dependents, applicant must be able to present legal proof of dependency.

Current and incoming students may avail of multiple discounts. However, for items in *, only one type of family discount may be applied, whichever is highest.

Financial Assistance Programs

A. STEM Loan Program

The Tytana Student Emergency (STEM) Loan Program aims to provide short-term financial assistance to parents of students who temporarily need it. Approval of the loan shall be subject to the guidelines set by the Treasury Department.

Guidelines

- The parent or the guardian of the student should apply for the STEM loan.
- The amount will depend on the paying capacity of the parent/guardian.
- The balance should be paid one (1) week before the next major exam.
- The loan is non-interest bearing.
- Issuance of post-dated check will greatly increase the chance of loan approval.
- The parent/guardian is allowed to be granted loan once per semester.

B. Financial Counseling

The Finance Directorate offers free financial counseling services for parents. This is a process of helping parents by educating and helping manage their budget, particularly in terms of payment of school fees.

VII. STUDENT LIFE

One of the institutional agenda of the Tytana is to create institutional pride and identity. It aims to produce graduates with an edge – the Tytana edge. That is why Tytana designs and plans programs to equip its students with values, skills, and trainings that will prepare them for any work environment when they graduate.

Through the revitalized services of the Directorate for Student Affairs, students would be encouraged to adopt a self-directed and planned approach to all around development.

In addition, the whole Tytana community, particularly the Directorate for Student Affairs, will be able to provide holistic formation by harnessing the students' optimum potential, utilizing a broad range of knowledge, ultimately ensuring that Tytana graduates have the edge to succeed.

SPECIAL Program

The educational thrust of Tytana revolves around the six (6) core values that make a Tytana graduate stand out from the rest of the field, anywhere in the world. Anchored on the 6 Cs which are Caring, Competent, Committed, Creative, Culture-Adaptive, and with Competitive Advantage, the SPECIAL Program will complement the General Education Program wherein soft skills will be developed.

Social Development

Titans cultivate their interpersonal skills by socializing and engaging within a team or group that works towards a common goal. Through their effective communication, the students become confident and effective members of the community.

Physical Development

One of the attributes that Titans possess is a physically-alert body. But Titans also promote a healthy lifestyle and sportsmanship. By participating in different physical activities, Titans will be able to develop a healthy habit and enhance their physical fitness.

Ethics

Titans should deepen their concern over moral and social issues of self, family, school, and the society at large. They are molded to have strong values and beliefs in dignity, human rights, and equality of all; an awareness of, and interest in moral standards.

Career Development

The Academe-Industry Partnership Framework of Tytana provides training and experience in workplace integration.

Intellectual Development

Titans' critical and creative thinking skills are developed in this category. Among others, they fully-engage in reading, critical analysis, mathematical problem solving, research skills, academic essays, among others.

Aesthetics and Culture

Titans are immersed in various art forms like music, dance, drama, painting, etc. It is also in this category that Titans are pushed to be bigger than themselves by unleashing their talents.

Leadership

Titans undergo formal, deliberate, and structured leadership opportunities for individual growth and organizational development. They are challenged to extend learning beyond the classroom in the high-quality experiential activities which will prepare them in approaching complex issues in their community and their chosen professions.

A. School Programs and Activities

Class Officers

Through the guidance of the homeroom adviser, the SHS students shall elect their respective class officers at the start of each school year. Each class shall have the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Auditor
- f. PRO
- g. Sergeant at Arms

The class officers, led by the president, shall be responsible for all class activities.

Recognized Student Organizations

Recognized Student Organizations (RSOs) are student-initiated clubs that engage in activities aimed at promoting the SPECIAL Program of Tytana. RSO activities are geared towards the enhancement of Tytana identity that actualizes the vision and mission of the College.

Interested parties intending to have their group accredited must submit the following to the Principal:

- a. Application letter
- b. Description and nature of the group
- c. Directory of officers and members
- d. Plan and budget of activities

The Principal, upon the recommendation of the Assistant Principal for Students, shall approve all applications to form RSOs. The Principal shall assign the faculty adviser for all RSOs.

Student Council

The Student Council (SHSC) is the supreme student organization of the Senior High School Department. The officers' term of office is one (1) academic year, and is elected campus-wide by the entire SHS studentry. The officers also represent the institution in some delegations and activities. This organization is governed by a Constitution and By-Laws which is subservient to the School's vision, mission, and policies. All programs and activities of the SHSC must be approved by the Principal. The Principal shall assign the faculty adviser for the SHSC.

Student Publication

The school recognizes the right of students to freely express their ideas, beliefs, and opinions through creative writing. The student publication is envisioned to help, guide, and train students to use their writing skills in a responsible, accurate and factual reporting.

The members of the publication staff, who will serve for one (1) academic year, are annually selected by a committee created by the Principal. The Principal shall assign the faculty adviser for the student publication.

Off-Campus Activities

The College regulates any off-campus activity, whether academic, co-curricular, or extra-curricular, of the students to ensure their safety and security. The College reserves the right to cancel an approved off- campus activity when deemed necessary.

All students including student organizations, the SHS Student Council and student publication, are required to secure approval from the Principal for all off-campus activities. The form may be secured from the Office of the Principal.

Class and Off-campus Passes, and Student Activity Permit

There are two kinds of passes: Class pass and Off-campus pass.

- ✓ The Discipline Coordinator or his/her designated officer-in-charge issues passes to students who are late and absent.
- ✓ Students who wish to go to the restroom or outside the classroom should secure class pass from their subject teachers.
- ✓ Any student caught loitering or outside of the class or school without a class pass during class hours will be subject to sanctions given by the Discipline Coordinator.
- ✓ Only the Principal can issue an off-campus pass.
- ✓ Tampering of the passes will be subjected to disciplinary action.
- ✓ Students who wish to come on non-class days will be required to present a waiver signed by the parent/guardian and an approved Student Activity Permit issued by the Office of the Principal.

Suspension of Classes

The Department of Education (DepEd) shall govern the suspension of classes due to calamities or inclement weather.

Automatic Suspension of Classes

- ✓ When Typhoon Signal No. 2 is raised by PAGASA, classes at the Senior High School level shall be suspended without need of any announcement from the school.
- ✓ When Typhoon Signal No. 3 or No. 4 is raised by PAGASA, classes at all levels shall be suspended without need of any announcement from the school.

Suspension of Classes in Special Cases

- ✓ As a matter of policy, the suspension, cancellation and/or postponement of classes in a particular region shall be announced by the DepEd Regional Director. In extreme cases such as floods, high tide, etc. in a particular city/municipality, the Mayor may cancel classes in his/her particular area.
- ✓ Classes are suspended as soon as there is an announcement from the Local Government Unit.

- ✓ In the absence of an announcement from Local Government Officials or a representative of PAGASA, the College President may use his/her discretion in instructing the Principal of the Senior High School Department to suspend classes if the condition in the school area will endanger lives and safety of the students, teachers and other school personnel through home-school communication system.
- ✓ In cases where rains are heavy and causing floods in certain areas, parents shall make the decision whether or not to send the children to school, taking into consideration the health and safety of their children.
- ✓ In the event of suspension of classes during examination days, the sequence of the tests as specified will be followed when classes resume. (If first day tests were affected because of a sudden cancellation of classes, the first day tests will be administered when classes resume).

Off-Campus Student Housing Assistance

While there is no on-campus student housing yet, students, especially those from provinces or foreign countries, can seek the help of the Student Welfare and Development Department (SWDD) regarding housing residences or dormitories near the campus. The SWDD maintains a list of housing facilities to recommend to interested students. However, it must be noted that the College is not part of any financial and other obligations of the students during his/her stay at the recommended housing facilities/dormitories.

Multi-Faith

As part of Tytana's commitment to promote equality and diversity the College aims to provide an inclusive learning and working environment where students and staff of all religions and beliefs, or who have no belief, can thrive.

When possible, appropriate services are provided to meet the cultural and religious needs of all staff and students, Tytana being a non-sectarian higher education institution.

The Multi-Faith Prayer Room is available to those of all faiths and none. It is a space to pray, meditate, reflect, and find quiet.

The opportunity for space, quiet, retreat, and refuge may help many in managing life, health, well-being, studies, and the working day. During traumatic events, such as bereavement, the space can be useful place of calm recollection. Users for whom religion may be of no obvious significance are equally welcome.

Gender and Development

Tytana is resolute in mainstreaming gender and development in the campus. It has instituted the Gender and Development Focal Point System which shall take lead in all gender and development plans and activities.

In its efforts to create an environment of inclusivity, Tytana has put up an All Gender Restroom located at the left wing of the main building's ground floor. Anyone can use the restroom regardless of gender identity or expression.

Varsity Program

Tytana aims to promote the integral and holistic development of students utilizing sports and organized physical activities, and other health and wellness activities. It is anchored on wellness, psychosocial and intellectual growth camaraderie, and building of Tytana identity.

Tytana engages in athletic associations. It is a privilege, not a right, to be a member of a Tytana varsity team. Along with the opportunity to participate in athletics program, it is the student's responsibility to conduct oneself in a manner that supports the team's goals and to behave in a manner that will reflect well on the team, coaching staff and Tytana. A Tytana student-athlete should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills.

Information and Institutional Orientation

The College provides regular communication programs to help ensure that students are informed, updated, or reminded about existing, recently approved, or revised policies and guidelines through announcements posted on various bulletin boards, and circulars distributed.

Students are provided with conducive environment for learning which is enhanced with lectures, seminars and symposia about, but are not limited to, the following: Students' Rights, Crime Prevention, Crisis Management, Social Responsibility, Anti-Sexual Harassment, Anti-Smoking, Multi-Faith, Cultural Heritage, Anti-Hazing Law, Health and Education Issues in the Philippines, and College Survival.

Student Grievance

A student grievance refers to any conflict between a student as the aggrieved party, and a member of the academic community as respondent, that may be the cause of a complaint. A grievance may be informal or formal.

A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly-signed by the complainant does it become a formal complaint. An informal grievance should be settled informally, while a formal grievance should be settled formally following a set of procedure.

A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while a behavioral grievance is one that arises from the manner a person conducts himself or herself.

The proceedings of the matter shall follow the existing and governing policies of the College, prescribed in the faculty, employee and/or administrative manuals.

For inquiries, proceed to the Directorate for Student Affairs.

B. Guidance and Testing

The Guidance and Testing Department (GTD) provides an intensive program that is preventive, developmental, and humanistic in nature. As such, year level programs are based on developmental, personal, social, educational, and career needs. Tytana students are helped in the following areas: adjustment to college life; identifying and enhancing personal and social skills; and going through educational and career planning and implementing career goals.

All programs are coordinated by the Guidance and Testing Department Head and implemented by professional counselors through the following services:

1. Information

Educational, career, as well as personal-social information materials, are made available for students to gain a realistic view of themselves and of the world, and to help them discover their options that will allow for independent decisions.

2. Assessment/Appraisal

Through psychological tests conducted by licensed psychometricians and interpreted by counselors, students gain a realistic appraisal of their needs, strengths, weakness, abilities, interests and personality traits. Test records are kept in individual student's cumulative folders, and students are encouraged to know more about themselves through test interpretation or self-discovery sessions provided by counselors.

3. Counseling

Counseling is aimed at helping students discover and develop their abilities, interests and potentials in the area of personal and academic decision making, social adjustment and personal problems. Likewise, the Counseling Service aims to help students become aware of their weaknesses and limitations, and to accept or minimize these by improving themselves in these areas of concern.

4. Consultation

Aside from counseling, the GTD is also available for consultation to the administration, faculty and staff, as well as to parents, in order to maximize student progress.

5. Peer Facilitators Program

Members of Peer Facilitators Group are trained to assist the GTD staff in the delivery of guidance services as well as extension services to the entire Tytana community. Similarly, Psychology students are provided the opportunity of on-the-job experiences in the field of guidance and counseling.

6. Research

Descriptive researches, such as group profile, correlation studies and surveys, are regularly conducted, the results of which serve as empirical bases for program planning.

