COLEGIO NG LUNGSOD NG BATANGAS

STUDENT HANDBOOK

2025

Creating Lifelong Builders

www.clb.edu.ph info@clb.edu.ph CLB.officialpage
Batangas City Coliseum Compound Brgy. Poblacion 20, Batangas City



FOREWORD

The rules and regulations stated in this Student Handbook apply to all students enrolled in the different programs and disciplines of the Colegio ng Lungsod ng Batangas. Upon admission, they agree to follow these guiding principles to enrich the values of discipline, uphold the peace and order of the school, preserve the good name and image of the college, and actualize its Vision, Mission, Goals, and Objectives while staying true to the College core values.

Aside from this Student Handbook, several channels of information can also be utilized to provide news and other announcements for specific purposes. This may include but is not limited to website postings, bulletin boards, manuals, and other published newsletters. The students are encouraged to consult these channels regularly.

The administrative authority of the college is vested in the College Administrator/President of the institution. Any student who is in continued attendance at the Colegio ng Lungsod ng Batangas is subjected to this authority.

The continued attendance of any student at Colegio ng Lungsod ng Batangas subjects him or her to this authority, conforming to the spirit of the ongoing policies set by the academic community.

THE COLLEGE SEAL



Our seal is simple. Its symbolism is as old as man's quest for knowledge and truth represented by the open book and the quilted pen and as noble as the aspiration of the city government, represented by the Official Seal, to reach out to the less fortunate but deserving students through affordable college education.

Framing the symbols are the traditional ideals of EXCELENCIA (Excellence) and BENEFICENTIA (Benevolence and Goodwill) so that DESARROLLO (Development) in all aspects of life will be there for every Batangueño to enjoy.

And the big bold letters of the COLEGIO NG LUNGSOD NG BATANGAS established in 2006 proudly proclaim it will not fail in its lofty aspiration and noble mission.

CLB FOUNDING FATHER



ATTY. EDUARDO B. DIMACUHA

Former Mayor, Batangas City

HISTORY OF COLEGIO NG LUNGSOD NG BATANGAS

By virtue of Executive Order No. 26 dated August 20, 2005, thru the late Mayor Eduardo B. Dimacuha, the Committee for the establishment of the Pamantasan ng Lungsod ng Batangas was created to provide quality but affordable education more particularly to the talented but poor student populace. The Committee was chaired by Atty. Narciso Macarandang with the following as members, Atty. Reginald Dimacuha, Mr. Felipe Baroja, Engr. Januario Godoy, Dr. Rosanna Carmelita Barrion, the late City Treasurer, Mr. Benjamin Pargas, Dr. Angelito Bagui, Atty. Edelwina Sabido, Mr. Edilberto Perez, Mrs. Leticia Chua, Mr. Manolo Perlada, and Mrs. Luz Amparo.

The Committee drafted the Charter, prepared the curriculum, the organizational structure of the College officials, faculty and administrative personnel, the school site and facilities, and all other documents according to the requirements of the Commission on Higher Education for the degree courses and of Technical Education and Skills Development Authority (TESDA) for the 2-year courses. On October 24, 2005, the account of the City Ordinance No. 16 s. 2005, the establishment of the Pamantasan ng Lungsod ng Batangas was approved. Having completed the task, the Committee work was terminated, and the responsibility was taken over by the Board of Regents as a policy-making body.

However, Ordinance No. 16 had to be amended according to a directive from the Commission on Higher Education (CHED) that all new institutions of higher learning have to start as a college. Another Ordinance No. 15, s. 2006 dated February 20, 2006, was passed changing the name of Pamantasan ng Lungsod ng Batangas to Colegio ng Lungsod ng Batangas. The permit to operate from the CHED was issued on April 11, 2006, which states that:

“In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994”, and by virtue of Resolution No. R420-97, s. 1997, of the Commission, the Colegio ng Lungsod ng Batangas, Batangas City, is hereby authorized to offer the First Year Level of the Bachelor of Science in Commerce (BSC, major in Management) and Bachelor in Elementary Education (BEED) effective Collegiate Year (CY) 2006-2007.

For its official offering, Colegio opened courses for four-year degree Programs- Bachelor in Elementary Education and Bachelor of Science in Commerce and two-year Courses- Computer Programming and Computer Technician. In its first semester of the school year 2006-2007, June 5, 2006, three hundred two (302) students have availed of free college education.

In 2010, as Colegio ng Lungsod ng Batangas reaches Batangueños youth, it revamps its curricular offerings. From the previous, Computer Programming and Computer Technician, it was changed into a two-year program in Information and Communications Technology. From Bachelor of Science in Commerce, the institution opens Bachelor of Science in Business Administration with two major offerings Marketing Management and Operations Management. In the year 2010, during its First Commencement Exercises, the College conferred degrees to its first batch of bachelor's degree graduates, 53 graduates of Bachelor of Elementary Education, 61 graduates of Bachelor of Science in Commerce, major in Management, and 140 graduates of Certificate in Information and Communication Technology.

The Batangas City Government continues to make the dreams of Batangueños a reality through affordable and quality education at Colegio ng Lungsod ng Batangas. However, as the Colegio progresses, there is a need to amend certain provisions of Ordinance No. 16 s. 2005 to conform with the Commission on Higher Education Memorandum Order No. 32 series of 2006. Thus, Ordinance No. 31 S. 2016 amends that the governance of Colegio ng Lungsod ng Batangas is vested and exercised by the Board of Trustees known as the Board of Trustees of Colegio ng Lungsod ng Batangas. The Board of Trustees is composed of the Chairman of the Board, the Vice Chairman, the President of the Faculty Association, the President of the Student Executive Council, the President of the Alumni Association, the Chairman of the Sanggunian Committee on Education, and a representative from the industry, and a representative of Association of Local Colleges and Universities (ALCU).

In the year 2016, City Ordinance No. 31, s. 2016, according to Higher Education Memorandum Order No.32, s. 2016 was approved by the City Mayor. This paved the way for the offering of the first batch of Bachelor of Business Administration program for Batangas City government employees. The following year that ensued saw the offering of

the evening class for local government employees as an extension program of the college. A new CLB building was inaugurated the following year. The year 2019 was a period of growth for the College as the college offered 3 new four-year programs Bachelor of Technology and Livelihood Education (BTLED), Bachelor of Physical Education (BPED), and Bachelor of Science in Accountancy (BSA).

CLB set its eyes on quality assurance in the year 2020 when it sought the Association of Local Colleges and Universities Commission on Accreditation (ALCUCOA) and was granted the Accredited institution status the following year, 2021. It was also in the same year that CLB was blessed with two significant recognitions, the Gawad Parangal 2021 from the Commission on Higher Education (CHED), and the National Network of Quality Assurance Agencies (NNQAA) Certificate of Accreditation. Soaring higher, in AY 2023-2024, the College had additional majors under its BSBA program, Human Resource Management and Financial Management.

