



GLOBAL RECIPROCAL COLLEGES

Student Handbook

New Normal

Touching Hearts

Renewing Minds

Transforming Lives

VISION

A GLOBAL COMMUNITY OF EXCELLENT
INDIVIDUALS WITH VALUES.

MISSION

GRC IS CREATING A CULTURE FOR SUCCESSFUL,
SOCIALY RESPONSIBLE, MORALLY UPRIGHT,
SKILLED WORKERS AND HIGHLY
COMPETENT PROFESSIONALS THROUGH
VALUES-BASED QUALITY EDUCATION.



*Global Reciprocal Colleges
Published 2021*

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Foreword



In line with its mission and vision, Global Reciprocal Colleges strives to create a culture of academic and holistic success where every student is given equal opportunity to learn and master the different skills to become a good student. Toward this end, the Student's Handbook has been crafted to establish policies related to academics, student life, safety, privacy, and other matters. Its primary goal is to construct guidelines that will protect the rights of the students, outline their responsibilities, obligations, and expectations, to ensure that their academic and holistic success will be realized. The Handbook serves as a guide that highlights values and abides by the code of conduct, access to knowledge about scholastic standards, and other policies.

The Student Handbook as a principal document of the school not only details and safeguards the rights of the students but also showcases GRC as an avenue for growth and opportunity.

Prof. Ma. Lourdes P. Floresta,

MAEd, MS Chem

Dean of Academic Affairs

ARTICLE I

The Global Reciprocal Colleges Profile

SEC 1. HISTORY

With a dream of having a free education through reciprocation, where everyone can have the opportunity to change their lives through a very affordable tuition fee and even scholarships available not just for the youth but also for adults, Chairman Vicente Ongtenco established the Global Reciprocal Colleges aiming to develop the youth to become responsible, competent, and dedicated professionals. In its pursuit of social and economic amelioration, on December 10, 2007, the Global Reciprocal Colleges was registered in the Security Exchange Commission (SEC), and in partnership with the Motortrade Life And Livelihood Assistance Foundation, Inc. (MLALAF), Global Reciprocal Colleges started a Technical Education and Skills Development Authority (TESDA) courses but in due course of time, GRC finally pursued courses that will help it to be established as a College institution. On August 13, 2013, GRC added two tertiary courses; the Bachelor of Elementary Education Major in Special Education under GR. No. 028 S. 2013 and Bachelor of Secondary Education Major in English, Major in Mathematics, and Major in School Physical Education under GR. No. 029 S. 2013, aiming to produce excellent educators. In two years, another two courses were added. Under GR. No. 067 S. 2015, the Bachelor of Science in Entrepreneurship and under GR. No. 068 S. 2015 the Bachelor of Science in Business Administration Major in Marketing Management and Major in Human Resources Management on December 3, 2015. With the success of these courses, on July 11, 2017, GRC added another course, the Bachelor of Science in Accountancy under GR. No. 036 S. 2017, and then the next year another one made it on the courses offered at GRC; the Bachelor of Science in Information Technology under GR. No. 034 S. 2018 on May 4, 2018. With these successful courses and students produced by the institution, GRC was already recognized as an official college in the Philippines.

SEC 2. VISION, MISSION, CORE VALUES & PHILOSOPHY

VISION

A global community of excellent individuals with values.

MISSION

GRC is creating a culture for successful socially responsible, morally upright, skilled-workers, and highly competent professionals through values-based quality education.

CORE VALUES

God-fearing

Reciprocating

Committing to Excellence

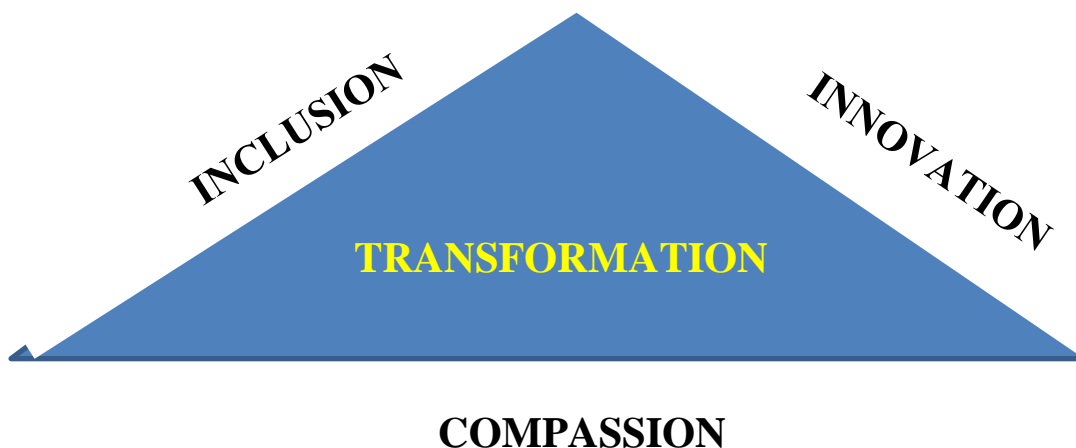
PHILOSOPHY

Touching Hearts

Renewing Minds

Transforming Lives

NEW NORMAL CORE VALUES



ARTICLE II
ADMISSIONS

The institution adopts an “open admission policy” adhering to its mission and vision, GRC will accept student applicants who want to pursue quality higher learning with values instilled to the culture of the institution. We are open to everyone regardless of age, religion, gender, and creed for as long as they are desirous to develop intellectual and critical thinking along with values formation.

Once admitted, a student has the responsibility to maintain, adhere, and follow the standards and policies set for the continuous enrollment in the school.

SEC. 1 ADMINISTRATIVE POLICIES OF STUDENTS

I. COURSES OFFERED

Following the vision and mission of the institution in producing quality and competent individuals with values, GRC offers academic programs that will create and hone technical skills as well as the critical and intellectual thinking professionals:

1. Bachelor of Science in Accountancy
2. Bachelor of Science in Business Administration
Major in: Marketing Management
Human Resources Management
3. Bachelor Science in Entrepreneurship
4. Bachelor of Information Technology
5. Bachelor of Elementary Education
6. Bachelor of Secondary Education
Major in: English
Mathematics
School Physical Education
Social Studies
Filipino
7. Teaching Certificate Program (18 units)

A one (1) year program intended for professionals who wish to start their career in teaching. After the program, students will be eligible for the Licensure Examination for Teachers (LET).

A. STUDENT CLASSIFICATION

Students who are officially enrolled in the Institution regardless of the Program are classified by the year level in their Curriculum.

YEAR LEVEL	CLASSIFICATION
1 st	Freshman
2 nd	Sophomore
3 rd	Junior
4 th	Senior I
5 th	Senior II

The determination of the year level is the responsibility of the Registrar's Office. However, for records and proper documentation, students are group into three (3) sub-classifications; New students (includes transferee students), old students, and cross-enrollees.

SEC. 2 ADMISSION REQUIREMENTS

Student applicant/s shall take and pass the following examination:

- a. GRC Psychological Examination.

I. NEW STUDENTS

- a. PSA Birth Certificate
- b. F138 (Senior High School Card) for Senior High School graduate.
- c. Certificate of Rating (for ALS graduate)
- d. Certificate of Good Moral Character and;
- e. 2x2 picture (with white background)

II. TRANSFEEE

- a. PSA Birth Certificate
- b. Honorable Dismissal
- c. Transcript of Records or Copy of Grades
- f. Certificate of Rating (for ALS graduate)
- g. Certificate of Good Moral Character and;
- h. 2x2 picture (with white background)

III. CROSS-ENROLLEE

- a. Permit to cross-enroll from the sending college/university.
- b. 2x2 picture (with white background)
- c. Certificate of Good Moral Character

SEC. 3 ENROLLMENT PROCEDURES FOR NEW STUDENTS, TRANSFEEE, AND CROSS-ENROLLEE

Step 1:

Student-applicant must accomplish all necessary information in the Student Information Sheet at the admission's Office.

Step 2:

Admission's Officer will release the Permit to enroll along with the Pre-Enrollment Form and student number to the student-applicant who successfully passed and complied with the admission requirements. Student-applicant must accomplish all the required information to the Pre-Enrollment Form.

*Students applicants may still be accepted with incomplete pre-admission requirements provided that they will sign to the **"enrollment waiver"**.

Step 3:

For Transferee students:

Must have an official crediting of courses taken by the program's Enrollment Officer (EO). All transactions of Transferred-in students (except for the submission of credentials, entrance examination and accomplishment of SIS) will be with the enrollment officer at the designated area for enrollment per program.

For New Students:

Choosing and approval of schedule will be at the Admission's Office.

For Cross-enrolled students:

Choosing and approval of schedule will be on the office of the registrar.

Step 4:

Student-applicant shall select their schedule based on their availability. They must write their chosen schedule to their PEF and submit to the person in-charge (refer to Step 3).

Step 5:

After the student secured the signature of the personnel in-charge, he/she shall proceed to the Cashier's office for payment of tuition fee/down payment.

Step 6:

After the payment, students will now proceed to the Registrar's Office for the printing of Certificate of Matriculation (COM) or Registration form.

-END OF PROCESS-

SEC. 4 ENROLLMENT PROCEDURES FOR OLD STUDENTS

This will be the official enrollment procedure by the institution starting 2nd Semester 2020-2021 following the implementation and adaption of an automated enrollment system provided by ISI.

Pre-enrollment requirements:

Students must settle all their obligations (library, General Services, OSA and Registrar) including their financial responsibilities to the institution.

Step 1:

Students need to coordinate with the enrollment officer of the respective program and present their **self-evaluation** (updated curriculum checklist) together with their **latest grade slip** released by the office of the Registrar. All students shall undergo enrollment advising for proper sequencing of the courses and program requirements. Students must secure the **Pre-Enrollment Form (PEF)** for the courses' schedule.

Step 2:

Enrollment officers shall recommend to the students the courses they need to take based on their academic performance evidenced by the self-evaluation and their latest grade slip.

Step 3:

Students shall choose their course schedule based on the recommendation of the EO and their availability and accomplish the Pre-Enrollment Form (PEF).

Step 4:

Students shall go back to the Enrollment Officers for tagging of subjects.

Step 4.1:

Enrollment officer will review and approve the accuracy of the enrolled courses. After the approval, EO shall sign the students' Pre-enrollment Form (PEF).

Step 5:

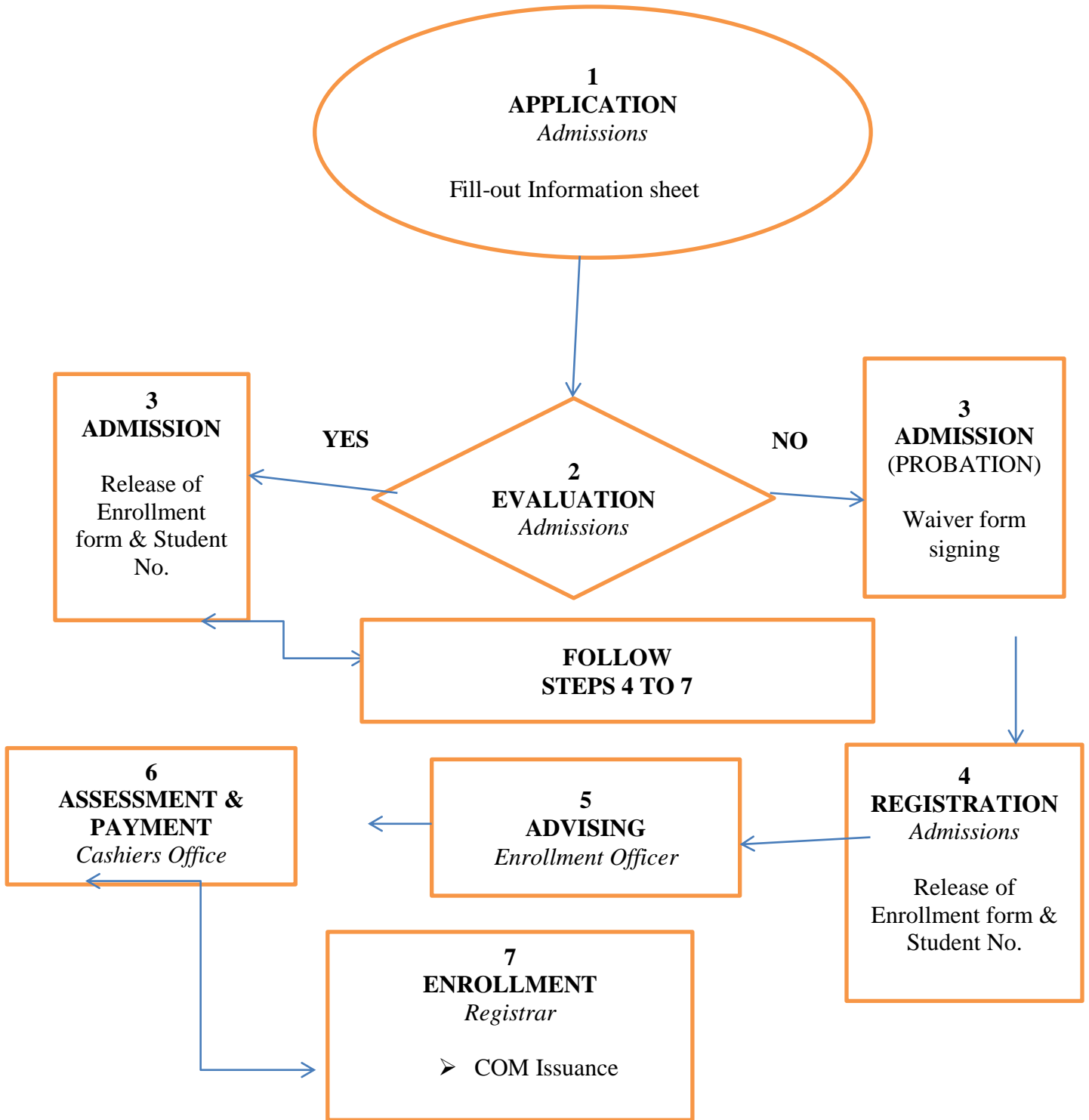
After the student secured the signature of the EO, he/she shall proceed to the Cashier's office for payment of tuition fee/down payment.

Step 6:

After the payment, students will now proceed to the Registrar's Office for the printing of Certificate of Matriculation (COM) or Registration form.

**REFER TO PAGES 7-8 for flowcharts of SECTIONS 3 and 4*

SEC. 3 ENROLLMENT PROCEDURES FOR NEW STUDENTS, TRANSFEREE, AND CROSS-ENROLLEE



****Steps:**

- 1-4 - Admissions Office
- 5- Advising
- 6- Cashiers Office
- 7- Registrar's Office

****For Transferes crediting of subjects taken will be evaluated by the Course Officer**

****Cross-enrollees: Choosing and approval of the schedule from the Registrar's Office.**

****Legend:**

Self-Evaluation – composed of the prospectus & latest grade sheets from the Registrar

EO – Enrollment Officer

PEF – Pre-enrollment Form

COM - Certificate of Matriculation

Grant slip – provided by the Scholarship Office that serves as payment to the Cashier

Stage 1: ADVISING

Step 1: Student presents his **Self-Evaluation** to the EO

Step 2: EO provides the student with a copy of the PEF

Step 3: Student selects his subjects based on availability and fills-out his **PEF**

Stage 2: APPROVAL

Step 4: EO validates the subjects listed in the PEF and signs the form indicative of his approval

Stage 3: PAYMENT OF FEES

Step 5: Student pays the necessary fees depending on his student classification

(1) PAYEE – pays in cash

(2) MLALAF Scholar – depending on the category

If

2.1 100% - grant slip **only** no payment required

2.2 40% - grant slip plus 40% of remaining fees or down payment

2.3 20% - grant slip plus 20% of remaining fees or down payment

(3) ALS Scholar – presents grant slip **no payment** required

Stage 4: ENROLLMENT

Step 5: Student proceeds to the Registrar's Office for printing of COM

ARTICLE III
ACCOUNTING

SEC. 1 MODES OF TUITION FEE PAYMENT

- The transactions for payment can be done through direct bank deposit or walk-in. During the enrollment period, no bank deposit is allowed. All the students shall undergo to an enrollment clearance and pay their dues directly at the Cashier's windows, but appointment system shall be strictly observed.

Bank Details:

Account Name : Global Reciprocal Colleges Inc.
Account Number : BPI-3711007619

I. EARLY BIRD/FULL PAYMENT

- The student/s can avail a ten percent (10%) discount on his/her tuition fee if the enrollment has accomplished fully paid and during the schedule released by the Registrar's Office.

II. INSTALLMENT

A. Down Payment

- Down Payment is one-third of the total tuition fee assessed.

B. First Installment

- The first installment happens during or before the midterm examination period.

C. Second Installment

- The second installment happens during or before the final examination period.

SEC. 2 PROMISSORY NOTES

- A promissory note is a written agreement made by the student but shall be approved by the approving officers. This is to seek permission to grant him/her to avail of any services with partial payment and/or without paying any amount.
- No promissory notes shall be approved online. A student who wishes to seek approval to grant his/her promissory note shall personally visit the GRC Accounting Office.