C. Scholarships

The ASSIST Grant-in-Aid Scholarship provides educational assistance covering school fees and financial assistance on book, uniform, and living expenses to students with exemplary scholastic performance but are financially-challenged, has notable leadership potential, and has active participation in campus and off-campus activities.

The ASSIST Scholarship Grant will cover all subsequent academic years subject to annual review of the scholar's academic performance and subject to the terms and conditions set by the SWDD.

The following criteria shall be used for the screening:

- Qualified to enroll or duly-enrolled student of the Tytana
- Filipino citizen as evidenced by a certified true copy of Birth Certificate (original must be presented for authentication purposes)
- With a cumulative average of not lower than 88% during the Senior High School or 85% for college as evidenced by Form 138 or Report Card

- With total annual family income not exceeding P400,000 for a family of four, or P100,000 per capita for family in excess of four as evidenced by a certified true copy of the latest Income Tax Return or when not applicable, an affidavit stating information about the sources and amount of income and number of family members
- Not concurrently a recipient of any major scholarship or financial aid (e.g. pre-need educational plans, DOST or other academic-related scholarship, etc.) as attested to in a duly-notarized affidavit
- Physically fit as evidenced by a Medical Certificate from a qualified physician, and
- Of good moral character as evidenced by a certification from the High School Principal or Student Discipline Department.

Failure to submit all the requirements and supporting documents will mean non-processing of a student's application.

The SWDD shall accept applications from its students and shall screen and rank the applicants based on the requirement submitted and other form/s of screening process necessary.

For the scholars to continue to avail of the scholarship grant, the following conditions must be met every semester:

- A semestral grade point average not lower than 85% for college and 88% for senior high school or its equivalent, with no failing grades
- Must not drop any subject nor cancel enrollment for the period during which they enjoy the scholarship without prior approval of Tytana
- Must meet the retention policy of the course
- Must not change or shift course major
- Must carry the full semestral load as prescribed by the respective scholar's department or program adviser
- Must generally not enjoy major financial assistance, grant or scholarship, from other external sources
- Shall be prohibited from accepting any kind of employment while on scholarship, the intent being to require them to devote full time to their studies, and
- Must attend prescribed activities by the Tytana and/or the grantor.

External scholarship grantors have the prerogative to require additional documents during screening and set their own retention policies.

Project Associate Program

The Project Associate Program (PAP) is a work-study and financial assistance program of Tytana that invites interested students to an opportunity for early exposure to work. It likewise seeks to

provide financial assistance to senior high school (SHS) and college students in the form of allowances provided in recognition of their contributions to the offices they serve.

The PAP is different with the Scholar Assistantship Program of SWDD. The latter is part of the return service of the scholars while the PAP was conceptualized to provide avenue for financially-disadvantaged students to earn money to support their schooling. The program also aims to instill to students the values of hardwork, diligence, and professionalism.

The Project Associates (PA) are not considered employees of Tytana.

D. International Students Program

The unit culturally links locally and internationally. The program caters to the diverse needs of International Students and integrates smoothly to college life through various developmental, logistical and organizational support programs and services.

E. Other Student Services

College Library

The College Library functions as a support arm to the educational objectives of the College.

As an essential source of intellectual advancement and repository of knowledge, it provides wide selection of books and media resources using the Library of Congress.

The Library has an Instructional Media Section which is responsible for the administration, organization, circulation, and maintenance of non-print media resources and services like Audio-Visual Room (AVR), Internet Section, and Discussion Room in order to facilitate and enrich the classroom instruction and research.

Library services, such as continuous instruction in the effective use of the library and its resources, information retrieval, reader's guidance, bibliographical, referral and photocopying services, are available to its clientele. Adequate number of computers with internet access is also provided. The College Library practices the open shelf system to give students and faculty members' greater access to the library collections.

The library service schedule is as follows:

Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
Wednesday	7:00 am – 5:00 pm
Exam period	7:00 am – 7:00 pm

Guidelines

- All bona fide students, faculty and staff, and alumni with valid ID are allowed to use the library and its facilities.
- Researchers from other institutions are also allowed provided that proper referral letter is secured from the respective librarians and access fee is paid.
- Silence must be observed at all times in the library and the immediate vicinities.
- All users are required to deposit their belongings at the Baggage Counter except for personal and valuable things such as mobile phones, jewelry, laptops and wallets. In case of loss and damage, the library staff shall not be held accountable.
- Bags and personal belongings may be brought inside the Instructional Media and Internet Section.
- Use of Instructional Media Section facilities, equipment and resources is on a first come-first served basis.
- The borrower is held responsible for any losses or damages – whether intentional or accidental – involving any library materials or equipment borrowed.
- Lost or damaged library materials must be replaced with the same author, title and edition. In addition, a processing fee will be charged to the borrower to be paid at the Cashier.
- All materials must be returned at the end of the semester. Any user with balance will not be cleared.
- Any user who will infract any Library rules and regulations shall be referred to Student Discipline Department.

Health Services

The College maintains a school clinic manned by registered physicians and registered nurses. A registered dentist is also available.

The school clinic schedule is as follows:

Medical:	Monday- to Friday	6:00 am – 7:00 pm
Dental:	Monday	7:00 am – 11:00 am
	Tuesday	1:00 pm – 5:00 pm
	Friday	8:00 am – 12:00 pm

Guidelines

a. On Regular and Special Cases, and Referral System

The school's healthcare personnel are tasked to evaluate and manage any complaint of a student, may it be medical or surgical so long as the case is manageable under the given facilities (primary clinic). Medical advice, first aid treatment and/or initial dose medications are provided by the school clinic. The school physician may issue a medical certificate or a

referral letter as a way of triaging patients with special cases to their respective specialties for further evaluation and management.

b. On Trauma Situations

All students officially enrolled in the College are medically-insured which covers any trauma cases requiring medical and surgical intervention, as long as the incident took place during school hours and/or tour of duty within the school premises and its extended facilities.

c. On Physical Examination

All incoming students are required to complete their physical examination during the first semester of their entry to the School.

d. On Annual Physical Examination

All students under academic programs which are considered to be at risk of acquiring medical conditions are required to undergo an annual physical examination.

e. On Student's Immunization Program

All students under academic programs which are considered to be at risk of acquiring medical conditions are required to undergo Hepatitis B screening and vaccination. Students that are tested positive for Hepatitis B shall be subjected for specialty referral for further evaluation and management.

f. On Emergency Cases

All emergency medical/trauma cases are assisted and brought to the nearest accredited hospital for immediate higher level of care and management.

Bookstore

The College opened its own bookstore to provide its students the convenience of buying their books, uniforms, school supplies, and other requirements within the school premises. The bookstore is open Mondays to Fridays from 8:00 am to 5:00 pm. Official receipt from payment of the cashier must be presented to the bookstore personnel to claim item. Refunds due to returns will be in cash if small in value. Otherwise, a cheque will be issued by the College.

Student Security

The security personnel implements safety and security measures for the students, employees, and facilities of the entire campus. It is their duty to inspect belongings of students, employees, guests, and vehicles that enter and exit the school. Security personnel may resist entry of a student or person that poses risk or danger, and/or those who do not conform to the policies of the College.

In case of accidents, an incident/accident report is complied with as a necessary standard operating procedure of the security personnel. This shall be forwarded to office concerned.

As implementors of policies of Student Manual, the security personnel may also issue violation slips as provided for here. It is also the duty of security personnel to:

1. Make and submit incident reports pertaining to students to the Student Discipline Department.
2. Assist the Student Discipline Department in conducting investigation or incidents that warrants an investigation.
3. Exercise due diligence in their duties and responsibilities and assist students or employees in need of security and assistance.

Culture and Arts Program

The Cultural Arts Program is the unit that positions arts and culture as formidable drivers of change by bringing the community together to deliver programs that promote cultural awareness and artistic knowledge and participation.

Alumni Relations

The Marketing and Public Relations Office's primary role is to promote the College for the benefit of its students, faculty, staff, and alumni. It creates and implements comprehensive and integrated programs including career and job fair, placements, and alumni relations.

Food Services

A school cafeteria operated by concessionaires is open from Monday to Friday from 6:00 am to 6:00 pm. Regular evaluation of the school cafeteria is conducted to properly address the concerns on prices, food quality, facilities, sanitation, and health condition of canteen personnel and choices of foods.

Other Services

Facilities and equipment are available for the use of students in academic and other curricular activities. Reservation of these facilities and equipment may be made at the Administrative Directorate.

F. Decorum and Code of Conduct

Tytana forwards a culture that promotes the values of integrity, teamwork and good citizenship in exercise of their rights, and fulfillment of their obligations and responsibilities to the College. As such, the students need to know the College's brand of discipline, its structures, policies, rules and regulations, as well as procedures and practices.

Formation and internalization of Tytana values is the primary objective of instilling rules and regulations on proper decorum and social norms inside and outside the College.

The Student Discipline Department takes the lead in promotion of student discipline, peace, order, safety, and security of the students and implementation and enforcement of the policies, rules and regulations of the College. Aside from taking the role of investigators and decision makers in the behavioral actions caused by the non-followers of the provisions of the Student Manual, the SDD also offers seminars and campaigns, and forwards good norms.

Academic excellence, respect for all, and strict observance of the rules and regulations of Tytana are expected at all times of every student.

The following terms shall have the meaning set forth below for the purpose of these regulations:

1. Student – Any person (1) admitted and registered, in any level of the basic education system, under the supervision and tutelage of a teacher, including those who are officially on leave of absence and (2) who has not yet been separated from the College formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or exclusion
2. Ex-Parte – That the proceeding is heard in the absence of one party
3. Suspension – A penalty imposed on the erring student which deprives him/her of attendance in classes for a given period of time as determined by the Committee on Discipline
4. Exclusion – A penalty imposed on the student which drops the name of the concerned student from the school rolls

5. Expulsion – An extreme penalty on an erring student which excludes him/her from admission to any public or private school in the Philippines and which requires the prior approval of the Department of Education
6. College Premises – Refers to the territorial boundaries of Manila Tytana Colleges including campus building and parking lot
7. Cutting Classes – Leaving from classroom without permission of the subject teacher or adviser during the class hour of class day
8. Truancy – Leaving the school, not attending on an official class day/s without being permitted by the teachers and official authority of the school
9. Academic year – Period of year which students attend an educational institution regardless of the entry of the student
10. Academic semester – Refers to the half year of the academic year as defined by the school regardless of the entry of the student
11. Bribery – Money or favor given or promised in which the intention is to influence the judgment or conduct of a person in a position
12. Tamper – To solidify something harmful or dangerous by altering its original construction or composition
13. Conduct Unbecoming – An unfavorable behavior committed by the student that disregard and affect the core values, vision and mission of the School

No ID – No Entry Policy

The rule is No Tytana ID – No entry. Wearing the ID helps to ensure safety and security on the school campus. In this regard, a student must have and wear his/her ID to gain access to the College premises. The ID should be worn visibly at all times while inside the campus.

Student without ID may be allowed entry but should be escorted by the security personnel directly and immediately to the SDD.

For lost ID, students should file an application for a new one at the SDD. Affidavit of Loss may be submitted within five (5) days on the condition that the student submits a promissory note that Affidavit of Loss will be complied with. Upon payment of fee, the SDD shall issue a Temporary Gate Pass valid for one (1) week. Gate pass should be surrendered immediately upon claiming of new ID.

No request for extension of validity of Temporary Gate Pass shall be allowed except for extremely meritorious cases. Lost ID card must be reported immediately to the SDD.

Should the student refuse to comply with the aforementioned requirements or refuse to secure and pay for a new ID within two (2) weeks, then no temporary gate pass shall be issued. This will be considered a violation of the said policy, and shall be subject to issuance of appropriate violation slip for each day of refusal.

If the lost ID is recovered, the SDD shall determine whether to proceed or not with the request of the new ID.

Tracker data base for requests for new ID shall be kept and maintained by the SDD for record, reference purposes, and determination of appropriate payment of penalty.

