



STUDENT HANDBOOK

REVISED 2025

NAME: _____

COURSE: _____

ADDRESS: _____

CONTACT NO.: _____

ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY

Sta. Ana Ave., Corner Leon Garcia St., Davao City

UNDERTAKING

I, _____, after reading the Student Handbook of Asian International School of Aeronautics and Technology (AISAT) 2025 edition, do hereby agree to abide by the rules and regulations of the school throughout my stay at AISAT, as well as other announcements that may be made from time to time.

I understand and agree that discipline creates and preserves an environment conducive to learning, and helps students grow and develop as individuals who appreciate the values of self-restraint and personal accountability.

Therefore, I hereby affix my signature this _____day of _____, in the year of our Lord, _____, at AISAT, Davao City.

Student's Name over Signature

Parent/Guardian's Name

Date

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MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS

Welcome to the Asian International School of Aeronautics and Technology! We appreciate your decision to commit your bright future to us. Our goal is to provide you with the best possible foundation to land your dream job.

However, like any institution, rules and regulations must be observed. We strive to cultivate students who are not only globally competitive but also disciplined and determined. Always remember that rules and regulations are not established to hinder you, but rather to guide everyone for the betterment of the common good.

The Office of Student Affairs extends its warmest welcome to you for the academic year. May this handbook serve as your guide toward becoming the disciplined, respectful, and God-fearing individual you aspire to be.

Lastly, we encourage all students to embody the AISAT core values as you work towards achieving your dreams.

HEAD OF STUDENT AFFAIRS

MESSAGE FROM THE OFFICE OF ACADEMIC AFFAIRS

Welcome, students, to the Asian International School of Aeronautics and Technology!

AISAT is dedicated to fostering a supportive learning environment and providing the programs and resources necessary to enhance the quality of your educational experience. Our goal is to prepare you for a successful career as you transition from your alma mater.

To that end, this Student Handbook has been created as your essential guide and reference. It outlines AISAT's norms and standards, providing you with important information on student services, policies, and procedures. We believe this resource will help make your time at this institution both rewarding and meaningful.

As you "Let Your Dreams Take Flight," always be guided by AISAT's Vision, Mission, Goals, and Core Values.

HEAD OF ACADEMIC AFFAIRS

MESSAGE FROM THE SCHOOL PRESIDENT

Dear Students,

Welcome to the Asian International School of Aeronautics and Technology (AISAT).

Whether you are enrolled in Aviation Maintenance, Aviation Management, or Entertainment and Multimedia Computing, you are now part of a diverse and dynamic community that is grounded in academic excellence and guided by faith.

This student handbook serves as your guide to understanding the policies, expectations, and values that define life at AISAT. More than just rules, these guidelines reflect our shared commitment to discipline, integrity, and respect—for ourselves and for one another.

As a Christ-centered institution, our foundation is rooted in our faith in Jesus Christ. We believe that education should shape not only the mind but also the heart. Our mission is to help you grow in knowledge and skill while nurturing character, leadership, and a deepening relationship with God.

Wherever your path leads—whether in aviation, technology, creative arts, or management—we are here to walk alongside you. May your time at AISAT be a season of transformation, purpose, and spiritual growth.

Once again, welcome to AISAT. Together, let us reach new heights—academically, professionally, and in faith.

In Christ,

ATTY. MYRA ANN WEE-TOE HIO
School President, AISAT

PREFACE

About AISAT

Asian International School of Aeronautics and Technology

The Asian International School of Aeronautics and Technology (AISAT) was established in 2011 by a group of visionary business and technical professionals who recognized the growing demand for world-class aviation training in Davao City. United by a common goal—to equip the next generation for the dynamic global aviation industry—they laid the foundation for what has become one of the region’s leading institutions for technical education.

Over the past 14 years, AISAT has grown into a thriving academic community committed to excellence in Aviation Maintenance, Aviation Management, Entertainment and Multimedia Computing, and Basic Education. The institution is anchored in a mission to deliver quality, industry-relevant education supported by continuous faculty development, modern facilities, and a holistic learning environment that promotes both intellectual growth and emotional well-being.

AISAT has forged strategic partnerships with top aviation companies such as A-PLUS, SIA Engineering, and Lufthansa Technik, among others. These collaborations play a vital role in providing students with real-world industry exposure through internships and career placement, ensuring a seamless transition from education to employment.

Further strengthening its aviation training pathway, AISAT works closely with its sister company, Adventure Flight Education & Sports Inc. (AFES)—an Authorized Training Organization (ATO) certified by the Civil Aviation Authority of the Philippines (CAAP). Located in Mactan, Cebu and Davao, AFES provides comprehensive flight training programs. AISAT graduates benefit from direct access to actual flight experience and are encouraged to pursue pilot training with AFES.

Today, AISAT stands as a Christ-centered, student-focused institution, committed to producing technically skilled, values-driven professionals who are ready to contribute meaningfully on both local and global stages. As it moves forward, AISAT continues to uphold its founding vision: to be a premier training ground for excellence, innovation, and integrity in the service of the nation and beyond.

The AISAT Logo



- **The three layered “A” bars symbolize:**

- a) Tertiary education;
- b) Movement – tied with AISAT’s motto “Let Your Dreams Take Flight”; and
- c) Critical thinking – the ability to understand underlying issues that are encountered in society.

- **Color blue**

It is recognition that concentration and grit is the key to success.

- **The triangle pointing up**

It is a pair of praying hands relying and seeking guidance from the one Almighty God.

- **The globe**

It represents the international relevance of trainings conducted in AISAT. With the swoosh symbol signifying flight in aviation.

Institutional Graduate Attributes

All AISAT graduates shall be

- A** Accountable to his/her fellowmen and posterity for all his/her actions and decisions.
- I** Intelligent and able to discern right and wrong, to uphold the moral laws in light of a Christian foundation.
- S** Sensitive to the changing political, economic and social development of the country and the world.
- A** Articulate and able to communicate effectively across cultural and religious differences.
- T** Technologically savvy to fit the demands of the modern work environment.

VISION

AISAT aims to be a premiere aviation and technology based learning institution here and abroad.

MISSION

1. Foster critical thinking imbued with Christian values among its students to enable them to arrive at technologically driven solutions and make sound, moral and ethical judgments.
2. Produce skilled and competent professionals who will be responsive to change for economic prosperity in the Philippines and the rest of the world.
3. Establish and implement linkages in the industry and field of expertise locally and internationally.

Goals and Objectives

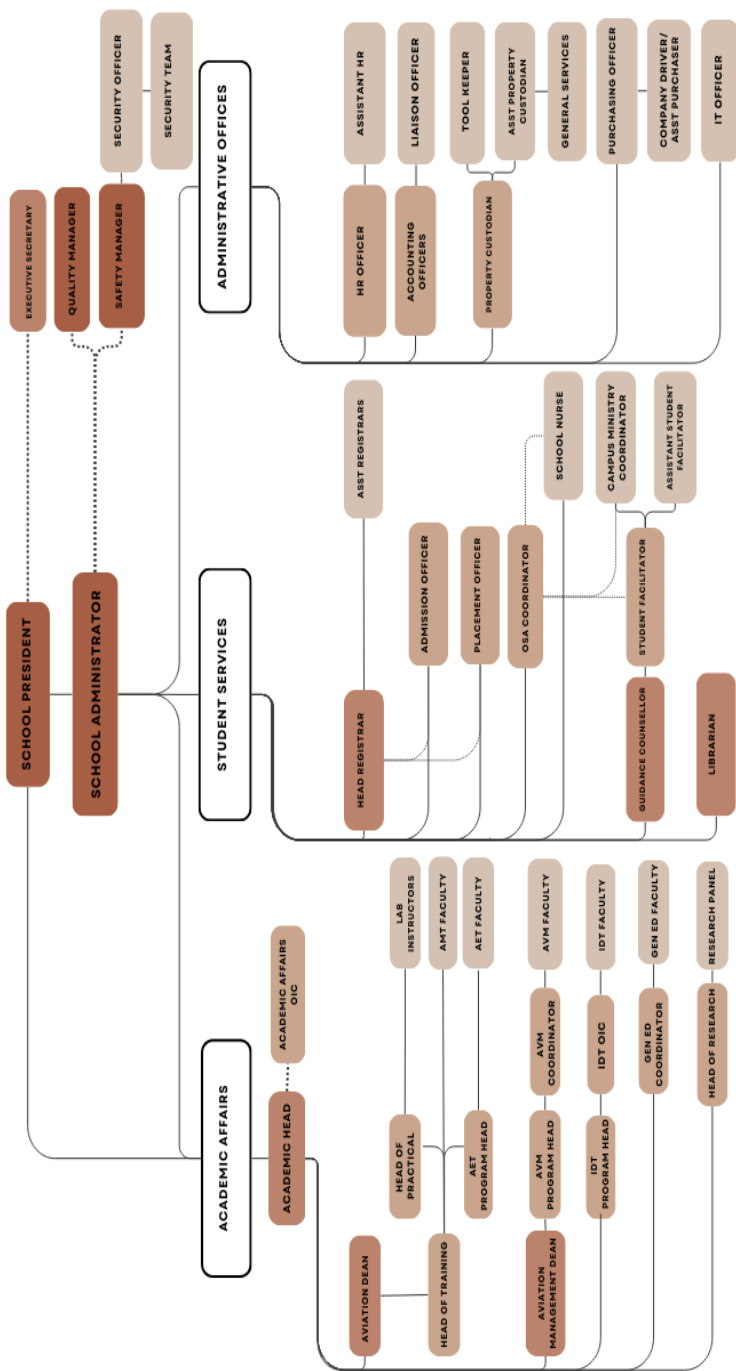
AISAT aims:

To produce highly qualified professionals characterized by personal commitment and deep sense of nationalism;

To develop productive and mature citizens fulfilled in their professions and relationships, both human and spiritual;

To produce innovative leaders cognizant of socio-political transformation towards the advancement of the community; and

To remain committed for continuous development responsive to customer satisfaction.