AMOUNT COVERED IN PROMISSORY NOTE	APPROVING OFFICERS
500.00Php – Below	School Cashiers
501.00Php – 3,000.00Php	School Accountant (Accounting Head)
3,001.00Php – Above	Administrative Head

SEC. 3 EXAMINATION PERMITS & CLEARANCE

I. EXAMINATION PERMITS

- The students may secure their exam permits through walk-in and/or through online if they made their payment online. They may send their proof of payment to the cashier with the email addresses provided in the appointment system; then the cashier may give them a signed exam permit.

II. CLEARANCE

- Clearance for any school credentials (*Grades, Transcript of Records, Diploma, etc.*) shall be signed by the Accounting Department at any time provided that the requestor is cleared from any financial obligations.

SEC. 4 REFUND

- The refund can be availed in the act dropping subjects and/or withdrawal transactions during the scheduled period released by the Registrar's Office and shall be considered as valid and official. However, if any, transactions related to the above-mentioned is made beyond the scheduled period released by the Registrar's Office, the refund shall be considered as null and void.

SEC. 5 PERSONS WITH DISABILITY (PWDs) DISCOUNT

- A person with a disability (PWD) may avail of a discount of twenty-five percent (25%) on his/her total tuition fee, upon presentation of his/her valid PWD I.D.

ARTICLE IV REGISTRATION

SEC. 1 SUBJECT LOADS & PRE-REQUISITES

Student/s enrolled in the Institution shall follow their curriculum checklist for the proper sequence of the course/subjects. The pupil shall follow the number of units intended for a specific academic year level prescribed by CHED.

As a general rule, no advanced subject/course shall be taken by the student until he/she took and passed pre-requisite subject/course.

In extreme cases, the student may take the pre-requisite along with the advanced subject provided that he/she will accomplish the waiver for pre-requisite subjects. The condition of this, if anyone of the subjects (foundation and advanced) got a failed rating both subject/course will receive a failing remark;

- a. If the student is a graduating student
- b. If the subject will be phase-out

SEC. 2 OVERLOADING OF SUBJECTS

Overloading is not allowed unless otherwise, the student will fall under the following cases:

- a. If the student is graduating, he/she will be given a maximum of six (6) academic units.
- b. If the subject/s will not be offered to succeeding term and accomplished waiver form for pre-requisite subject/s (if applicable).

SEC. 3 ADDING, DROPPING AND CHANGING OF SUBJECTS

This is a process where the student has the right to adjust or correct his/her subject schedule, the subject itself, and to drop a subject. This process of adjusting subjects will last only for two (2) weeks after the enrollment was officially closed. After the specified time frame, the office of the registrar will not accept nor process any request for adjustment. Below are the criteria for schedule modification;

I. ADDING OF SUBJECTS

- a. If the student's enrolled units are less than to the prescribed maximum allowable number of units that they should enroll according to year level based on the current semester and to the existing curriculum;
- b. The student's curriculum is being phased out and subjects will not be offered in the future. This condition is permitted if the subject is not pre-requisite of a subject who is officially enrolled. In case that the students need to take the subject alongside a pre-requisite subject, the student shall accomplish the pre-requisite form and agree with the condition stated therein and;
- c. If the student needs to take the subject to graduate. The student shall request an official evaluation of grades coming from the Registrar's Office.

II. DROPPING OF SUBJECTS

- a. If the subject was enrolled but already taken and passed.
- b. If the subject was credited to the student's previous school attended. This section is applicable provided the student should present a copy of credit form duly signed by the program head and the registrar.
- c. If the student wrongly enrolled an advanced subject but the foundation subject is not yet taken.
- d. Dropped subject/s within two (2) weeks period should not be reflected on the student's permanent record, grade slip, and transcript of records.
- e. The student can drop a subject before the preliminary examinations provided by the Office of the Registrar. But in case of the Office of the Registrar is no longer processing the request to drop a subject during this period, the student can still approach and request to the Instructor/Professor of the subject to drop him/her. The dropped subject/s on this part will reflect on the student's official academic document.

III. CHANGING OF SUBJECTS

- a. Request for changing the subject is allowed if the student enrolled in the wrong subject, he/she should take.

- b. It is approved only if the student's reason is valid and legit. (e.g., due to work schedule, conflict to another enrolled subject and already taken, etc.) and;
- c. If the institution changed the official time of the subject/s.

SEC. 4 WITHDRAWAL OF ENROLLMENT

Old and new students can withdraw their enrollment anytime provided that they will process the withdrawal form.

Administrative charges will apply when the withdrawal of enrollment within two (2) weeks after the official opening of the school year. After the specified timeframe, students who will withdraw will pay for the whole tuition fee including miscellaneous fees and shall be reflected in academic records a remark of W (withdrawn).

If the student failed to process withdrawal form, the student will receive a remark of FA (failure due to absences) and need to settle their financial obligation.

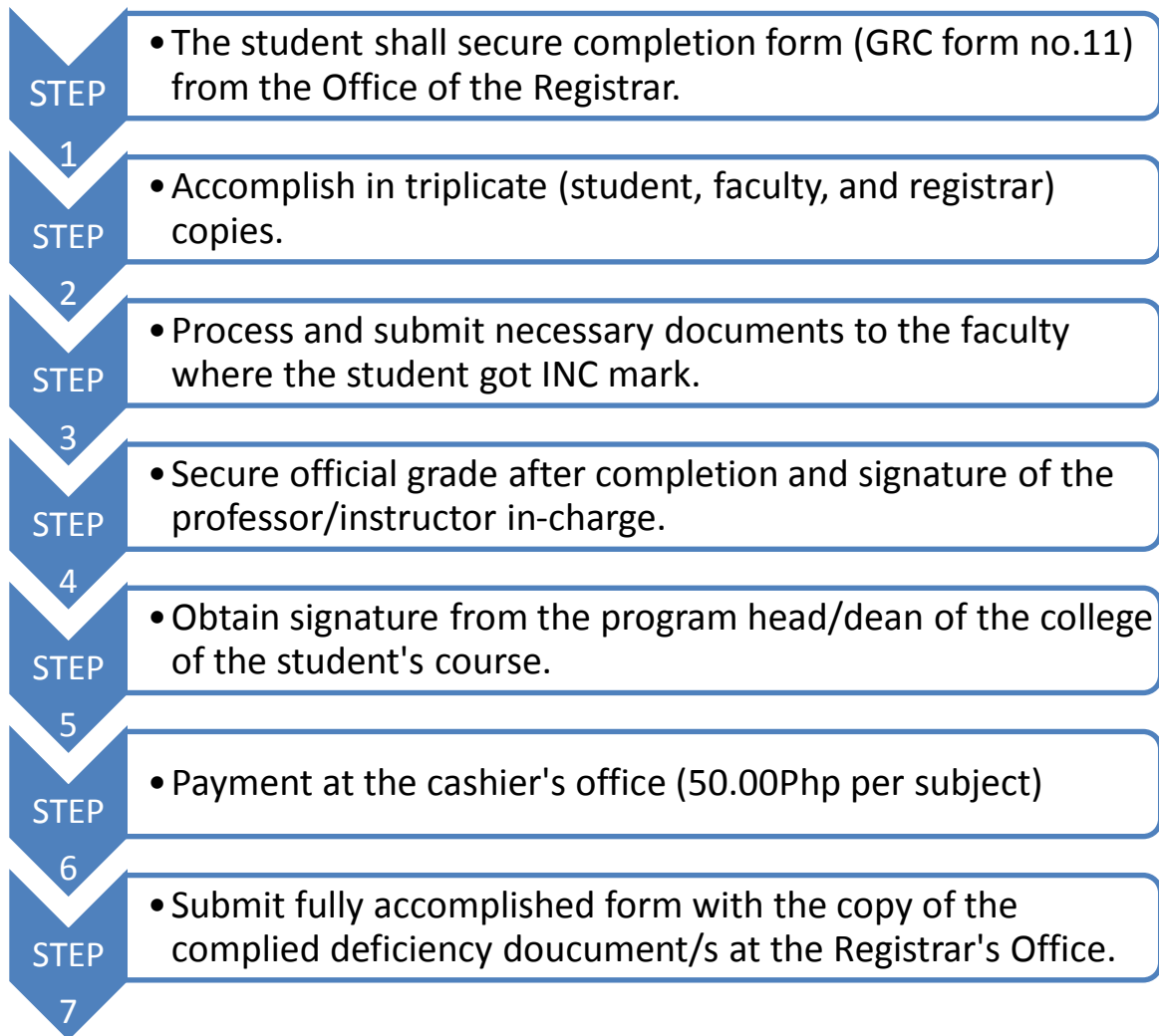
SEC. 5 COMPLETION OF GRADES

One of the responsibilities of the students is to keep track and to be mindful to his/her academic standing to the institution in connection if the student received an incomplete grade in any of the subjects officially enrolled after the current semester, he/she is given one (1) year or two (2) semesters to comply. If the professor/instructor of the subject for completion is already not connected to the institution, the program head or the dean where the faculty was previously under, have the authority to give grade/s to the student accordingly based on the submitted grade sheet of the latter. In circumstances, the program head/dean can designate his/her study with the "INC" mark the same time table will apply. Failure to conform after the specified completion period means the subject will be automatically graded as failed and should retake the subject.

An INC remark is defined by the following conditions:

- a. Failed to take the examination due to acceptable reasons.
- b. Failed to submit output, project, or recitation during scheduled submission.
- c. Without examination permit.

THE COMPLETION PROCESS:



SEC. 6 CREDITING OF SUBJECTS AND GRADING SYSTEM

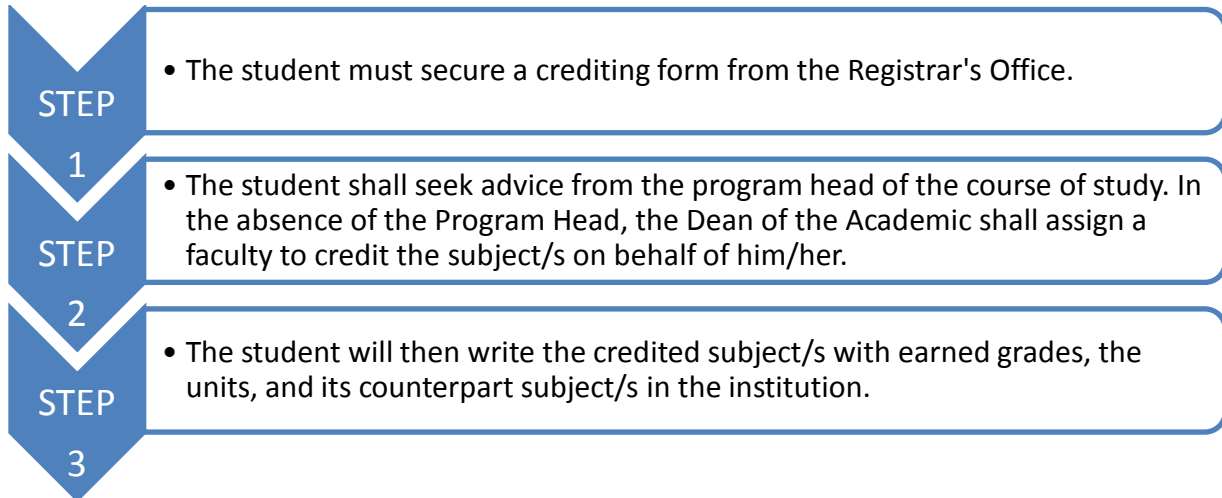
I. CREDITING OF SUBJECTS

1. Academic Crediting
 - a. Curriculum Checklist
 - Officially enrolled students must obtain and keep a curriculum checklist for their guidance and self-evaluation to their entire stay in the Institution.
 - b. Number of Hours Per Unit
 - The determination of credit for the subject is based on specific and length of class meetings per week per semester. Every one credit unit is equivalent to one (1) hour of lecture or recitation each week for the period of a semester that is consists of a minimum of eighteen (18) weeks. In the case of laboratory classes, one (1) credit unit is equivalent to three (3) hours per week.
 - c. Transferees' Academic Crediting
 - For General Weighted Average (GWA), only subjects who are given credit by the school will be computed. The determination of course crediting is the responsibility of the Registrar's Office.

d. Crediting Policies

- Subject/s taken from another Higher Educational Institution shall be credited provided it has the same description on its counterpart in the institution. Students who wish to credit their subject needs to provide a copy of the Official Transcript of Records from their previous school. If the official TOR is not present, a copy of grades duly authenticated by the registrar's office shall use as an alternative.

CREDITING OF SUBJECT/S PROCESS



The accomplished crediting form must have the signature of the program head and the dean to be submitted to the Office of the Registrar.

II. GRADING SYSTEM

RATING SCALE

All courses have assigned number of units as specified in each course description. Students are expected to complete all the requirements of a subject.

Grades are issued to the students during the Midterm Period and the Final Period. The student's evaluation is based on the table below:

GRADE POINT AVERAGE	LETTER GRADE EQUIVALENT	PERCENT EQUIVALENT	GENERAL CLASSIFICATION
1.00	A	99 – 100%	Excellent
1.25	A-	96 – 98%	High Distinction
1.50	A-	93 – 95%	With Distinction
1.75	B	90 – 92%	Very Good
2.00	B+	87 – 89%	Good
2.25	B-	84 – 86%	Very Satisfactory
2.50	C	81 – 83%	Satisfactory
2.75	C+	78 – 80%	Fair
3.00	C-	75 – 77%	Passed
5.00	F	Below 75%	Failed

NEW NORMAL GRADING SYSTEM

CLASS STANDING	
Attendance	5%
Quizzes	30%
Student Performance (Recitation, Assignment, Project, etc)	30%
Prelim	
Midterm	
Midterm Period Grade	
CLASS STANDING	
Attendance	5%
Quizzes	30%
Student Performance (Recitation, Assignment, Project, etc)	30%
Final Exam	35%
Final Period Period Grade	
Final Grade $= (MPG + FPG) / 2$	
Based 50 (Score: 0 = 50%)	
CBAE	
CSIT	
COE	
COA	

III. OTHER REMARKS

MARK	INTERPRETATION
INC	Incomplete
DRP	Officially Dropped
FA	Failed Due to Absences
W	Withdrawn

SEC. 7 SHIFTING POLICIES

Students who are officially enrolled in any program being offered in the Institution have the freedom to choose the best fittest academic programs to their interest. However, if the student is already enrolled in a program and wishes to shift to another program, he/she will undergo the following process:

1. The student shall be evaluated for the new program he/she wants to apply.
2. Must accomplish the shifting form duly signed by the Dean and/or program head and the Registrar.
3. In the event that the student is using the old curriculum of his/her previous enrolled program, the pupil will use the new curriculum (if applicable) of the program he/she wishes to enroll.

SEC. 8 CERTIFICATION OF AUTHENTICITY (COA)

Original documents released by the Registrar's Office can be reproduced but shall have authorization from the said department.

Documents that might certify as authentic copy are the following:

1. Transcript of Records (TOR)
2. Diploma
3. Copy of Grades
4. Certificate of Matriculation
5. Identification Card

Processing Time

Upon the request of the student, the document will be released within the day; provided that the signatory is available.

SEC. 9 CREDENTIALS

I. TRANSCRIPT OF RECORDS (TOR)

This document contains the registry of all academic grades (*final rating*) as well as the units earned by the student, including the grades regardless if it has failed grade earned from the other school/university. TOR shall be considered as "*Not Valid*" without the college seal.

A. TOR REQUEST PROCESS *(for all purposes except for transfer)*

1. The requestor shall accomplish the general clearance/request form.
2. Seek for the signature of the office concerned.
3. The requestor shall pay for the document requisitioned.
4. The requestor shall submit the fully accomplished general clearance/request form in the personnel in charge of the Registrar's Office.
5. After the submission, the requestor shall then receive a claiming stub indicating the date of the release of the document.

B. TOR REQUEST PROCESS *(for transfer)*

1. The requestor shall accomplish the general clearance/request form.
2. Seek for the signature of the office concerned.
3. The requestor shall undergo an exit interview hold by the Guidance Office.
4. The requestor shall pay for the document requisitioned.
5. The requestor shall submit the fully accomplished general clearance/request form in the personnel in charge in the Registrar's Office.
6. After the submission, the requestor shall then receive a claiming stub indicating the date of the release of the document.

C. PROCESSING TIME *(same applies with both for transfer and not)*

As a general rule, the requested document shall be released within thirty (30) working days, weekends, and holidays are excluded. In case the operation of the Registrar's Office is in the peak season (e.g., enrollment & graduation) the processing and releasing days may be longer.

However, if the TOR requested is for transfer, it will be released only after the current school attended filled-out and request for the Official Transcript of Records addressed to the admitting school. In this case, the general rule for the processing time and release of the document shall not be followed.