All faculty members shall implement a "No Entry to Classroom Policy" for violations of the "No Entry" policies to supplement the implementation of the SDD and security personnel.

Lending and/or borrowing of the ID are strictly prohibited.

Lost and Found

Students are expected to take care of their belonging at all times. The College shall not be held liable and accountable for any loss of personal property. Lost or misplaced items are surrendered to the Student Discipline Department.

Items unclaimed after seven (7) school days it was found will be donated to the adopted community through the Community Extension Office (CEO). In claiming the item, the claimant must describe the item as closely or accurately possible. Further, the owner upon claiming of lost and found item/s will undergo a brief activity that forwards Tytana identity and core values e.g. recitation of vision-mission statement or recitation of the 6Cs and singing of Tytana Hymn.

After the required protocol, claimant must sign into the logbook in the claimant column their name, department or section, and signature.

Dress Code

No entry policy shall be strictly enforced for students wearing improper attire. All students are required to wear their prescribed uniforms neatly and properly. Good personal grooming including haircut, hairstyle and clean-look, and hygiene complementing the uniform as per standard of the College, shall be strictly observed.

Students should wear proper and complete uniform whenever they are on campus during class days. A student who comes to school with incomplete uniform will not be admitted inside the campus.

A. Prescribed Attire (Uniform Days)

Male

1. Male students must wear the prescribed plain white polo, green pants, black belt, black leather shoes and black socks.
2. Polo uniform should be properly buttoned. It may be opened up to the second button from the collar.
3. Green pants should be ordinary cut. Slim cut is not allowed.
4. Black leather shoes and black socks should be worn by all grade level.
5. Plain white sando/t-shirt should be worn under the polo.
6. Earrings, bangles, bullcap and the like are not allowed at all times.

Female

1. Female students must wear the prescribed white and green checkered skirt and white blouse with ribbon.
2. White ladies' sando must be worn under the blouse.
3. Length of the skirt must be 2 or 3 inches below the knee.
4. Low-heeled (1-2 inches) black leather shoes must be worn at all times. Boots, flats and/or rubberized shoes are not allowed.
5. Heavy make up for girls is strictly prohibited. Ornaments such as dangling earrings, bangles and the like are not allowed at all times.

P.E. Uniform

The prescribed P.E. uniform for senior high school students is white T-shirt with Tytana logo, jogging pants, and rubber shoes. Jogging pants may only be worn during PE classes.

B. Prescribed Attire (Non-Uniform Days)

- a. Type C. For some school events, Type C uniform is allowed provided that prior approval to wear such is sought. Type C is any Tytana-shirt, long pants (denim, cotton, etc.), and closed shoes. Hair and accessories policy for uniform days shall still apply.
- b. Wash Day. To allow students to wash their clothes and express themselves, Wednesday has been designated as Wash Day. Students are allowed to enter the campus wearing casual clothes provided they comply with the guidelines henceforth. Students with Immersion are not covered by the Wash Day.

1. On Wednesdays, students will be allowed to enter the premises wearing casual wear provided they wear no item of clothing that may offer the perception, reference, design, etc., of alcohol, tobacco, drugs, foul language, sex or sexual topics, or topics that may be offensive or inappropriate to others.
2. Tops: Midriffs, mesh, see through, ripped exposing too much skin are not allowed.
3. Bottoms: Shorts and skirts exceeding 5 inches above the knee are not allowed.
4. Footwear: Slippers of any kind or brand are not allowed.
5. Hair: Hair color is allowed so long as it is washable.

During practical classes in laboratory or sports, the prescribed uniform will be worn as per the instructions of the respective teachers. Students are allowed to remain on campus wearing these uniforms if they do not have other classes that require them to wear the school uniform.

Prohibited Items

Firearms, whether with or without permit-to-carry (PTC), toy firearms, deadly weapons, explosives, prohibited and/or illegal drugs shall be subject to confiscation. Students carrying the said items shall be immediately escorted by security personnel to SDD for appropriate investigation and applicable sanction, if and when warranted.

Toy firearms, deadly weapons and/or other prohibited items needed for academic activities shall be subject to clearance from SDD and security personnel.

Deportment

Deportment is the proper and responsible behavior of an individual within a social milieu. This is expected of a Tytana student at all times whether he/she is inside or outside the school campus, whether wearing the school uniform or not.

Persons in Authority

- Principal. The principal is highest-ranking administrator of the Senior High School Department.
- Assistant Principals. The assistant principals are the second highest-ranking administrators of the Senior High School Department.

- Discipline Coordinator. The discipline coordinator assists the principal in maintaining order and discipline in the school campus. Among his/her duties are to implement school policies and regulations, conduct investigations of cases referred to him/her by students, teachers, class advisers, and other school personnel. S/He issues violation reports, acts on conduct grades recommended by teachers, call parents for a dialogue or conference, recommends to the Principal interventions for erring students.
- Guidance Counselor. The guidance counselor provides counseling for students referred to him/her by the discipline coordinator. And after proper counseling, s/he refers back to discipline coordinator for proper action.
- Teachers and other employees. All teachers, employees, school officials, and persons in authority are duty bound to help enforce school policies.
- Student Officers. All student officers, e.g. class officers, student council, and other recognized student organization officers are considered persons in authority. They are expected to be models for other students to emulate. They are deputized to enforce school regulations and policies.

Definition and Types of Offenses

To guarantee an atmosphere conducive to the formation of Tytana students as law abiding citizens and to maintain peace and order in the campus, it is imperative that students adhere to the foregoing norms and be penalized with corresponding interventions for violations of these norms.

Tytana students should refrain from committing any of, but not limited to, the following acts which are detrimental to the good of students and the whole academic community. The same rules cover the students when they are outside the campus especially if they are wearing school uniform or in official representation of the College.

The following are offenses classified according to gravity with corresponding sanctions:

A. Minor Offenses

To be handled by homeroom adviser, subject teacher and discipline facilitator/discipline coordinator. Interventions for the commission of these offenses are:

1st Offense	Oral reprimand or counseling by the class adviser/subject teacher
2nd Offense	Written warning or notice to the parents or guardian; Violation report
3rd Offense	Stern warning and conference with parents/guardians
4th Offense	Treated as one major offense
5 th – 7 th Offense	Conference with parents

1. Absenteeism – absence without excuse
2. Failure to present on time excuse letter for absence/s or tardiness, return slips, violation reports and other official correspondence
3. Not wearing school ID within the school premises
4. Wearing improper (including altered) and incomplete school uniform/PE uniform
5. Any appearance not in line with the prescribed grooming of a Titan such as, but not limited to, improper haircut, accessories not prescribed, colored/dyed hair, applying heavy makeup or cosmetics
6. Wearing clothes with indecent print
7. Loitering and walking along corridors without class pass during class hours
8. Going to the locker areas during class hours without permission
9. Cutting, skipping classes or attempting to cut class or to go out of the campus during class hours
10. Non-participation in official institutional activities where they are required to be present
11. Deliberately skipping class assemblies or line formation
12. Refusal to attend library, club, and other laboratory activities
13. Non-attendance in intramurals, educational tours, and other school-related activities without a valid reason
14. Creating loud, distractive noise in classes, corridors, comfort rooms, and other facilities and/or school offices
15. Unbecoming conduct in places of and during worship activities
16. Making harmful jokes; Using profane, vulgar, or indecent language
17. Damaging or hiding class belongings
18. Eating during class hours
19. Sleeping during class hours
20. Sitting on the teacher's chair/table and classroom arm rest chairs
21. Staying in the faculty room or offices without official business
22. Using electricity for private purposes like charging cell phones, gadgets and the likes
23. Bringing and using of unnecessary electronic gadgets and the like within the school premises. Such gadgets will be confiscated and returned to the parent or guardian. However, cell phone is only allowed to be used during necessity or emergency. In case a student is seen using cell phone during class hour without prior permission from the subject teacher, it shall also be confiscated and be returned to the parent or guardian.
24. Any kind of game or playing that might run the risk of injuring oneself or others and provoke unruly behavior
25. Bringing in playing cards, mahjong, and the like inside the campus
26. Bringing/possession of pellet or high tech guns and using paper bullets propelled with rubber band or any similar acts of mischievousness
27. Engaging in petty verbal quarrels with fellow student
28. Failure or refusal to accept and give letter to parent, violation report and written reprimand
29. Unauthorized use of school properties
30. Entering school campus during non-school days without authorized permit

31. Going with or entertaining of outsiders whose presence in school has not been authorized by the school authorities
32. Leaving the school campus without a gate pass and expressed permission from proper authorities like the principal, discipline coordinator, and the school nurse (if not feeling well)
33. Blatant display of sex-related objects inside the campus
34. Improper maintenance of school properties:
 - Scratching and unauthorized writing on walls, black boards/white boards, chairs and tables, and other school properties
 - Littering or improper disposal of trash or waste materials

B. Major Offenses

Category A. To be handled by homeroom adviser, subject teacher, guidance counselor, and discipline coordinator. Interventions for the commission of these offenses are:

Suspension for 3-5 school days and/or disciplinary probation

1. Commission of four (4) minor offenses or continued disregard/violation of school policies and rules
2. Lending, borrowing of school ID, misuse and abuse of pass slips for the purpose of fraudulent entry or exit to or from the school premises
3. Tampering, mutilating, copying, duplication of Student ID for the purpose of fraudulent entry
4. Possession, distribution, borrowing, passing or lending pornographic magazine, indecent pictures, materials, and/or objects
5. Bringing in and using of cigarettes/electronic cigarettes/vapes and lighters to school or official activities
6. Possession, and/or drinking of intoxicating drinks, hard liquor; attending class or any school activities in a state of intoxication, drinking alcoholic beverages whether inside or outside the school campus during class days or hours
7. Tampering, erasing of notes or signatures in cards, letters and other documents, and altering/erasing of notices on bulletin boards
8. Public display of intimate gestures or affection such as kissing, necking, petting or any malicious act(s) whether inside or outside the campus
9. Payment, attempt to use as payment counterfeit or fake money (bill or coin) in the campus
10. Unauthorized selling of tickets/articles and services in exchange for money and unauthorized solicitation
11. Bribing or receiving a bribe from faculty members, employees, administrators and/or student
12. Fighting/causing others to fight
13. Threatening, provoking, intimidating or coercing a fellow student or any member of the school community

14. Instigating, leading or participation in activities that leads to the disruption of academic functions such as classes, seminars, convocations, symposia, and other school activities
15. Using the school name, emblem or seal without the approval of the school authority
16. Refusal to submit to the safety and security requirements and violation of safety and security guidelines and policies
17. Unauthorized participation in off campus extra-curricular activities such as dance competition, bands showdown, movies, commercials and the like, that will have a negative impact on the image of the School
18. Disregarding any lawful instruction of the College and/or administration in connection with his/her status of being a student of Tytana
19. Displaying contemptuous attitude during the disciplinary proceeding

Category B. To be handled by homeroom adviser, subject teacher, guidance counselor and discipline coordinator. Interventions for the commission of these offenses could be any of these:

Suspension for 6-15 school days and/or disciplinary probation, including exclusion to a maximum of expulsion

1. Commission of nine (9) or succeeding minor offenses, habitual disregard or willful violation of established policies and regulations
2. Academic dishonesty in all forms during assignment, quizzes, summative tests, quarterly examinations; checking; and/or reviewing of test results
 - a. Usage or possession of notes or any material related to the exam whether the student actually uses them or not
 - b. Exchanging of examination papers
 - c. Passing examination leakages through the use of coded messages, signs/symbols, papers, electronic devices and the like
 - d. Changing test answers and scores during review of test results
 - e. Glancing at another student's test paper or allowing somebody else to glance at his/her test paper
 - f. Copying from or allowing another to copy from one's exam paper or the like
 - g. Sending and/or suggesting/influencing/lending/prompting and/or having a substitute take a quiz, test, major exam or any academic exercise on one's behalf
 - h. Having another write the name/prepare quiz, answer sheet, answer paper or exam paper or forms
 - i. Providing somebody else copy/ies of an exam questionnaire or something similar
 - j. Talking to another student without permission during an exam
3. Plagiarism or stealing somebody's work or idea; copying what somebody else has written or taking somebody else's idea and trying to pass it off as original
4. Stealing, attempting similar act, shoplifting inside and outside the school premises
5. Arson, vandalism, willful destruction of any school property
6. Gross dishonesty, lying, or any form of deception