As the years continue to unfold with all its opportunities and challenges, CLB remains steadfast in its undying commitment to the noble task of giving every Batangueño youth the educational opportunity that is his/her birthright.

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Coordinator, Waste Management System

GLENN H. LUMANGLAS
Head, Supply & Procurement Management Office

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Head, Information & Technology Services

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Head, Facility & Maintenance Services

RICHELLE L. CUETO, MAEd
UniFAST College Internal Auditor

MARIA CORAZON C. CASTILLO, CPA, MBA
College Accountant

MARK DON A. BATHAN, Ed.M
Coordinator, Sports & Development
(Other Sports)

ALFONSO VICTORIO T. LUALHATI
Coordinator, Sports & Development (Basketball)

JACOBSON A. LABAY, LPT
Asst. Sports Coordinator, Basketball

MAKER OF RECOGNITION

For the individual contribution, whole-hearted support and unselfish services rendered by the members of the Committee on the Creation and Establishment of the Colegio ng Lungsod ng Batangas:

Chairman	.....	Atty. Narciso B. Macarandang
Vice- Chairman	.....	Atty. Teodulfo A. Deguito
Members	.....	Atty. Victor Reginald A. Dimacuha
		Mr. Felipe M. Baroja
		Dr. Rosanna Carmelita A. Barrion
		Engr. Januario B. Godoy
		Mr. Benjamin S. Pargas
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		Mr. Edilberto P. Perez
		Mrs. Leticia C. Chua
		Mr. Manolo M. Perlada
		Mrs. Maria Elena P. Boongaling

PHILOSOPHY OF EDUCATION

The Heart of Education is the Transformation of the Human Person into a "Universal Man" in harmony with nature and life transcending the barriers of race, creed and human imperfection.

VISION

Colegio ng Lungsod ng Batangas is a prime producer of excellent, benevolent, and disciplined citizens instrumental to community development through inclusive and equitable quality education.

MISSION

To provide curricular programs with quality instruction, relevant research, and responsive extension services catering to the dynamic needs of the society.

GOALS AND OBJECTIVES

The Colegio ng Lungsod ng Batangas aims to:

- Uphold academic excellence through providing various programs and disciplines that are responsive to the needs of a society that is dynamic and progressive
- Provide distinct instructional strategies to develop competitive individuals;
- Promote moral and spiritual development that will enhance human character and dignity; and
- Strengthen involvement in research endeavors and community extension services through varied economic and environmental projects

CORE VALUES

EXCELLENCE

We are committed to continuous improvement towards excellence to meet global standards.

BENEVOLENCE

We strive to contribute to the greatest benefit of the community through education.

DIGNITY

We hold high standards of character to ensure harmonious college environment.

COMMITMENT

We advocate a strong sense of commitment to individuals and career growth.

LEADERSHIP

We support service and social responsibility for nation building.

BOLDNESS

We encourage scholarly challenges for professional success.

COLEGIO NG LUNGSOD NG BATANGAS HYMN

LYRICS AND MUSIC BY: LEMUEL M. GUICO

Colegio ng Lungsod ng Batangas
Hindi hadlang ang kahirapan Talino at kakayahan
Tatatak sa buong bansa

Colegio ng Lungsod ng Batangas
Liliwanag ang kinabukasan
Edukasyon de kalidad
Alay sa ating kabataan

Mabuhay, Mabuhay Colegio ng Lungsod ng Batangas
Mabuhay, Mabuhay Colegio ng Lungsod ng Batangas

Colegio ng Lungsod ng Batangas
Punong Baya't mga mamamayan
Kapit bisig haharapin
Hamon sa ating Kabataan.

COLEGIO NG LUNGSOD NG BATANGAS PRAYER

Almighty God, a wellspring of all things good and blessed

We give You our greatest thanks and praises for all that You have incessantly bestowed unto us; for the establishment of the Colegio ng Lungsod ng Batangas through its Founding Father, Honorable Eduardo B. Dimacuha.

As one community, we bow our heads in solemnity, as together we not only heed but take action upon your call to serve and educate.

We ask for your continuous blessings for all the people who serve this noble purpose.

Grant our Board of Trustees chaired by Hon. Mario Vittorio A. Mariño and the College Administrators, the ability to act with a zealous heart to uphold the commitment to be vanguards of quality education and for them to remain humble as they perform their duties bounded by such noblest morals and values.

Continue to enlighten our faculty members, non-teaching personnel, and all our stakeholders that they remain steadfast in our good mission to not only teach the mind but touch the hearts of students whom we are bound to love and serve.

Most importantly, Bless our students that they continue to uphold God's words and teachings for them to use as they thread the road towards becoming better individuals who are God-fearing, disciplined, socially responsible, and competitive. Bless as well their parents that they remain supportive of their journey towards learning and attainment of their dreams.

These, we pray with utmost trust and confidence. Amen

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SCHOLARSHIPS

Through the efforts of the Batangas City government and by virtue of Republic Act 10931, otherwise known as the "Free Higher Education Act of 2018", all students taking up BACCALAUREATE courses in CLB are scholars. All scholars enjoy free tuition and other school fees unless they voluntarily opt-out in accordance with the provisions of section 8 of the IRR of RA 10931. There are three types of scholars in CLB, namely:

1. **Regular scholars** – This scholarship is available to BATANGAS CITY RESIDENTS ONLY. Those who choose to apply for a regular scholarship must pass the admission and retention policies of the school. A regular scholar's household is entitled to only one (1) slot in the CLB roster of enrollees. Therefore, a regular scholar must either finish his/her course or give up his/her slot for another member from the same household to be allowed to enroll in CLB. This is to ensure that equal opportunity to produce a graduate is given to the different households in Batangas City.
2. **Special scholars** – Batangas City residents who have achieved first honors during senior high are entitled to a special scholarship. CLB may waive the entrance examination requirement for special scholars. Furthermore, these scholars may have another member of their household be admitted to CLB as a regular scholar, as their special privilege.
3. **Conditional** – Students may be admitted to CLB through an athletic or cultural scholarship. These students must attend and pass a tryout and must be recommended by the coaches or coordinators. Their names will be submitted to the Board of Trustees for acceptance to the conditional scholarship program. Their scholarship is conditional on their willingness to participate in the school's athletic or cultural program, pass all their subjects, and abide by the rules and regulations of the school. They must sign an agreement in relation thereto. Failure to abide by the conditions of their scholarship will result in demerits. A score of 100 demerits will result in the said scholar being delisted from the program.

ACADEMIC POLICIES

ATTENDANCE

1. All students must attend classes promptly and regularly.
2. Only students who are included in the official lists of enrolment provided by the Registration Services have permission to attend the class.
3. A student shall be marked tardy if he/she arrives in the class 15 minutes after the start of the scheduled time.
4. A student shall be marked absent from the class if he/she arrives 20 minutes after the start of the scheduled time. However, the student must not be deprived of attending the lesson if he/she wishes.
5. Unless the course teacher concerned gives prior notice, students may leave their assigned room if the teacher fails to come within 15 minutes after the start of the scheduled time. The student shall be marked absent if he/she leaves their assigned room before the prescribed waiting time.