II. TRANSFER CREDENTIAL

In CMO No. 40 Series of 2008, Article XX, Section 95, provides that, "A student enrolled in a higher educational institution shall be entitled to transfer to another institution, provided, that he has no unsettled obligation to the institution, or is not under suspension by the institution or expulsion imposed by the Commission.

The TOR shall be released only if the Honorable Dismissal was acknowledged, and signed by the admitting school at the request for the release of the said document. All requests for TOR shall have a notation of *"Please entrust to the bearer in a sealed envelope"* if the student will hand-carry the document otherwise, the document shall be sent through postal mail. The Registrar will not honor any verbal authorization from the admitting school to the student.

In the case of loss of HD by the admitting school, the admitting school shall issue a letter specifying that HD was lost on their safekeeping. The Registrar will only release an Official Transcript of Records (TOR) with Honorable Dismissal (HD) or letter stating the loss of HD.

If the TOR was already released and sent either hand-carried by the student or through postal mail to the admitting school, but lost on file, the admitting school shall issue a letter stating the loss of TOR. And there shall be another payment for another request of TOR.

If the TOR or any of the transfer credential was already released but lost, the student shall provide and present an Affidavit of Loss, and shall undergo again in the process of transfer credential request.

A. DOCUMENTS UNDER TRANSFER CREDENTIAL

The transfer credential consists of the following documents:

1. Honorable Dismissal (*HD*)
2. Certificate of Good Moral Character (*CGMC*)
3. Copy of Grades (*CG*)
4. Official Transcript of Records (*TOR*) addressed to the admitting HEI

B. PROCESSING TIME

The release of documents in this category is depending on the completeness of the submitted credential of the student. As a rule, the honorable dismissal (*HD*) shall be issued with the affixed signature of the Registrar and shall not be later than two (2) weeks upon the filing of the request.

III. DIPLOMA

The Diploma is issued after the student has successfully passed and completed all the academic and non-academic requirements of the program. But the requestor shall request for a transcript of records with special order released by the CHED first. This shall be issued only once. In case of loss, a second copy may be issued upon request, but shall be accompanied by the submission of the following requirements:

1. Accomplished general clearance/request form;
2. A letter in which the reason of request for a second copy of the diploma is stated;
3. An affidavit of loss; and
4. Payment for the requested document.

IV. CERTIFICATE OF GRADUATION (COG)

This certification is issued as proof of graduation of the student at the institution.

A. TYPES OF CERTIFICATION

The following types of certifications are may be issued:

1. Certificate of Graduation without S.O.
 - The Registrar's Office issues this certificate only with an urgent request. It indicates that the student had finished and successfully complied with all the academic and non-academic requirements of the program.
2. Certificate of Graduation with S.O.

- This certification will be released whenever the Special Order (S.O.) from CHED is being available. This indicates that students had finished and graduated in the enrolled program, the Latin honor (if applicable), and the S.O. from the Commission.

B. PROCESSING TIME

- All certifications will be processed and released within seven (7) working days upon the date of payment receipt of the request.

V. CERTIFICATE OF ENROLLMENT

It is issued to certify the student's enrollment in the institution for the first semester up to the current semester. It may be requested for employment and scholarship purposes. Enrollment from other schools does not include in this document.

VI. CERTIFICATE OF GENERAL WEIGHTED AVERAGE (CGWA)

It is issued upon the request for purposes such as but not limited to employment, scholarship, and transfer. Anyone may request for this document.

ARTICLE V ACADEMIC STANDARDS

As a general policy in academic standards that applies to all programs, the passing rate for general education shall be at least fifty percent (50%), while sixty percent (60%) shall be for major subjects and professional subjects.

SEC. 1 POLICIES PER COLLEGES

I. COLLEGE OF ACCOUNTANCY

- 1.1. The Accountancy Program of the College of Accountancy shall admit only those students whose academic credentials and qualifications show the potential for excellent academic performance. All new freshman students shall have a grade of at least 80% in the general admission examination.
- 1.2. All accountancy students shall comply with the performance contract.
- 1.3. For graduates of the other undergraduate program aspiring to pursue Accountancy as a second degree, only major subjects with a minimum grade of 2.25 are to be credited.
- 1.4. A student who failed to comply with performance contract in any major subjects in Accountancy such as Accounting, Law, and Taxation, without prejudice to the policies provided under this section and provided further that said course(s), shall be enrolled in the regular semester when it is offered.
- 1.5. Enrollment in any subject without passing the necessary prerequisite subject(s) shall not be allowed. Back subjects shall be given priority enrollment.
- 1.6. The sequence of courses in the Accountancy curriculum shall be observed, except when change is applied for in writing and approved in writing by the Program Head/Chair.

- 1.7. Final departmental examination of sufficient length and complexity is required in all major subjects.

II. COLLEGE OF EDUCATION

- 2.1. Global Reciprocal Colleges College of Education adheres to a “strict and selective retention policy”. A student is required to maintain the following grade point average in all academic subjects to be retained in the program:

- Freshmen - 2.50
- Sophomores - 2.25
- Juniors - 2.25

- 2.2. A student who wants to take a Bachelor of Secondary Education shall pass the qualifying examination for their chosen major given before the end of the first semester. The qualifying examination is deferred for the next semester. A student may enroll in the major of his/her choice but he is still required to take the qualifying examination in the semester. Failure in the qualifying examination necessitates the particular student to change his/her major. The student may also opt to take Bachelor of Elementary Education or shift to another course.

III. COLLEGE OF BUSINESS ADMINISTRATION & ENTREPRENEURSHIP

- 3.1. All incoming freshmen NON-ABM students are required to take the bridging courses.
- 3.2. An INC grade on a major subject shall be completed first before enrolling its pre-requisite subject/s.
- 3.3. A student is required to enroll the subject they had failed in the following semester the subject is offered.
- 3.4. A student who successfully completed at least 75% of the academic requirements can enroll the OJT subject.

IV. COLLEGE OF COMPUTER STUDIES

- 4.1. All incoming freshmen students are required to take the bridging courses.
- 4.2. An INC grade on a major subject shall be completed first before enrolling its pre-requisite subject/s.
- 4.3. A student who failed a major subject will be disallowed to enroll its pre-requisite subject/s.
- 4.4. A student is allowed to enroll the Capstone 1 subject upon passing all the major subjects excluding the bridging courses.
- 4.5. A student who successfully completed at least 70% of the academic requirements can enroll the OJT subject.

SEC. 2 ATTENDANCE

As a general rule stipulated in the Manual of Regulations for the Private Schools, Article XIV, Section 73 provides that, "A pupil or student in every private school who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course of the subject. However, the school may adopt an attendance policy to govern the absences of its pupils or students who belong to the upper half of their respective classes.

A student is classified as absent based on the following provision:

- a. Intentional without valid reasons or ground.
- b. If the student arrived fifteen (15) minutes after the scheduled period. The student may still be allowed to attend the class but shall be marked absent for the day.
- c. The number of hours or days lost due to late enrollment shall be classified as absent.

SEC. 3 EXAMINATIONS

- a. There are three (3) major examinations in a semester – the prelim examination, midterm examination, and the final examination.
- b. The student shall secure their permit as scheduled prior to taking of examinations.
- c. A special examination may be conducted upon request of the student with the submission of valid documents for absence. The said request shall be subjected for approval and shall be scheduled by Program Head.

SEC. 4 GRADUATION

Student/s who have successfully fulfilled with all the academic and non-academic requirements in their curricula are eligible for graduation and can attend the commencement activities.

I. REQUIREMENTS

- a. Must have at least two (2) semesters residency in the institution prior to his/her application for graduation;
- b. Completed all academic and non-academic requirements including scholastic credentials.
 - i. For organic students: F137, Certificate of Good Moral Character and PSA or NSO Birth Certificate;
 - ii. For organic ALS students: Certificate of Rating, Certificate of Good Moral Character and PSA or NSO Birth Certificate;
 - iii. For transferee students: Honorable Dismissal, Official Transcript of Records addressed to GRC, NSTP Serial Number (if the student took and passed NSTP 2 in his/her previous school), Certificate of Good Moral Character and PSA or NSO Birth Certificate.
- c. Settled obligations to the institution and secured graduation clearance.

A student who successfully completed the above-mentioned requirements shall be included in the official list of candidates for graduation released by the Office of the Registrar.

SEC. 5 ACADEMIC HONORS & AWARDS

I. LATIN HONORS QUALIFICATIONS

Latin honors are awarded to a candidate for graduation who is enrolled for a four (4) or five (5) year program whom exemplary excelled to their academics and qualified to the following requirements:

- a. Completed at least four (4) semesters residency to the institution;
- b. Complied and successfully passed all the subjects/courses of the program including NSTP, LEAD, and P.E;
- c. Candidate for Latin honors can be qualified even if he/she hasn't taken full load every semester. However, he/she shall have taken at least eighteen (18) units per semester;
- d. Must not have any records of the offense nor not served any sanction given by the Office of the Student Affairs;
- e. Without INC, DRP and W remarks in any of the subjects/course earned;
- f. For transferee students, all subject/course taken and reflected the Official Transcript of Records (TOR) from his/her previous school must be passed, without INC, DRP and failing grade; and
- g. For transferee students, all subjects at are given credit by GRC shall conform with the standard set by the institution for the qualification to the Latin honors.

II. SCHOLASTIC REQUIREMENTS

Candidates must take and pass all subjects/courses exclusively of Physical Education, Leadership, and NSTP subjects required to the program. The classification of Latin honors with corresponding grade and General Weighted Average is as follows:

HONOR	GRADE REQUIREMENTS	GWA REQUIREMENTS
Summa Cum Laude	No grade lower than 1.50	Not lower than 1.25
Magna Cum Laude	No grade lower than 1.75	Not lower than 1.50
Cum Laude	No grade lower than 2.00	Not lower than 1.75

III. PROCESS FOR SELECTING LATIN HONORS

The procedure of the selection will be based on the following guidelines:

1. The Office of the Registrar shall determine the dates of application. Application for honors shall be after the scheduled final examination for graduating students.
 - 1.1. Letter of Intent addressed to the Registrar
 - 1.2. Copy of official evaluation
 - 1.3. Brown Envelop
2. Student/s must apply for Latin honor to the Office of the Registrar.
3. The Registrar's office shall compute the GWA of the student/s who applied for honors. After the computation, the office also determines the Latin honor based on the computed GWA.

4. The Registrar's office shall endorse to the Dean of Academic Affairs the qualified students for honors.
5. Dean of Academic Affairs shall create a committee for academic honors (Program Chair, Professors, OSA, etc.) that will examine and validate the endorsement of the Registrar's office. After the deliberation, the Dean of Academic Affairs will endorse to the Registrar's office the final list of the qualified students with GWA and its equivalent Latin Honor.

The Registrar will endorse to the Administrative Head noted by the Dean of Academic Affairs the final list of the students that will confer with honors for approval.

IV. DEAN'S LIST QUALIFICATION

A student can be qualified as an official Dean's Lister if he/she meets the following qualifications:

- a. The applicant, whether he/she is a regular or irregular student, shall have a grade point average (GPA) of at least 1.50 for the current semester of application;
- b. The applicant shall have no grade lower than 2.00 in any academic course (excluding P.E, NSTP, and Lead);
- c. The applicant shall have a load of at least eighteen (18) academic units or its equivalent in the curriculum of the current semester;
- d. The applicant shall have not been found guilty of any major offense based on the Student Handbook of GRC.

V. PROCESS FOR DEAN'S LIST APPLICATION

STEP 1

- The Office of the Student Affairs shall set the dates of application for Dean's Lister Application. The students shall accomplish the Dean's Lister Application Form (DLAF) which can be obtained from the OSA.

STEP 2

- The student shall complete the requirements (photocopy of their previous semester's grade slip and the accomplished DLAF). The OSA will collect and scan the complete document submitted by the students.

STEP 3

- The OSA shall create the list of students who applied for the dean's list, together with the application forms and its attachments, and will be forwarded to the Office of the Registrar for the verification of grades.

STEP 4

- After verification from the Office of the Registrar, the office shall sign the list provided by the OSA and it shall be endorsed to the Dean of the Academic Affairs for the final review and approval.

STEP 5

- The DAA will review and approve the final list of DLAs and send it back to the OSA to prepare the Certificate of Conferment and have it signed by the OR, DAA, and the AD.

STEP 6

- Awarding of the dean's list certificate on the Recognition Day.

ARTICLES VI CODE OF DISCIPLINE

SEC. 1 SANCTION

A sanction may be imposed on a student for committing any of the offenses enumerated in the Code of Discipline (COD). All types of sanction except 1st to 3rd warning shall be appended with counseling and parent's conference as part of intervention toward restoration. A sanction may take any of the following forms:

TYPES OF SANCTION

- A. **Warning** – A verbal and/or written reprimand with community service, counseling, and parent’s conference if necessary.
- B. **Community Service** – Instead of fine, the erring student will have to render to the school community or whatever he/she will be assigned to perform representing sanction for the violation perpetrated.
- C. **Suspension** –A penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding (20%) twenty percent of the prescribed total class days for the school semester, but not less than seven (7) days. A penalty of suspension for a period of more than (20%) twenty percent of the total class days for the school semester shall be imposed upon justifiable decisions.

During the involuntary and temporary leave of the student/s from the college, student/s shall not be allowed:

- 1) To attend class and/or any academic and non-academic activities such as any examinations and to participate in any activities within or outside the school premises (including foundation day and sports fest).
 - 2) To enter the GRC building and its premises if the erring student is a threat to the peace and harmony of the academic community.
 - 3) To avail of any other privilege of being a GRC student.
- D. **Non-readmission** – a penalty that allows the institution to deny admission or enrollment of an erring student for one (1) school term immediately following the term when the resolution or decision is finding the student guilty of the offense charged and imposing the penalty of non –readmission was promulgated.
 - E. **Exclusion** – a penalty that allows the institutions to exclude or drop the name of the erring student from the roll of students. The subsequent transfer credentials shall be issued immediately.
 - F. **Expulsion** – a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal under existing penal laws and upon the decision of the prefect committee and the Administrative Head of the institution.

SEC. 2 TYPES OF OFFENSES

- a) **MINOR OFFENSE** – an offense and/or violation due to misconduct or any violation that does not affect student’s learning or does not cause serious harm or damage to his/her fellow student or in the institution’s property. Penalties for this type of

offense vary from verbal reprimand to not less than three (3) hours of community service.

- b) **MAJOR OFFENSE** – a serious offense and/or violation committed against the provision of the Student Code of Discipline Handbook of GRC. Such violation shall be penalized or sanctioned by what the C.O.D has provided.

Penalties for this type of offense vary from community service of not less than (9) nine hours to expulsion.

SEC. 3 STANDARD CONDUCT OF GRC STUDENT

The students of Global Reciprocal Colleges are expected to present themselves with politeness, respect, courtesy, trustworthiness, honesty, and humility to all members of the faculty, administrators, fellow students, and other institution's personnel. The online class netiquette shall be strictly observed by the students.

ONLINE CLASS ETIQUETTE

1. The students shall use the official GRC account in signing up for official online platform.
2. Screen name and aliases shall not be accepted during the live class sessions.
3. The students shall use appropriate language and tone during online class sessions.
4. Respect and consideration for other students shall be observed at all times.
5. Sarcasm, humor, and/or posting of jokes are not allowed inside the platform used in online class.
6. Issues of privacy and information sharing outside of the class are strictly prohibited.
7. In all live classes, the students shall be logged-in at least ten (10) minutes before the designated class schedule. The students shall wait for the professor/teacher to be accepted in the platform used for the live class.
8. The students may wear a dress down attire during the live classes; however, a proper dress code is still be strictly observed.
9. The participants shall always turn ON and OFF the microphone during the live classes. The microphone shall only be turned on when permitted by their professor/teacher, and shall be turned off once done.
10. The students shall show an intention to speak by using available icons or simply by raising hands to ask permission to speak. In this manner, speaking simultaneously among the participants will be avoided.
11. The sharing of screen by the students shall be approved by the faculty member before being done. The screen containing personal information is advised to close before the screen sharing.
12. The students are encouraged to use the chat feature of the platform used for the live class for the conversations relevant to the topic. Exchanging of the off-topic conversations are strongly discouraged.

SEC. 4 MINOR OFFENSES AND ITS SANCTIONS

CODE	DESCRIPTION
MI1	Not wearing and/ or refusing to present school Identification Card (I.D) upon entering the campus.
MI2	Entering the class without school Identification Card (I.D) and /or not in proper uniform, unless otherwise, the student/s has permit provided by OSA.
MI3	<p>Cross Dressing</p> <p>Cross dressing such as but not limited to:</p> <p>a) The male student/s of Global Reciprocal Colleges shall not be allowed wearing ripped/tattered jeans, earring and/or any body piercing, cap, make up, hairbands/hairclips, loud hair color, bra and other female accessories inside the campus and its premises.</p> <p>b) The female student/s of Global Reciprocal Colleges wearing ripped/tattered jeans, mini shorts, mini skirt, sleeveless blouses and any other revealing clothes, two (2) or more earrings and/or any body piercing and loud hair color will be barred from entering the campus.</p>
MI4	Use of school facilities and/or school equipment without permissions.
MI15	Derogatory such as but not limited to creating unnecessary noise, use of foul languages, and/or any equivalent to demeaning gestures, within the school premises, or on social media, or in any online learning platform that might cause damage to the image of the institution or any of its personnel.
MI6	Public Display of Affection (PDA)
MI7	Eating or Drinking inside Laboratories
MI8	Littering.
MI8	Entering the restricted area inside the institution without any permission from the school authority.