7. Possession of, use of, or selling of firearms, deadly pointed/bladed weapons, explosives including firecrackers, pillbox and the like within the premises and boundaries of the College
8. Possession of, use of, or bringing of prohibited or regulated drugs inside the campus or during off campus activities (RA 9165 or Comprehensive Dangerous Drugs Act of 2002)
9. Inflicting or attempt to inflict physical injury upon another student or any member of the school community, visitors and guests in any dispute inside or outside the school
10. Grave threats to inflict harm on another person's honor or property
11. Grave threats to inflict harm on school properties or the School itself
12. Publishing or circulating false/libelous, malicious information about the school, a teacher or any official or students
13. Insubordination, propagating false orders, use of insulting words against faculty members and/or other personnel of the school; any act of defiance against teacher, or school authorities
14. Misrepresenting of oneself or using the name of another student in any activity of the School
15. Conduct unbecoming of a student of the School grossly portraying contempt to the core values and brand of culture and discipline
16. Misuse of class/student/organization funds
17. Hooliganism
18. Bullying in any form not limited to as stated in appendix (RA 10627 or Anti Bullying Act of 2013)
19. Sexual harassment, acts of lasciviousness, and other similar acts as stated in appendix (RA 7877 or Anti Sexual Harassment Act of 1995 and RA 11313 or Space Spaces Act)
20. Being a member of an organization not recognized by the School like fraternity/sorority
21. Recruiting students to join; Hazing or initiation of any kind either inside or outside school premises and/or recruitment of another student to join any unrecognized association, organization, fraternity, sorority and the like
22. Commission of an offense penalized by the Revised Penal Code (RPC) of the Philippines
23. Final conviction before any court for criminal offense involving moral turpitude, against person, property other than through reckless imprudence
24. Causing an outsider to be involved in disputes among Titans. The School will hold particular student responsible for bringing the outsider to school premises.
25. Unauthorized collection of money (extortion) or other instruments from members of the community
26. Initiating and/or participating in brawls on school premises or during official school functions
27. Gross acts of disrespect, in word and in deed, which tend to put any member of the faculty, administration, staff, student or member or guest of the academic community in ridicule or contempt
28. Disruption of academic function such as classes, seminars, convocations, symposia, and other school activities that tend to create disturbance or disorder

29. Acts that prevent, coerce, force or intimidate fellow students from entering the campus or attending classes or other school functions
30. Direct assault upon any member of the faculty, administration, or nonteaching staff or any person of authority
31. Individual act or act of conspiring together to dishonor, humiliate, and/or embarrass the integrity of the College, administrators, faculty, student(s), staff and employee(s)
32. Acts of subversion, insurgency, insurrection or rebellion
33. Acts such as public and malicious imputation of a crime, of a vice or defect, or any act, omission, condition, status or circumstances tending to cause dishonor, discredit or contempt to the name of the College
34. Giving false testimony during a school investigation
35. Forcing or inciting somebody to commit an illegal act
36. Forging/counterfeiting/imitating signatures, falsifying or tampering official academic records or documents; making a false statement of any material fact; or practicing or attempting to practice any deception or fraud
37. Portrayal of erotic behavior designed to cause sexual excitement and/or depiction or description of licentiousness or lewdness
38. Posing indecently in any print or electronic media, or participating in indecent shows, films, contest, or prostitution activities
39. Causing undue delay in any disciplinary proceeding and/or not faithfully complying with the requirements of any disciplinary proceeding causing delay in the processing of the case
40. Any unauthorized conduct of individual or group activity without approval of the Office of the Principal and/or Directorate for Student Affairs
41. Gambling in any form while inside the campus premises and off-campus school function
42. Capturing through electronic gadgets of any test items from all tests including National Assessment test; distribution and posting of photos of the test booklets in any form of media
43. Violation of Cybercrime Prevention Act of 2012 as defined under RA 10175

Additional Provision on Other Offenses

Performance of any other act(s) analogous or not and/or the same import as of the foregoing, or performance of acts and/or omissions with the same effect or causing results detrimental to the School shall be covered by this provision.

Intervention shall range from verbal reprimand and written apology to suspension, disciplinary probation, exclusion or expulsion depending on the gravity of the offenses and/or the circumstances surrounding its commission and/or the extent of damage or loss resulting from the act or omission plus indemnification of the resulting damage or loss to the School.

Should a student be a potential awardee of an academic honor or related awards, but has disciplinary records or violation, the same award may not be given unless proper consideration is accorded to.

Forms of Disciplinary Measures

Any student found violating the rules on discipline or offenses enumerated in this Manual shall, after due investigation, be subjected to the following interventions depending upon nature and gravity of the offense(s) committed.

1. Oral reprimand/warning
2. Written warning. This serves as official communication to parent/guardian who should sign and return it to the Discipline Coordinator.
3. Suspension. Prohibition from the school for a definite period of time.
4. Preventive suspension. This prohibits the student's presence in school or any school related activity off-campus.
5. Disciplinary probation. This accounts for community service. If not rendered within the specified dates, this will lead to non-admittance for next school year.
6. Exclusion. A penalty imposed on the student which bars him/her from school rolls.
7. Expulsion. An extreme penalty of an erring student which excludes him/her from admission to any public or private school in the Philippines.

Procedures for Disciplinary Action

All offenses covered by the Student Manual's Decorum and Code of Conduct may be subject to the assessment by the authority who witnessed the offense and/or complaining party may be responsible for preparing and submitting a written incident report to the Discipline Coordinator within 24 hours from the commission of the said act or omission, indicating more particularly the following:

- a. Names of party/ies involved;
- b. Acts or omissions committed;
- c. Date, time and place of commission;
- d. Names of witnesses, if any;
- e. Object, documentary or testimonial evidence; and
- f. Other relevant and material particulars.

The Discipline Coordinator upon receipt of the written incident report shall within three (3) days, review the same, and (a) dismiss the case if not falling under any of the offenses covered by the Student Manual; (b) if falling under Minor Offenses, Discipline Coordinator will record and will give

appropriate sanctions and/or penalty; (c) if falling under Category A or B (Major Offense), Discipline Coordinator will convene the Committee on Discipline for the proper deliberation of the case.

The Homeroom Adviser shall be notified by the Discipline Coordinator of all offenses charged to/committed by his/her student. The complaining party will be responsible in preparing the incident report and submitting to the Discipline Coordinator.

Enforcement of Rules and Regulations

All faculty members, Student Council officers, class officers, organization officers, and other persons duly-authorized by the administration are empowered to strictly enforce the rules and regulations regarding proper behavior. The above-mentioned individuals are enjoined to coordinate with the Student Discipline Department.

Determination of Offenses

1. Generally, faculty members being persons of authority in classroom activities, have the right to evaluate, censure and advise their students for minor faults committed.
2. The Student Discipline Department has the duty to determine the nature of the offense committed pertaining to matters that are outside academic jurisdiction.

Committee on Discipline

All major cases involving discipline of students shall be under the jurisdiction of the Committee on Discipline (COD). The fact that the misconduct has been committed outside the College premises shall not constitute a defense if it involves his/her status as a student or affects the good name or reputation of the College or disrupts its regular academic process.

A. Composition of the Committee on Discipline

1. The Committee on Discipline shall consist of five (5) voting members:
 - a. The Chair who is either a subject area coordinator, level coordinator or discipline facilitator selected by the Principal.
 - b. Two (2) faculty members selected by the Principal. To the extent possible, faculty members shall be drawn from different subject areas.
 - c. A Senior High School Student Council representative
 - d. A student representative selected by the Principal from a pool of four (4) students equally representing each strand who were nominated by grade level officers

The Student Discipline Coordinator and/or the head of the Student Discipline Department and the head of the Guidance and Testing Department shall be non-voting ex-officio members of the Committee on Discipline.

2. A quorum will consist of any three (3) members with the Chair being mandatorily present during any proceedings of the Committee on Discipline.

Subject to the sensitivity and nature of the case, as determined by the Chair of COD, the Committee on Discipline (COD) may convene without a student representatives sitting on the board, provided there is quorum.

3. The Committee on Discipline shall conduct a formal investigation, with due notice and hearing, for the explanation and/or participation of the erring student; and thereafter render a decision/resolution, based on a majority vote of all committee members who participated in all of the proceedings, subject to the review of the Principal.
4. The decision of the Committee on Discipline is final and immediately executory if not appealed to the Office of the Principal and the Appellate Board within five (5) working days from the date of the receipt of the decision.
5. The decision of the Principal shall be final and executory if not appealed to the Office of the President within five (5) working days from receipt of Principal's decision.

The President and Chief Academic Officer shall only take jurisdiction of the case if it is appropriately appealed and if all administrative remedies have been exhausted. The decision of the President and Chief Academic Officer is final and executory.

B. Determination of Grounds to Warrant Discipline Proceedings

The Head of the SDD or his/her authorized representative is tasked to determine if there are sufficient grounds to formally warrant discipline proceedings of the student. In determining so, s/he may initiate investigations and/or inquiry which would aid him/her in arriving at a determination.

In case there is settlement between/or any two parties involved in an accident such settlement between/or among parties involve does not necessarily preclude the SDD to pursue the processing of the case.

C. Written Notice of Offense

If sufficient grounds exist, the student will be provided with a written charge sheet/notice which shall contain the following:

1. The specific provision/portion of the Student Manual violated by the student.
2. A short account of the facts and circumstances supporting the charge.
3. The imposable penalty for the offense alleged to be committed.

If no sufficient grounds exist, the complaint shall be dismissed.

D. Preventive Suspension

A student may be preventively suspended by the Principal pending hearing of his/her case where his/her continued presence in the College premises pose threat to lives or property and to ensure maintenance of order, provided that a reasonable opportunity be afforded to the preventively suspended student for a hearing within five (5) to ten (10) school days from suspension. The student preventively suspended shall be permitted to enter the College campus only for the limited purpose of participating in the conduct of disciplinary proceedings.

E. Summary Proceedings

If during the preliminary investigation, respondent appears and admits guilt in writing, the case may be acted upon by the Committee on Discipline summarily. This is entered into the record and the Student Discipline Department recommends that a hearing be dispensed with. The action is terminated as soon as the respondent accepts the charges and the members of the COD are through with their clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory, unless the COD defers the imposition of penalty for meritorious reasons.

F. Period

The written notice must be provided to student within a period of ten (10) working days from the date the complaint was received or the conduct took place. The student must submit his answer to the charges/s within five (5) working days from the receipt of the written notice. Failure to timely answer shall mean a waiver of his/her right to be heard and decision shall be rendered based on the facts culled from the record.

G. Conduct of the Hearing

The Committee of Discipline shall be provided by the Discipline Coordinator with a copy of the charge sheet/notice and answer of the student and all such other documents necessary in judiciously deciding the case at hand.

The Discipline Coordinator shall present the facts supporting the accusation and the complainant, if there is any, and call on witnesses. The student being charged shall be allowed to present his/her side thereafter.

H. Decision

The Committee on Discipline shall decide the case within five (5) working days after the last day of hearing. Decision of the COD shall be final and executory if no appeal is taken within five (5) days from the receipt of the decision. If the decision imposing a penalty is any of the following: one (1) semester suspension, exclusion or expulsion and was rendered after the first grading of first semester or third grading of second semester, it shall be effected and served upon by the student in the next semester. On the other hand, decisions of one (1) semester suspension, exclusion or expulsion rendered prior to first grading of first semester or third grading of second semester shall be effected and served upon by the student during the same semester.