5.1 In every class, the adviser shall designate a class monitor who shall be responsible for:

5.1.1 checking the attendance and conduct of the class during the waiting time,

5.1.2 reminding the students of their status of attendance including the number of absences made and the accomplishment of an admission slip from the Office of the Student Affairs and Services (OSAS) if necessary.

5.1.3. submitting a summary of attendance to the class adviser weekly.

ABSENCES

1. Absences incurred due to any of the following reasons shall be excused:

1.1 Official representation in curricular, co-curricular, and extra-curricular activities.

1.2 Sickness duly certified by the attending physician or the College Medical Officer.

1.3 Force majeure (i.e. natural calamity)

2. Absence(s) incurred due to any of the aforementioned reasons do not exempt concerned students from complying with the regular requirements of their course.
3. Unexcused absences shall not exceed twenty percent (20%) of the expected number of meetings in a semester.

- Any student who accumulates more than twenty percent (20%) of the expected number of meetings of unexcused absences from any of his/her courses before the midterm examinations shall be dropped automatically from that subject. The instructor concerned shall mark him/her UD (unofficially dropped) from his/her course.
- Students exceeding the allowable maximum number of unexcused absences after the midterm examinations shall be given a failing grade of 5.00.
- Students absent on the previous day shall secure an admission slip from the Office of Student Affairs and Services before attending the first course.

4. Students are not excused from complying with required assignments during their absence, nor shall they be given special make-up exams for quizzes given during their absence.

MAJOR EXAMINATIONS

Schedule

1. Midterm Examination: This is scheduled during the 5th week of the semester.
2. Final Examination: This is scheduled during the 9th week of the semester.

Students are required to take their major examinations on the scheduled dates. Exceptions are granted only for valid reasons such as:

- Medical issues
- Participation/Representation in college/institutional representative/ outside activities.

SPECIAL EXAMINATIONS

Students who cannot attend the scheduled examination must apply for a special examination at the Office of Student Affairs.

PRESCRIBED UNIFORM

Students must wear the prescribed uniform with an Identification Card while inside the campus. Special consideration may be given for organization t-shirts approved on a semestral basis. The prescribed uniforms are:

TYPE A
For Women

- white blouse with sports collar (5 white buttons) blue belt (1 ½" width) with six white belt loops (sinturera) (1 ¾" x ¾")
- navy blue slacks (straight cut)
- black close heeled shoes (at least 1")

For Men

- white polo shirts with the CLB logo (left side) plain white undershirts
- navy blue slacks (straight cut)
- black leather shoes and black socks

TYPE B
For Men and Women

- P.E. Uniform and rubber shoes

TYPE C
For Men and Women

- Blue maong pants/ jeans
- plain white shirts and rubber shoes

A student is entitled to one (1) ID card and lace. If the student loses his/her copy, he/she is to immediately report such loss to the Office of Student Affairs.

GRADING SYSTEM

A. COMPUTATION OF GRADES STARTING AY 2018-2019

A faculty shall compute the performance of the students in his/her subject using the criteria for grading. Raw scores are transmuted to get the percentage by using the formula given below:

%= Raw Score/Total No. of Items X 60 + 40

B. GRADING SYSTEM

A faculty member shall be guided by the following criteria to assess the performance of his/her students

Midterm Grade

Midterm Output	20%
Performance Tasks	50%
Major Examination	30%

Final Grade

Final Output	20%
Performance Tasks	50%
Major Examination	30%

Semestral Grade = 40% Midterm + 60% Final

Final Passing Grade: 75

For subjects with Laboratory Lectures	40%
Laboratory	60%

C. GRADE EQUIVALENT

NUMERICAL GRADE	EQUIVALENT
1.00	98-100
1.25	95-97
1.50	92-94
1.75	89-91
2.00	87-88
2.25	84-86
2.50	81-83
2.75	78-80
3.00	75-77
5.00	Below 75

5.00	Below 75
INC	Incomplete
OD	Officially Dropped
UD	Unofficialy Dropped
*	Credited

D. GRADE COMPLETION

1. Completion of grades is allowed within one (1) academic year or three hundred (300) days.
2. No subject may be taken unless the prerequisite subjects have been taken and passed.
3. An incomplete grade is given only if a student fails to take any of the major examinations.
4. Any student who fails to complete the deficiency on the said lapsing schedule will automatically obtain a grade of 5.0 in the course.
5. If the course for completion lapses, the advanced course enrolled will be invalid and need to be retaken.
6. A grade of 4 is given only during the Midterm for grades below 75.
7. No grade of 4 is given in the Final Grade; its either a passing grade or a failing grade.

E. REMOVAL OF INCOMPLETE GRADES

A faculty member must sign the request form of the student for completion indicating the grade only after the requirement is submitted within a year when an incomplete is obtained.

F. ACADEMIC DISQUALIFICATION

1. Three (3) failing grades in a semester (including PE/NSTP) shall automatically disqualify the student from pursuing his/her tertiary education at the CLB.
2. Any student who obtained the following academic remarks and status will permanently be disqualified from the institution:
   2.1. accumulated 9 INC remarks/ 4 INC remarks in a semester
   2.2. accumulated 5 Failed grades/ 3 failed grades in a semester
   2.3. accumulated 6 UD/ 4 UD in a semester

RECOGNITION

DEAN'S HONORS LIST QUALIFICATION

To qualify for the Honors List, a student must meet the following criteria:

- with an academic load that is at least seventy-five percent (75%) of the total units as prescribed in the curriculum during the semester (e.g. must not drop any subject prescribed in the curriculum).
- must not drop any subject prescribed in the curriculum.
- with NO grade below 2.25 or
- with NO INC/NFE/Failure in any academic subject.
- must have at least a weighted average of 1.75
- must not have been found guilty of having committed a major offense.

HONOR GRADUATE QUALIFICATION

To qualify for honors, a student:

- must have completed the regular number of school years and must have obtained the following weighted average:

  Summa Cum Laude 1.00 - 1.25
  Magna Cum Laude 1.26 – 1.50
  Cum Laude 1.51 – 1.75

- must not have a grade below 1.50 for Summa Cum Laude; below 1.75 for Magna Cum Laude; and below 2.00 for Cum Laude.
- With Distinction is awarded to a student who obtains a weighted average of at least 1.75 and has no grade below 2.25.
- must complete three-fourths (3/4 or 75%) of his/her curriculum program in the College
- must comply with the required number of units for graduation, including ROTC/NSTP
- must not have been found guilty of having committed a major offense

GRADUATION

To qualify for graduation, a student must comply with the following requirements:

- He/She must complete all the curricular requirements of his/her course with a passing grade;
- His/Her transcript of records previously taken in other colleges must be on file in the CLB Registrar's Office in the case of transfer students.
- He/She must have no pending disciplinary case arising from any violation of CLB Rules and Regulations.