SANCTIONS:

- i. *1st offense* – Recorded Verbal Reprimand.
- ii. *2nd offense* – Written Reprimand with Community Service of three (3) hours.
- iii. *3rd offense* – Written Reprimand with Community Service of six (6) hours.
- iv. *4th offense* – Written Reprimand with Community Service of nine (9) hours.
- v. *5th offense* – Written Reprimand with Community Service of twelve (12) hours.

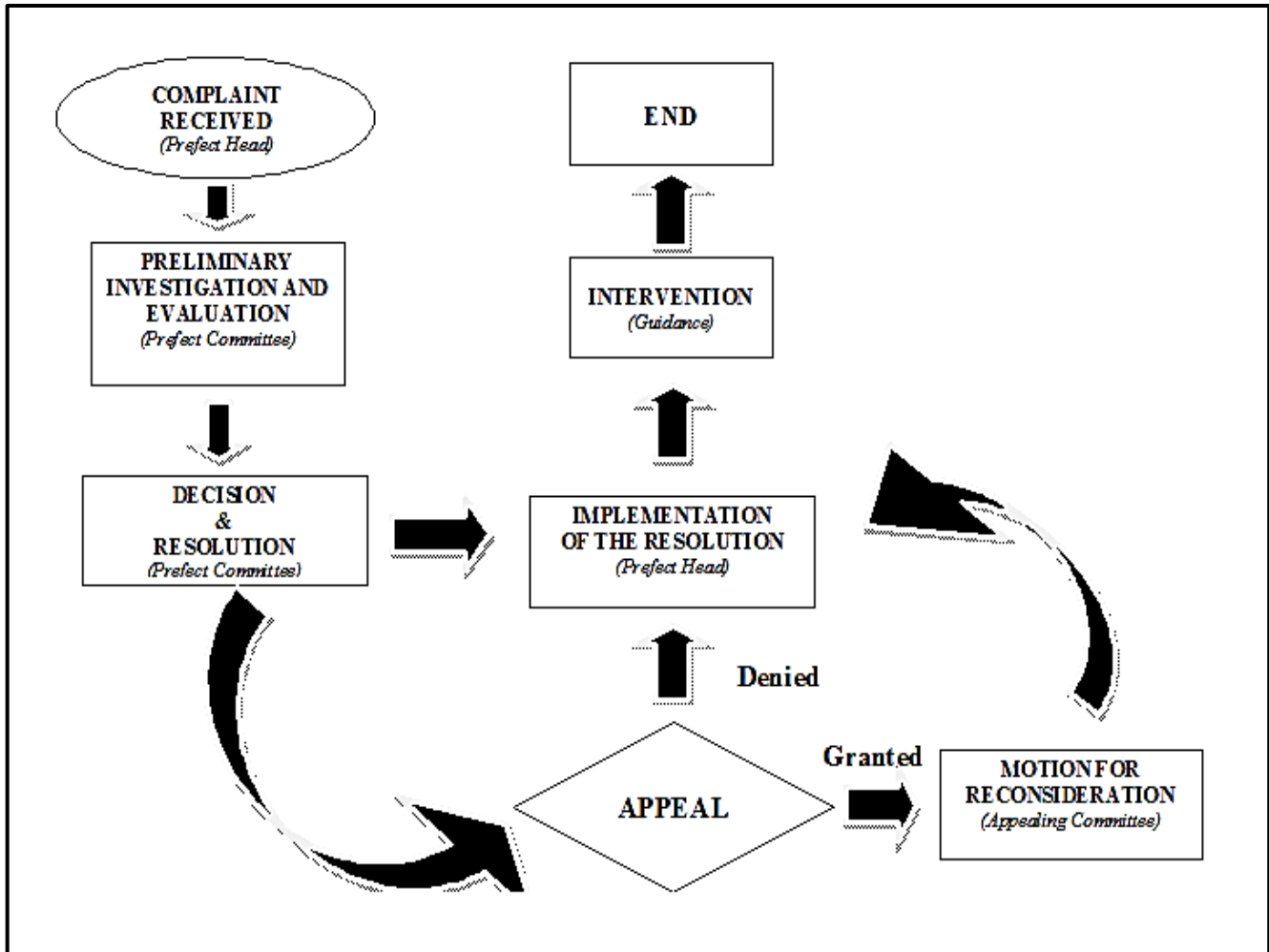
SEC. 5 MAJOR OFFENSES AND ITS SANCTIONS

CODE	DESCRIPTION	SANCTIONS				
		1 st	2 nd	3 rd	4 th	5 th
MA1	Sexual Harassment (R.A 7877) and/or acts of Lasciviousness (under Article 336 of the revised penal code).	D	E			
MA2	Sexual Immortality and obscenity (Pre-marital sex and action leading to it).	D	E			
MA3	Participating Fraternity, gang and sorority and gang including exercising hazing.	D	E			
MA4	Possession of Liquor and/ or under the influence of Liquor	C	C	D	E	
MA5	Possession of illegal drugs and/ or under the influence of illegal drugs.	E				
MA6	Possession of cigarette and / or smoking whether or not inside the campus while wearing the school I.D and uniform.	B	C	D	E	
MA7	Possession of deadly weapon such as knife, ice-picked, guns and/ or any harmful objects.	C	D	E		
MA8	Theft.	B	C	D	E	
MA9	Extortion.	C	D	E		
MA10	Bribery.	C	C	D	E	
MA11	Acts of violence, assault or physical injuries against fellow students, faculty members, administrators, and/ or to other personnel.	B	C	D	E	
MA12	Slandering and/ or libeling against fellow students, faculty member, administrators, and any institution’s personnel.	B	C	D	E	
MA13	Forging, falsification and/ or tampering of any documents.	C	D	E		
MA14	Forming and participating in any union and/ or any acts of rebellion against administration in any form including the use of social media.	D	E			
MA15	Willful disobedience and/ or insubordination.	B	B	C	C	D
MA16	Any forms of corruption.	C	D	E		
MA17	Any forms of dishonesty such as but not limited to borrowing and/ or lending I.D or COM to his/her fellow students, cheating, plagiarism and etc.	B	B	C	D	E
MA18	Destruction of school’s property including vandalism.	B	C	D	E	

MA19	Possession, use and / or distribution of pornographic materials including pornographic site in the internet.	B	C	D	E	
MA20	Any form of gambling.	B	C	D	E	
MA21	Unauthorized solicitation and activities without permission from the Office of the Student Affairs.	B	C	D	E	
MA22	Cyber Crime.	B	C	D	E	
MA23	Invasion of Privacy such as Appropriate of Name, Likeness and? Or some other personal attribute, Intrusion Upon Seclusion, False, Light, and Public Disclosure of Private Facts.	B	C	D	E	
MA24	Violating the restrictions on fire safety policy.	B	C	D	E	
MA25	Causing and/ or creating commotion.	B	B	C	D	E
MA26	Bullying such as but not limited to physical bullying, relational bullying and/ or cyber bullying.	B	B	C	D	E

SEC. 6 STUDENT'S CASE PROCEDURE

STUDENT'S CASE PROCEDURE FLOW CHART



STUDENT'S CASE PROCEDURE

All cases shall be heard with strict observance of due process. Complaints shall be filed at the Office of the Student Affairs (OSA). The Office of the Student Affairs shall have the jurisdiction only in the cases where the student/s is the respondents.

1. **COMPLAINT RECEIVED:** The respondent/s shall submit an incident report to OSA.
2. **PRELIMINARY INVESTIGATION & EVALUATION:** The Office of the Student Affairs shall conduct a preliminary investigation and evaluation to determine the prima-facie of the case by accomplishing violation form. There shall be a thorough investigation; gathered facts and evidence shall be presented.
The case filed shall be categorized whether it is a MINOR OFFENSE or a MAJOR OFFENSE.
(During the hearing of the case, a student/s facing major administrative charges may be preventively suspended from attending his classes or from entering the school premises upon written order of a duly authorized officer of the school. If the student is a threat to the peace and harmony of the academic community, the parent or legal guardian of the erring student shall be his/her representative during the investigation procedure.)
3. **DECISION & RESOLUTION:** After the preliminary investigation and evaluation of the case, decision and resolution shall be formulated by the Prefect Committee.
4. **APPEAL** *(Respondent/s may appeal once only):* After the prefect committee released the decision and resolution, the respondent/s shall have ten (10) days to appeal the case before it proceeds to implementation. If and only if the resolution is a suspension to expulsion. If the respondent/s did not appeal the case within ten (10) days after the decision and resolution were released, the case shall then be automatically closed and will proceed to the implementation and intervention.
But, if the respondent/s appeals a motion for reconsideration in the appealing committee, the appealing committee shall raise the appeal of the respondent/s to the Administrative Head's Office.
The appealing committee together with the Administrative Head shall then review the case and decide if the motion for reconsideration be denied or granted.
5. **APPEAL DENIED:** If the motion for reconsideration has been denied, the case will automatically proceed to implementation headed by the Prefect Head. After the implementation of the decision, the intervention will follow which will be conducted by the Guidance Counselor.
6. **APPEAL GRANTED:** But, if the appeal to motion for reconsideration has been granted, the appealing committee will formulate a decision and resolution that will be implemented by the Prefect Head then forwarded to Guidance Office for the intervention.
7. **CASE CLOSED.**

ARTICLE VII
COMPUTER LABORATORY

Guidelines in lending of computer unit:

1. The student who wishes to borrow a computer unit shall provide a letter of request with his/her signature is being affixed. In case the borrower is minor-aged, his/her parent's signature shall be also affixed in the letter.
2. The student shall submit the letter of the request together with the scanned copy or a picture-taken copy of any proof that he/she is currently enrolled (e.g., C.O.M., online payment, bank deposit slip, and scholarship grant slip), via email at infotech.grc@gmail.com.
3. The I.T Office will send a confirmation of the availability of the unit and its schedule for pick up to the borrower via email.
4. The borrower shall submit the following requirements upon picking up the unit:
 - a. Original copy of the letter of request
 - b. Photocopy of proof of enrollment
 - c. Photocopy of valid I.D.
 - d. Photocopy of parent's/guardian's valid I.D. (*if the borrower is a minor*).
5. Upon the pick-up of the unit, the borrower shall secure the gate pass (egress) provided by the I.T Office.
6. The borrower shall sign the agreement form indicating the responsibilities of the borrower and agreeing that he/she will be held liable and accountable for whatever may happen during the lending period of the unit.
7. Before the unit is being handed over to the borrower, there shall be a photo op for the documentation and proof that the unit is well-functioning.
8. In case the computer unit has malfunctioned during the lending period, the borrower shall inform and coordinate regarding the incident with the I.T office personnel through email for remote troubleshooting.
9. The borrowed unit shall be returned within six (6) days after the final exam week.
10. If the borrower failed to return the desktop unit within the period within six (6) days after the final exam week, the borrower will be reported to the Office of the Registrar for holding of grades.

Guidelines in using the Computer Laboratory for blended learning in accordance with the schedules and plans set by the academe:

1. The computer laboratory will accommodate 50% or less of its total capacity depending on the IATF recommendations; 1 to 2 computers apart will be the distance of each student.
2. The I.T office personnel will help to enforce the social distancing protocol inside the computer laboratory through CCTV monitoring.
3. There will be an alcohol dispenser in each computer laboratory which will be regulated by the faculty member who uses the laboratory.

4. Both the student and the professor shall wear their facemask and shall sanitize before using the computer units.
5. Regular disinfection of the common contact surface areas in the computer laboratory shall be implemented.

ARTICLE VIII

LIBRARY

All school officials, students, faculty members, and other employees shall have the right to use the library. Its objective is to provide the utmost service to the students, faculty members, and other personnel.

SEC. 1 LIBRARY USERS

1. GRC Officials
2. GRC enrolled students on the current semester
3. GRC faculty members and employees on the current semester

SEC. 2 REQUIREMENTS FOR USING THE LIBRARY BY APPOINTMENT

1. Filled out library research schedule (*for faculty members and students*)
2. School I.D or any valid I.D (*for student clearance*)
3. A valid Certificate of Matriculation (COM) on the current
4. For the freshmen, they shall have to send a softcopy of their 2x2 I.D picture via email at grclibrary03@gmail.com

SEC. 3 POLICIES ON BORROWING, RETURNING, AND RENEWING THE LIBRARY MATERIALS

A. Maximum Allowable Book Loans

1. Students : 2 books for two (2) weeks (*applicable for new normal only*)
: Subject for renewal depending on the demand
2. Faculty members, admin staff, and other employees : 5 books for one month
: Subject for renewal depending on the demand

B. How to Borrow Books

1. Scan the QR code to search the books you desire to borrow. (*See Section 8 of Article VIII*).
2. Email your requested book titles, authors, and copyright to grclibrary03@gmail.com.
3. The library personnel will prepare the requested book, and then will inform the requestor once it is available for pick up in the lobby DRIVE THRU gate 1.

C. How to Request Scanned Chapters (*Printed Materials*)

1. Scan the QR code to search the books you desire to request for a scanned copy.
2. Email your requested book chapters to grclibrary03@gmail.com.
3. Once you received an email confirming the book is available, fill out the Google Form for the library resources borrowing form.
4. The library personnel will email the scanned copy of the book chapters you requested once you have accomplished filling out the library resources borrowing form.

D. How to Return the Borrowed Books

1. The library users shall drop the borrowed books at the designated drop box or through the guards on duty or personnel on duty at the DRIVE THRU gate 1.
2. The library personnel will pick up the returned books and put into check-in in the library system.
3. The library personnel will notify the borrower once the returned books were checked-in.
4. The returned books will be stored in a quarantine area, and it will be returned to the shelves after four (4) days.

E. How to Renew

1. Email at grclibrary03@gmail.com the book title and the accession number of your requested book for renewal.
2. The library personnel will process your request for books renewal.
3. The library personnel will send you an email confirming your book renewal once it is successfully renewed.

SEC. 4 HOW TO USE THE LIBRARY DURING THE NEW NORMAL

1. Fill out the Google Form for the Library Research Schedule.
2. No face mask and No face shield, No entry.
3. Fill out the attendance sheet and indicate your body temperature checked by the guard on duty at the building entrance.
4. Maximum of thirty (30) researchers at a time only can be accommodated by the library.
5. The students may use the library for three (3) hours per day only, to give chances to others to use the library.
6. The library users will be allowed in the book shelves one at a time, depending on the area provided for the book stacks.
7. Social distancing and other minimum health standard protocols shall be strictly observed.

SEC. 5 HOW TO USE LIBRARY DISCUSSION AREA

1. Reserve at the counter by presenting student's valid school I.D or C.O.M for the 1st year students.
2. Two (2) hours per day only will be allowed.
3. Physical distancing shall be strictly observed.
4. Four (4) researchers only at a time will be allowed.

SEC. 6 HOW TO USE INTERNET STATIONS

1. The officially enrolled students on the current term can have an internet access for one (1) hour a day with free of charge on a first come, first served basis.
2. Reserve at the counter by presenting the student's valid school I.D.
3. Physical distancing shall be strictly observed.
4. Chatting, Facebook, and playing computer games are strictly prohibited.
5. Using of flash drives and/or any other external hard drives to download or to save files is strictly prohibited.
6. Non-printed materials such as CDs and VCDs can be viewed on the internet section.

SEC. 7 HOW TO SEARCH BOOK USING THE ONLINE PUBLIC ACCESS CATALOG

1. Search the book you desire to borrow using the Online Public Access Catalog (OPAC).
2. Once you have found the book you desire to borrow, fill out the borrower's slip.
3. The library users will be allowed to get a book in the bookshelves one at a time.
4. Present the book you are to borrow together with your school I.D to the librarian in charge at the circulation counter.

SEC. 8 LIBRARY RESOURCES QR CODE



FILIPINIANA



CIRCULATION



REFERENCE



FICTION



FREE ONLINE

SEC. 9 HOW TO COMMUNICATE WITH THE LIBRARY PERSONNEL ONLINE

GRC Library Website : <https://grclibrary.wixsite.com/website-1>
 Library Facebook Page : Global Reciprocal Colleges Library
 Chat LIRA : Library Information Research Assistant
 Email : grclibrary03@gmail.com
 Mobile Number : 0945-8423939

ARTICLE IX
GUIDANCE SERVICES

SEC. 1 INDIVIDUAL INVENTORY SERVICE

- Gathering of information from students regarding personal information, concerns, and issues so that student's needs will be addressed and provide a basis for suitable activities and counseling service.