Appeal on the Decision of the Committee on Discipline

Decisions of the Committee of Discipline are final and executory if not appealed to the Principal within five (5) working days from date of receipt of decision.

The Principal takes cognizance of decisions when the penalty imposed is any of the following: one (1) semester suspension, exclusion or expulsion. If the penalty imposed is 15 days or lower, the aggrieved party may take a motion for reconsideration to the same Committee of Discipline.

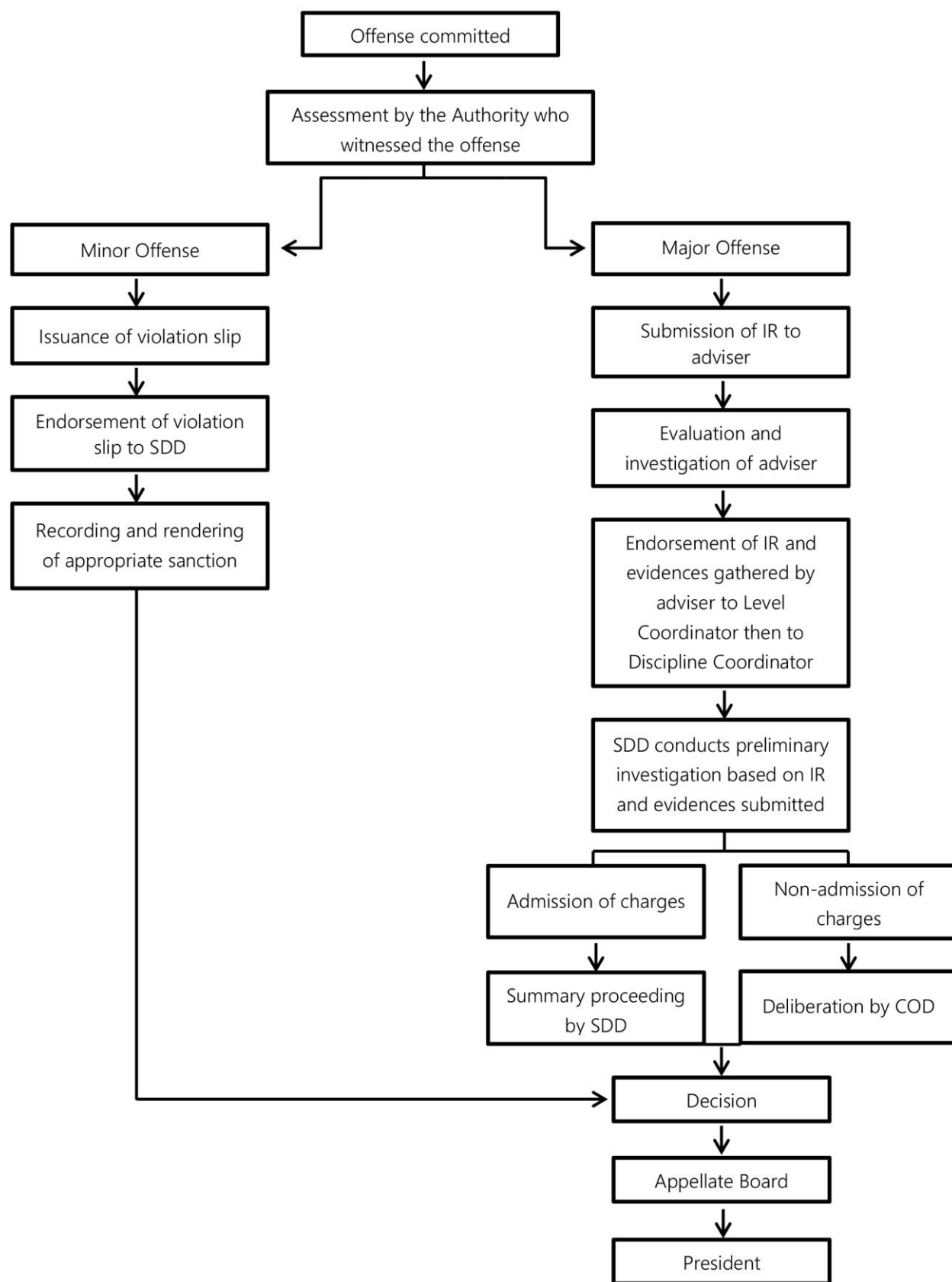
The Appellate Board is composed of the following:

- a. Principal
- b. Two (2) faculty members of SHS who were not part in the decision rendered by the Committee on Discipline

Decision of the Appellate Board is final and executory if not appealed to the Office of the President within five (5) working days from date of receipt of the decision.

The President shall only take jurisdiction of the case if it is appropriately appealed and if all administrative remedies have been exhausted. The decision of the President is final and executory.

The above rules and regulations are subject to pertinent provisions of the Student Manual and rules of the Department of Education.



Behavioral Expectation from Titans

The following manifestations of good behavior are expected from all Titans. It is hoped that Titans carry observe these in whatever they do, wherever they may be, and under whatever circumstances they may find themselves in.

A. On coming to school and before going to class, a Titan is expected to:

- ✓ Leave the house early enough so as to arrive in class in time.
- ✓ Enter the campus as soon as s/he arrives and not loiter outside.
- ✓ Show respect to the security personnel.
- ✓ Wear the proper and complete uniform including the ID.
- ✓ Bring all needed things required for the day's activities.
- ✓ Wait quietly for the bell to ring in a convenient place where s/he could study and do some last minute preparation for the class.

B. During flag ceremony, a Titan is expected to:

- ✓ Join the formation punctually and quietly when instructed.
- ✓ Put down bag and other belongings and stand at attention.
- ✓ Avoid talking and doing other unnecessary movements while waiting for the flag ceremony to begin.
- ✓ Participate in the singing of the Philippine National Anthem, recitation of the Tytana Vision and Mission, singing of the Tytana Hymn with pride and sincerity.
- ✓ Listen attentively to any announcement and pay respect to the speakers.

C. In the classroom, a Titan should:

- ✓ Listen well in the discussion of the lessons and actively participate in the recitations, group works, board works, seatwork, and other activities.
- ✓ Pay attention to the teachers and classmates during class discussion.
- ✓ Wait quietly in the classroom when the teacher is late or absent. If teacher is late/absent, it should be reported to the Office of the Principal immediately.
- ✓ Secure a class-pass from subject teacher before leaving the room.
- ✓ Maintain the cleanliness and orderliness of the room. Lights and aircon should be turned off when not in use.
- ✓ Avoid eating, drinking, playing, or making unnecessary noise.
- ✓ Withhold from buying or selling items (food, school materials, and the likes) from or to his/her classmates.

D. Along the corridors and stairways, a Titan should:

- ✓ Observe silence while passing along the corridors and stairways.

- ✓ Avoid loitering along the corridors during class hours and in between periods.
- ✓ Keep corridors and stairways clean. School bags and other belongings should not be left along the corridors and stairways.
- ✓ Observe strictly the "Keep Right" rule.
- ✓ Be mindful of not impeding/hindering passage. Running and playing are not allowed.

E. In the Multi-Faith Prayer Room, a Titan should:

- ✓ Enter the room in silence and with reverence to create atmosphere conducive to prayer.
- ✓ Take the farthest end of the chairs to avoid giving inconvenience to others.
- ✓ Take an active part in the liturgical services, responses and prayers.
- ✓ Leave the room quietly, reverently, orderly, without rushing or pushing one another.

F. Around the campus, a Titan should:

- ✓ Keep the campus free from litter so it will be safe, comfortable, and healthful to stay in.
- ✓ Refrain from destroying school properties purposely or accidentally. S/he shall assume full responsibility of replacing or repairing them.
- ✓ Should surrender lost items to the Lost and Found section of the School.

G. In the comfort room, a Titan should:

- ✓ Use the assigned comfort rooms.
- ✓ Avoid stepping on the seat and flush after use.
- ✓ Conserve water and electricity. Turn off faucets in case there is no water.
- ✓ Maintain cleanliness of doors and walls.
- ✓ Avoid throwing anything into the urinals, toilet bowls, and sinks.

H. Outside the campus, a Titan should:

- ✓ Conduct himself/herself in a manner that befits a cultivated young gentleman/lady.
- ✓ Participate only in outside activities that will give the school a good name.
- ✓ Wear clothes that fit the occasion s/he goes to.
- ✓ Refrain from using the name of the school in getting publicity unless permitted to do so.

I. Relationship with

- Parents, a Titan should:
 - ✓ Give his/her parents the highest degree of respect and obedience.
 - ✓ Keep them constantly informed about his/her academic performance and activities.
 - ✓ Present to them any communication from the school.

- ✓ Encourage them to attend the school meetings.
- ✓ Seek their advice and help regarding academic and non-academic problems.
- Administrators, a Titan should:
 - ✓ Show respect and sincerity in dealing with them.
 - ✓ Be open to their constructive suggestions.
 - ✓ Make the most of all the opportunities given by them and in return live up to the good name of the school.
- Fellow students, a Titan should:
 - ✓ Treat fellow Titans with respect. Respect their rights and property.
 - ✓ Speak gently and kindly to them.
 - ✓ Live and work as one with them.
 - ✓ Willingly extend help to them for any good cause.
- School personnel, a Titan should:
 - ✓ Show appreciation for their services by giving them respect and courtesy due to them.
 - ✓ Ask their permission when borrowing or using school properties and facilities.
 - ✓ Say "Thank you" and "Please" for any assistance they give.

VIII. Appendices

Appendix 1: Commitment Form

AGREEMENT

I, _____, with student no. _____, a resident with postal address of _____ presently enrolled at Manila Tytana Colleges, taking up _____, would like to express my commitment as follows:

1. I have carefully read and understood the contents of the Manila Tytana Colleges' College Student Manual.
2. I shall comply/abide with the rules and regulations of Manila Tytana Colleges.
3. I acknowledge the authority of the institution to maintain school discipline and its right to impose appropriate and reasonable disciplinary measures as provided in this Manual.
4. I also hereby promise that in the event that I am found guilty of violating any of the policy of the College, I will voluntarily comply/serve and/or settle the sanction given to me on or before the given deadline. Otherwise, I will not be allowed by the College to enroll the following term and/or the College shall withhold my school credentials.

I understand that, by signing this agreement, I shall be bound without reservation by its governing rules and regulations.

I further understand that complying with this agreement is a prerequisite to my admission to Manila Tytana Colleges and shall be considered as a continuing requirement for the duration of my stay in this institution.

BY:

Signature over printed name of student

Date

WITH MY CONFORMITY:

Signature over printed name of parent/legal guardian

Date

Appendix 2: Data Privacy Notice

Statement of Privacy Policy

Manila Tytana Colleges is committed to protecting the privacy of its data subjects, and ensuring the safety and security of personal data under its control and custody. This policy is intended to provide information on the personal data gathered by Tytana about its current, past, and prospective students; how it will use and process this; how it will keep this secure; how it will dispose of it when it is no longer needed; and their rights under the DPA 2012.

This information is provided in accordance with the Philippine Republic Act No. 10173 or the "Data Privacy Act of 2012" (DPA) and its Implementing Rules and Regulations (DPA-IRR). This will ensure Tytana's data protection practices are in place to safeguard all the personal data of individuals it deals with, and also to inform such individuals of their rights under the Act.

This Data Privacy Notice may be amended at any time without prior notice, and such amendments will be notified to you via Tytana's website or by email.

Privacy Notice

Information Collected

Tytana collects, stores, and processes personal data from its current, past and prospective students, starting with the information provided at application through to information collected throughout the whole course of their study at the school.

This includes:

1. Contact information such as, name, addresses, telephone numbers, email addresses, and other contact details
2. Personal information such as date and place of birth, nationality, immigration status, religion, civil status, student ID, government-issued IDs, etc.
3. Family background, including information on parents, guardians, siblings, related Tytana alumni, etc.
4. Photographic data, such as photos, CCTV videos, handwriting and signature specimens
5. Health records, psychological evaluation results, disciplinary records, and physical fitness information
6. Student cumulative guidance folder which includes interviews, entrance exam results, and guidance assessments, special needs, exclusions/behavioral information, etc.
7. Permanent Student Academic Records, including transcripts and the academic history of the student in Tytana
8. Student extra-curricular activities
9. Financial and billing information
10. Grades/academic performance submitted by the colleges.