SCHOOL ORGANIZATIONAL CHART

COURSES OFFERED

Degree Programs

BS in Aircraft Maintenance Technology (BS AMT)

BS in Aviation Electronics Technology (BS AET)

BS in Aviation Management major in Airline Operations (BS AvM)

BS in Entertainment and Multimedia Computing major in Digital Animation (BS EMC)

Flight Training

Private and Commercial Pilot training [Offered by the sister school, Adventure Flight Education and Sports, Inc. (AFES) that is based in Davao City and Cebu City]

RIGHTS AND DUTIES OF STUDENTS

Rights of Students

AISAT students shall enjoy the following:

1. The right to receive relevant quality education conducive to their full development as persons with dignity.
2. The right to the issuance of official certificates, diplomas, transcript of records, and the confidentiality of these documents that the school shall maintain and preserve.

Duties of Students

In addition to those provided by the law, AISAT students shall:

1. Exert utmost effort to develop potentials for service in order that they may become assets to family and to society.
2. Endeavor to achieve academic excellence and abide by the rules and regulations governing academic responsibilities and moral integrity.
3. Exercise their rights responsibly knowing that they are answerable for any infringement or violation of the public welfare and the rights of others.
4. Promote and maintain peace and tranquility of the school by observing the rules of discipline.
5. Take good care of school equipment and facilities.

ADMISSION AND REGISTRATION

Policies and Requirements

Asian International School of Aeronautics and Technology accepts any applicant who has the aspiration, qualifications, and the competence for academic work regardless of creed, belief, religion, gender, economic status, and social status.

Once the enrollee becomes a bona fide student of AISAT, he is on a regular basis be evaluated on his academic performance and behavior as a student. Moreover, it is for this reason that all freshmen, transferees, and returnees have a probationary status upon enrolment.

Enrolment in AISAT is a contractual agreement between the student and the institution. Hence, the school reserves the right to refuse admission or re-admission to any student, if in its judgment, such student cannot abide by the rules and regulations of the school, and cannot adhere to the principles that the school stands for.

Admission

To be eligible for college admission to AISAT, a student must have completed a high school program recognized by the government and must have taken the AISAT Entrance Exam.

The documentary requirements for admission on the following enrollees are:

Freshmen Students

1. AISAT Entrance Exam Result
2. SF 9 (High School Report Card)
3. Certificate of Good Moral Character
4. Photocopy of Authenticated Birth Certificate (PSA)
5. SF 10 (High School Permanent Record)
6. One of 2 x 2 colored ID picture (white background)
7. Photocopy of High School Diploma
8. Photocopy of Marriage Certificate (for married students who wish to use their husband's surname)

Transferees

1. AISAT Entrance Exam Result
2. Certificate of Transfer Credentials (Honorable Dismissal)
3. Certificate of Good Moral Character
4. Photocopy of Authenticated Birth Certificate (PSA)
5. Official Transcript of Record (Copy for AISAT)
6. Official Transcript of Record (Copy for Evaluation Purposes)
7. One copy of 2 x 2 colored ID picture (white background)
8. Photocopy of Marriage Certificate (for married students who wish to use their husband's surname)

Returnees/Old Students

1. Grades List of the Previous Semester
2. School Identification Card
3. Cleared Clearance from the Admissions Office

Foreign Students (for 2-year Aviation program)

1. AISAT Entrance Exam Result
2. Application form
3. Passport
4. Birth Certificate, Authenticated from the country of origin
5. Scholastic Record in English & Authenticated from the country of origin
6. One copy of 2 x 2 colored ID picture (white background)
7. Proof of Financial Capacity
8. Personal History Statement
9. Recommendation Letter
10. Police Clearance
11. TOEFL or IELTS for non English country

AISAT may dismiss any student who:

- a) disqualifies in the retention policy
- b) violates a school policy that results in disqualification
- c) fails to submit required documents within one semester after admission without valid reason.

A student previously enrolled who obtained five (5) Failing Grades academically without any major violation of the school rules and regulation will be suspended for one (1) year and may be readmitted thereafter.

Every applicant for admission must pass the physical, medical, and other examinations as prerequisite for admission.

REGISTRATION

General Policies

Students with outstanding accounts cannot enroll for the next semester provided all his/her accounts are settled.

Students who discontinue their schooling in AISAT for reasons other than disciplinary issues can enroll but he/she has to adopt and adjust with the appropriate curriculum.

Withdrawal of Registration

Students may officially withdraw from enrolled courses upon the recommendation of the program head and academic head, with the approval of the school registrar.

Conditions:

1. Withdrawal of registration is a voluntary act of a student to separate from the college. However, down payments of new students are not subject to refund or transfer to any other student accounts as these are considered as payment for available slots for the programs offered. On the other hand, old students are entitled to an 80% refund if done before the official start of classes.
2. Students who officially withdraw registration when classes officially start or before Prelim exam shall only pay Prelim dues, after which students shall pay the total assessment fee for the semester.
3. Fees charged for school uniform, books, and other personal property may not be subject to refund.
4. Officially Withdrawn subjects will be given a grade of 9.0 (Officially Dropped) and 5.0 or 7.0 for unofficially dropped subjects

Changing / Adding / Dropping of Subjects

1. Changing / adding / dropping of subjects may be made within the adding/dropping period as published, and forms to request such changes may be obtained from the Registrar's Office.
2. Changing, adding or dropping of subject/s has a corresponding fee if the reason for such is not due to the fault of the school or its staff.

3. Adding or dropping subjects will result in an "irregular" status. Irregular students are not eligible for the Dean's List.
4. If transfer students choose to have their earned subject/s from their previous school credited, this will lead to ineligibility for inclusion on the Dean's List and academic discounts due to their irregular status and underload number of units for that particular semester.

Late Enrolment

Late enrolment is subject to a penalty fee when done after the regular enrolment period.

Prerequisite of Subjects

The rules on subject sequence in the curriculum are at all times followed. Graduating students can simultaneously enroll the pre-requisite subject/s and advance subject/s upon the recommendation of the Registrar and approval of the Head of Academic Affairs.

Manner of Payment

Cash Basis

1. Full Payment shall qualify a discount of 10% on Tuition Fees.

Installment Basis

1. Down payment upon enrolment
2. Four (4) equal monthly payments, each payment to be made before each of the four examination weeks
 - a. Students who are unable to pay the installment amount on the designated dates should approach the School Administrator three (3) days before the due date to explain their situation. Students who are delinquent without any reason and who do not inform the School Administrator three (3) days before the due date will be charged a late **fee of 500 per late payment**.

Summer Fees

Regular summer classes will incur the following fees:

1. Tuition fees based on the number of units
2. Laboratory fees, if applicable
3. 50% of miscellaneous fees from regular semester

On-the-job Training during summer will incur the following fees:

1. Tuition fee
2. Registration Fee
3. OJT uniform

On-the-Job Training Fees

Students who are enrolled solely for On-the-Job Training during the semester will incur the following fees:

1. Tuition Fee
2. 75% of the miscellaneous fees
3. OJT Uniform

Transfer of Credentials

A Certificate of Transfer/Honorable Dismissal duly signed by the Registrar is issued to AISAT students who applied for and are eligible to transfer. The certificate will be released after seven (7) to ten (10) working days upon the request for transfer has been made.

Withholding of Credentials

The certificate of transfer or any credentials will be withheld if the student is under suspension, facing a pending case, expelled, or is liable for non-payment of financial or property obligation in favor of the school. When the appropriate penalties imposed or due obligations have been complied, the credentials withheld will be released.

Releasing of School Records

Before the release of school records, the student must be cleared of all financial obligations, cleared by the Office of Student Affairs (OSA), have submitted all required admission documents, and have no outstanding property obligations to the school. The procedures for requesting school records are as follows:

1. File an Online Request Form and after payment, file your request by completing the Online Request Form through either of the following links:

Link 1: shorturl.at/ioAGV

Link 2: <https://bit.ly/3VOIWia>

2. An email notification will be sent once the requested documents are ready for release. Students may then claim the documents at the Registrar's Office seven (7) to ten (10) working days after the date the request was received and verified.
3. Diplomas and Certificates of Training may only be claimed after the Special Order Numbers are approved and released by the Authorized agencies like TESDA, CAAP, and CHED.
4. If the document owner is unable to claim the records personally, an authorization letter must be presented along with a valid ID of both the student and the authorized representative.