NON-ACADEMIC POLICIES

BILL OF RIGHTS

1. Every student has the right to receive a relevant quality education in line with the national goals, educational objectives, and standards of the school.
2. Every student is entitled to guidance and counseling services to enable him to know himself, to make decisions, and to select from the alternatives in the field of work in line with his/her potential.
3. Every student, in the exercise of the constitutional guarantee of free speech and press, has the right to express and pursue his/her opinions on any subject, provided, that the expression and dissemination of such views do not disrupt the work and discipline of the school.
4. Every student shall have the right to receive reasonable protection within the school premises.
5. Every student shall have the right to be informed of the rules and regulations affecting him.
6. Every student shall have the right to participate in co-curricular activities.
7. Every student is entitled to be respected as a person with human dignity, to full physical, social, moral, and intellectual development, and human and healthful conditions of learning.
8. No student shall be subjected to exploitation, involuntary servitude, or cruel or unusual punishment.

9. Students of institutions of higher learning shall enjoy academic freedom.
10. Every student shall have the right to redress of grievances against any wrong or injustice committed against him/her and/ or other students by any member of the academic community by the defined channels of authority therein.
11. No student shall be subject to disciplinary action without due process.
12. Every student, within reasonable hours and conditions, shall have the right of access to his class and other records to determine his class standing. The CLB shall maintain and preserve such records.
13. Every student officially admitted by CLB has the right to continue and pursue his course of study therein until graduation, except in cases of academic delinquency and violation of disciplinary regulations.
14. Every student shall have the right to be assisted by CLB through current and adequate information on work opportunities.
15. Every student shall be entitled to expeditious issuance of certificates, diplomas, transcripts of records, grades, and transfer credentials.
16. Every student shall be treated equally regardless of gender preference, religious beliefs, political affiliations, and economic, social, cultural, and physical conditions.
17. Every student shall have the right to form and be a member of any academic, cultural, and religious organizations aligned with the Vision, Mission, Goal, and Objectives of the school approved by the Office of Student Affairs.
18. No students shall be allowed to eat inside, and all students must maintain the cleanliness of the classroom.

DUTIES AND RESPONSIBILITIES OF STUDENTS

As a bonafide student of CLB, every student should:

1. Strive to lead an upright, virtuous, meaningful, and useful life.
2. Love, respect and obey his parents, and cooperate with them to keep the family harmonious and united.
3. Exert effort to develop his fullest potential, capabilities, and talents so that he may become an asset to himself and society.
4. Respect the customs and traditions of our people, the duly constituted authorities, the law of our country, and the principles of democracy.
5. Participate actively in civic affairs and the promotion of the general welfare.
6. Help in the observance and exercise of individual and social rights in strengthening freedom, and fostering of cooperation among nations in the pursuit of progress, prosperity, and world peace.
7. Respect and cooperate with the school authorities, instructors, and fellow students in the attainment and preservation of peace and order in school and society.
8. Exercise his rights and responsibilities with due respect to the rights of others.

STUDENT MISCONDUCT AND DISCIPLINE

Acts of misconduct are categorized as major or minor offenses.

MAJOR OFFENSES

Committing a major offense is met with any of the following consequences:

a. Suspension for less than one week, with or without community service.
b. Suspension for two weeks or less, with or without community service.
c. Suspension for one month or less, with or without community service.
d. Dismissal (Exclusion) from the College of 1 term or less
e. Dismissal from the College.

Even a first offense may be met with a higher-level consequence if warranted by the seriousness of the violation.

For the students to understand the gravity of their misdemeanor, the Prefect of Discipline may require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the Head of the Center for Guidance and Counselling.

List of Major Offenses:

1. Acts of Cheating such as but not limited to the following:
    1.1 Unauthorized possession of notes or any materials relevant to the examination;
    1.2 Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials;
    1.3 Communicating with another student during examination, without permission from the professor or proctor;
    1.4 Passing of communicating information through cell phones or other similar communication gadgets during examination;
    1.5 Plagiarism or submitting another person's work as one's own;
    1.6 Taking an examination for another student, in which case both parties shall be liable;
    1.7 Other forms of dishonesty during examination, in passing of homework or assigned projects or any other academic work.
2. Physical assault upon or any threat to any member of the faculty, administration, staff; or any student, personnel, or visitor of the College.
3. Defamation, abusive behavior, or discourtesy committed against any student, faculty, or any official of the College or his authorized representative.
4. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside the CLB premises.
5. Illegal possessions or use of explosives, incendiary devices, or other deadly weapons.
6. Dishonesty, lending or borrowing of school ID, or other official documents and presenting other person's document as one's own; tampering of school ID and using it to gain entry into the College.
7. Forcible entry into CLB.
8. Unauthorized use of facilities and services such as but not limited to CLB.
    8.1 Unauthorized use of rooms;
9. Forgery and acts of alteration, namely:
    9.1 alteration or misuse of school documents in connection with official matters.
    9.3 knowingly furnishing false or fraudulent information and/or documents to the College in connection with official matters.
    9.4 making, publishing or circularizing false information about the school administration, its officials, faculty members, or students; and
    9.5 other similar acts of forgery or alteration.
10. Bribing or attempting to influence a faculty member or personnel by giving gifts, money or favors to get the underserved grade in the course.

List of Major Offenses:

11. Stealing or attempting to steal.
12. Vandalism, or the willful or negligent destruction of any property of the College which includes, but is not limited to such acts as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, cabinet doors, electrical and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the College.
13. Hazing or the infliction of any physical or mental harm or ordeal on any person, which act injures, degrades or disgraces, or that tends to injure, degrade, or disgrace any fellow student or any person in the College.
14. Illegal possession, use, sale, disposal or distribution of prohibited drugs or chemicals or other banned substances such as LSD, marijuana, heroin, shabu, cannabis, amphetamines, barbiturates or oplates in any form within the premises or immediate vicinity of the College.
15. Drinking of alcoholic beverages within the premises of the College whether or not in connection with an official school activity approved by the Office of Student Affairs; drinking outside the premises of the College in the connection with an official school activity approved by the Office of the Student Affairs; or entering the campus under the influence of alcohol.
16. Public display of intimacy which offends or tends to offend the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.
17. Engaging in lewd, obscene, or immoral conduct within the CLB premises.
18. Engaging in any form of gambling within the premises of the institute.
19. Smoking at any time within the school premises.
20. All forms of student protest whose distinctive characteristics are physical force, violence, threat and intimidation.
21. Posting and/ or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit or approval from the Office of the Student Affairs.
22. Organizing, participating in and/ or supporting any activity inside or outside the school campus, without approval from the Office of Student Affairs or appropriate school authorities.