Use of Information

The collected personal data are used solely for the following purpose:

1. Processing of admission application and student selection (and to confirm the identity of prospective students and their parents)
2. Verifying authenticity of student academic records and documents
3. Processing of scholarship applications and its on-going requirements
4. Providing academic documents for the processing of scholarship applications and its on-going requirements
5. Processing of enrollment and registration
6. Supporting student learning and validating students' program of study based on curriculum requirements, and other activities and experiences forming part of the student's formation and education
7. Supporting the student's well-being and providing medical services and guidance counselling
8. Monitoring and reporting on student progress; processing of evaluations, exam results, and grades
9. Monitoring and ensuring the safety of all students within the Tytana campus
10. Preparing academic documents for certification, authentications and verification.
11. Processing, preparing, and providing academic documents required by the government agencies and non-government agencies for scholarship, and future education evaluation inside and outside the country as well as employment purposes
12. Informing parents of the student's academic standing and sending of grades through snail mail and the Tytana website which can be accessed through www.mtc.edu.ph
13. Processing and generating statements of accounts
14. Processing of application for graduation
15. Evaluation for board examinations
16. Documentation of students' data
17. For accreditation, professional development of teachers and staff, and research, e.g., evaluation studies by the research desk, action research by teachers, etc.
18. Posting or displaying of academic and non-academic achievements within the Tytana's premises and/or website
19. Marketing and promoting Tytana, its students, and other academic and non-academic student and/or school activities inside and outside the campus
20. Providing library services, running an outreach program, family council purposes, job postings, practicums, and internships.

Information Sharing

Personal data under the custody of Tytana shall be disclosed only to authorized recipients of such data. Otherwise, Tytana will share student's personal data with third parties other than your parents and/or guardian on record, only with student's consent, or when required or permitted by our policies and applicable law, such as with:

1. Regulatory authorities, courts, and government agencies, e.g. Department of Education, Commission on Higher Education, etc.
2. The Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) and Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), and other service

organizations which accredits academic programs that meet commonly accepted standards of quality education

3. Service providers who perform services for Tytana and help Tytana support students' learning, monitor and report students' progress, manage the operations of the school, and assess how well Tytana is doing
4. Business partners and other academic linkages who provide internships and job opportunities to its graduates

Data Transfer

Where Tytana consider it necessary or appropriate, for the purposes of data storage, processing, providing any service or product on our behalf to you, or implementing an academic linkage program, we may transfer student's personal data to third parties within or outside of the Philippines, under conditions of confidentiality and similar levels of security safeguards.

Security

Tytana puts in place organizational, administrative, technical, and physical security measures to safeguard students' personal data. Only authorized personnel have access to these personal data, the exchange of which (mainly within campus) is facilitated through in-house computer systems and paper files.

Should third parties need access to students' personal data, Tytana requires a non-disclosure agreement and/or a data sharing agreement with them, in compliance with the DPA and the DPA-IRR. Students' paper and digital files are securely stored, employing physical security to safeguard the paper files and technical security to protect the digital files.

Retention of Information

Tytana keeps students' paper and digital files for the following specific period of time.

1. The first copy (hard copy) of the Transcript of Records, Form 137, and the diploma are kept by the Office of the College Registrar up to two years from the date of graduation; for programs exempted from the special orders, six months from the date of graduation. The Transcript of Record maybe requested by the alumni anytime they need it since these are encoded in the college enrollment system. A second copy of the diploma can also be requested provided an affidavit is presented indicating what happened to the first copy of the said document.
2. The Office of the College Registrar, through the college computerized registration system, operated and maintained by the College Information Technology Department, record and store data/information in a secured data base for indefinite period of time or as long as the data base is needed.
3. The Permanent Student Academic Records from the students' previous institution are all kept by the Office of the College Registrar up to six years, until the student is enrolled, and/or until needed. These are the following: secondary Form 137, Form 138, Diploma, Transcript of Records, and Scholastic Records.

4. Application forms and documents of unsuccessful applicants are kept by the Admissions Office up to one year.
5. Scholarship application forms and supporting documentation are kept by the Directorate for Student Affairs as necessary, or until the scholar graduates.
6. The Student Cumulative Guidance Folders are kept by the Guidance and Testing Department up to two years after graduation.
7. Student disciplinary records are stored by the Directorate for Student Affairs up to five years after the student has rendered the sanction.
8. The class records are kept for one year after graduation.
9. Non-academic records, e.g., service records for HED scholars, extra-curricular activities, emergency contact forms, etc. are kept for five years.
10. Financial and billing information are kept by the Finance Directorate for five years.
11. The Clinic retains health records for five years after graduation.
12. CCTV cameras are maintained in all our facilities; some cameras have memory for two weeks of CCTV videos, and older ones have less. The cameras run continuously on a rolling basis, where older videos are overwritten as the memory fills up.

When student's personal data is no longer needed, Tytana takes reasonable steps to securely destroy such information or permanently de-identify it. Paper files are securely shredded; and electronic information is deleted and secure erase is applied so that this is no longer recoverable nor reproducible.

Student's Rights

All students have the right to be informed, object to processing, access and rectify, suspend or withdraw his/her personal data, including, any such information held by third parties, with whom Tytana has a data sharing agreement; and be indemnified in case of damages pursuant to the provisions of the DPA and the DPA-IRR.

If any student wants to exercise any of his/her rights, or if s/he has any questions about how Tytana processes the data, please contact Tytana's Data Protection Officer, through the following channels:

Email dpo@mtc.edu.ph

Call +632 859-0834

Write

The Data Protection Officer

Manila Tytana Colleges

Metropolitan Park, Macapagal Boulevard, Pasay City, Philippines 1300

If a student has a concern or complaint about the process of obtaining and using his/her personal data, s/he should raise the concern to Tytana in the first instance or directly to the National Privacy Commission.

Appendix 3: Manila Tytana Colleges Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995

Pursuant to its powers, the Committee on Decorum and Investigation of the Manila Tytana Colleges hereby promulgates the following rules and regulations to effectively implement Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the College.

Section 1 – Affirmation of Policy

In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7877, the Manila Tytana Colleges shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The College affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2 – Definition of Terms, as used in this rules and regulations

- a. "Student" means any person (1) admitted and registered, in a degree or non- degree program or cross-registered in any course of the College on a regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the College formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, regardless of whether or not s/he is enrolled in any unit of the College at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him/her.
- b. "Employee" means any person who holds an official appointment or designation in any unit of the College and includes casual or contractual employees and;
- c. "Faculty Member" means any member of the teaching staff of the College, regardless of academic rank or category and includes librarian, researcher or research associate, coach, training specialist, and extension workers.

Section 3 – Sexual Harassment Defined

- a. Sexual Harassment is committed by an officer, faculty member, employee, coach, trainor, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office or classroom of the College, demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.
- b. In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
 - i. The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation of any other terms, conditions or privileges; or the refusal to grant the sexual

- favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;
 - ii. The above acts would impair the rights or privileges of the faculty member or employee under existing labor laws, Civil Service Law, rules and regulations;
 - iii. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.
- c. In the academic, teaching or study environment, sexual harassment is committed:
 - i. Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
 - ii. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - iii. When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations.
- d. Sexual harassment can be verbal, visual or physical. It can be overt as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances.
- e. The suggestion or advances need not be direct or explicit. It can be implied from the conduct, circumstances, and relationship of the individuals involved.

Section 4 – Forms of Sexual Harassment

Sexual Harassment can consist of the following:

- a. Persistent, unwanted attempts to change a professional or educational relationship to a personal sexual relationship ultimately leading to a sexual physical intimacy.
- b. Unwelcome sexual flirtations and inappropriate putdowns of individual persons or classes or people. Examples include, but are not limited to the following:
 - i. Unwelcome sexual advances;
 - ii. Repeatedly sexually oriented kidding, teasing, joking or flirting, or verbal abuse of sexual nature;
 - iii. Graphic commentary about an individual's body, sexual prowess or sexual deficiencies;
 - iv. Derogatory or demeaning comments about women in general, whether or not accompanied by leering, whistling, touching, pinching, or brushing against another's body;
 - v. Displaying objects or pictures which are sexual in nature that would create hostile living environments.
- c. Romantic relationships between faculty and students, faculty and teacher assistants, teacher assistants and undergraduates, and faculty and support staff are hereby discouraged.
- d. Any person who directs/induces another to commit an act of sexual harassment as herein defined, or who cooperates in the commission thereof by another, without which it would have been committed, shall also be held liable under these rules.

Section 5 – Policy Standards and Guidelines Concerning Sexual Harassment

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the Manila Tytana Colleges. This rules and regulations cover all officers, faculty members, employees, and students within the jurisdiction of the Manila Tytana Colleges.

Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit of Manila Tytana Colleges after the application has been received by such unit.

- a. Basic Types of Sexual Harassment – the following are considered basic types of sexual harassment:
 - i. “Quid pro quo” sexual harassment occurs when submission to or rejection of unwelcome sexual advances is used as the basis for employment decisions, giving of passing grades, granting of honors and scholarships, or the payment of a stipend, allowance and other benefits, privilege, or considerations. Quid pro quo sexual harassment cases are hereby classified as grave.
 - ii. “Hostile or Offensive” sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual job’s performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic job consequences.
 - iii. Hostile or offensive sexual harassment cases are hereby classified as grave misconduct, immoral/disgraceful conduct prejudicial to the interest of the service or light misconduct or conduct prejudicial to the best interest of the service depending on the reasonable man/woman standards adopted by the Committee.
- b. Sexual harassment under this rules and regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty-faculty, employee-employee or student-student relations, or those involving harassment of faculty members or employee by students. It contemplates cases of harassment involving persons of the same or opposite sex.
- c. Sexual harassment is a reprehensible conduct which subverts the mission of the College and undermines the careers of students and faculty members as well as those of the administrative personnel. The College shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of this rules and regulations.
- d. All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the College authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the College.
- e. College officers, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of this rules and regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.

- f. The College will provide all possible support services to students, faculty members or employees who are victims of sexual harassment. Retaliation against parties directly or indirectly involved will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.
- g. The College shall take cognizance of sexual harassment cases committed by members of its community outside the College's campus and beyond classroom hours in any of the following cases:
 - i. The violation of these rules occurred in connection with an activity sponsored by the College outside the campus; and
 - ii. The violation involves the status of the erring member of the educational community or affects the good name or reputation of the College.

Section 6 – Procedure

- a. The institution shall provide venue for both formal and informal procedure for resolving cases or dealing with incidents of sexual harassment.
- b. Informal procedure refers to College action through appropriate officials or committees, which does not involve formal investigation not filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt within this manner will be documented to determine whether patterns of sexual harassment are present. The Vice President for Finance and Administration (for non-teaching personnel), Vice President for Academics and Research (for faculty), Director for Student Affairs (for students) shall establish services for informal procedure.

Section 7 – Responsible Officials

- a. Under the general supervision of the President and Chief Academic Officer of the College, Vice President for Finance and Administration (for non-teaching personnel), Vice President for Academics and Research (for faculty), Director for Student Affairs (for students) shall be directly responsible for the implementation of the policy on sexual harassment as provided in the present rules and regulations.