ACADEMIC POLICIES

Examinations

General Policy

1. Major Examinations (Prelim/Midterm/Semi-Finals/Finals) are conducted only on the date and time published in the Official School Calendar.
2. Strictly no removal exam and no giving of projects to students who failed during the major examination in order for him to pass the exam.
3. Special examinations are available to students who fail to take the major examination published in the Official School Calendar. The student must immediately inform their subject teacher and ask permission from the Program Head / OIC via email and wait for their approval. For medical reasons, a medical certificate should be submitted to the School Clinic for verification before the Program Head / OIC approves the student's request.
4. Students who fail to take the scheduled special exam are no longer allowed to take another exam unless approved by the Academic Head for reasonable considerations with valid reasons.
5. All Students must take the Final Examinations. No exemption.

Decorum During Examinations

1. Students must be in uniform. Students not wearing the proper uniform will still be allowed to take the examination but will be deducted 15% from his/her total score.
 - a. No hoodies or jackets unless needed for medical conditions.
2. Students should arrive on time. The consequences for late examinees are as follows:
 - a. Within 0 - 15 minutes is not considered late and be allowed to take the exam regardless if another student had finished the exam earlier.
 - b. Within 16 - 30 minutes is considered late and still can take the exam but entitled only to the highest rating of 85%. (The proctor must mark the test paper with "LATE" and indicate the time of the student's arrival and no extension will be given).
 - c. 31 minutes and over, the examinee is no longer allowed to take the exam. Examinees may opt to take the Special Exam with a penalty fee or not to take the Special Exam at all.
3. Students will be validated through their student ID and picture based on the official class list to check if they are a part of that subject.
4. Students should use the prescribed pens only. The use of a pencil or friction pen is not allowed.
5. No talking or whispering between students inside the exam room. Complete silence is required.
6. Make sure you are seated in your assigned seat.
7. Be properly seated. No turning on to your right, left, and back while the exam is ongoing.
8. Seats should be apart.
9. The students can use a scientific calculator if permitted.
10. Students are allowed to use scratch paper if the subject teacher says so.
11. All other belongings, such as IDs, smartwatches, and cellphones, must be placed inside the bag and placed under the seat or beneath the whiteboard if the proctor instructs.
12. A student is not allowed to go out until he/she finishes the test.
13. Students are not allowed to loiter in the corridor after the exam.
14. Students who were not able to take the exam must approach their subject teachers and ask for approval to take the special exam.
15. Students must ensure that all pages of the test paper are complete before they begin answering. If a student receives an erroneous or

incomplete test questionnaire, it must be returned to the proctor and replaced immediately.

If a student is caught violating the guidelines, he/she will be given the 1st warning and the next violation will be the last warning. The violations will be written in his/her test paper.

- a. Each warning will correspond to a 15% deduction in the total score.
- b. Another violation after the last warning is considered cheating. Therefore, the exam will be invalid.
- c. Students caught with their cellphones, review materials, or smartwatches during exams are automatically considered cheating.

POLICY ON SPECIAL EXAMINATION

The Special Examination is scheduled on the first Wednesday after the regular exam week.

Only students who processed their requests to take the Special Examination on or before the set deadline will be allowed to take the exam during this schedule. No alternative schedules will be provided for students who miss the Special Examination.

The highest examination rating and fees will be based on the policy specified in the table provided.

Reason for taking the Special Exam	Highest Rating	Fee
• Conflict in the Exam Schedule	100%	No Fee
• Due to medical reasons with a medical certificate • Death of an immediate family (parents & siblings) • Fortuitous event	85% (Exam Score x 0.85)	No Fee
• Other reasons not mentioned above (e.g., tardiness, personal matters, etc.)	80% (Exam Score x 0.80)	The fee is 500 pesos for the first subject and 250 pesos for each additional subject.

Grading System

The AISAT grading system is based solely on the academic performance of the students. Any diminution or addition to the grade due to activities, attendance, and misconduct is not allowed.

A. Grade computation for subjects without laboratory (Lecture only)

Criteria	Percentage	
Class Standing		
Quizzes/ Seatwork	25%	
Class Participation/Reports	15%	
Assignments/Others	10%	50%
Exam	50%	
Periodical Grade	100%	

B. Grade Computation for subjects with laboratory:

Criteria	Percentage	
Class Standing		
Quizzes/ Seatwork	10%	
Class Participation/Reports	5%	
Assignments/Others	5%	
Projects/Laboratory	10%	
Practical/Laboratory	20%	50%
Exam	50%	
Periodical Grade	100%	

Class Standing includes quizzes, recitations, reports, projects, experiments, compositions, assignments, etc.

Semester Grades (SG) will be computed as follows:

Regular Semester:

$$SG = 40\% \left[\frac{\text{Prelim Grade} + \text{Midterm Grade} + \text{Semi - final Grade}}{3} \right] + 60\%(\text{Final Grade})$$

Summer Period:

$$SG = 40\%(\text{Midterm Grade}) + 60\%(\text{Final Grade})$$

C. Grade computation for subjects with project output

Criteria	Percentage
Quizzes (quiz 1, quiz 2, quiz 3...)	10%
Requirements/ Assignments (Milestone of Activities Documentation)	10%
Participation/Recitation	5%
Output	
Prelim	10%
Midterm	10%
Semi-finals	10% 30%
Final Presentation	45%
Member 1	
Member 2	
Chair	
Periodical Grade	100%

D. Grade computation for research subjects (quantitative, qualitative & production)

Criteria	Percentage
Quizzes (quiz 1, quiz 2, quiz 3...)	10%
Requirements / Assignments (Title Proposal, chapter 1, chapter 2, chapter 3, Chapter 4, and final paper output)	50%
Outline Defense	15%
Final Defense (Document and/or Technology)	25%
Periodical Grade	100%

Grade Equivalence

Below is the transmutation of all grades into their equivalence as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>Grade</u>	<u>Equivalent</u>
100	1.0	85	2.5
99	1.1	84	2.6
98	1.2	83	2.7
97	1.3	82	2.8
96	1.4	81	2.9
95	1.5	80	3.0
94	1.6	79	3.1
93	1.7	78	3.2
92	1.8	77	3.3
91	1.9	76	3.4
90	2.0	75	3.5
89	2.1	74 and below	5.0
88	2.2		
87	2.3		
86	2.4		

“Failed” = **5.0** is given to a student who fails in the academic work as assessed by his/her instructor.

“Unofficially Dropped”= **7.0** is given to a student who incurs excessive absences and is considered as a failure.

“Officially Dropped” = **9.0** is given to a student who officially withdraws a subject before the Prelim exam; or applies to withdraw all enrolled subjects due to valid reasons.

“No Grade (NG) = is given to a student who has an incomplete grade and has submissions to be completed within fifteen (15) days from the deadline of semester grade.

Changing of Grades

1. No faculty member can change any grade after the report of record is submitted to the Office of the Registrar, unless express permission is granted by the Academic Head validating the reason for change of grade.
2. No student can directly or indirectly solicit assistance from any person, which may influence his/her instructor to change entries made in his/her record, examination paper, or final report of grades.

Student Attendance

Students must attend their respective classes promptly and regularly. Students should also participate in school activities like intramurals, foundation day, etc. The rules on attendance to wit are:

1. A student is considered tardy if he arrives late but within the 6th minute up to the 15th minute from the start of his/her scheduled class. He/she will be marked absent if he/she arrives on the 16th minute of the scheduled class.
2. Three (3) tardiness are equivalent to one day absent.
3. Classes missed due to the late registration will not be counted as absences. However, late registration is subject to a penalty charge.
4. A student will acquire “unofficially dropped” as a final remark which is equivalent to failure grade of 7.0 in a subject where he/she exceeds the allowable absences per semester.

For Regular Semesters

A student is “unofficially dropped” from the roll if he/she exceeds the maximum number of absences within a semester to wit:

No. of meetings per week per subject	Allowable absences per semester (No. of meetings)	1 st Warning	2 nd Warning	Final Warning
1	3	1	2	3
2	6	2	4	6
3	9	3	6	9
4	12	4	8	12
5	15	5	10	15

For Summer Classes

The student is “unofficially dropped” if he/she exceeds the maximum number of absences within the summer period:

No. of meetings per week per subject	Allowable absences per semester (No. of meetings)	1 st Warning	2 nd Warning	Final Warning
1	2	1	-	2
2	2	1	-	2
3	3	1	2	3
4	4	1	2	4
5	5	1	3	5

1st Warning – The student is given a verbal warning by his instructor.

2nd Warning – The student shall be referred by the Instructor to the Guidance Office for individual or group counseling session.