SEC. 2 TESTING SERVICE

- The testing service is designed to assess and/or measure the ability and capability including the emotional health and personality of the student/s as well as the faculty members and staff of GRC through administering, scoring, and interpreting of Psychological Test.

SEC. 3 COUNSELING/CONSULTATION *(Individual or group)*

- To help, guide, and provide an immediate plan for student's needs, adjustment, problem-solving, and decision making.
- Create a positive environment and geared towards the holistic development of GRC students.

SEC. 4 PREVENTION AND WELLNESS

- Enhance the ability of the students to fully utilize his/her orientation in dealing with personal, social, emotional, academic problems through conducting different seminars and symposiums.

SEC. 5 EVALUATION SERVICE

- Assist the students through findings and discoveries based on statistics and other pertinent information resulting from surveys and studies undertaken.

SEC. 6 INFORMATION

- Provide adequate information regarding guidance services and functions, guidance activities, orientations, and other significant announcements relevant to student's needs.
- Publicize guidance mission, vision, philosophies, and objectives.

SEC. 7 REFERRAL

- Finding the best solutions and expertise that would help and give the best training concerning his special needs.

SEC. 8 CAREER/PLACEMENT

- Provide opportunities among students and make a wise decision by giving seminars and talks.

SEC. 9 FOLLOW-UP

- Evaluate student's performance by determining the progress of student's academics and behavior development.
- Check the status of the student regarding his concerns and difficulties who undergone counseling.

- Monitor the success of the student's career path and those who are under probation.

ARTICLE X
MEDICAL & DENTAL SERVICES

Considerations for Schools when Operating during Covid-19

1. Promoting behaviors that reduce COVID-19 spread
2. Maintaining a healthy environment
3. Ensuring the smooth delivery of medical services

Sec. 1

Health Services can be provided and supervised by school health professionals. The GRC Clinic will continue to provide any information which may help ease worries of all GRCians (students, faculty members and staffs) with regards to their health. It is manned by a physician and a nurse. The GRC Health Services will be open as a virtual help with regards to any health concerns. The Clinic Office can be contacted thru its FB page.

- a. FB page: GRC Guidance Office and Health Services
- b. Monday to Saturday – 9:00am to 5:00pm

Sec. 2: Tele-consult

Using Telehealth to expand access to essential health services during the Covid-19 pandemic. This can be delivered during this pandemic to

1. reduce staff, faculty members and student's exposure to ill persons
2. minimize patient surges at school clinic and
3. to avail the services of a physician when we are urged to stay home.

Tele-consult can be done thru the following procedure:

- a. Synchronous which includes real time telephone or live audio-video interaction typically with a patient using cellphone or any computer. The physician will be available for consultation and provide remote evaluation of patient.
- b. Asynchronous which include storing and forwarding messages, images or data collected at one point by a nurse and interpreted or responded later by the physician.

Sec. 3: Providing healthcare for non-Covid-19 patient during the new normal

- a. Provide care without delay if feasible

- b. Consider if the School Clinic Facility can provide care rather than transferring the patient to a facility
- c. Resume regular care practices

Sec. 4: School Clinic Rules and Policies

Provided policies and leanings from the experiences of our school clinic to respond to this new normal.

a. Safety and Support

- Protocols are adapted to monitor symptoms of Covid-19.
 - i. All are required to wear face mask and face shield while inside the school premises.
 - ii. All who will enter the premises of GRC will be subjected to mandatory temperature scan. A temperature reading of 37.6⁰ C will not be allowed entry.
 - iii. An alcohol/hand wash station is situated at the entrance gate. All who will pass by is required for alcohol rub or hand wash.
 - iv. Practice social distancing

b. Service Delivery

- All Freshmen are required to answer an evaluation thru virtual interview (in collaboration with the Guidance Office)
- Information will be gathered on all students who will be sick or become infected with Covid-19 so that they can be provided with guidance with their online classes.

Sec. 5: Policies carried out from pre-pandemic state

1. Students enrolled in Bachelor in Secondary Education who will go into PE majorship will be required to submit a medical certificate indicating being fit to go thru the rigors of the course
2. A pregnant student will be allowed to enroll even on her birthing semester as long as she feels fit to attend her classes – online or not. But if absences would be made during her pregnancy, a medical certificate to excuse her from such absences cannot be issued by this clinic.

ARTICLE XI
GENERAL SERVICES

SEC. 1 GENERAL SERVICES POLICIES

- a. Student and Student Organizations are allowed to reserve and secure permission to borrow equipment, materials, furniture, and facilities for activities approved by the Office of Student Affairs (OSA). Reservation is the "FIRST COME, FIRST SERVED" basis.
- b. Failure to follow the procedure will not be entertained.
- c. GRC classrooms, study hall, and TESDA hall are intended for academic use and purposes on specified schedules. Some planned activities that will require using these facilities will be allowed upon following the procedures and conditions.

SEC. 2 PROCEDURES FOR RESERVATION AND REQUESTING PERMISSION

Fill out the Reservation and Borrowing Form (RBF) at the General Services Department one (1) week before the actual date of use. The following information and documents shall be provided upon request for a reservation:

- a. Approved document/s from the Office of the Student Affairs or Organization's Head;
- b. Date of use (*for room use, attach the class schedule for room/s to be used*);
- c. Facility Name (*room number, hall, etc.*);
- d. Needed materials and/or equipment;
- e. Purpose;
- f. Name of Organization; and
- g. Name of Adviser (*Faculty Member/Admin Staff*).

SEC. 3 CLAIMING OF RESERVED MATERIALS

- a. Depositing of I.D shall be required upon claiming the reserved material and/or equipment;
- b. Claiming the reserved materials and equipment shall be thirty (30) minutes before the scheduled reservation;
- c. Claiming the reserved materials and equipment on thirty (30) minutes late without prior notification, the reservation shall be void.

SEC. 4 RETURNING OF MATERIALS AND EQUIPMENT

- a. All borrowed materials and equipment shall be returned right after using it. Failure to return the borrowed materials, equipment, and etc. shall be banned from borrowing for one (1) month.

- b. In case of no personnel at the General Services Department to receive the returning materials and equipment, borrowed things can be returned to the guard on duty.
- c. Any loss and damage part of the borrowed items will be charged to the person responsible.

SEC. 5 IN-HOUSE RULES ON USE OF CLASSROOM/HALL

Rules and policies inside GRC classrooms are as follows:

- a. Turn off all electrical devices and equipment (electric fan, light, etc.) after using it.
- b. No furniture, fixture, and equipment will be taken out of the classroom/s and areas after using.
- c. Clean the rooms and areas after using them.
- d. A bystander inside classrooms is not allowed.
- e. Classroom and hall are allowed to use thirty (30) minutes before the specified time of the activity.

SEC. 6 USAGE OF ELECTRICITY

- a. Any violation is subject to disciplinary action. Student/s is not allowed to use electricity for personal use at any time inside GRC premises. Charging of any electronic devices such as but not limited to cellphone, laptop, mp3, etc. is strictly prohibited.
- b. Whoever caught in the act violating this rule shall be charged a fine amounting One Hundred Pesos (100.00Php).

SEC. 7 BUILDING ADMINISTRATION

- 1. Visitation and other appointments to the offices shall be allowed from 8:00 A.M to 5:00 P.M, Monday to Saturday only.
- 2. Health and safety protocols shall be observed upon entering the building premises such as but not limited to:
 - a. Sanitizing
 - b. Wearing of face mask and face shield
 - c. Physical distancing
- 3. The visitors and/or clients shall fill-out the log-in and the health screening form upon entry. The building pass will be provided for security purposes.
- 4. The visitors and/or clients shall wait at the lounging area while the guard on duty notifies the concerned person or office.
- 5. The visitors and clients shall present and deposit a valid Identification Card with their picture to the guard on duty in exchange for a visitor's card.
- 6. No firearms and any deadly weapons are strictly prohibited inside the GRC building. A firearm and any deadly weapon shall be surrendered to the guard on duty upon entry.
- 7. No pets are allowed inside the building premises.

8. The violator will be apprehended. He/she might be restricted from entering the building or will be forcefully escorted outside the building.

ARTICLE XII
SCHOLARSHIP PROGRAM

I. MLALAF FULL SCHOLARSHIP

- Motortrade Life and Livelihood Assistance Foundation, Inc. (MLALAF) offers full scholarship to deserving students of Global Reciprocal Colleges who are seriously and eager to pursue higher education but need assistance – may it be financial, social, spiritual or academic.

SEC. 1 ELIGIBILITY

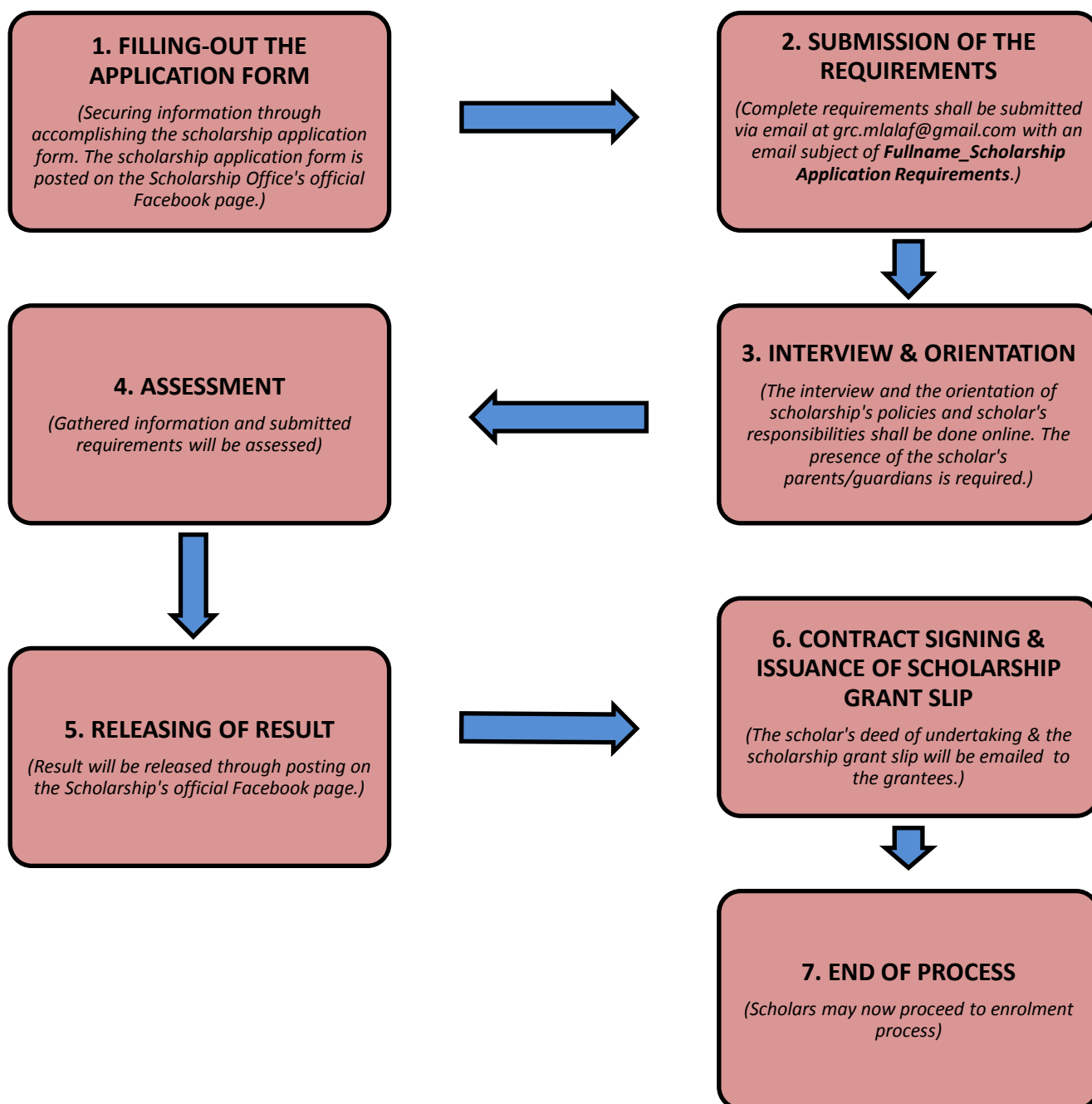
- a. Shall be a Filipino citizen;
- b. a High School or K-12 graduate, College transferee/with earned units in college, and/or ALS passer;
- c. successfully passed the entrance examinations of Global Reciprocal Colleges;
- d. an indigent, which means his/her family is financially struggled and cannot afford to pay school fees;
- e. family's annual gross income shall not be exceeding to One Hundred Fifty-Six Thousand Pesos (P 156,000.00);
- f. shall not presently availing any scholarship or student grant from CHED, government, any politician and/or another institution; and
- g. shall not be overstaying in their courses and in the institution, but there shall be a (1) one year grace period.

SEC. 2 DOCUMENTARY REQUIREMENTS

- a. Photocopy of High School Card or Summary of Grades, T.O.R (if transferee), ALS Grade (if ALS graduate), and/or Grade slip (for the current student of GRC);
- b. Two Recommendation Letter (from any of the following: teacher, principal, guidance counselor, pastor, church leader, and public official);
- c. MLALAF Scholarship Application form/Information Sheet (will be from the Scholarship Office);
- d. House Sketch (Direction from GRC to applicant's house, with name and address of the applicant);
- e. 2pcs. - 2x2 Recent Photo (with white background and computerized name);
- f. DSWD Certificate of Indigence with Case Study Report (Certificate of Indigence from barangay is not valid);
- g. Testimony (Essay with not less than 500 words of applicant's life story, family situation, and his/her reasons why he/she should be accepted in the scholarship program.);
- h. Deed of Undertaking Contract (will be from the Scholarship Office)

- i. House Photos –Photos of applicants’ house, which should cover the ff:
 - i. *Outside: Front, Back, Sides (Left and Right)*
 - ii. *Inside: Living Room Area, Dining, Kitchen, Comfort Room and Bedroom/s; and*
 - iii. *If it’s possible, also the photos of the houses in the surrounding area.*

SEC. 3 APPLICATION PROCESSES AND PROCEDURES *(same applies with 100%, 40%, and 20% scholarship program)*



SEC. 4 RESPONSIBILITIES

- A. **Gratis** – Scholars shall render 60 hours of gratis work which may be in the form of online gratis such as but not limited to being a class beadle, a member of the Graphic Artist Team (GAT), a member of the GRC Researchers Team, attending webinars, participating in online activities conducted by the GRC, etc.
- B. **Fellowship** – Attend 5 fellowships in a semester. The fellowship is once-a-month values strengthening activities, may it be online or modular.
- C. **Bible Reading with Journal** – The scholars shall submit their journals to the respective church partner they are designated to. But if the scholars are in a modular fellowship scheme, their journals shall be submitted via email as the Scholarship Office’s personnel have given the instructions.

SEC. 5 POLICIES

a. *One Scholar Per Family*

- One student per family will be allowed to avail of a scholarship. But once the scholar graduated, another member of the family can avail the scholarship with the following conditions:
 - i. If the scholar has (2) two or more undergraduate siblings under him/her. After this, no other member of the family may avail of the scholarship.
 - ii. On the other hand, relatives of the scholar may avail the scholarship even in the same semester, as the relative is considered outside the scholar’s immediate family.

b. *Grades*

- The scholars shall not have any failing grade including minor subjects. But is highly recommended that he/she shall maintain a General Weighted Average (GWA) of 2.50 or above.

c. *No Changing of Course*

- Scholars are not allowed to shift to another course. If they fail in the retention requirement of their college, their scholarship shall be automatically terminated, for they will not be allowed to enroll to another course.

d. *Required Number of Units*

- A scholar shall take a full load of units or at least a minimum of 21 units for the specific semester, but might be granted to take a lower number of units depending on the validity of the reason and upon the approval of the Scholarship Officer.

e. *Immorality Clause/Pregnancy Issue*

- A scholar who found out have committed immorality such as unwanted pregnancy, shall be immediately terminated from the scholarship. Termination of the scholarship shall be applied to the immediately following semester. On the other hand, she may return to the scholarship after giving birth.
- f. Violations
 - Committing with the following numbers of violation shall be terminated from the scholarship program:
 - i. Two (2) major violations; or
 - ii. Four (4) minor violations.
- g. Termination of Scholarship Benefit
 - Scholarship Officer shall have all the rights to terminate the scholar's scholarship benefit when a scholar violates any of the scholarship and institutions' policy and/or failed to comply with any of the above-mentioned requirements.

II. 40% SCHOLARSHIP

- Global Reciprocal Colleges (GRC) offers forty percent (40%) scholarship to deserving students of Global Reciprocal Colleges who are seriously and eager to pursue higher education but need of assistance – may it be financial, social, spiritual or academic.