List of Major Offenses:

23. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.
24. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal immoral, unethical purposes or those not officially recognized by the Office of Student Affairs or not listed in the official list of organization.
25. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the College.
26. Embezzlement of funds of a student organization.
27. Willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses.
28. Perjury or presenting false documents in administrative proceedings.
29. Violation of any penal statute or of rules and regulations promulgated by the Commission on Higher Education (CHED), of the policies and regulations of Colegio ng Lungsod ng Batangas or of any valid order by proper authorities.
30. Any other acts that comprises the name and reputation of CLB as a premier educational institution.
31. Brawls in and out of the school premises.
32. Habitual disregard of established policies and regulations.
33. Any other conduct which threatens or endangers the health or safety of any person inside the CLB premises or which adversely affects the student's suitability as a member of the academic community.

The offenses, classified whether major or minor, enumerated in this Handbook are not intended to be exhaustive. Acts or behavior not specifically listed but which violate the values, standards, and policies of the Colegio ng Lungsod ng Batangas, or any applicable law or regulation, may likewise be subject to disciplinary action.

The institution reserves the right to evaluate and respond to any form of misconduct, whether committed within or outside the campus, especially when such acts reflect negatively on the student's character or on the reputation of the Colegio.

MINOR OFFENSES

Any of the following consequences may be imposed on students found guilty of committing a minor offense:

1st Offense: Oral or written notice or warning.
2nd Offense: Oral and written notice of warning, with community service; or
3rd Offense: Suspension for one week or less with or without community service.

LIST OF MINOR OFFENSES:

1. Disrupting or disturbing classes or making excessive noise within the premises of the institution
2. Not complying with the policy on wearing proper ID, school uniform, and intense hair discoloration
3. Spitting, or littering
4. Loitering in corridors during class sessions
5. Eating and/or drinking inside the classrooms, laboratories, or other designated places within the institute where eating and/or drinking is prohibited
6. Disruptive use of mobile phones, or any gadget of similar communication devices during classes
7. Misbehavior during school programs, activities, or competitions
8. Disrespect for national symbols
9. Improper use of lavatories and washrooms
10. Repeated tardiness

An accumulation of four (4) minor offenses of any nature within one semester of the school year shall be considered a major offense and is punishable with sanction (b).

DISCIPLINE AND GRIEVANCE PROCEDURE

The CLB is committed to fostering a safe, respectful, and values-centered learning environment. To ensure order and fairness in handling student misconduct or grievances, the following procedure shall be observed:

I. Reporting of Complaint or Violation

1. Any student, faculty member, employee, or individual affiliated with the school may file a complaint involving student misconduct.
2. All complaints shall be submitted in writing to the Office of the Prefect of Discipline. Anonymous complaints may be entertained if supported by substantial evidence.
3. The complaint must include a brief narration of facts, names of involved parties, supporting evidence (if any), and the date/time/place of the incident.

II. Initial Assessment and Case Evaluation

1. Upon receipt, the Prefect of Discipline shall conduct a preliminary assessment and evaluation to determine whether the alleged offense is minor or major.
2. Minor offenses may be resolved summarily, with the imposition of consequence/s outlined in the Student Handbook, or guidance intervention may suffice.
3. Major offenses shall trigger the convening of the Student Disciplinary Committee (SDC), and a formal investigation shall be initiated.

III. Notice to the Student and Preliminary Conference

1. The respondent student shall be issued a Notice of Complaint within three (3) working days from evaluation, informing them of:
   a) The alleged violation
   b) Their rights
   c) Schedule of the preliminary conference
2. A Preliminary Conference shall be conducted with the student (and the parent/guardian, when necessary) to:
   a) Explain the nature of the complaint
   b) Allow the student to present their side (written or verbal)
   c) Discuss initial options for resolution or escalation

IV. Investigation and Fact-Finding

1. The Prefect of Discipline shall lead a fact-finding process which may involve:
   a) Interviews with witnesses
   b) Collection and verification of documents or evidence
   c) Review of CCTV footage, if available
2. Due process shall be upheld at all times; students have the right to explain, refute, or clarify allegations.

V. Formation of the Student Disciplinary Committee (for Major Offenses)

In cases involving major offenses, the Student Disciplinary Committee (SDC) shall be constituted with the following voting members:
Chairperson: Head of Student Affairs Services
Vice Chairperson: Dean of the department where the respondent student belongs
Members:

1. Prefect of Discipline
2. Program Chair of the respondent student's program
3. Adviser of the involved student/s
4. Faculty Association President (Faculty Representative)
5. Student Executive Council President (Student Representative)

In case of conflict of interest, the SEC or the Faculty Association Vice President, or a duly authorized officer, may serve as an alternate representative.
Non-Voting Member:

6. Head of Guidance and Counseling
7. Vice President for Academic Affairs – (Consultant)

VI. Conduct of Hearing

1. The SDC shall convene a disciplinary hearing, allowing both the complainant and the respondent to present their sides.
2. Evidence shall be received, witnesses may be called, and both parties shall be given the opportunity to respond.
3. All proceedings shall be documented and treated with strict confidentiality.

VII. Deliberation and Decision
For Minor Offenses

1. After a thorough review, the Prefect of Discipline shall decide on:
    a. The appropriate classification of the offense
    b. The disciplinary action to be imposed
    c. Rehabilitative measures, if necessary (e.g., counseling, behavioral agreement, community service)
2. The decision shall be conveyed in writing through a Notice of Resolution.

For Major Offenses

1. After the hearing, the SDC shall deliberate and arrive at a decision based on majority vote.
2. The respondent shall receive a written Resolution, indicating:
    a. Findings of fact
    b. Imposed Consequences
    c. Required corrective actions (e.g., counseling, behavioral agreement, post-conference)

VIII. Appeals and Grievance Mechanism

For Minor Offenses

1. A student who feels aggrieved by the decision may file an appeal within three (3) working days from receipt of the resolution.
2. The appeal must be addressed to the Vice President for Academic Affairs (VPAA), who shall:
    a. Review the records
    b. Interview concerned parties (if needed)
    c. Issue a decision within three (3) working days
3. The VPAA shall decide within three (3) working days, and the decision shall be final and executory.

For Major Offense

1. A Motion for Reconsideration may be filed by the respondent within five (5) working days from receipt of the SDC resolution.
2. If the motion is denied, the respondent may file a formal Appeal to the College Administrator within five (5) working days from receipt of the denial.
3. Failure to file within the prescribed period shall render the resolution final and executory.
4. The College President/Administrator/Designee shall decide within five (5) working days, and the decision is final and executory.

IX. Implementation of Consequence and Reformation

1. Consequence/s shall be imposed based on the nature and frequency of the offense (refer to the Student Code of Conduct matrix) or as may be decided by the SDC through a Resolution.
2. Students who committed major offenses must:
    a. Sign a Behavioral Agreement
    b. Undergo mandatory counseling
    c. Attend a post-conference for reflection and reintegration
    d. Comply with any assigned community service or tasks

X. Post-Conference and Monitoring

1. After completing the consequence or before the return of a student previously excluded, he/she must attend a post-conference with the Prefect of Discipline and Guidance Counselor or the Head of Guidance and Counseling, which will serve as a Reintegration Orientation.
2. This aims to assess the student's readiness to rejoin the community, evaluate progress, and strengthen commitment to proper conduct.
3. He/She must comply with any continuing requirements (e.g., counseling, community work)
4. A Post-Conference Report shall be signed and kept on record.