The Instructor shall ensure that the students referred should see the Guidance Facilitator. The Guidance Facilitator shall coordinate with the Instructor that the students referred are counseled. Students who do not conform to the scheduled counseling session will be scheduled for another session. Failure to attend the 2nd session would be subject to the consequences stated in the final warning.

Final Warning – The student is referred by the instructor to the Guidance Office for individual or group counseling sessions.

The student's parent/s shall be notified of the absences by the Guidance Office and they shall / or may be summoned for parent-conference with the student, depending on the needs assessed by the Guidance Facilitator.

Referral Forms shall be used by the instructor at all times when referring a student to the Guidance Office for purposes of documentation. The Referral Forms are available online or at the Guidance Office.

Once a student exceeds the allowable absences, the subject teacher will then issue an official drop notice to the student via email and update their enrollment status accordingly. A copy of the drop notice will be sent to the guidance office, department head, and registrar's office. The student's academic record will reflect the drop mark or the grade of 7.0 in the class record. Only instructors who have given the 3 warnings are authorized to drop a student from his class.

Saturday Classes

There are some co-curricular and extra-curricular activities held on Saturdays. Likewise, there are some academic classes held on Saturdays on a specific hour period. As a matter of policy, Regular Academic classes are priority over extra and co-curricular activities. Therefore, students with co-curricular or extra-curricular activities may join such after completing his/her Saturday scheduled classes.

In no way shall extra or co-curricular activities hamper the holding of regular Saturday classes. No student is excused from attending the regular Saturday classes because of extra or co-curricular activities except on school foundation day, college intramurals, teachers' day, or scheduled faculty seminars or meetings.

Summer Class

Students are eligible to enroll in summer subjects provided they have met all prerequisite requirements.

A subject may be opened upon request by a group of 15 or more students who have failed subjects or have irregular standing, subject to administrative approval. Regular students are not allowed to take advanced subjects.

Note: If a class has fewer than 15 students, the group is required to pay the equivalent tuition for 15 students.

Leave of Absence (LOA)

In cases where a student anticipates a prolonged absence due to justifiable medical reason, he should seek an approval for a Leave of Absence from the school by filling out the LOA form from the Office of Academic Affairs and paying the appropriate fee once the LOA is approved.

Leave of Absence can be availed only on reasonable and justifiable causes.

Conditions:

1. The application must be filed at least two (2) weeks before the intended start of leave. Exceptions may be granted for emergencies, provided valid documentation is submitted.
2. The maximum allowable LOA period is three (3) weeks within a regular semester.
3. An approved LOA period will not be counted as absences in the student's attendance record.
4. The student may officially withdraw from his enrollment in case extended absence is required.
5. It is the student's responsibility to:
 - a. Coordinate with instructors regarding missed lessons, exams, quizzes, and graded tasks.

- b. Request make-up activities or alternative assessments, subject to the instructor's discretion and existing academic policies.
6. Failure to comply with these conditions may affect the student's academic standing.

Retention Policy

Listed below are the enrolment status, load limit and the condition for continued enrolment:

Number of Subjects Failed per semester	Status	Load limit
1 to 2 subjects	Warning	Regular load
3 to 4 subjects	Probationary	15 units only
5 and above subjects	Suspension for the next consecutive 12 months	none

Any student who receives two consecutive warnings is held on probation. The Student is no longer on probationary status upon passing all the subjects during the term he is on probation.

Any student on probation who fails any of his/her currently enrolled subjects is for suspension for the next consecutive 12 months.

Any units taken in other schools during the prescribed 12 months will not be credited.

Any student suspended for 12 months may be re-admitted if he/she did not commit any major offense as recorded by the OSA prior to suspension.

Honors and Awards

Dean's List

Note: "In case when regular classes will be prohibited or classes are online, the Dean's List will be suspended given that the basis of awarding this is on academic performance, and the online environment has made it a challenge to identify meritorious candidates due to the inability to validate the true standing and grades of students. The list will again be activated when a full normal semester is conducted."

A Dean’s List (DL) shall be announced after the end of each semester, which shall be composed of students with the following qualifications.

- 1. General weighted average of at least 88% with no grade below 88% for the semester under consideration for DL.
- 2. The student must have taken at least the full course load for his/her course of study in the semester under consideration, with no subject dropped.
- 3. No record of committing a major offense during the student’s stay in AISAT.
- 4. All subjects taken in the preceding semester are of face-to-face modality

Graduation

Students who are eligible for graduation are those who have successfully completed all the subjects required in their curriculum and have submitted all documentary requirements. Further, candidates for graduation are required to attend retreat. Such candidates shall file their application for graduation and obtain the necessary exit/final clearances prior to the graduation practices.

Candidates for graduation who qualified for Dean’s List or Academic Achievement Awards for four (4) consecutive regular semesters for Associate Degree, and eight (8) consecutive regular semesters for Bachelor’s Degree qualify for the following awards on graduation.

Honors	General Weighted Average	No Grade Lower Than
First Honors for Associate Degree; Summa Cum Laude for Bachelor’s Degree	96 – 100%	90%
Second Honors for Associate Degree; Magna Cum Laude for Bachelor’s Degree	93 – 95.99%	89%
Third Honors for Associate Degree; Cum Laude for Bachelor’s Degree	88 – 92.99%	88%

Note: Student Assistants, who are required by the Office of Student Affairs to drop subjects, may be qualified for Latin Honors on the basis that he/she does not have any grade below 88% or 2.2 in all subjects taken and his/her GWA meets the requirement of the award.

Transferee

1. A transferee student is qualified to be an awardee if she/he does not have any grade below 88% or 2.2 in all subjects taken from her/his previous schools, her/his GWA meets the requirement of the award, that there be no subject credited from the previous school, and that there be no subjects dropped in any school attended, including AISAT.
2. Must have been issued a Good Moral Certificate from his/her previous school
3. The student must not have any record of committing any of the major offenses listed in AISAT's student handbook during his/her stay in AISAT.

Other School Awards

AISAT also recognizes students who have shown exceptional character and values that have led to the overall success of the school or their program. These Awards are;

Special Academic Skills Award

This award recognizes students that show outstanding performance and best efforts in their field of specialization.

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Recommended of at least three (3) Technical Instructors and approved by the Head of Training;
4. Maintained a school record that met the school's selection criteria for the award in high standards;
5. Achieved high scores in practical assessments.

AISAT Exemplary Student Award

This award recognizes a graduating student who has displayed distinctive leadership and meritorious service to the school through on and off-campus activities. The AISAT Exemplary Student of the Year is awarded to a student who has shown exemplary academic performance as well as outstanding

behavior and character as defined in the school's core values of discipline, excellence, commitment, integrity, and responsibility. The awardee must also exhibit notable leadership skills and involvement in school activities.

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Must be recommended for their laudable contributions.

Exemplary contributions are as follows:

1. Demonstrated exemplary leadership qualities within a student organization and the school;
2. Made a significant impact in the campus community throughout their college career;
3. Served in a variety of on and off-campus leadership roles and encouraged others to become involved;
4. Served as a role model for their peers;
5. Demonstrated a commitment to academic success;
6. Gone above and beyond to enhance the experience of their fellow students.

Leadership Award

This award recognizes any graduating students who may have served the student council or any recognized club or organization. The awardee must display remarkable leadership and contribution in school activities.

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Must be recommended for their noteworthy contributions.

Exemplary contributions are as follows:

1. The student made significant contribution to their club/group that moves the organization forward
2. The student's contribution made a positive impact on the school community;

3. The student demonstrated outstanding leadership skills, empowers others, inspires a shared vision, role models inclusive and ethical leadership.

Special Non-Academic Award

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Must be recommended for their commendable contributions in community service, club service, athletics and other extracurricular activities.

Exemplary contributions are as follows:

1. Demonstrated an intense commitment to provide excellent performance in the non-academic activity
2. Shares enthusiasm for the School with others;
3. Maintains perseverance in the face of adversity in the activities
4. Is known as a reliable go-to person, willing volunteer or good citizen (e.g. reaches out to students; motivates others around a cause) who enriches the School.

Excellent Club Award

This award is given to a club that has practiced and exhibited the AISAT spirit in its members through activities that involve community service and fund-raising efforts towards good causes.

Excellent Club Award Criteria:

1. Club works and events have given an excellent representation of the school;
2. Made an impact to the community;
3. Practical, doable and excellent ideas/reasons for pursuing a particular thing or cause.

Graduating members of the Excellent Club Awardee shall be awarded with corresponding certificates of recognition.

Athletics Award (Athlete of the Year Award)

The Athlete of the Year Award is awarded to the top player in the school's sporting events. Award nominees and award recipients are selected by the AISAT's Award Committee.