SEC. 1 ELIGIBILITY

- a. Shall be a Filipino citizen;
- b. a High School graduate, College transferee/with earned units in college, and/or ALS passer;
- c. successfully passed the entrance examinations of GRC;
- d. an indigent;
- e. family's annual gross income shall not be exceeded to One Hundred Eighty
- f. Thousand Pesos (P180,000.00);
- g. shall not presently availing any scholarship or student grant from CHED, government, any politician and/or another institution; and
- h. shall not be overstaying in their courses and/or in the institution, but there shall be a (1) one year grace period.

SEC. 2 DOCUMENTARY REQUIREMENTS

- a. Photocopy of High School Card or Summary of Grades, T.O.R (if transferee), ALS Grade (if ALS graduate), and/or Grade slip (for the current student of GRC);
- b. Two Recommendation Letter (from any of the following: teacher, principal, guidance counselor, pastor, church leader, and public official);
- c. MLALAF Scholarship Application form/Information Sheet (will be from the Scholarship Office);

- d. House Sketch (Direction from GRC to applicant's house, with name and address of the applicant);
- e. 2pcs. - 2x2 Recent Photo (with white background and computerized name);
- f. DSWD Certificate of Indigence with Case Study Report (Certificate of Indigence from barangay is not valid);
- g. Testimony (Essay with not less than 500 words of applicant's life story, family situation, and his/her reasons why he/she should be accepted in the scholarship program.);
- h. Deed of Undertaking Contract (will be from the Scholarship Office)
- i. House Photos –Photos of applicants' house, which should cover the ff:
 - i. *Outside: Front, Back, Sides (Left and Right)*
 - ii. *Inside: Living Room Area, Dining, Kitchen, Comfort Room and Bedroom/s; and*
 - iii. *If it's possible, also the photos of the houses in the surrounding area.*

SEC. 3 RESPONSIBILITIES

- A. Gratis** – No Gratis work required.
- B. Fellowship** – Attend 5 fellowships in a semester. The fellowship is once-a-month values strengthening activities, may it be online or modular.
- C. Bible reading with Journal** – The scholars are required to read the Bible with journal.

III. 20% SCHOLARSHIP

- Global Reciprocal Colleges (GRC) offers forty percent (40%) scholarship to deserving students of Global Reciprocal Colleges who are seriously and eager to pursue higher education but need of assistance – may it be financial, social, spiritual or academic.

SEC. 1 ELIGIBILITY

- a. Shall be a Filipino citizen;
- b. a High School graduate, College transferee/with earned units in college, and/or ALS passer;
- c. successfully passed the entrance examinations of GRC;
- d. an indigent;
- e. family's annual gross income shall not be exceeded to Two Hundred Sixteen Thousand Pesos (P216,000.00);
- f. shall not presently availing any scholarship or student grant from CHED, government, any politician and/or another institution; and
- g. shall not be overstaying in their courses and/or in the institution, but there shall be a one (1) year grace period.

SEC. 2 DOCUMENTARY REQUIREMENTS

- a. Photocopy of High School Card or Summary of Grades, T.O.R (if transferee), ALS Grade (if ALS graduate);
- b. Two Recommendation Letter (from any of the following: teacher, principal, guidance counselor, pastor, church leader, and public official);
- c. MLALAF Scholarship Application form/Information Sheet (will be from the Scholarship Office);
- d. House Sketch (Direction from GRC to applicant's house, with name and address of the applicant);
- e. 2pcs. - 2x2 Recent Photo (with white background and computerized name);
- f. DSWD Certificate of Indigence with Case Study Report (Certificate of Indigence from barangay is not valid);
- g. Testimony (Essay with not less than 500 words of applicant's life story, family situation, and his/her reasons why he/she should be accepted in the scholarship program.);
- h. Deed of Undertaking Contract (will be from the Scholarship Office);
- i. House Photos –Photos of applicants' house, which should cover the ff:
 - i. *Outside: Front, Back, Sides (Left and Right);*
 - ii. *Inside: Living Room Area, Dining, Kitchen, Comfort Room, and Bedroom/s;*
 - iii. *If it's possible, also the photos of the houses in the surrounding area.*

SEC. 3 RESPONSIBILITIES

- A. Gratis** – No Gratis work required.
- B. Fellowship – Attend** 5 fellowships in a semester. The fellowship is once-a-month values strengthening activities, may it be online or modular.
- C. Bible reading with Journal** – The scholars are required to read the Bible with journal.

IV. SCHOLARS' UPDATING

- There shall be checking and updating of the following records:

SEC. 1 GRATIS

- Scholarship Office's authorized personnel shall compute the total number of gratis hours rendered by the scholars.

SEC. 2 FELLOWSHIP

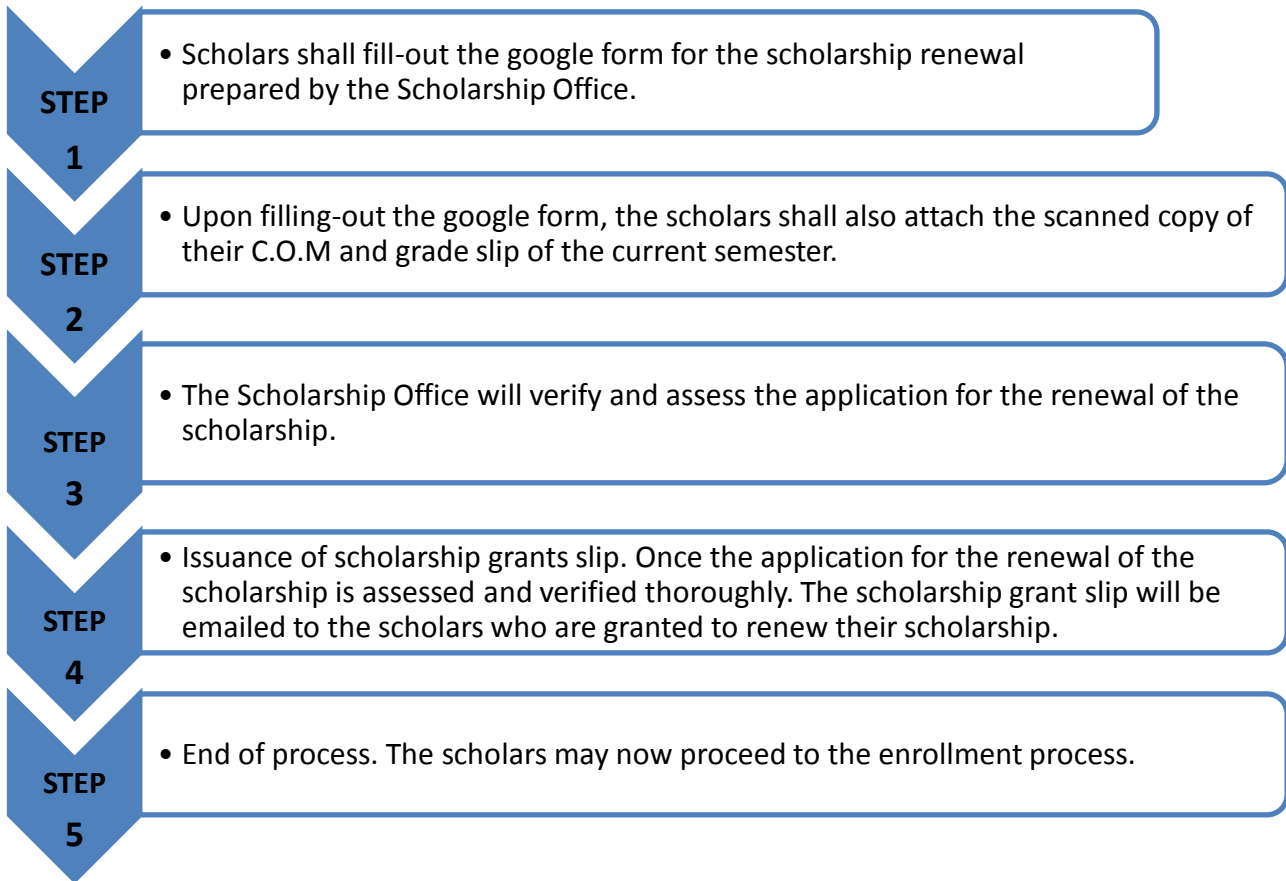
- For the scholars in online fellowship, the church partners shall submit a report of their fellowship attendance to the Scholarship Office every after the fellowship week.
- For the scholars in modular fellowship, the Scholarship Office's personnel will be in charge of the recording of the submitted modules by the scholars.
-

SEC. 3 BIBLE READING WITH JOURNAL

- The scholars shall submit their journals to the respective church partner they are designated to.
- But if the scholars are in a modular fellowship scheme, their journals shall be submitted via email as the Scholarship Office’s personnel have given the instructions.
-

V. RENEWAL OF SCHOLARSHIP

- In order to renew the scholars’ scholarship grant, there must be a validating and thorough checking of the scholars’ record of requirements through the following procedures:



VI. EXIT FROM THE SCHOLARSHIP PROGRAM

SEC. 1 NON- GRADUATING STUDENT

- 1) The non-graduating scholar who desires to exit from the scholarship program shall **NOT** be allowed unless he/she has a failing grade or will transfer to another school or due to any justifiable reason.

- 2) Once the scholar/s exits from the scholarship program before he/she graduated with an unjustifiable reason, he/she shall pay the entire tuition fee from the first semester he/she enjoyed the benefit of the program.
- 3) If the scholar/s exits from the scholarship program due to transferring to other institutions, medical conditions, or any justifiable reason, he/she shall not have to pay the entire tuition fee but shall undergo the following processes:
 - a) Submit a letter via email indicating his/her reason why he/she has decided to exit from the scholarship program. The letter shall be signed by the scholar and his/her parent or guardian together with attachment of any proof proving his/her stated reason.
 - b) Evaluation of records if he/she is already cleared with all the requirements.
 - c) Interview with him/her and his/her parent or guardian virtually.
 - d) Releasing of Exit Clearance via email.

SEC. 2 GRADUATING STUDENT

- All graduating scholar/s who exits from the scholarship program shall undergo the following processes:
 - a) Fill out the Google form for an exit clearance.
 - b) Attach the scanned copy of his/her C.O.M., grade slip, gratis form & transformers' form (*if any*), and an essay about his/her journey, experience, and learning during his/her being a scholar with not less than 500 words.
 - c) Evaluation of records if he/she is already cleared with all the requirements.
 - d) Accomplish scholarship history form.
 - e) Releasing of Exit Clearance.

VII. RECIPROCATION

- The Deed of Contract that the scholar was signed during his/her application includes the Reciprocation Policy. After a scholar had been graduated, he/she shall reciprocate and shall be deployed in the different companies of Ongtenco Group of Companies (OGCs), which are the sister companies of the institution depending on the agreement of reciprocator and the administrator.

VIII. ALS SCHOLARSHIP DEPARTMENT

RATIONALE

Education is instrumental in transforming people's lives. An educated society can make wise choices in terms of social, political and economic welfare. However, formal education cannot be readily available due to a number of reasons one of which is financial

incapability. In an effort to address the need, the government designed a program for the Out-of-School-Youths and Adults (OSYA) which we now call the “Alternative Learning System”.

Having considered such factors, the leaderships of Global Reciprocal Colleges (GRC) and of Motortrade Life and Livelihood Assistance Foundation, Inc. (MLALAF), came up with a Scholarship grant for the impoverished but qualified and deserving ALS completers.

Our desire is to see our scholars equipped with academic excellence and biblical values producing quality life and responsible citizens of our nation, a real scholar for God.

SEC.1 QUALIFICATIONS

1. A candidate must be a completer of Alternative Learning System (ALS) program of the Department of Education (DepEd) of the Philippines, under the service provided by MLALAF.
2. A candidate must pass the Accreditation and Equivalency (A&E) Test of the DepEd for secondary level.
 - 2.1. MLALAF ALS Passer and Completer are automatic qualified to enroll at GRC. MLALAF ALS is a project of Mr. Vicente Ongtenco, the Chairman of the Ongtenco Group of Companies for the poor. They were given the privilege to enroll at GRC provided MLALAF ALS Passers and Completers are able to fulfill GRC requirements.
 - 2.2. ALS completers from other service providers may apply for scholarship under ALS Scholarship Grant. However, they have to comply the following:
 - 2.2.1. Qualification Requirements set by the school
 - 2.2.2. Scholarship Admission Requirements set by the Admission Department
 - 2.2.3. Scholarship Retention Requirements set by the GRC ALS Section
3. Total family gross monthly income is not higher than P15, 000.00 (annual is P156, 000.00).
4. Willing to comply with all requirements of the Scholarship Grant without reservation.
5. Willing to render a Loyalty Service to MLALAF after graduation for the duration of at least one year, depending on the agreed number of hours of deduction.

SEC.2 PROCESS OF APPLICATION

1. Fill out and submit Scholarship Application Form
2. Comply Scholarship Admission Requirements:
 - 2.1. Certificate of Admission from the Admission Department
 - 2.2. A written Personal Testimony (at least 300 words)
 - 2.3. Recommendation letter from former ALS Instructional Manager (IM)
 - 2.4. 2 pieces ID picture (2X2) in white background with complete name at the bottom.
 - 2.5. Sketch leading to your house.
 - 2.6. Short brown envelop.
3. Interview with parents/guardians
4. Release of the result of application and interview.
5. Signing of Agreement with Promissory together with parent/guardian
6. Release of Scholarship Grant Slip

SEC.3 PROCESS OF APPLICATION RENEWAL

1. Returning scholar must submit filled out Gratis and Fellowship Forms
2. Returning scholar must submit photocopy of grades but must present bring original grade slip.
3. Returning scholar must show new COM for the present semester.
4. Returning scholar must review again the Scholarship Guidelines and Agreement
5. After the items 1-4 has been accomplished by the returning scholar, Scholarship Grant Slip will be issued to him/her

SEC.4 SCHOLARSHIP RETENTION REQUIREMENTS

1. Scholar must complete at least fifty (50) hours of gratis work in a semester.
2. Scholar must complete at least five (5) attendance of Scholars Fellowship.
3. Scholar must present grade not below 81 (2.50/C).
4. Scholar must be a role-model in his/her studies.

SEC.5 EXEMPTIONS

1. Scholars who are officers of a Club and/or Organization of GRC or of a College are to render only at least 20 hours of gratis work in the next semester. However, they have to comply the following:
 - Submit a Certification from the Club/Organization's Adviser stating the scholar is an officer.
 - Submit a monthly report of accomplishments and/or events related to his office; and duly attested by the Club/Organization's Adviser.
 - If either one of the above two items is not complied, the scholar/grantee should render at least 50 hours of work in a semester.
2. Scholars who belong to the Dean's List (Outstanding Student) in the previous semester are to render only at least 15 hours of gratis work in the next semester. Failure to maintain as Dean's Lister means rendering at least 50 hours of gratis work in the next semester. However, if the scholar is included again in the Dean's List the 15-hour gratis work will again be applied in the next semester.
3. Scholars who were awarded with Outstanding Student Award during the ALS Graduation are exempted to render 50-hour gratis work.

However, they must have no subject grade below 84 (2.25/B-). Failure to maintain the required grade means rendering at least 20 hours of work in the next semester.
4. Graduating Scholars will just comply 20 hours of gratis work on the last semester of their studies.

SEC.6 ADDENDUM

1. Scholarship grant may be withdrawn if the scholar/grantee does not comply
2. the Scholarship Retention Requirements.
3. Scholarship grant will automatically be withdrawn if the scholar will enroll in another school. Further, the grant will not be renewed if the said scholar will reenroll in GRC.

The scholar is not allowed to change his/her course until graduation

ARTICLE XIII
STUDENT ORGANIZATION

The Global Reciprocal Colleges acknowledges the role performed by the student organizations in the holistic development of its students. Whereas it likewise recognizes the right of the students to join and organize an Institution-recognized and accredited organization and/or any other student groups that will suit legitimate needs, aspirations, and interests of the students, to develop responsible leadership and constituency.

Every student organization shall be regulated and monitored by the Office of the Student Affairs. Student organizations shall not be allowed to operate without complying with all requirements and conditions stated herein.

SEC. 1 APPLICATION FOR CANDIDACY

I. QUALIFICATIONS FOR CANDIDACY

1. General Weighted Average (GWA) of 2.00
2. No failing grade in any academic or non-academic subjects
3. No major offense committed
4. Officially enrolled for at least two (2) consecutive semesters at GRC

II. REQUIREMENTS

2. Candidacy Form from the Office of the Student Affairs (OSA)
3. Accomplishment Report (if with position last term)
4. Performance Evaluation (if with position last term)
5. Recommendation letter from the Program Head of their college, Dean of Academic Affairs, and:
6. Scholarship Coordinator (if the student is a scholar)
7. Photocopy of recent C.O.M
8. Photocopy of grade slip

SEC. 2 ROLES AND RESPONSIBILITIES OF STUDENT ORGANIZATION AND ITS OFFICERS

I. STUDENT ORGANIZATION

- The student organization shall exercise and maintain integrity. The Student organizations are obliged to maintain its book of accounts and to submit a report of all their collections and disbursements at the OSA every end of the semester. The officers shall coordinate with their advisor, coaches, and OSA Head with regards to all their plans, programs, and activities.