XI. Confidentiality and Records

1. All cases shall be treated with strict confidentiality and sensitivity.
2. Disciplinary records are kept secure by the Office of the Prefect of Discipline and may only be disclosed for legitimate institutional, legal, or administrative purposes.

XII. Non-Retaliation Clause

The Colegio prohibits any form of retaliation against complainants or witnesses. Any act of harassment, intimidation, or reprisal shall constitute a separate major offense subject to disciplinary action.

OTHER POLICIES

POLICY ON PREGNANT STUDENTS

The CLB upholds inclusivity and the right to education. A pregnant student may be allowed to continue attending classes upon submission of a medical certificate from a licensed physician declaring her fit to study and free from pregnancy-related complications.

Academic accommodations, health monitoring, and counseling support may be provided based on her condition and needs. If medically advised, the student may apply for a Leave of Absence (LOA) and may be readmitted after full recovery.

Further details are provided in the full policy on record at the Office of Student Affairs and Services (OSAS).

SUBSTANCE USE AND POSSESSION OF PARAPHERNALIA ASSOCIATED WITH VICES AND OTHER VICE-RELATED INFRACTIONS

Possession, use, or concealment of items such as cigarettes, e-cigarettes, vapes, and similar paraphernalia is strictly prohibited on campus and during school-related activities.

Detailed provisions and disciplinary actions are outlined in the Substance Use and Vice-Related Infractions Policy on record.

ROMANTIC/INTIMATE RELATIONSHIPS BETWEEN STUDENTS AND PERSONNEL

Romantic or intimate relationships between students and school personnel, including faculty, staff, and administrators are strictly prohibited during the student's enrollment in the Colegio, in order to preserve professionalism, prevent conflicts of interest, and uphold institutional integrity.

An exception may apply in cases where the student and personnel are legally married, provided that the relationship does not affect academic objectivity or institutional policies.

Full details and consequences are outlined in the official policy on record.

ONLINE DECORUM AND SOCIAL MEDIA USE POLICY

Students are expected to uphold professionalism, respect, and integrity in all online interactions, including on social media platforms. Prohibited conduct includes cyberbullying, indecent content, and acts damaging to the institution's reputation.

For full definitions, violations, and procedures, refer to the CLB Online Decorum and Social Media Use Policy on file.

ANTI-ONLINE GAMBLING POLICY

The Colegio strictly prohibits students from engaging in any form of online gambling or wagering, including betting, real-money gaming, e-sabong, and similar online activities. Students are also forbidden from promoting or facilitating such platforms, or using school facilities or personal accounts in ways that may link or compromise the institution.

Violations constitute a major offense and are subject to the corresponding consequences under the Student Handbook.

Please refer to the full policy on file at the OSAS.

REQUEST FOR NON-WEARING OF SCHOOL UNIFORM

Students who wish to be exempted from wearing the prescribed school uniform due to valid reasons must file a formal request subject to approval by the POD.

Further procedures are outlined in the official Uniform Policy.

BULLYING

The CLB values the dignity of every learner/student and enhances the physical, mental, and spiritual development and holistic formation of learners/students in a friendly and secure learning environment. Towards this end, all forms of bullying inside and outside the Colegio, are hereby declared a violation of the College Discipline Policy and shall be subject to appropriate disciplinary action.

The CLB fully adopts the provisions of R.A. No. 10627, otherwise known as the "Anti-Bullying Act of 2013", the complete policy may be viewed through the following QR code.

HAZING

The Colegio respects the rights of students to self-empowerment and self-organize. It therefore strongly condemns any prerequisite to join an organization that forces the applicant into an embarrassing, humiliating, or silly situation as well as inflicting any physical or psychological suffering.

The CLB fully adopts the provisions of R.A. 8049, otherwise known as the "Anti-Hazing Law of 1995", the complete policy may be viewed through the following QR code.

ON SECURITY SEARCH

When the need arises, the College shall require the members of its Security Department to conduct searches on all persons and vehicles entering the school premises to prevent the transport of deadly weapons, explosives, incendiary devices, prohibited drugs, and other illegal materials, and for other purposes as may be determined by the Colegio.

Likewise, the Colegio may, whenever it deems necessary call on the Police to conduct searches on persons or things within the campus suspected of containing stolen items, dangerous weapons, prohibited drugs, and other illegal materials.

GENDER AND DEVELOPMENT

ANTI GENDER-BASED SEXUAL HARASSMENT POLICY

The CLB values the dignity, human rights, and the fundamental need to be of all persons to feel safe and secure in their places of work or study. The protection of such rights is part of its mandate to provide quality accessible education to Batangueños. As such, it values and recognizes, following the Safe Spaces Act (R.A. 11313), the importance of making the college premises "safe spaces" where all persons are protected from gender-based sexual harassment (GBSH).

Thus, the CLB adopts the matrix of offenses and penalties provided by the Safe Spaces Act, more of which can be viewed by following this QR code.

USE OF COLLEGE FACILITIES AND EQUIPMENT

Outside of class hours, students may only stay at the designated student area, Learning Resource Center, and CLB canteen. Classrooms and computer laboratories are available only during class hours and students are strictly prohibited from loitering in them. Students who intend to use any college facility must fill out the Use of College Facility form available at the Supplies and Property Management Office. A student using any College Facility must follow the rules and regulations which are prominently displayed in said facilities.

SMOKING, EATING AND DRINKING, AND ANY FORM OF VANDALISM ARE STRICTLY PROHIBITED IN ALL COLLEGE FACILITIES.

In case a student intends to use any of the CLB Equipment, he/she must fill out the Borrower's Form which is also available at the Supplies and Property Management Office. A student will also be required to surrender his/her ID card until such time that the borrowed equipment is returned.

POSTING ANNOUNCEMENTS

1. All postings on campus should bear the approval stamp of the OSA. Postings include notices of organizational meetings, assemblies, announcements, messages, and the like provided them in accordance with the law and school policy.
2. Posting such as advertisements from companies and the like are allowed with the approval of the College President.
3. The duration of the posting is one (1) week. In case the organization should seek the permission of the OSA to extend the period of posting, this should be done in writing indicating the purpose for which the request is made.
4. Organizations should see to it that all postings made by them are removed after the duration of the activity or after one (1) week from the date of posting whichever comes first.
5. Posting should only be placed on prescribed areas and bulletin boards. Painted walls, doors, windows, and trees should not be used for posting of any kind.