Qualifications:

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Must be recommended because of their contributions;
4. Athlete must be a member in good standing with the team;
5. Athlete must be registered as an official player in a school or inter-school sporting competition

Exemplary contributions are as follows:

1. An athlete shall be deemed to be one who demonstrate character, sportsmanship and integrity, as well as outstanding ability in their particular athletic event;
2. MUST have participated and committed to both practice and game schedule
3. Fulfilled requested/required roles with regards to helping his/her team and/or other teams in the program (ie: refereeing/scorekeeping duties, carrying equipment, setup, takedown, etc...)
4. Contributed significantly to the team's season and/or to the success of the team
5. Exhibited some/all of the following positive qualities on and off the court/field:
 - a. Leadership
 - b. Team work
 - c. Communication
 - d. Commitment and loyalty
 - e. Work ethic
 - f. Ambassadorship – good representative of the sport, and of the school
 - g. Respect for coach, teammates, opponents and officials
 - h. Fair play/honor
 - i. Sportsmanship
 - j. Recognizing that there needs to be a balance between academic and sporting life.

Special Citations

Qualifications

1. Candidates shall be a bona fide student of AISAT;
2. Must be a graduating student with no major offense and no failed grades;
3. Must be recommended for their laudable contributions.

Exemplary contributions are as follows:

1. For exceptionally meritorious achievement in the school or community;
2. For an outstanding performance in school and community activities or event;
3. For school representation in competitions of any field;
4. For commendable service and commitment that reflects AISAT's excellence in school or in the community;
5. For demonstrating good moral values impacting the students and fellowmen.

Other qualifications are for consideration by the Committee on Honors and Awards who has the final authority to vest academic and non-academic honors and awards during the graduation ceremony.

SCHOLARSHIPS

Academic Scholarship

Guidelines for Academic Scholarship Program:

1. Only applicants enrolling full-time or maintains at least 20 college units when availing of the scholarship program may apply.
2. Applicants must have recently graduated from Senior High School. Applicants who have previously completed a college degree are disqualified from the Academic Scholarship Program.
3. This scholarship program is limited to Filipino Citizens.
4. Applicants must qualify the grade requirement as mentioned in the student manual and must have passed all areas of the Entrance Exam.
5. Qualified applicants for scholarships shall enjoy a 50% to 100% discount on tuition fee only depending on the average grade.
6. The grant of scholarship is not a vested right and is valid only for the first semester of an applicant's academic career in AISAT. Subsequent enjoyment of scholarship privileges shall be applied for under Academic Achievement.
7. Any academic scholar who commits a major offense will automatically be disqualified.

Procedure in the Application for Academic Scholarship:

1. Fill out the AISAT Scholarship Application Form from the Office of Student Affairs.
2. Submit the accomplished application form and all required documents to the Office of Student Affairs during the application period.
3. Only fully accomplished application forms with complete attachments will be processed.
4. Qualified applicants will be notified of the result of their application through e-mail or text.

Required documents in the Application for Academic Scholarship:

1. Photocopy of grades from Senior High School
2. Recommendation letter from School Principal or Senior High School Coordinator
3. Certificate of Good Moral Character

Grade Requirements in Application of Academic Scholarship:

General Weighted Average	Lowest Grade	Discount on Tuition Fees	Available Slots
96 – 100%	90%	100%	5
93 – 95%	89%	75%	15
89 – 92%	88%	50%	20

Student Assistance Scholarship (SAS)

Guidelines for Student Assistance Scholarship Program:

1. This program is available to Filipino AISAT college students (2-year program or BS) who are enrolled in AISAT during the preceding semester as full-time students. It is not available to transferees and previously completed a college degree.
2. The program has a limited number of slots allotted per semester by the AISAT Board of Directors. The schedule for application will be announced by posting of such notice on the OSA Bulletin Board.
3. Qualified applicants for scholarships shall enjoy 100% discount on tuition fee, provided that the student assistant scholar maintains a grade of at least 83% in all subjects and a general average of 85%.
4. The applicant's total household income must not be more than P250, 000.00 per year.
5. A Student Assistant must render 10 hours of college service per week (2 hours per day, Monday to Friday, between 8am and 5pm); including 2 weeks or 80 hours during the subsequent summer vacation. Successful applicants who do not have sufficient free periods during school hours must agree to withdraw some subjects in order to render the college service required.
6. The grant of scholarship is not a vested right and is subject to evaluation at the end of each semester. Student assistants may be disqualified from re-applying to the program due to the following reasons:
 - a. poor attendance or excessive tardiness

- b. fails to meet the minimum expectation or poor performance at their assigned tasks
- c. preceding grades fall under the minimum grade requirement
- 7. Any student assistant scholar shall be required to pay the proportionate tuition fee for the semester due to the following reasons:
 - a. committing a major offense during the semester, which is an automatic disqualification from the scholarship
 - b. withdrawal from the program within the semester

Procedure in the Application for Student Assistance Scholarship:

1. Fill out the AISAT Scholarship Application Form available at the Office of Student Affairs.
2. Submit the accomplished application form and all the required documents to the Head of Student Affairs on the appointed deadline.
3. Only fully accomplished application forms with complete attachments will be processed.
4. Summary of Scholarship Grantees will be posted on the OSA bulletin board.
5. Qualified applicants will be notified of their orientation schedule via email or chat or text.

Required documents in the Application for Student Assistance Scholarship:

1. Photocopy of latest income Tax Return(ITR) or Certificate of Non-filing of Income of parents or guardians
2. Recommendation form signed by 3 faculty member, Head of Student Affairs and the guidance counselor indicating that the applicant is of good moral character and if the student actively participates in school activities:
3. Grades from previous semester
4. Copy of class schedule

Academic Achievement Discount

The Academic Achievement Discount is awarded to AISAT students who have demonstrated academic excellence during his/her scholastic career in AISAT. Discounts will automatically be applied to the student’s accounts and the list of scholars for academic achievement will be posted on the OSA bulletin board after the evaluation and approval.

The school reserves the right to limit the number of academic scholarships to a maximum of 5% of the total student population.

Qualifications of Academic Scholarship

- 1. Starting with the freshmen intake of the school year 2024-2025, the candidate must be a consistent Dean’s Lister throughout his/her stay in AISAT.
- 2. College students who are Filipino citizens.
- 3. Must have submitted complete enrollment credentials
- 4. Scholarship rates are as follows:

General Weighted Average	Lowest Grade	Discount on Tuition Fees
96 – 100%	90%	100%
93 – 95.99%	89%	75%
88 – 92.99%	88%	25%

Education to Employment Scholarship Program

This scholarship program is designed for students interested in becoming faculty members at AISAT. Recipients of the scholarship are required to render a year of employment service to AISAT for each year of scholarship received.

Guidelines for Application of Education to Employment Scholarship Program

- 1. The program is available to the following:
 - a. Applicants who are currently in their first year or second year of BS AMT/AET studies in AISAT.
 - b. Filipino citizens
- 2. Qualified applicants for the scholarship may enjoy full coverage for tuition, miscellaneous fees, and all other fees normally collected by the institution for the completion of the desired degree.

3. The grantee may also be awarded an Academic Achievement Discount, which will be disbursed on an equal monthly basis throughout the regular semester.
4. Discontinuation of the scholarship for any reasons stated in the Return of Service Agreement shall make the grantee liable, without the need for further demand, for the entire cost incurred by AISAT, plus a penalty.
5. Successful applicants must maintain a passing grade in all subjects and participate in all assigned teaching training and practical experiences for skill development.

Procedure for Application of Education to Employment Scholarship Program

1. Fill out the AISAT Education to Employment Scholarship Form from the Human Resources office.
2. Submit a video of yourself answering the following questions:
 - a. Why should the applicant be considered for the scholarship?
 - b. How does the applicant view the Return of Service Agreement?
 - c. How willing is the applicant to serve AISAT for the duration of the Return of Service?
 - d. How will the agreement help the applicant with their future?
 - e. How can AISAT trust that the applicant will willingly serve for the duration of the agreement?
3. Only fully completed application forms with complete attachments will be processed.
4. Qualified applicants will be notified of the results of their application through email or text.

Required Documents for the Application of Education to Employment Scholarship Program

1. AISAT Education to Employment Scholarship Form
2. Valid ID of parents
3. Income Tax Return (ITR) or Barangay Certificate of No Income of Parents
4. Copy of Birth Certificate
5. Recommendation letters from two (2) AISAT faculty or staff members
6. Complete credentials submitted to the registrar's office

7. Initial screening/psychometric test conducted by the Human Resources Office
8. Applicants' and parents' orientation for the Education to Employment scholarship program

Other Tuition Fee Discount

Siblings Discount

Guidelines for Application of Tuition Fee Discount:

1. This program is available to Filipino College students enrolled in AISAT.
2. All siblings must be currently enrolled in the semester applied for.
3. An applicant must not have any record of committing any of the major offenses stated in AISAT's student handbook during his/her stay in AISAT.
4. Qualified applicants shall enjoy a 10% discount on tuition fee on the semester that he/she is currently enrolled.

Required Documents:

1. Photocopy of PSA birth certificate (applicant & sibling)
2. Certificate of enrollment from the Registrar's Office (applicant & sibling)

Student Athlete Discount / Student Council Discount

Guidelines for Application of Tuition Fee Discount:

1. This program is available to all Filipino college students enrolled in AISAT.
2. An applicant must not have any record of committing any of the major offenses stated in AISAT's student handbook during his/her stay in AISAT.
3. Applicant must maintain the grade requirements as stated below:
 - a. Student Athlete - no failing grade in any subject with a required GWA of at least 83%.
 - b. Student Council - no grade below 80% in any subject and a general average of 85% and above

Student Athlete General Average	Student Council Assigned Position	Tuition Fee Discount
85%	–	75%
84%	President	50%
83%	Other members	25%

4. Qualified applicants shall enjoy the discount on tuition fee only on the semester that he/she is enrolled and is a student assistant or athlete.