II. STUDENT ORGANIZATION OFFICERS

1. PRESIDENT

- Shall exercise overall supervision and control of the activities and programs of the organization.
- Represent the organization in any activities outside the organization which deemed necessary.
- Approve the delegation of funds for specific projects.
- A call and preside over all meetings of the Executive Committee.
- Perform such other functions necessary to carry out the duties and responsibilities of the office.

2. VICE PRESIDENT

- Assist the President in the performance of his functions.
- Takes over the place of the President in the latter's absence, incapacity, resignation, or removal from office.
- Perform such other functions as the Executive Committee or the President prescribes.
- Represents organization at official functions
- Remains fair and impartial during organizational decision-making processes
- Coordinate the activities of the permanent committee to ensure efficient, effective, and economical implementation of the programs.

3. SECRETARY

- Obtains appropriate facilities for organization activities.
- Keeps a record of all members of the organization.
- Keeps a record of all activities of the organization.
- Prepares an agenda with the President for all meetings.
- Notifies all members of meetings.
- Prepares the organization's calendar of events.
- Keeps and distributes minutes of each meeting of the organization.
- Creates and distributes agendas for each meeting of the organization.
- Maintains attendance at all meetings.
- Serve as the organization's recognition and appreciation coordinator.
- Prepares and files any report required.
- Handles all official correspondence of the organization.
- Collects organization mail from the adviser or wherever mail is received.
- Represents organization at official functions.
- Remains fair and impartial during the organization decision-making process.
- Performs other duties as directed by the President.

4. TREASURER

- Shall be familiar with accounting procedures and policies.
- Serves as the primary signatory on financial accounts.
- Serves as chair of the finance committee.
- Collects organization dues.
- Prepares an annual budget.
- Prepares all budget requests for funds.

- Prepares and submits financial reports to the members.
- Maintains a financial history of the organization.
- Provides advisor with a summary of financial records at the end of the academic year.
- Perform such other duties assigned by the President.

5. AUDITOR

- One of the signatories for any documents that has something to do with finances.
- Keeping all the financial records of the Student Organization.
- Certify the legitimacy and correctness of the disbursement of funds.
- Audit all expenditures of their department funds.
- Assist the Treasurer in formulating guidelines and reports.
- Keep and update the inventory of their entire department's property.
- Act as the assistant head of the Finance Committee.
- Perform such other duties assigned by the President.

6. PUBLIC RELATION OFFICER (P.R.O)

- Promote the thrusts and objectives of their department.
- Build and maintain a credible image of their department.
- Take charge in the promotion of their department projects and activities.
- Head the Publicity Committee.
- Perform such other duties assigned by the President.

SEC. 3 GUIDELINES IN CONDUCTING ANNOUNCEMENTS & CAMPAIGNS

1. Candidates shall submit a letter of permission to campaign to the Dean of Academic Affairs at least three (3) days before conducting a campaign and/or any announcements.
2. Schedule of room-to-room campaign and/or announcement shall be indicated in the letter including the target date, time, and room.
3. Campaigns and announcements shall be done after the class period.
4. Campaigns and announcements shall not be exceeded to 5 minutes.

SEC. 4 GUIDELINES IN CONDUCTING STUDENT ACTIVITIES

1. Ten (10) days before the activity, letter of the request together with the detailed proposal including budgeting shall be approved by the OSA.
2. There shall be no project or activity to be held without the approval of the OSA.
3. Student activity organized the student organization shall not be exceeded to nine o'clock in the evening.
4. There shall be a waiver in every activity outside the school premises.
5. There shall be no student activity one (1) week before the major exams.

6. Signatory of letter of request to conduct a student activity shall be the Project Chair, Advisor of the Student Organization, and the Dean of the Academic Affairs as a recommending approval.

SEC. 5 GUIDELINES IN REQUESTING BUDGET

1. The project proposal shall be approved by the OSA head if the budget proposal is amounting not more than One Thousand Pesos (1,000.00 Php), but if the budget proposal exceeds to One Thousand Pesos (1,000.00 Php) it shall be also approved by the Administrative Head before proceeding to request a budget.
2. The request for the budget shall be done three (3) days before the actual schedule of the proposed activity.
3. The requested budget shall only be released to the President and/or the treasurer of the Student Organization.

SEC. 6 STUDENT ORGANIZATION MEETINGS

1. Regular meetings of the student organization shall be held anywhere in or outside of the institution on a date declared by the advisor of the student organization at least once-a-month;
2. Special meetings shall be called at any time, for any purpose or purposes, by the advisor of the student organization upon the immediate request of the school Administrative Head and/or Office of the Student Affairs Head.

SEC. 7 IMPEACHMENT FROM OFFICE

I. GROUNDS FOR IMPEACHMENT

1. If the officer committed any major violations against GRC policies such as but not limited to corruption, dishonesty, and/or extortion.
2. If the officer is being unproductive and/or inactive
3. Due to not less than two (2) absences in the regular and/or special meetings.

II. GUIDELINES FOR IMPEACHMENT

5. Those who are subject to impeachment due to being unproductive/inactive and due to absences in any regular meetings and/or special meetings shall be warned to impeachment and shall undergo counselling.
6. After being warned and undergoing in counselling, if he/she remains unproductive/inactive and/or due absences in any regular meeting and/or special meetings, he/she shall be impeached from the position.
7. The impeached officer shall be banned to run for the next election. But can run again after one (1) year of being banned.
8. The vacant position due to impeachment shall be succeeded by the following officers.

9. The least vacant position shall be fulfilled by the appointee of the President of the organization.

SEC. 8 ADVISORSHIP

- The Program Heads of each college shall act as the advisor of the student organizations in accordance with their designated colleges.

SEC.9 ROLES AND RESPONSIBILITIES OF ADVISORS

1. The advisor shall supervise all the processes, planning, and implementation of the approved organization activities and projects including the safety of the student organizations' officers, members, and students.
2. The advisor shall guide, inspire, and influence the student leaders to steer the organization to constructive and productive activities and projects that generally contribute to students' sense of responsibility and accountability.
3. The advisor shall support the student leaders in becoming socially responsible and firmly integrated person for their own sake and not for any personal vested interests.
4. The advisor shall promote the well-being of the student organization especially in resolving challenges and problems.
5. The advisor shall attend all undertakings of the Student Organization.
6. The advisor shall review and approve the agenda of all meetings and all financial matters of the student organization.

APPENDICES

APPENDIX A

GLOBAL RECIPROCAL COLLEGES
 Touching hearts...Renewing minds...Transforming lives...
 454 GRC Bldg. Rizal Ave. Ext., Cor. 9th Avenue,
 Grace Park Caloocan City 1400
 Telefax: (02)-361-63-30/452-29-45

COLLEGE ADMISSION FORM

Date of Registration mm/dd/yr: <input type="text"/>	<i>To be supplied by Admission staff</i>
Last Name <input type="text"/>	Student type: <input type="text"/>
First Name <input type="text"/>	Course: <input type="text"/>
Middle Name <input type="text"/>	Student Number: <input type="text"/>

STUDENT'S PROFILE

Permanent/Mailing Address: _____
House No. Street Name Subdivision City/ Municipality Province

Contact No.: _____ E-mail Address: _____
 Birthday: _____ Place of Birth: _____ Gender: _____ Nationality: _____
 Civil Status: Single Married Separated Widowed
 Father's Name: _____ Occupation: _____ Contact No.: _____
 Mother's Name: _____ Occupation: _____ Contact No.: _____
 Guardian: _____ Relationship: _____ Contact No.: _____

EDUCATIONAL BACKGROUND

	Name of School	Year Graduated	Degree Earned
Primary:	_____	_____	_____
Secondary:	_____	_____	_____
Tertiary:	_____	_____	_____
Honor(s)/Award(s) Received: _____			

CREDENTIAL/S SUBMITTED (Please Check)

F138 HD/Transfer Credential NSO/PSO Birth Certificate Certificate of Good Moral Character
 F137 Transcript of Record Permit to Cross Enroll Others. Specify _____

AUTHORIZATION

I hereby give permission to the institution to use the information supplied above to the following purpose/s: (Please check)

Transmission of information to the institution's governing agencies (CHED, TESDA, DepEd)
 Usage of information for institution's internal usage and Transmission (Grade sheet, Student Directories, Etc.)
 Posting of Names to Graduation Paraphernalia (Initial candidates list, official graduation list, yearbook, graduation program, etc.)
 Posting of Names and Picture for board Passers through Tarpaulin, website and the school's social media accounts. (for board courses only)
 Job verification (background checking)
 Releasing of graduation list requested by private companies for the purpose of employment.
 Other legal transaction of transmission of the information deemed necessary.

Student signature over Printed Name/ date _____ Guardian's signature (below 18 years old) _____

CERTIFICATION

This is to certify that Mr./Ms. _____ with Student No. _____ was accepted for enrollment on _____ in this institution upon submission of the following requirements:

F138 HD/Transfer Credential NSO/PSO Birth Certificate Certificate of Good Moral Character
 F137 Transcript of Record Permit to Cross Enroll Others. Specify _____

 Admission staff



TOUCHING HEARTS...RENEWING MINDS...TRANSFORMING LIVES
 454 GRC Bldg., Rizal Ave. Ext. Corner 9th Avenue, Caloocan City
 E-mail Address: grc.registrar@gmail.com
 Telephone Nos.: 452-29-45/361-63-30

OFFICE OF THE REGISTRAR

THE REGISTRAR

Dear Sir/Madam:

Please furnish this office with the ()Original F137-A ()Transcript of Records ()NSTP Serial No. of the following student(s) who has/have been provisionally enrolled in this Institution upon presentation to transfer credential(s).

NAME	DATE/S ATTENDED/GRADUATED		Credential Submitted
	Semester	School Year	

EIVIN B. TOLENTINO, MBA
 Registrar

- _____ 1st Request
- _____ 2nd Request
- _____ 3rd Request
- _____ Urgent - Please entrust to bearer in sealed envelope

Please Remarks: COPY FOR GLOBAL RECIPROCAL COLLEGES



454 GRC Bldg, Rizal Ave. Ext. Corner 9th Ave.
Grace Park, Caloocan City

GRC FORM NO. 11

COMPLETION FORM

Student Name: _____
 Course & Major: _____
 Student Number: _____ Date of Completion: _____

Subject	Units	When Taken	Instructor	Grade Upon Completion	Remarks
		AY _____ Sem _____			

Signature over Printed Name of
Faculty In-Charge

Noted:

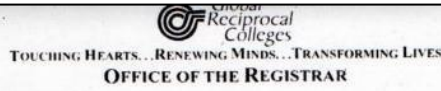
Program Head/Dean

Received:

Registrar's Office

Notes:

- * Please attach test booklet/examination paper and photocopy of Official Receipt.
- * Prepare in triplicate: Registrar., Faculty-in-Charge and Student copies.
- * The Instructor and the student should submit all copies first to the Registrar's Office before getting their own copies.



APPLICATION FOR GRADUATION

Student No.: _____
 College: _____
 Degree: _____
 Expected Date of Graduation: _____
 Name: _____
 Family Name Given Name Middle Name
 Permanent Address: _____
 Contact No.: _____ E-mail: _____
 Date of Birth: _____ Place of Birth: _____

Course	Name of School Attended	School Term
Primary		
Secondary		
Tertiary		

Subject/s Presently Enrolled		Units	Subject/s still to be taken		Units
Code	Description		Code	Description	


AUTHORIZATION

I hereby give permission to the institution to use the information supplied above to the following purpose/s: (Please check)

- Posting of Names to Graduation Paraphernalia (Initial candidates list, official graduation list, yearbook, graduation program, etc.)
- Posting of Names and Picture for board Passers through Tarpaulin, website and the school's social media accounts. (for board courses only)
- Job verification (background checking)
- Releasing of graduation list requested by private companies for the purpose of employment.
- Other legal transaction of transmission of the information deemed necessary.

_____ Received by:
 Signature & date

**to be filled out in duplicate (Registrar2018)*

		454 GRC Bldg, Rizal Ave. Ext. Corner 9th Avenue, Caloocan City Telefax No.: 361-6330	
REQUEST FOR SCHOOL CREDENTIAL/S			
Student Name		Student No.:	Course:
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Returnee Permanent Address		Date Due:	
<input type="checkbox"/> Graduate		Contact No.:	
Requested Documents:			
<input type="checkbox"/> Certificate of Attendance		<input type="checkbox"/> Copy of Grades/Scholastic Records	
<input type="checkbox"/> Certificate of Graduation		<input type="checkbox"/> Certificate of Good Moral Character	
<input type="checkbox"/> Transcript of Records		<input type="checkbox"/> Transfer Credentials/Honorable Dismissal	
<input type="checkbox"/> Others: (Pls. Specify) _____			
Name of School: ELEMENTARY : _____		YR GRAD. _____	
HIGH SCHOOL: _____		YR GRAD. _____	
Reason For Request:			
<input type="checkbox"/> Transfer to Other School _____		<input type="checkbox"/> Others (pls specify) _____	
<input type="checkbox"/> Employment _____			
Department/Office	Authorized Signature	Date	
Students Affairs			
Guidance			
General Services			
Library			
Cashier			
Registrar's Office			
Released By	Date:	Received By:	Date:
_____	_____	_____	_____
Signature Over Printed Name	Time:	Signature Over Printed Name	Time:
_____	_____	_____	_____
NOTE: REGISTRAR'S COPY			REG-RCD-00



Global Reciprocal Colleges
Rizal Ave., Ext. Cor. 9th Ave., Grace Park, Caloocan City
Telefax No. 361-6330

APPLICATION FOR DEAN'S LISTER

Name: _____ **Student No.:** _____
Course: _____ **Year Level:** _____

SUBJECTS	UNITS	GRADE

GENERAL WEIGHTED AVERAGE:

FOR REGISTRAR'S USE

This is to certify that the above mentioned grades were earned by Mr. / Ms. _____ during the 1st / 2nd semester of School Year _____. This further certifies that the student has no failing grades for the said semester and school year.

Verified by:

Registrar Clerk

Certified Correct:


School Registrar


Recommending Approval:


Program Head


Approved by:


Dean, Academic Affairs

	OFFICE OF THE STUDENTS AFFAIR Control No. _____
Temporary Admission Pass (TAP)	
i. Information	
Student: _____ <small>(Full Name)</small>	Year & Section: _____
II. Consideration	
<input type="checkbox"/> Not in Official GRC Uniform	<input type="checkbox"/> Not in P. E. Uniform
<input type="checkbox"/> No Identification Card (I.D.)	<input type="checkbox"/> Others: _____
<input type="checkbox"/> No Neck Tie	
<input type="checkbox"/> No Patch	
Note: _____	
III. Authorization	
Valid Until: _____	Authorization: <u>OSA Representative</u> <small>(Signature over Printed Name)</small>

		Student's Copy
OFFICE OF STUDENT AFFAIRS VIOLATION RECORD		
Date: _____		
Name: _____ Student Number: _____ Section/Course: _____		
Case Classification: Minor Offense _____ Major Offense _____ ID released: _____		
<i>To be filled out by the OSA Representative:</i>		
RECOMMENDATION: _____		
ACTION TAKEN: _____		
_____ OSA Representative (Signature over Printed Name)	_____ Student's Signature	

		Guidance's Copy
OFFICE OF STUDENT AFFAIRS VIOLATION RECORD		
Date: _____		
Name: _____ Student Number: _____ Section/Course: _____		
Case Classification: Minor Offense _____ Major Offense _____ ID released: _____		
<i>To be filled out by the OSA Representative:</i>		
RECOMMENDATION: _____		
ACTION TAKEN: _____		
_____ OSA Representative (Signature over Printed Name)	_____ Student's Signature	

		OSA's Copy
OFFICE OF STUDENT AFFAIRS VIOLATION RECORD		
Date: _____		
Name: _____ Student Number: _____ Section/Course: _____		
Case Classification: Minor Offense _____ Major Offense _____ ID released: _____		
<i>To be filled out by the OSA Representative:</i>		
RECOMMENDATION: _____		
ACTION TAKEN: _____		
_____ OSA Representative (Signature over Printed Name)	_____ Student's Signature	



GUIDANCE AND COUNSELING OFFICE
 3rd Floor, 454 GRC Bldg, Rizal Avenue Ext. cor 9th Avenue Grace Park, Caloocan City
 E-mail add: guidanceofficegrc@gmail.com | Telefax. no.: 361-6330

GC FORM - 01

INDIVIDUAL INVENTORY RECORD

A. Personal Data:

Name: _____
 Last First Middle Name

Nickname: _____ Civil Status: _____
 Date of Birth: _____ Place of Birth: _____
 City Address: _____
 Provincial Address: _____
 Sex: _____ Citizenship: _____ Age: _____ Religion: _____
 Tel. No. / Cel. No. : _____ Email: _____
 Facebook account name: _____
 Living with: () Parents () Relatives () Guardian () Grandparents

B. Educational Attainment: Year level / section: _____

	School	Year Attended	Highest Level Completed	Honors/Award Received
Elementary				
High School				
Vocational Course/s				

What Program/Course do you want to take up? _____
 Why do you choose that program/course? _____

**For enrolled student/s:*
 Course presently enrolled in: _____ Student No. _____
 Why do you choose your present course? _____

B. Family Data: Father Mother

Name: _____
 Citizenship: _____

Father Mother

Address: _____

Educational Attainment: _____

Occupation: _____

Employer: _____

Contact No. : _____

Marriage: () Civil () Church () Separated

No. of children in the family: _____

Sibling Position: () 1st () 2nd () 3rd () last _____ Other (Specify): _____

C. CO-Curricular Activities

Club, Organization or group you belong to	Position
Recreational and socio-cultural Activities	Special Talents/Skill

D. Person/s who greatly influenced your life

Name Relationship

F. Have you had any educational/vocational/personal counseling previously? () Yes () No





Any test given? () Yes () No What kind of test? _____





Write your DREAMS/ GOALS AND ASPIRATIONS IN LIFE





Write your EXPECTATIONS OF GLOBAL RECIPROCAL COLLEGES

I certify that all facts and information stated in this form are true and correct.