THE CLB STUDENT EXECUTIVE COUNCIL

The Colegio ng Lungsod ng Batangas recognizes the CLB Student Executive Council (SEC) as the organization that represents the students. It is therefore the only student organization that may deal directly with the college administration. All other student organizations must be recognized by the SEC to operate within the campus. The SEC's duties and functions are:

1. Developing the intellectual spirit among the rank of students and promoting their general welfare.
2. Creating and organizing activities that promote the development of students in line with the College's goals and aspirations.
3. Preparing the necessary documentation to exercise its functions.
4. Overseeing the operations of smaller student organizations.

5. Adopting its by-laws for its internal and general government; and
6. Exercising such powers and performing such other duties as the CLB authorities may, from time to time, delegate to it.

Students who intend to form any organization must have a legal purpose and must submit themselves for recognition and the rules and regulations of the SEC through the following procedure:

1. College student organizations shall for purposes of recognition and as a pre-condition for their operation submit a written application within the first (30) days after the start of classes for both the first and second semesters.
2. Recognition, once granted, shall be valid only for the unexpired portion of the current school year;
3. Application should be submitted at the time and date set by the Head, OSA. Failure to meet the deadline automatically deprives the organization of the privilege to operate and will have to wait for the application period for the succeeding semester.
4. The application for recognition and all other necessary documents must be submitted to the OSA.
5. The following documents are expected to be accomplished by every applicant-organization:

- A letter of application addressed to the SEC and a copy furnished to the OSA.
- An interview with the Office of Student Affairs upon the submission of the application for recognition should be conducted.
- A resolution by the SEC recognizing the applicant organization and endorsing its registration with the OSA.
- A roster of officers indicating their full names with their corresponding positions, year levels, and courses as well as the list of all members showing their full names, year level, and courses. The sheet should also bear the full names of the faculty advisers, their faculty rank, the department where they belong, and their home addresses.
- A letter of acceptance is to be filled out by the faculty advisers themselves. A form other than the one specified will not be honored.
- A program for the implementation of the projects with their corresponding dates for the current school year.

6. Inactive organizations during the immediate past semester must justify in writing their failure to seek recognition and to operate. If the association remains inoperative for two consecutive semesters without any valid explanation, it shall be interpreted to mean that the organization concerned has waived its privilege to be recognized and to use the facilities of CLB.
7. The Organization's Adviser and the Treasurer must be the signatories of the Organization's bank transactions.
8. All newly organized student organizations shall be placed on probation /for one school year after which they must show proof of growth in terms of activities, expansion in membership, and organizational stability, otherwise, their application for recognition will not be acted upon.
9. Officers of the organization should be bona fide students who are not under any academic and/ or disciplinary probation. The President, Secretary, and Treasurer of an organization must be full-time students taking an academic load of at least eighteen (18) units for the semester except those who are graduating with an academic load of less than eighteen (18) units. A college student can be President, Vice President, Secretary, or Treasurer of only one (2) recognized campus organization. If he/ she is elected to assume an office more than what is allowed by the OSA, he will be forced to give up the position over one association to which he belongs.
10. The officers of student organizations must maintain a general weighted average of 2.5.
11. Changes in the list of officers, members, faculty advisers, or provisions in the Constitution and By-Laws must be reported immediately to the OSA.
12. Campus organizations must submit the following reports:
    a. A report of projects or activities undertaken during the semester. Such a report should reflect the activities planned and submitted by the organization for the school year. Failure to carry out any of the planned activities should be supported by an explanation.
    b. A financial statement to be submitted by the organization's Treasurer duly audited, and signed by the organization's Treasurer duly audited, and signed by the organization's President, at every end of the semester.
    c. Bank Book and /or Cash Balance must be deposited at the OSA at the end of the school year.

13. Any student organization that fails to comply with the CLB policies and violates its statement of purpose will have its certificate of recognition revoked after an investigation by the OSA.
14. Organizations or publications of students that exist or operate outside of the CLB shall continue to be governed by law.

(Ref. MEC Order and 62 Series 1981).

STUDENT ACTIVITIES AND TRAINING

The SEC may organize its activities and training or may collaborate with other organizations in furtherance of its purpose. Any such activity or training shall be charged to the funds of the SEC. To conduct such activity, the SEC must:

1. Prepare a program design in accordance with the approved format of the school administration.
2. Fill out the Activity Request Form available at the Office of the College Administrator.
3. In case the activity will use any of the college facilities or equipment, the SEC must also fill out the Use of College Facility Form and/or Borrower's Form.

Rooms should be reserved at least three (3) days from the date of the scheduled activity to ensure issuance of the availability and to give time for:

Preparation of the venues

- Users of the campus facilities and equipment must see to it that they are kept clean and in good order during and immediately after the activity. Any group or individual who is found to have misused the facility will be held liable and accordingly penalized. Persons or groups who failed to observe the rules for the use of the campus facility and /or equipment will not be allowed to use the same in the future.
- No group activity or gathering shall be allowed beyond 9:30 P.M. In cases where this is unavoidable, the group should seek a permit from the College Administrator.

- The organization shall not schedule activities one (1) week before a periodic examination to give students enough time to review for the test.
- Activities or programs shall be conducted in such a manner and time that will not disrupt classes

Any student who wishes to attend a training outside of the campus must be invited to do so. Together with the letter of invitation, the student must be endorsed by the SEC for training and must complete the Training Request form available at the Human Resources and Management Office. Any such training endorsed by the SEC shall be charged to the funds of the SEC.

STUDENT DEVELOPMENT & SERVICES PROGRAM (SDSP)

The Office of Student Affairs and Services is devoted to create an integrated learning experience that will help students reach their educational, social, personal, and professional aspirations in consonance with the institution's vision and mission. It is directly under the authority of the Office of the Vice President for Academic Affairs. It serves as a liaison between students, faculty, and administration to facilitate student's multi-dimensional growth to develop community and build a progressive nation. The Office performs a supportive role that leads, directs, and administers overall functions of Student Clubs and Organizations concerned with the academic support experiences to attain holistic student development. These support services as defined in the CMO No.09s.2013 are:

1. Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students.
2. Student Development Services are services and programs designed for the exploration, enhancement, and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.
3. Institutional Student Programs Services are services and programs designed to pro-actively respond to basic health, food, shelter, and safety concerns including students with special needs and disabilities and the school.

STUDENT WELFARE

1.Information and Orientation Services

Information and orientation services designs to make students particularly the new, returnee and transferee know the different services of the Colegio ng Lungsod ng Batangas, and understand the policies and regulations being implemented and the purpose of its implementation. It aims to facilitate adjustment, promote academic success, enhance personal development, increase retention and graduation rates, address diverse needs, promote safety and well-being, and foster personal growth. This will provide comprehensive information about campus life, promote a culture of care, and services support students to contribute to the overall well-being of students.