Procedures in the Application of Tuition Fee Discount:

1. Fill out the Application for Tuition Fee Discount Form from the Office of Student Affairs.
2. Submit the accomplished application form and all required documents to the Officer in-charge on or before the given deadline.
3. Summary of Scholarship Grantees will be posted on the OSA bulletin board.
4. Only fully accomplished application forms with complete attachments will be processed.

Required Documents in the Application for Tuition Fee Discount:

TUITION FEE DISCOUNT APPLIED	REQUIRED DOCUMENTS
SIBLINGS DISCOUNT	• Photocopy of PSA birth certificate (applicant & sibling) • Certificate of enrollment from the Registrar's Office (applicant & sibling)

STUDENT ASSISTANT SCHOLARSHIP (RENEWING SA)	• Recommendation from previously assigned office/s indicating attendance, tardiness and performance of the applicant • Recommendation from Head of Student Affairs indicating that the applicant is of good moral character and if the student actively participating in school activities: • Grades from previous semester • Copy of class schedule
STUDENT ATHLETE DISCOUNT	• Recommendation letter from varsity coach • Evaluation report from sports coordinator • Grades from previous semester
STUDENT COUNCIL DISCOUNT	• Recommendation from the SSC Adviser indicating the applicant's active participation and regular attendance during school events, meetings, and other student initiatives • Grades from previous semester

INSTITUTE OF DESIGN TECHNOLOGY SCHOLARSHIP PROGRAM

The Institute of Design Technology (IDT) Scholarship Program aims to provide financial aid to students who have demonstrated an interest in pursuing a career in the design technology specifically in Digital Animation.

Guidelines for Application of IDT Scholarship:

1. This program is available to recent Senior High School Graduates enrolling full-time in AISAT. Applicants who have previously completed a college degree or have previously enrolled in other colleges are disqualified from the Academic Scholarship Program.
2. Qualified applicants will be awarded tuition fee discounts based on their drawing outputs.

3. This scholarship program is limited to Filipino citizens.
4. Applicants must have no failing grade from 1st to 4th quarter of Grade 12.
5. Qualified applicants for scholarship shall enjoy a 50%, 75%, 100% tuition fee discount depending on the drawing evaluation.

Drawing Output Score	Tuition fee discount
96% - 100%	100%
86% - 95%	75%
75% - 85%	50%

6. The grant of scholarship is not a vested right and is valid only for the first semester of an applicant's academic career in AISAT. Subsequent enjoyment of scholarship privileges shall be applied for under Academic Achievement Discount.
7. Applicants must schedule an appointment at the Admissions office for their drawing session after taking their Entrance Exam.

Procedure in Application for IDT Scholarship:

1. Fill out the Application Form from the Office of Student Affairs
2. Submit the accomplished form and all required documents to the Head of Student Affairs on or before the appointed deadline
3. Only fully accomplished application forms with complete attachments will be processed.
4. Summary of Scholarship Grantees will be posted on the OSA bulletin board

Required documents in the Application for IDT scholarship:

1. Photocopy of grades from Senior High School
2. Recommendation Form signed by Senior High School Principal
3. Certificate of Good Moral Character
4. Drawing outputs with a passing rate of 75%
5. Entrance Exam results (passed all areas of entrance exam)

NON-ACADEMIC POLICIES

CODE OF CONDUCT AND DISCIPLINE

General Regulations

AISAT students shall comply with the following norms of behavior:

1. Courteous, respectful and honest both inside and outside the campus
2. Respect teachers, staff, administrators and other persons in authority
3. Respect other students, including their culture and religion
4. Obey campus rules on decency, dress code and morality
5. Observe school, classroom, laboratory and library rules

Identification Card

A policy of “No Validated ID, No Entry” shall be strictly implemented. Students shall wear their validated ID upon entry and while inside the school. It must be attached to the school ID cord which should be worn properly on the neck.

In case of lost ID, the student must submit an Affidavit of Loss to the Office of Student Affairs to request for a new school ID.

Dress Code for Students

School Uniform

1. A policy of “No Uniform, No Entry” is strictly implemented and failure to comply with the prescribed uniform means no entry inside the classroom or even the school premises.
2. Aviation students shall wear the prescribed white polo shirt with complete paraphernalia and midnight blue pants with the prescribed belt and buckle, paired with closed black shoes and black socks. Female students shall wear non-platform pumps with a maximum heel measurement of 1.5 inches. The paraphernalia consist of shoulder boards, wings/name plates, which shall be pinned above the upper left pockets of the uniform.

3. Female BS EMC students shall wear the white blouse and gray slacks and black non-platform pumps with a maximum heel measurement of 1.5 inches. Male BS EMC students shall wear white polo and gray pants paired with black socks and shoes. Both male and female students are required to put on the college wings/nameplate once in uniform.
4. The BS AvM female student shall wear white, $\frac{3}{4}$ sleeve length blouse, the collar of which is adorned with a bow, under a dark blue button vest and a skirt, the length of which shall be four finger width above the knees. She shall wear flesh colored compression pantyhose and plain black pumps with heels between 1.5 to 3 inches. On the other hand, the male BS AvM student shall wear dark blue single button suit with grey tie over white short sleeve shirt. Plain black crew socks shall be worn over black leather shoes, with heels not higher than an inch.
5. No extra accessories allowed on the prescribed uniform other than what has been required. Shirts and pants or skirts must be in good condition and well pressed. Undershirt must be in white only.
6. Every student shall honor their uniform and avoid wearing them to movie houses, nightspots, billiard halls, or other similar public places.
7. Students are required to wear the official Wednesday shirt every Wednesday (washday). Type-A Uniforms are not allowed during Wednesdays.
8. Laboratory Coveralls may be worn only during laboratory classes. Students shall wear a plain white shirt and long pants under the coverall.
9. Physical Education (P.E.) uniforms may only be worn during their scheduled P.E. class.
10. Students are not allowed to wear their laboratory coverall or PE uniform on days without a laboratory or PE class schedule.

SCHOOL UNIFORM

BS AvM



BS AMT / BS AET



BS EMC



AVIATION LABORATORY UNIFORM



PE UNIFORM



Personal Attire

Civilian attire is only allowed during non-uniform days. The following attires are strictly prohibited on non-uniform days:

1. Skirts or shorts four fingers width above the knees for female students
2. Shorts for male students
3. Tattered pants
4. Slippers
5. Sandos, sleeveless, spaghetti straps, backless, strapless, see-through, plunging necklines, crop tops and the likes
6. Shirt or blouses with indecent pictures, prints or texts, and fraternity identity
7. Cross-dressing, and other inappropriate attires

Grooming Guidelines for Students

1. Face must be clean shaven
2. A school prescribed haircut is mandatory. Haircut shall be kept in a neat and clean condition. Every male student must be groomed with a 2x3 barber cut hairstyle, which will be inspected every 15th and 30th day of the month.
3. Fingernails shall be cleaned and cut neatly.
4. Male students shall not wear visible piercings.
5. Female students' earrings must be of a minimal size. Dangling or multiple earrings are not permitted.
6. No visible tattoo on the body is allowed.
7. Shoes shall be well-polished and clean.
8. Brightly colored hair is not allowed.

BS AvM GROOMING GUIDELINES AND JEWELRY RESTRICTIONS

GROOMING GUIDELINES	WOMEN	MEN
A. HAIR	a. Hair must be clean, well-groomed, and appropriate in a professional environment. b. Short hair reaching the neck and touching the top of the blouse collar must be worn loose and kept away from the face. c. Hair reaching the blouse collar and the bottom edge of the blouse collar must be neatly tied and put in a bun just above the nape. d. Hair color must appear natural and complement skin tone and complexion. e. Acceptable hair accessories include plain black ribbon hair net or hair pocket and plain black metal or plastic hair pins to keep unruly hair in place.	a. Hair must be clean, well-groomed, and appropriate in a professional environment. b. Haircut must be preferably 2x3 in length or short textured with no sideburns (to be inspected every 15th & 30th of the month). c. The back hair must not touch the top of the shirt collar. d. Hair must be recently cut and maintained. e. Face must be clean shaven. f. Hair color must appear natural and complement skin tone and complexion. g. Any hair accessories must not be worn.
B. MAKE UP	a. Light makeup consists of foundation, blush, mascara, and lipstick must be applied to look naturally presentable. b. Heavy dark makeup is not allowed.	Makeup must not be worn.