Section 8 – Committee on Decorum and Investigation

- a. A Committee on Decorum and Investigation is hereby created under the Office of the President. The members of the Committee shall be appointed by the President and Chief Academic Officer and it shall be composed of one representative from:
 - i. The administration, who shall serve as Chairperson of the Committee on Decorum and Investigation;
 - ii. The faculty or coaches or trainors;
 - iii. Student Council or student sector.
- b. The Committee shall:
 - i. Undertake information dissemination on policies, rules, regulations, and procedure on sexual harassment and will become part of academic culture;
 - ii. Creatively design or formulate informal procedure of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management; and

- iii. Provide security and support measures to aggrieved parties of victims in sexual cases.
 - iv. Render the decision within 15 working days after the last hearing date.
-
- c. The Committee shall every year constitute a pool of such number of students, faculty member, and officers and employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with College policy, rules, regulations, and procedure concerning sexual harassment.
 - d. Within (60) days from the effectivity of this rules and regulations, the Chairperson of the Committee on Decorum and Investigation shall complete the organization of the Committee and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

Section 9 – Annual Report

- a. The Chairperson shall submit an annual report to the President and Chief Academic Officer, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the College policy, rules and regulations contained herein, together with his recommendations.

Section 10 – Effectivity

- a. This rules and regulations shall take effect seven (7) days from publication in the school paper, The Centerpost.

Appendix 4: Procedure on Sexual Harassment Case

- I. No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process shall have been observed.
- II. The following procedural process standards must be met in sexual harassment cases:
 - a. The alleged respondent must be informed in writing of the cause of accusation against him/her;
 - b. S/He shall have the right to answer the charges against him/her, with the assistance of counsel if desired;
 - c. S/He shall be informed of the evidence against him/her;
 - d. S/He shall have the right to adduce evidence in his/her own behalf;
 - e. The evidence must be considered by the investigating committee or official to hear and decide the case.
- III. Complaint
 - a. Formal complaint requires that the complainant be willing to identify the respondent so that a thorough investigation and hearing of the charge shall be conducted. A formal charge of sexual harassment will be filed only on a subscribed sworn complaint. Complaint procedure must conform to the principles of due process.
 - b. The complainant shall file a written complaint with the Committee on Decorum and Investigation which the latter shall, upon receipt of the complaint, determine whether probable cause exists before giving due course to the complaint. Upon a finding of probable cause, a Hearing Committee shall be constituted with members drawn from a pool as established under Section 8 of the Rules and Regulations.
 - c. The complainant shall forthwith be referred to the Committee.
 - d. No particular form is required for the complaint, but it must be in writing, signed and sworn to by the complainant. It must contain the following:
 - the full name and address of the complainant;
 - the full name and address of the respondent;
 - a specification of the charge or charges;
 - a brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint.
 - e. In support of the complaint, the complainant may submit any evidence he or she has, including affidavits of witnesses, if any, together with the complaint.
 - f. A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

g. The Committee shall notify the respondent in writing of the sexual harassment charge.

IV. Answer

- a. Unless a different period is indicated in the notice issued by the Committee, the respondent shall be given not less than five (5) working days after the date of receipt of the complaint to answer the charges.
- b. The answer shall be in writing signed and sworn to by the respondent, and copy furnished the complaint. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.
- c. The respondent shall indicate in his/her answer whether or not he elects a formal investigation.
- d. Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence on his or her behalf.

V. Hearing

- a. After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) working days nor later than ten (10) working days from the date of receipt of the respondent's answer or complaint's reply, if any, and shall as far as possible conclude the hearing or investigation within thirty (30) working days from filing of the charges.
- b. The Committee shall prepare a report within fifteen (15) working days after the conclusion of the investigation or hearing and submit the same to the President and Chief Academic Officer.

VI. Preventive Suspension

- a. The Committee may preventively suspend any officer, faculty, or employee for not more than thirty (30) days but such period of suspension may be extended in accordance with law if warranted by the circumstances pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from the office.
- b. If the case against any officer, faculty, member or employee under preventive suspension is not finally decided within a period of thirty (30) days after the suspension, respondent shall either be reinstated to his former position, or in substantially equivalent position or be extended period of suspension but paid his wages and other benefits during the entire period of extension. Provided that if delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay shall not be counted in computing the period of suspension.

VII. Decision

- a. Within fifteen (15) working days from the last hearing date, the Committee shall render its decision.
- b. The decision of the Committee is final and executory if not appealed to the Office of the President and Chief Academic Officer within five (5) working days from date of receipt of the decision. The decision of the President and Chief Academic Officer is final and executory.
- c. Any appeal of the decision shall be filed in accordance with the College rules and regulations regarding administrative cases.

VIII. Penalties

- a. Sexual harassment is punishable as follows:

- i. As simple misconduct:

First offense	Suspension from one (1) month and one (1) day to six (6) months
Second offense	Suspension for one (1) year
Third offense	Dismissal

- ii. As conduct prejudicial to the best interest of the service or disgraceful and immoral conduct

First offense	Suspension from (6) months and a day to one (1) year
Second offense	Dismissal

- iii. As grave misconduct

First offense	Dismissal and permanent disqualification from employment in the College
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- b. A student found guilty of simple misconduct involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than thirty (30) calendar days, provided that should the student be found guilty for the third time, the penalty shall be expulsion. Grave misconduct involving sexual harassment shall be punishable by expulsion.
 - c. Administrative sanctions shall not be a bar to prosecution in the proper courts of unlawful acts of sexual harassment.
 - d. Nothing in the Act or in this rules and regulations shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Appendix 5: Senior High School Student Council Constitution

Preamble

We, the senior high school students of the Manila Tytana Colleges, imploring the aid of Almighty God, to pursue a genuine student council that shall inspire us to become true Titans that exhibit the qualities of caring, committed, culture-adaptive, competence, creative and having the competitive-advantage to promote common good, actualize our roles as catalysts for social change and, embody our nationalist aspirations and noble vision of a humane and sovereign community where truth, justice, freedom love, equality and peace reign, do solemnly ordain and promulgate this constitution.

ARTICLE I NAME

Section 1. The name of this student council, established under this Constitution shall be known as the Manila Tytana Senior High School Student Council, which shall hereinafter be referred to as the SHSC.

ARTICLE II MEMBERS

Section 1. The members of the SHSC shall be all the Senior High School Students of Manila Tytana Colleges.

ARTICLE III THE EXECUTIVE BOARD

Section 1. The Executive Board, which shall hereinafter be referred to as EB, shall be the highest governing body and representative authority of the SHSC which shall implement and enforce the provisions stipulated in this constitution and its by-laws.

Section 2. The EB shall be composed of the:

- 2.1 President
- 2.2 Vice President for Operations
- 2.3 Vice President for Student Affairs
- 2.4 Executive Treasurer

Section 3. The qualifications of the members of the EB are the following:

- 3.1 All members of the EB shall be enrolled in the whole duration of the current school year as grade 12 students.
- 3.2 All members of the EB shall have a semestral average of not lower than 83% for the duration of his or her term.
- 3.3 All members of the EB must not be an elected or appointed officer in any recognized student organization of the Manila Tytana Colleges.
- 3.4 All members of the EB must not have any records of major offense from the Student Discipline Department.
- 3.5 Any SHSC officer who has been impeached shall not be allowed to hold any position during his or her stay in Manila Tytana Colleges – Senior High School.

- Section 4. Meetings
- 4.1 The members of the EB shall meet at least twice every month.
 - 4.2 Any members of the EB may call special meetings if he or she deemed it necessary provided that the EB member communicated to the president about the agenda and matter of the meeting.
 - 4.3 The EB shall constitute a quorum of no less than two-thirds of its members.
- Section 5. A final decision must be reached via a majority vote of the EB. Decisions made outside this provision are tentative and unofficial until majority of the EB members are informed and have agreed.

ARTICLE IV
POWERS, DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

- Section 1. The President shall:
- 1.1 Be the Chief Executive Officer of the SHSC.
 - 1.2 Be the official representative and spokesperson of the SHSC at any function, meeting or assembly within and outside of the school.
 - 1.3 Preside over the meetings of the EB, Executive Committee, and other meeting he or she called for.
 - 1.4 Be an ex-officio member of all committees under the SHSC.
 - 1.5 Uphold and enforce the provisions stipulated in this constitution.
 - 1.6 Oversee the administrative, operational and financial affairs of the SHSC.
 - 1.7 Ensure adequate representation of the student body.
 - 1.8 Coordinate with Faculty Adviser regarding school wide and administrative concerns of the SHSC.
- Section 2. The Vice President for Operations shall:
- 2.1 Report directly to the President.
 - 2.2 Be the Chief Operation Officer of the SHSC.
 - 2.3 Oversee the Marketing, Communications, and Documentation concerns of the SHSC.
 - 2.4 Handles all logistics concerns of the SHSC.
 - 2.5 Conduct research undertakings on the administrative concerns of the SHSC and present results and recommendations to the Executive Committee.
 - 2.6 Perform other functions as deemed necessary by the Executive Committee
- Section 3. The Vice President for Student Affairs shall:
- 3.1 Report directly to the President.
 - 3.2 Be the Chief Student Affairs Officer of the SHSC.
 - 3.3 Oversee the activities, social responsibility, student welfare and student representation concerns of the SHSC.
 - 3.4 Conduct research undertakings on the student affairs concerns of the SHSC and present results and recommendations to the Executive Committee.
 - 3.5 Perform other functions as deemed necessary by the Executive Committee

- Section 4. The Executive Treasurer shall:
- 4.1 Report directly to the President.
 - 4.2 Be the Chief Finance Officer of the SHSC.
 - 4.3 Review and monitor all fund-raising activities and disbursement of funds initiated by the SHSC.
 - 4.4 Be in charge of the preparation of the annual budget and allocation of funds of the SHSC.
 - 4.5 Require financial documents necessary for the maintenance of an effective fund monitoring system.
 - 4.6 Prepare an annual financial report of the SHSC.
 - 4.7 Perform other functions as deemed necessary by the Executive Committee

ARTICLE V THE EXECUTIVE COMMITTEE

- Section 1. The Executive Committee, which shall hereinafter be referred to as EXECOM, shall be vested with executive power to decide on issues not limited to:
- 1.1 School-wide activities
 - 1.2 Student representation
 - 1.3 Goals, visions and measures of the SHSC.
- Section 2. The EXECOM shall be composed of the:
- 2.1 All members of the EB
 - 2.2 Chairperson for Marketing and Communications
 - 2.3 Chairperson for Documentations
 - 2.4 Chairperson for Socio-civic
 - 2.5 Chairperson for Programs
 - 2.6 Chairperson for Student Welfare
- Section 3. The qualifications of the members of the EXECOM are the following:
- 3.1 All members of the EXECOM shall be enrolled in the whole duration of the current school year where they are elected.
 - 3.2 All members of the EXECOM shall have a semestral average of 83% for the duration of his or her term.
 - 3.3 All members of the EXECOM must not be an elected or appointed officer in any recognized student organization of the Manila Tytana Colleges.
 - 3.4 Any SHSC officer who has been impeached shall not be allowed to hold any position during his or her stay.
- Section 4. Meetings
- 4.1 The members of the EXECOM shall meet at least twice every month.
 - 4.2 Any members of the EXECOM may call special meetings if he or she deemed it necessary.
 - 4.3 The EXECOM shall constitute a quorum of no less than two-thirds of its members.

- Section 5. A final decision must be reached via a majority vote of the EXECOM. Decisions made outside this provision are tentative and unofficial until majority of the EXECOM members are informed.