Signature/Date

<div style="text-align: center;">  <p>GUIDANCE AND COUNSELING OFFICE</p> <p>REFERRAL SLIP GC FORM -02a</p> </div> <p>Name: _____</p> <p>Course/Section: _____</p> <p>Date of Referral: _____</p> <p>Referred by: _____</p> <p>Reason/s for referral: (Please check any of the following)</p> <p> <input type="checkbox"/> Academic <input type="checkbox"/> Family <input type="checkbox"/> Behavior <input type="checkbox"/> Personal <input type="checkbox"/> Career <input type="checkbox"/> Placement <input type="checkbox"/> Social <input type="checkbox"/> others: Please specify </p> <p>Brief Background: _____</p> <p>_____</p> <p>_____</p> <p>Priority <input type="checkbox"/> Low (schedule when available) <input type="checkbox"/> Emergency (see now) <input type="checkbox"/> High (schedule as soon as possible) </p>	<div style="text-align: center;">  <p>GUIDANCE AND COUNSELING OFFICE</p> <p>REFERRAL SLIP GC FORM -02a</p> </div> <p>Name: _____</p> <p>Course/Section: _____</p> <p>Date of Referral: _____</p> <p>Referred by: _____</p> <p>Reason/s for referral: (Please check any of the following)</p> <p> <input type="checkbox"/> Academic <input type="checkbox"/> Family <input type="checkbox"/> Behavior <input type="checkbox"/> Personal <input type="checkbox"/> Career <input type="checkbox"/> Placement <input type="checkbox"/> Social <input type="checkbox"/> others: Please specify </p> <p>Brief Background: _____</p> <p>_____</p> <p>_____</p> <p>Priority <input type="checkbox"/> Low (schedule when available) <input type="checkbox"/> Emergency (see now) <input type="checkbox"/> High (schedule as soon as possible) </p>
<div style="text-align: center;">  <p>GUIDANCE AND COUNSELING OFFICE</p> <p>REFERRAL SLIP GC FORM -02a</p> </div> <p>Name: _____</p> <p>Course/Section: _____</p> <p>Date of Referral: _____</p> <p>Referred by: _____</p> <p>Reason/s for referral: (Please check any of the following)</p> <p> <input type="checkbox"/> Academic <input type="checkbox"/> Family <input type="checkbox"/> Behavior <input type="checkbox"/> Personal <input type="checkbox"/> Career <input type="checkbox"/> Placement <input type="checkbox"/> Social <input type="checkbox"/> others: Please specify </p> <p>Brief Background: _____</p> <p>_____</p> <p>_____</p> <p>Priority <input type="checkbox"/> Low (schedule when available) <input type="checkbox"/> Emergency (see now) <input type="checkbox"/> High (schedule as soon as possible) </p>	<div style="text-align: center;">  <p>GUIDANCE AND COUNSELING OFFICE</p> <p>REFERRAL SLIP GC FORM -02a</p> </div> <p>Name: _____</p> <p>Course/Section: _____</p> <p>Date of Referral: _____</p> <p>Referred by: _____</p> <p>Reason/s for referral: (Please check any of the following)</p> <p> <input type="checkbox"/> Academic <input type="checkbox"/> Family <input type="checkbox"/> Behavior <input type="checkbox"/> Personal <input type="checkbox"/> Career <input type="checkbox"/> Placement <input type="checkbox"/> Social <input type="checkbox"/> others: Please specify </p> <p>Brief Background: _____</p> <p>_____</p> <p>_____</p> <p>Priority <input type="checkbox"/> Low (schedule when available) <input type="checkbox"/> Emergency (see now) <input type="checkbox"/> High (schedule as soon as possible) </p>

<div style="text-align: center;">  GC FORM - 03 </div> <hr/> <p style="text-align: center;">GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: center;">CALL SLIP</p> <p>Name: _____ Course/Section: _____ Professor/Teacher: _____</p> <p>You are requested to see your Guidance Counselor at the Guidance Office on _____.</p> <p>For:</p> <p> <input type="checkbox"/> Initial Interview <input type="checkbox"/> Career Counseling <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Test Interpretation <input type="checkbox"/> Follow – up session </p> <p>Others: _____</p> <p style="text-align: right;">_____ Guidance Counselor</p>	<div style="text-align: center;">  GC FORM - 03 </div> <hr/> <p style="text-align: center;">GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: center;">CALL SLIP</p> <p>Name: _____ Course/Section: _____ Professor/Teacher: _____</p> <p>You are requested to see your Guidance Counselor at the Guidance Office on _____.</p> <p>For:</p> <p> <input type="checkbox"/> Initial Interview <input type="checkbox"/> Career Counseling <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Test Interpretation <input type="checkbox"/> Follow – up session </p> <p>Others: _____</p> <p style="text-align: right;">_____ Guidance Counselor</p>
<div style="text-align: center;">  GC FORM - 03 </div> <hr/> <p style="text-align: center;">GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: center;">CALL SLIP</p> <p>Name: _____ Course/Section: _____ Professor/Teacher: _____</p> <p>You are requested to see your Guidance Counselor at the Guidance Office on _____.</p> <p>For:</p> <p> <input type="checkbox"/> Initial Interview <input type="checkbox"/> Career Counseling <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Test Interpretation <input type="checkbox"/> Follow – up session </p> <p>Others: _____</p> <p style="text-align: right;">_____ Guidance Counselor</p>	<div style="text-align: center;">  GC FORM - 03 </div> <hr/> <p style="text-align: center;">GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: center;">CALL SLIP</p> <p>Name: _____ Course/Section: _____ Professor/Teacher: _____</p> <p>You are requested to see your Guidance Counselor at the Guidance Office on _____.</p> <p>For:</p> <p> <input type="checkbox"/> Initial Interview <input type="checkbox"/> Career Counseling <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Test Interpretation <input type="checkbox"/> Follow – up session </p> <p>Others: _____</p> <p style="text-align: right;">_____ Guidance Counselor</p>

<p style="text-align: center;"> Global Reciprocal Colleges GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: right;">GC FORM -02b</p> <p style="text-align: center;">REPLY TO REFERRAL</p> <p>Date: _____ To: _____</p> <p>Dear Sir / Madam:</p> <p>This is to inform you that Mr. /Ms. _____ reported to the Guidance Office last _____.</p> <p>Thank you very much.</p> <p style="text-align: right;">_____ Guidance Counselor</p>	<p style="text-align: center;"> Global Reciprocal Colleges GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: right;">GC FORM -02b</p> <p style="text-align: center;">REPLY TO REFERRAL</p> <p>Date: _____ To: _____</p> <p>Dear Sir / Madam:</p> <p>This is to inform you that Mr. /Ms. _____ reported to the Guidance Office last _____.</p> <p>Thank you very much.</p> <p style="text-align: right;">_____ Guidance Counselor</p>
<p style="text-align: center;"> Global Reciprocal Colleges GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: right;">GC FORM -02b</p> <p style="text-align: center;">REPLY TO REFERRAL</p> <p>Date: _____ To: _____</p> <p>Dear Sir / Madam:</p> <p>This is to inform you that Mr. /Ms. _____ reported to the Guidance Office last _____.</p> <p>Thank you very much.</p> <p style="text-align: right;">_____ Guidance Counselor</p>	<p style="text-align: center;"> Global Reciprocal Colleges GUIDANCE AND COUNSELING OFFICE</p> <hr/> <p style="text-align: right;">GC FORM -02b</p> <p style="text-align: center;">REPLY TO REFERRAL</p> <p>Date: _____ To: _____</p> <p>Dear Sir / Madam:</p> <p>This is to inform you that Mr. /Ms. _____ reported to the Guidance Office last _____.</p> <p>Thank you very much.</p> <p style="text-align: right;">_____ Guidance Counselor</p>



GUIDANCE AND COUNSELING OFFICE

GC FORM - 05

EVALUATION FORM

Thank you for participating in our seminar. We would like to hear your impression regarding the seminar, so that we can continually improve the experience for all attendees.

Name of Participant (optional): _____ Venue: _____
 Topic: _____ Date: _____

Kindly check the box of your choice.

1. Overall: How would you rate the seminar?

Excellent	Good	Neutral	Poor	Very Poor

2. Please rate the following aspects of the seminar presentations.

	Excellent (5)	Good (4)	Neutral (3)	Poor (2)	Very Poor (1)
Relevance of the Seminar Topic					
Usefulness of the information					
Quality of presentation					
Audio – visual aids					
Handouts for the seminar					

3. On a personal level, how important was the topic to you?

Very Important (5)	Somewhat Important (4)	Neither important nor Unimportant (3)	Somewhat Unimportant (2)	Very Unimportant (1)

4. Based on your experience at this seminar, how likely are you to attend future seminars?

Very Likely	Somewhat Likely	Not Likely

5. What was your favorite part of the seminar?

6. Suggested topic(s) for next seminar-workshop.

1. _____
2. _____
3. _____



Exit Interview Form

Date _____

Student's Name:	Student Number:
Student Status: ___ MLALAF ___ PAYEE	Year : Course:
Date of Exit: 1 st ___ 2 nd ___ School Yr 20 ___	Contact No. Address:

The objective of this questionnaire is to elicit an honest feedback which we can use as learning tools for school and service improvement. All information provided by you will be kept confidential.



Reason/s for LEAVING

- Relocation
- Financial Problem
- Faculty/staff
- Choice course not offered
- Others _____
- Work
- Abroad
- Parents/Guardian choice
- Graduated

Additional questions	Comments
What are the major areas that need improvement in this school? (at least 3)	
What are the 2 or 3 positive elements that you have observed in this school	
Did you receive adequate support/service from the staff or faculty?	
What did you like most about this school?	
What did you like least about this school?	
What would you suggest to make our service/school better?	

Student's Signature _____

Date _____

**MLALAF SCHOLARSHIP
APPLICATION INFORMATION
SHEET**

2X2 I.D PICTURE

INSTRUCTIONS: READ APPLICATIONS REQUIREMENTS BELOW. DO NOT APPLY IF NOT QUALIFIED. Fill in all the required information legibly. DO NOT leave item blank. If item is not applicable, indicate "N/A", Place "v" mark in appropriate boxes. Only fully accomplished forms will be accepted.

Category of Scholarship: () Full () 40% () 20% Date: _____
 Preferred Course & Major: _____ Year Level: 1st 2nd 3rd 4th 5th
 S.Y. _____ () 1st Semester () 2nd Semester () Summer
 Status: () HS GRAD () K-12 () Transferee () Returnee () ALS GRADUATE

PERSONAL DATA						
Last Name: _____		Extension Name: _____		Sex: _____		
First Name: _____		Nick Name: _____		Age: _____		Height: _____
Middle Name: _____		Date of Birth: _____		Place of Birth: _____		
Occupation: _____		Salary per Month: _____		Occupation of spouse: _____		Salary per Month: _____
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> others, please specify: _____						
Name of Spouse: _____			Years married: _____		No. of Children: _____	
Present Address: _____						
Permanent Address: _____						
Mobile No.: _____		Landline No.: _____		Email Address: _____		

EDUCATIONAL BACKGROUND			
	Name of School	Year Graduated	Honors Received
Elementary School			
Junior High School			
Senior High School			
Others:			

FAMILY BACKGROUND						
Family Member	Name	Date of Birth	Age	Highest Educational Attainment	Occupation of Working Member – Place of Work	Monthly Income
Mother						
Father						
Guardian						
Spouse						
Siblings	1.					
	2.					
	3.					
	4.					
	5.					
Children	1.					
	2.					
	3.					
	4.					
	5.					
Fin. Supporter						

HOUSEHOLD INFORMATION	
House : (Owned) _____ (Rental) _____ others (please specify): _____	Rental Fee: _____
Water Consumption per Month: _____	Electric Consumption Per Month: _____
Phone or Internet Consumption per Month: _____	

CHARACTER REFERENCES				
Name	Relationship	Occupation	Address	Contact No.
Who introduced GRC to you: _____ Relationship: _____ Occupation: _____				
Address: _____			Contact No.: _____	



I hereby certify that the above information is correct and true. Any misrepresentation of the facts written herein will render this application invalid, and will serve as ground for disqualification to this scholarship.

Signature over Printed Name: _____

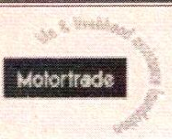
Parent/Guardian

Applicant

APPENDIX P

 SCHOLARSHIP HISTORY 									
Name:								Signature:	
Last Name			First Name			Middle Name			
Course & Major:				Student Number:				Contact Number:	
Please indicate School Year:		Please indicate type of scholarship: <small>(Full MLALAF, 40%, 20%, SKTK)</small>		GWA		Gratis Hours		Fellowship	Fellowship
Year Level	School Year	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
1 st Year									
2 nd Year									
3 rd Year									
4 th Year									
5 th Year									

APPENDIX Q

		<input type="checkbox"/> EXIT CLEARANCE <input type="checkbox"/> LEAVE OF ABSENCE <input type="checkbox"/> OTHERS: _____
For: Yr. & Course:		
REASON(S):		
Request Approved by:	_____ Scholarship Coordinator	

COLLEGE OF _____							
FUND MONITORING FOR S.Y. _____							
CASH INFLOW							
	CASH BEG. ON HAND (EXCESS FROM S.Y. _____)						
	ORG. COLLECTION FOR S.Y. _____ SEM. _____ (No. of Studenrs x 10.00 Php)					-	
	COLLECTION FOR FOR S.Y. _____ SEM. _____ (No. of Studenrs x 10.00 Php)					-	
	CASH COLLECTION FROM PARTCIPANTS (State the Student's Activity / Project)					-	
	PROCEEDS FROM OUTSIDE SOURCE (e.g. Sponsorships)					-	
	TOTAL PROJECTED FUNDS AVAILABLE					-	
EXPENSES							
	(State the Student's Activity / Project) (Pls. Refer to schedule of Break Down)					-	
	COLLEGE WEEK					-	
	SPORT FEST					-	
	TOTAL EXPENSES					-	
	CASH BALANCE AVAILABLE FROM ENDED S.Y. _____					-	
<p>Note: *Cash left for the S.Y. End would be forwarded as Cash Beginning for the next School Year and should be kept by the ORG Treasurer or depends on the OSA as to whom the cash costudianship would be with proper accountability.</p> <p>*It is the duty of the ORG Treasurer to get the Final List of Enrollees at the Registrar's Office in order to determine how much Fund available for the Semester and present this during GA using the Fund Monitoring Format.</p> <p>*This Format is good as Financial Report for every S.Y. End but it is more convenient if the Key Officers of every Student Org. Would contribute an idea on how it would be presented on it's constituents based on their set Mission & Vision.</p> <p>*Sample only Figures are not actual.</p>							

PERSONAL DATA

Name : _____
Address : _____
Contact No.: _____
Course : _____
In case of emergency contact this no : _____

STUDENT'S COMMITMENT
(Acknowledgement)

STUDENT'S COPY

I, _____
(Student's Name)

having received and read the copy of Global Reciprocal Colleges' Student Handbook, I have fully understood and hereby agree to abide by its policies, rules and regulations provided therein and commit myself as a partner of the school, to cooperate and do share in the total development of the Global Reciprocal Colleges (GRC).

If found guilty of any offense and/or violation to GRC's Student Handbook, I am fully aware that I shall be held liable to any of the disciplinary actions determined by the Prefect Committee of the institution.

(Student's signature over printed name)

(Student Number)

(Date Received)

(Parent/Guardian's signature over printed name)

STUDENT'S COMMITMENT

(Acknowledgement)

OSA's COPY

I, _____
(Student's Name)

having received and read the copy of Global Reciprocal Colleges' Student Handbook, I have fully understood and hereby agree to abide by its policies, rules and regulations provided therein and commit myself as a partner of the school, to cooperate and do share in the total development of the Global Reciprocal Colleges (GRC).

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