C. FRAGRANCES	Light scented perfumes and colognes may be used sparingly.	Light scented perfumes and colognes may be used sparingly.
D. NAILS	a. Fingernails must be clean and well-manicured. b. The length must be no longer than ½ inch measured from the fingertip and must be applied on both hands. c. Wearing colored nail polish must complement the skin tone, complexion, and uniform. d. Chipped or peeled nail polish is not accepted as well the use of decals and gold nails.	a. Fingernails must be clean and short trimmed. b. Wearing colored nail polish is prohibited.
JEWELRY RESTRICTIONS	WOMEN	MEN
A. EARRINGS	a. Only one (1) pair of matching stud PEARL earrings around 9-10mm must be worn. Other earring styles are not allowed. b. There must be one pearl earring per earlobe. c. Wearing multiple earrings and tongue piercing are not permitted.	Wearing of earrings are not allowed as well as visible body piercing and tongue piercing.

B. RINGS	a. Only one (1) ring on each hand is allowed. b. Rings must not be worn on thumbs or knuckles. c. Wedding and engagement sets are considered as one.	a. Only one (1) ring on each hand is allowed. b. Rings must not be worn on thumbs or knuckles.
C. NECKLACES AND CHAINS	a. Short and one single-strand necklace or chain must be worn next to skin. b. The necklace or chain must be hidden in the wardrobe. c. Choker style necklaces and chains are not allowed.	a. Short and one single-strand necklace or chain must be worn next to skin. b. The necklace or chain must not be visible if worn. c. Choker style necklaces and chains are not allowed.
D. BRACELETS	a. Only one (1) strand bracelet may be worn on each wrist. b. Bracelet width must be no more than ½ inch. c. Bracelets such as bangles, cuffs, charm, beaded, multi-strand, and liquid silver are prohibited.	a. Only one (1) strand bracelet may be worn b. Bracelet width must be no more than ½ inch. c. Bracelets such as bangles, cuffs, charm, beaded, multi-strand, and liquid silver are prohibited.
E. WATCH	Any style of wristwatch can be worn.	Any style of wristwatch can be worn.

Disciplinary Standards

The penalties imposed upon any erring student are as follows:

Suspension– The penalty of suspension imposed is for a period not exceeding 20% of the remaining class days for the school term.

Non-readmission – The penalty allows AISAT to deny admission or enrolment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the Offense charged and imposing the penalty of non-readmission as promulgated. However, the student may be allowed to complete the current school term when the resolution for non-readmission is declared.

Exclusion – The penalty allows AISAT to exclude or drop the erring student from the roll of students immediately upon the resolution for exclusion is declared. Transfer credentials of the erring student shall be issued upon promulgation.

Conduct Inside and Outside the Campus

Conduct Inside the Campus

On Courtesy

- a. Students are expected to manifest due respect to School personnel in authority and observe proper decorum at all times either inside or outside the campus.
- b. The following acts are strictly prohibited in campus because they create disturbance:
 - i. indulging in loud conversation on the stairs and passage ways;
 - ii. talking, laughing, singing loudly and other forms of disturbance while classes are going on;
 - iii. loitering along the corridors; and
 - iv. sitting on ledges along the corridors

On Campus Cleanliness and Sanitation

- a. All students are duty-bound in keeping AISAT building and its premises clean.
- b. Writing, marking, and carving on the tables, walls, chairs, and other school properties are forms of vandalism which are classified as crime against property and is considered as a criminal offense punishable by law.
- c. AISAT is a “No Smoking” establishment pursuant to city ordinance.
- d. Trash cans are provided for waste segregation. Students are compelled to practice proper waste management.
- e. Students shall value school properties. Hence, they should handle all tools, equipment and facilities with extra care.
- f. In the school canteen, students are expected to clean the tables after eating. Used plastic cups & wrappers must be disposed into the trash bins provided accordingly. The policy on “Clean-as-you-go” is strictly observed.

“Clean-as-you-go”. Every student is responsible for cleaning any place, room, facility or equipment immediately after use.

“Pick-the-Trash”. Every student is responsible to clean any area, room, facility or equipment within his/her reach while moving.

Classroom Rules

1. Respect for teachers, politeness and courtesy to fellow students are to prevail in the classrooms.
2. Students shall sit properly at all times.
3. Eating or chewing gums in the classroom shows lack of self-discipline. Therefore, these are strictly prohibited in the classroom.
4. Students waiting to enter the classroom must give way to those going out. They should refrain from creating unnecessary noise.
5. The policy on, "Keep Right" in using the stairs and going to the classes be followed.
6. To avoid traffic and accidents, loitering along the stairs is prohibited.
7. Students shall walk in an orderly manner for the convenience of others.
8. Students are to use language that is morally above reproach.
9. Restoration of the classroom after use, especially on Saturdays is expected. Classes, meetings, etc. are allowed on these days (as approved by the OSA). However, students are required to restore and clean the classroom after use.
10. Students shall refrain from tinkering with the air-conditioning controls.
11. Teachers are persons in authority that implement rules and regulations inside the campus, especially in the classroom.
12. At the end of each class, students shall ensure that trash is properly disposed of and that all chairs are in its proper places.
13. Lights in the classrooms should always be switched on when there are occupants.
14. Class may be dismissed after 15 minutes if the scheduled faculty does not arrive in the classroom or if there is no instruction for an activity given by the faculty. Assigned class beadles must approach the HR officer to inform of the faculty's absence and class dismissal.

Conduct outside the Campus

1. The wearing of the school uniform of a student identifies the school where he/she attends. Thus, he/she has the responsibility of projecting the good image and upholding the reputation of Asian International School of Aeronautics and Technology.
2. When acting as an official school representative, he/she has the obligation to abide by the instructions of the duly designated school authority. Furthermore, in no case shall a student represent the college without written authorization from school authorities.
3. Since actions of students affect the image of the school, AISAT students must keep away from ill-reputed places such as bars, Night Clubs and the like.

Offenses and Sanctions

Offensive behavior is either a major or minor offense. Major Offenses include behaviors that seriously violate the preservation of life, property and dignity of the school and students. Offenses not mentioned as Major Offense constitute minor offenses. The following are major and minor Offenses with their corresponding sanctions.

OFFENSES

Offenses Against Public Interest	Minor	Major
Disturbing the peace and order of the school, unless classified as a major Offense	X	
Unauthorized assembly of students within the College during class hours	X	
Instigating or leading any unlawful activity causing stoppage of classes		X
Recruiting AISAT students to join fraternity or sorority or any campus organization not accredited by the College		X
Submission of falsified medical records/certificate by student to be excused from class or any school activity		X
Falsification or tampering of academic records / other official records or documents		X
Forging a signature or unauthorized use of e-signature of any authority of the school		X
Giving false testimony during a College investigation		X
Cheating during examination		X
Distribution, use or possession of exam leakages		X
Bomb joke		X
Unauthorized possession or firearms or other deadly weapons		X
Unauthorized use of firecrackers		X
Any other behavior which may endanger or threaten the health and safety of others or which may adversely affect the school's welfare		X

Offenses Against Persons & Security	Minor	Major
Trespassing (entering or exiting through unauthorized access points, such as fire escapes)	X	
Entering off-limit areas that are clearly marked as such	X	
Bullying or harassing fellow students (non-physical or verbal acts)	X	
Bullying or harassing fellow students (physical and committed by an individual and or a group)		X
Light threats or attempting to inflict physical injury on fellow students	X	
Light threats and or attempting to inflict physical injury on any school personnel		X
Grave threats or inflicting light physical injury against fellow students		X
Grave threats or inflicting light physical injury against any school personnel		X
Fighting in campus or during official off-campus activities		X
Inflicting serious physical injury against fellow students		X
Unauthorized collection or extortion of money		X

Offenses Against Property	Minor	Major
Unauthorized use of school facilities, tools, equipment or utility	X	
Hacking another person's computer or other proprietary data; abuse of the school's electronic resources and communication facilities and systems		X
Deliberate damaging, hacking or altering any school property, including digital files or programs		X
Stealing (dealt with proper sanction and replacement of stolen item)		X

Misappropriation of funds. (dealt with proper sanction and payment of funds)		X
Swindling and other Deceits		X
Arson		X
Vandalism		X

Offenses Against Public Morals, Chastity & Honor	Minor	Major
Deliberate use of vulgar language	X	
Public display of affection	X	
Possession or distribution of pornographic materials		X
Slander/Libel/Rumor mongering in any medium, including electronic means		X
Gross immorality or scandalous acts which cause dishonor to the school		X
Sexual Harassment		X
Acts of lasciviousness		X

Offenses Relative to Alcohol / Prohibited Drugs / Smoking / Gambling	Minor	Major
Gambling inside the campus or within a 200-meter radius from the College		X
Drinking or possession of alcoholic beverages inside the campus or within a 200-meter radius from the College and any official off-campus activities		X
Entering the campus under the influence of alcohol		X
Smoking within a 200-meter radius from the College;		X

Improper use of School Uniform	Minor	Major
Not wearing of valid school ID while inside the school premises	X	
Wearing of incomplete school uniform (no prescribed belt, buckle, wings or name plate and shoulder board, where applicable)	X	