ARTICLE VI
POWERS, DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- Section 1. The Chairperson for Marketing and Communications shall:
- 1.1 Report directly to the Vice President for Operations.
 - 1.2 Be in charge for the marketing concerns of the SHSC.
 - 1.3 Handle all communication and information dissemination of all student activities and other information pertinent to the function of the SHSC.
 - 1.4 Perform other functions deemed necessary by the EXECOM.
- Section 2. The Chairperson for Documentations and Activity Monitoring shall:
- 2.1 Report directly to the Vice President for Operations.
 - 2.2 Be the official custodian of the SHSC.
 - 2.3 Handles all documentation procedures, minutes of the meeting and safe keeping of all documents of the SHSC.
 - 2.4 Spearhead the evaluation of the activities and operations of the different Recognized Student Organization of the School.
 - 2.5 Perform other functions deemed necessary by the EXECOM.
- Section 3. The Chairperson for Socio-civic shall:
- 3.1 Report directly to the Vice President for Student Affairs.
 - 3.2 Handle all socio-civic affairs of the SHSC.
 - 3.3 Coordinate with other Registered Student Organizations with regards to socio-civic activities.
 - 3.4 Perform other function deemed necessary by the EXECOM.
- Section 4. The Chairperson for Programs shall:
- 4.1 Report directly to the Vice President for Student Affairs.
 - 4.2 Handle all school-wide activities initiated by the SHSC.
 - 4.3 Coordinate with other Registered Student Organizations to stream line and provide possible collaborations.
 - 4.4 Perform other function deemed necessary by the EXECOM.
- Section 5. The Chairperson for Student Welfare shall:
- 5.1 Report directly to the Vice President for Student Affairs
 - 5.2 Be the official representative for student disciplinary cases.
 - 5.3 Establish programs or projects to obtain regular feedback from the student body.
 - 5.4 Handle all feed backs and impeachment complains of the student body to the SHSC.
 - 5.5 Perform other function deemed necessary by the EXECOM.

ARTICLE VII
THE STRAND REPRESENTATIVES

- Section 1. The Strand Representatives shall be the official representatives of the different strands which shall support the SHSC in carrying out the provisions of the constitution and its goals.
- Section 2. The Strand Representatives shall be composed of the following:
- 1.1 STEM Strand Representative
 - 1.2 ABM Strand Representative
 - 1.3 HUMMS Strand Representative
 - 1.4 GAS Strand Representative
- Section 3. The qualifications of the Strand Representatives are the following:
- 3.1 All Strand Representatives shall be enrolled in the whole duration of the current school year where they are elected on the strand that they will represent.
 - 3.2 All Strand Representatives shall have a semestral average of not lower than 80% for the duration of his or her term.
 - 3.3 All Strand Representatives must not be an elected or appointed officer in any recognized student organization of the Manila Tytana Colleges.
 - 3.4 Any SHSC officer who has been impeached shall not be allowed to hold any position during his or her stay.

ARTICLE VIII
ELECTION OF OFFICERS

- Section 1. The elections of the SHSC officers shall be held every second semester of the school year with the exception of the election of the Strand Representatives, which shall be held during the first semester of the proceeding school year. The specific date would be determined by the COMELEC.
- There shall be an independent Commission, which shall be herein after be called COMELEC, composed of a Chairman and four Commissioners. The COMELEC shall be appointed by the Principal.
- The chairman shall be a faculty member; the commissioners are composed of two (2) grade 11 and two (2) grade 12 bonafide students of Manila Tytana Colleges – Senior High School department.
- The COMELEC shall exercise and propagate rules or regulations as to the conduct of election.
- The additional guidelines and qualifications of the candidates for SHSC officers shall be provided by the Election Code provided by the COMELEC.
- Section 2. SHSC officers shall be elected by the plurality of all the votes cast or at least 50% + 1 of the voting population.

- Section 3. The additional guidelines and qualifications of the candidates for SHSC officers shall be provided by the Election Code provided by the COMELEC.
- Section 4. The members of the EXECOM shall be voted into office by the members of the entire student body.
- Section 5. The Strand Representatives shall be voted into office by the members of the respective strands.
- Section 6. The COMELEC shall decide the schedule of the special election for vacancies arising from the failure of election or disqualification of candidates.

ARTICLE IX ARTICLES OF IMPEACHMENT

- Section 1. All SHSC elected officers may be removed from office on impeachment for culpable violations of this constitution and betrayal of public trust.
- Section 2. The following may be grounds for impeachment:
- 2.1 Violation of this constitution and its bylaws
 - 2.2 Gross negligence of duty
 - 2.3 Illegal disbursement of funds
 - 2.4 Any behavior which undermines the integrity of the SHSC and the School.
 - 2.5 Any other forms of gross misconduct as provided by the SC policies and Student Manual.
- Section 3. Any student may file a case of impeachment against any SC officer. The case must be communicated to the COMELEC Chairman thru the Faculty Adviser of the SHSC.
- Section 4. The general policies on impeachment shall be provided by the COMELEC.

ARTICLE X VACANCIES

- Section 1. The Principal shall decide on actions required for vacancies in the EXECOM following a special meeting.
- Section 2. In case of incapacity in the discharge of duties, removal from office or resignation of the President, the Vice President for Operations shall exercise the powers, responsibilities and duties of the President while maintaining his or her functions until the necessary appointment is made.
- Section 3. In case of incapacity in the discharge of duties, removal from office or resignation of the President, the Vice President for Operations, the Vice President for Student Affairs shall practice the powers, responsibilities and duties of the President while maintaining his or her functions until the necessary appointment is made.

- Section 4. In case of incapacity in the discharge of duties, removal from office or resignation of any member of the Executive Committee excluding the President, the President shall endorse an officer of the SHSC to the COMELEC thru the Faculty Adviser.
- Section 5. Resignation of any SHSC officer shall only be valid if it concerns health and academics, among others, and should be communicated for approval to the Principal thru the Faculty Adviser.
- Section 6. There shall be no leave of absence from the duties and responsibilities, except for the case of incumbent SHSC officers seeking to run for office in the next Elections. Concerned officers shall communicate the concern to the Faculty Adviser.

ARTICLE XI THE FACULTY ADVISER

- Section 1. The SHSC shall have a moderator who is a fulltime member of the Senior High School Department faculty, staff or administration who shall be the Chief Moderator of the SHSC.
- Section 2. The moderator shall serve on an academic year basis or until their successor has been selected.
- Section 3. The Faculty adviser shall have the rights to:
- 2.1 Be informed and consulted on the plans and undertakings of the SHSC.
 - 2.2 To attend the activities and programs of the SHSC.
 - 2.3 Be an ex-officio of any committees formed by the SHSC.
 - 2.4 Approve and reject proposals of actions, activities and plans of the SHSC.
- Section 3. The Faculty adviser shall have the following duties and responsibilities to the SHSC:
- 3.1 Serve as the official staff representative of the institution.
 - 3.2 Work closely with the organization to ensure a cooperative relationship between the moderator, and the club members.
 - 3.3 Assist each officer of the organization to understand his/her duties.
 - 3.4 Motivate and encourage the officers and the members to be duly active and involved in all the projects of the organization.
 - 3.5 Given the budget, give particular attention to the financial activities of the organization in order to prevent the incurring of the organizational debts for succeeding members to pay.
 - 3.6 Assist students to understand and apply democratic principles within their own organizations, and in working with others.
 - 3.7 Be present for all official organizational meetings and activities of the SHSC, and to advise the officers to the policies and procedures which they must follow.
 - 3.8 Ensure that all reasonable steps are taken to guarantee the safety and welfare of the SHSC.
 - 3.9 Ensure that appropriate and prescribed school policies are upheld.
 - 3.10 Sign all SHSC requisitions for the SHSC and to ensure that the appropriate officers accomplish the signatories.

- 3.11 To resolve and make appropriate actions and measures to the internal conflicts and problems that arises involving the SHSC.

ARTICLE XII UGNAYAN

- Section 1. There shall be a general assembly of student leaders in the School presided by the SHSC President that would have but not limited to the following agenda:
- 1.1 Streamlining of Projects and activities of different recognized student organizations.
 - 1.2 Reports from different student sectors.
 - 1.3 Areas for collaboration
- Section 2. The Ugnayan shall be composed of:
- 2.1 All members of the EXECOM of the SHSC
 - 2.2 Strand Representatives
 - 2.3 President of the different Recognized Student Organization or their proxy.
 - 2.4 Class president of all the sections across Grades 11 and 12 of the Manila Tytana Senior High School Department
- Section 3. The Ugnayan shall convene at least once every school year at the date and time that the administration has set.

ARTICLE XIII RECOGNIZED STUDENT ORGANIZATION AWARDS

- Section 1. There shall be a year-end annual Recognized Student Organization (RSO) awarding ceremony in which Awards and recognition, guidelines and evaluation procedure shall be determined by the Committee on RSO awards.
- Section 2. The committee on RSO awards shall be composed of the:
- 2.1 Principal
 - 2.2 Administrator for student activities of the Senior High School Department
 - 2.3 Faculty Adviser of the SHSC
 - 2.4 EB of the SHSC
 - 2.5 Chairperson for Documentation and Activity Monitoring of the SHSC
- Section 3. The Chairperson for Documentation and Activity Monitoring together with the Vice President for Operations shall provide documents of evaluation for the different activities that the RSO implemented during the school year.

ARTICLE XIV AMENDMENTS AND RATIFICATION OF THE CONSTITUTION

- Section 1. Amendments must be presented to and approved by the Executive Committee before they may be submitted to the organization membership for vote.

- Section 2. Any constitutional amendment requires a two-thirds vote from the Senior High School student population for the plebiscite to be a valid procedure.
- Section 3. The proposed amendments shall constitute an at least 50% + 1 vote from the Senior High School student population to be approved.
- Section 4. The final approval of the amendment must come from the Principal of the Manila Tytana Colleges Senior High School.

ARTICLE XV
SEPARABILITY CLAUSE

- Section 1. If any provision of this constitution is declared invalid, the remainder thereof not affected thereby shall continue in full force and effect.

Appendix 6: References

All references are deemed part of the Senior High School Student Manual 2019 Edition and shall be enforced appropriately.

1. Department of Education Order No. 8, series of 2015: Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program
2. Department of Education Order No. 36 series of 2016: Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program
3. Department of Education Order No. 40, series of 2012: Child Protection Policy
4. Department of Education Order No. 40, series of 2017: Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools
5. Republic Act No. 7079: Campus Journalism Act of 1991
6. Republic Act No. 7610: Special Protection of Children Against Abuse, Exploitation and Discrimination Act
7. Republic Act No.7877: Anti-Sexual Harassment Act of 1995
8. Republic Act No. 9165: Comprehensive Dangerous Drugs Act of 2002
9. Republic Act No. 9211: Tobacco Regulation Act of 2003
10. Republic Act No. 9262: Anti-Violence Against Women and Their Children Act of 2004
11. Republic Act No. 10175: Cybercrime Prevention Act of 2012
12. Republic Act No. 10173: Data Privacy Act of 2012
13. Republic Act No. 10627: Anti-Bullying Act of 2013
14. Republic Act No. 11053: Anti-Hazing Act of 2018
15. Republic Act No. 11313: Safe Spaces Act

Appendix 7: Directory

Trunk Line : (02) 8 859-0888
 Fax Number : (02) 8 859-0856
 Email : information@mtc.edu.ph
 Website : www.mtc.edu.ph

Office	Direct Line
Administrative Directorate	8859-0801
Admissions Office	8859-0899
Bookstore	8859-0862
Center for Hospitality Management	8859-0880
Clinic	8859-0821
College of Accountancy and Management	8859-0878
College of Arts and Sciences	8859-0813
College Student Council	8859-0869
Community Extension Office	8859-0816
Culture and Arts Program	8859-0813
Development Department	8859-0860
Directorate for Student Affairs	8859-0806
Guidance and Testing Department	8859-0805
Human Resources Office	8859-0854
Information Technology Department	8859-0848
College Library – Reference	8859-0825
College Library – Circulation	8859-0826
College Library – Technical	8859-0827
Lobby Guard	8859-0819
Manila Doctors College of Nursing	8859-0812
Marketing and Public Relations Office	8859-0866
Purchasing Section	8859-0865
Office of the College Registrar	8859-0804
Office of the President	8859-0810
Office of the Vice President for Academics and Research	8859-0856
Office of the Vice President for Finance and Administration	8859-0828
Professional Development Center	8859-0856
Quality Assurance Department	8859-0833
Research and Publication Department	8859-0817
Senior High School Department	8859-0882
Student Discipline Department	8859-0892
Student Welfare and Development Department	8859-0864
Treasury Department - Billing and Collection Section	8859-0829
Treasury Department - Disbursement Section	8859-0803