2.Career Guidance & Placement Services

Guidance and Counselling Office is committed to being of help to students, parents, educators, and other stakeholders in fostering good mental health, resilience, and proactive attitudes of each member of the CLB family engaging in a collaborative, healthy, and harmonious working relationship brought by the sudden changes and challenges associated with the new normal. The heart of the guidance program aims to address the student's needs by going through a structured, theoretical, collaborative working relationship with the counselor and his/her counselee (student/s). A developmental guidance and counseling program provides opportunities and experiences that address four central student development areas: Counselling/Telecounselling, Information Services, Referral & Follow-Up, and Appraisal. It consists of sequential activities intended to meet the needs of every student by assisting them in becoming competent in recognizing their own and other people's knowledge, in determining their educational objectives, and in developing their careers. In addition, it assists students in their new life as professionals through career seminars, career consultation, testing, and establishment of linkages with companies, government agencies, private institutions, organizations, and individuals.

DATA PRIVACY STATEMENT

The Colegio ng Lungsod ng Batangas is committed to protecting the privacy and confidentiality of all student records in compliance with the Data Privacy Act of 2012. All academic, disciplinary, medical, and personal information shall be collected, stored, processed, and accessed only for legitimate educational and administrative purposes by authorized school personnel. Student data shall not be disclosed to any third party without the student's or parent/guardian's consent, except when required by law, institutional policy, or urgent matters of safety and welfare.

The institution ensures that appropriate safeguards are in place to prevent unauthorized access, misuse, or disclosure of student information.

STUDENT DEVELOPMENT AND SERVICES

1.Student Affairs Services

Student Affairs Services encompass a broad range of support mechanisms to enhance the overall student experience, foster academic success, and promote personal development within the Colegio ng Lungsod ng Batangas. Its goal is to facilitate student success in all aspects of their academic journey. In like manner it offers programs and initiatives that promote inclusivity, equity, and diversity in character-building, leadership skills, cultural awareness, and social responsibility, helping students become well-rounded individuals. Additionally, it provides various support systems to help students feel connected, supported, and empowered fostering a sense of belonging and civic responsibility.

2.Student Publication

The CLIMB as the student publication of Colegio ng Lungsod ng Batangas, in its desire and commitment embodies the principles of free expression and continuous servitude to many, geared towards and following the Campus Journalism Act of 1991. It aims to promote excellence and benevolence among students, developing responsible journalism and promoting a culture that is bounded by ethical, moral, and social notions while encouraging critical and creative thinking to pursue the mission of social transformation through dynamic and accountable journalism. It will also uphold and advance the rights and welfare of the students while serving as excellent role models for the college and the City of Batangas in its entirety.

INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

1.Admission Services

The Testing and Admission Services provides responsive and efficient admission services to prospective students, ensuring that all applicants receive comprehensive and client-centered initial information and advice. In addition, it serves to facilitate fair, transparent, and efficient evaluation processes for educational programs and professional roles that support meritocracy, uphold standards, and ensure the suitability of candidates. The office also supports the provision of effective and efficient admission services for the College in the recruitment of all students and supports the provision of administrative and operational functions related to the students' academic records.

2.Scholarship and Financial Assistance

The unit that oversees scholarship and financial assistance services is in charge of managing, creating as well as providing financial help to students to increase access to higher education and advance equity. The "Universal Access to Quality Tertiary Education Act of 2017," commonly known as RA 10931, serves as the main foundation for the College scholarship. Since the enactment of this law in 2017, SUC has been required to offer students free tuition. Additionally, through collaborations with public and private entities, the students are given access to financial aid opportunities. The selection of students for these programs is based on the guidelines set by the sponsors whether public or private.

3. Food (Canteen) Services

This service establishes standards for hygienic conditions and safety, works with the local government to ensure that food on campus area serves sufficient, safe, and healthful food, and adheres to the Department of Health's guidelines. In addition, it provides balanced, and nutritious meals to ensure students have access to healthy food options, supporting their physical health and well-being. It also offers convenient dining options and assures affordable meals for students, with meal plans, discounts, or budget-friendly options.

4. Health Services

Medical and Dental Services is committed to providing primary healthcare services, and sanitary facilities and complies with the relevant and existing health-related programs to students and employees by organizing and supporting health programs and activities, coordinating with healthcare agencies, and effectively management of the College's resources. It also encourages the employees and students to develop healthy habits through wellness programs reducing the risk of long-term health problems and helping them feel energized and happy through their work and study days. Additionally, it mandates that staff and students abide by the rules, guidelines, and policies established for health promotion, prevention, treatment, and preservation.

5. Sports and Cultural Services

Sports Office. The CLB Mustangs are the collegiate varsity teams of Colegio ng Lungsod ng Batangas. The Sports Office is responsible for recruiting and preparing the varsity athletes to represent the College in esteemed competitions and invitationals, both inside and outside campus, that fall within the purview of the sports office. The Office is also in charge of overseeing the establishment and execution of sports programs, guided by the values, and mores of every Batangueños, parallel to the multidisciplinary academic programs of Colegio ng Lungsod ng Batangas. Further, it fosters an atmosphere that is supportive and inclusive, enabling the athletes to reach their full potential on the physical, mental, and social fronts while also advancing deeper societal objectives including economic prosperity, social cohesion, and public health.

Culture and Arts Office. The CLB Performing Arts is the Cultural Group of the Colegio ng Lungsod ng Batangas. The office offers spaces and channels for the artistic and cultural expression of students to improve cultural awareness, morals, and abilities via various artistic mediums. It also upholds the College's mandate to provide programs, training, and activities for the enhancement of artistic skills of the students for the promotion of Batangas City's cultural awareness and values along with the conservation of national culture and multi-cultural heritage.




CLB






BATANGAS CITY:
Best OF BATANGAS
TRADITIONAL MUSHELL DANCE COMPETITION
SECOND PLACE
P30,000.00






NGRATULATIONS!
ND PCDEB NATIONAL BUSINESS PLAN COMPETITION




BATANGAS CITY:
Best OF BATANGAS
PALIGSAHAN SA PAG-AWIT NG MGA AWITING LIKHANG PILIPINO
SECOND PLACE
COLLEGE DIVISION
₱6,000.00
SIX THOUSAND PESOS ONLY
PASIKATAN SA BUWAN NG WIKA:
Pamanang Kinagisnan, Kulturang Pinagyayaman
Batangas City Sports Coliseum | August 29, 2024


BATANGAS CITY:
Best OF BATANGAS
PATIMPALAK SA KATUTUBONG SAYAW
SECOND PLACE
₱30,000.00



ACKNOWLEDGMENT RECEIPT OF STUDENT HANDBOOK

I, the undersigned, acknowledge that I have received and reviewed the Student Handbook for the academic year _____. I understand that it contains important information regarding the school's policies, procedures, and expectations for student conduct.

I agree to abide by the rules and regulations set forth in the handbook and understand that failure to do so may result in disciplinary action. Further, I hereby expected to know, understand and follow all inscriptions on this handbook.

ACKNOWLEDGED BY:

Printed Name: _____

Signature: _____ **Date:** _____

Program.: _____

Student Number.: _____

SGD:

Vice President for Academic Affairs

Student's Copy

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Vice President for Academic Affairs

File Copy

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