Wearing of hats or other head gears, except for religious purposes	X	
Wearing of non-prescribed shoes or socks	X	
Non-compliance of hair cut requirement (inspection every 15 th and 30 th day of the month)	X	
Wearing of school uniform to nightspots, billiard halls, bars, clubs or other similar places	X	
Fraudulent act (using another person's school ID, uniform and uniform paraphernalia or allowing another to use one's school ID, uniform and uniform paraphernalia)		X
Wearing of improper school uniform or civilian attire inside school premises and/or during school events	X	
Not following the guidelines of proper grooming	X	

Improper Conduct	Minor	Major
Chewing of gum	X	
Eating inside the classroom or laboratory areas	X	
Littering or intentionally throwing trash in non-designated areas	X	
Removing or posting of materials on the bulletin boards or walls without proper authorization	X	
Using of phones, gadgets and other paraphernalia during class, unless specifically permitted	X	
Loitering in the corridors when one should be in class	X	
Conviction of a criminal offense		X
Attempting to bribe any person to change a grade		X
Plagiarism		X
Acts of disrespect which tend to put any school official or staff to ridicule		X
Derogatory postings, comments & reactions on social media which reflect negatively on the reputation of the school		X

SANCTIONS (MINOR OFFENSES)

No. of Commission & Sanctions (if committed against a student)	No. of Commission & Sanctions (if committed against an AISAT faculty or staff)
1. Written Warning	1. Counselling & 5-day suspension with college service
2. Counselling & 2-day college service	2. Counselling & suspension for the subsequent semester
3. Counselling & 3-day suspension with college service	3. Exclusion
4. Counselling & 5-day suspension with college service	

SANCTIONS (MAJOR OFFENSES)

No. of Commission & Sanctions (if committed against a student)	No. of Commission & Sanctions (if committed against an AISAT faculty or staff)
1. Counselling & 5-day suspension with college service	1. Counselling & suspension for the subsequent semester
2. Counselling & suspension for the subsequent semester	2. Exclusion
3. Exclusion	

NOTE:

Commitment of 4 minor offenses is equivalent to 1 major offense. In such a case, if a student commits another minor offense, it is counted as another 1st minor offense but his record will show one (1) major offense.

Administrative Due Process

A student charged with violating school rules and regulations is entitled to administrative due process.

Minor Offenses

For minor offenses without an impossible penalty of suspension, the Head of Student Affairs who receive such complaints shall hear and accept evidence and determine the appropriate sanction.

For minor offenses with an impossible penalty of suspension, the decision of the Head of Student Affairs shall require concurrence with the School Administrator or President after the recommendation of the Student Disciplinary Committee.

Major Offenses

For major offenses, the Student Disciplinary Committee shall hear and try the cases and determine the appropriate sanction and submit its recommendation to OSA. The final decision shall require the concurrence of the School Administrator or President.

Any student may file for a motion for reconsideration within five school days from the receipt of final decision to the Office of the School Administrator.

All disciplinary cases are subject for review within 15 days from receipt of the complaint filed.

IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES

Scope

This policy covers the implementation and management of co-curricular and extra-curricular off-campus activities of AISAT.

General Principles

All co-curricular and extracurricular activities will adhere to the following:

1. Ensure relevance and alignment with the educational competencies of college curriculum and leadership development of learners;
2. Uphold child/student protection principles and ensure that no learner will be prejudiced in any form; and
3. Secure the safety and security protocols for all participants before, during and after the activity.

Off-Campus Activity – is an authorized activity relevant to learning outside AISAT premises, participated by learners and supervised by teachers and/or staff and other concerned stakeholders

- a. **Off-Campus Co-curricular Activity** – is any authorized, non-graded off-campus learner engagements anchored within the bounds of the standard curriculum and educational competencies organized and coordinated by AISAT authorized learner or civic organizations
- b. **Off-Campus Extra-Curricular Activity** – is any authorized, non-graded off-campus learner engagements not anchored on the standard curriculum and educational competencies either offered/coordinated by AISAT, authorized learner or civic organizations that aim to promote the holistic development of learners

Categories of Off-Campus Activities

- a. **Government Agency Mandated and Initiated Off-Campus Activities** – These activities are organized by the central, regional and division offices of the government such as the DepEd or CHED, and follow existing issuances specific to the activity.
- b. **Externally Initiated Off-Campus Activities** – These are off-campus activities or programs initiated by external stakeholders and approved by AISAT after thorough discussion with the management or other concerned offices. The approval shall follow strictly the articulated procedure of this policy and shall subsequently require the approval of concerned government authorities, where applicable.

- c. **School Initiated Off-Campus Activities** – These are AISAT organized field trips and/or educational tours which are allowed provided that these will not entail huge costs and will not risk the safety and security of learners. Field trips and/or educational tours are supplemental activities only and shall not in any way replace the learning delivery. The conduct of off-campus activities will be a prerogative of AISAT and subject to the approval of concerned government authorities where applicable.

Roles and Responsibilities of Parents and/or Guardian of the Learners

- a. Participate in the planning and preparatory activities such as parent/guardian conference, pre-departure briefing, and other similar preparatory activities;
- b. Accomplish and submit Parent's/Guardians Consent Form to concerned teachers to indicate that they are allowing their student/s to join the off-campus activity;
- c. Inform the concerned teachers of the learners' specific medical needs;
- d. Provide the required information stipulated in this policy prior to the conduct of the off-campus activity; and
- e. Ensure that necessary arrangements for travel insurance are secured.

Guidelines for off-campus activity

- a. Participants are expected to conduct themselves responsibly and respectfully at all times;
- b. Participants must follow instructions and show respect towards peers, facilitators, and other personnel at the venue;
- c. The dress code for civilian attire as stated in the Student Handbook must be followed;
- d. Offenses stated in the Student Handbook will be strictly implemented;
- e. Participants must arrive promptly at the venue and are not allowed to leave the venue during the duration of the activity.

Policy on Mandatory School Activities

Students are required to be present on mandatory school activities such as intramurals, symposiums and other school engagements indicated in the academic calendar. Absences will have a corresponding alternative activity/tasks to meet the clearance requirements of the specified office. Alternative requirements will be determined by the organizing office.

AISAT Privacy Policy

Introduction

This Privacy Policy tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this Policy, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA. You should also note that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.

Due to the sensitive and confidential nature of the personal data under the custody of the school, only the student/client and the authorized representative of the school shall be allowed to access such personal data, for any purpose, except for those contrary to law, public policy, public order or morals.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. ***Information you provide us during your application for admission.***
When you apply with us for admission, we collect, among others: (1) directory information, like your name, email address, telephone number, and other contact details; (2) data about your personal circumstances, such as your family background, history, and other

relevant circumstances, previous schools attended, academic performance, disciplinary record, employment record, and medical records; and (3) any or all information obtained through interviews and/or during entrance tests or admission examinations.

2. ***Information we collect or generate after enrolment and during the course of your stay with us.*** After you join AISAT, we may also collect additional information about you, including: (1) your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.; (2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance; (3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.
3. ***Unsolicited Information.*** There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data.

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. evaluating applications for admission to AISAT;
2. processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment;
3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations;
5. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extracurricular activities;
6. establishing and maintaining student information systems;
7. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
8. processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
9. investigating incidents that relate to student behavior and implementing disciplinary measures;
10. maintaining directories and alumni records;
11. compiling and generating reports for statistical and research purposes;
12. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
13. managing and controlling access to campus facilities and equipment;
14. communicating official school announcements;
15. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
16. soliciting your participation in research and non-commercial surveys sanctioned by AISAT;
17. soliciting your support, financial or otherwise, for AISAT programs, projects, and events;
18. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of AISAT or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules. If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision- making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. posting of acceptance to AISAT, awarding of financial aid and merit scholarship grants, class lists, class schedules, online, in school bulletin boards, or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by AISAT, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
5. distribution of the list of graduates and awardees in preparation for and during commencement exercises;
6. reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;

7. sharing of information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities) for accreditation and school ranking purposes;
8. sharing of information with entities or organizations (e.g., University Athletic Association of the Philippines and other sports bodies) for determining eligibility in sports or academic competitions, as well as other similar events.;
9. complying with court orders, subpoenas and/or other legal obligations;
10. conducting internal research or surveys for purposes of institutional development;
11. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
13. use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. live-streaming of AISAT events;
15. publication of communications with journalistic content, such as news information in AISAT publications, and social media sites;
16. providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of ASMPH students that rotate in these institutions as part of the medical curriculum.

How We Store and Retain Your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between AISAT's different units or offices. Access to your personal data is limited to AISAT personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

Rest assured that our use of your personal data will not be excessive. Unless otherwise provided by law or by appropriate AISAT policies, we will retain your relevant personal data indefinitely for historical and statistical

purposes. Where a retention period is provided by law and/or AISAT policy, all affected records will be securely disposed of after such period.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving AISAT and data privacy, you may contact the Data Protection Office (DPO) at: admin@aisat.edu.ph

LABORATORY RULES AND REGULATIONS

General Laboratory

These rules apply to all laboratories, same in instances where they have specific application. Laboratories are accident prone areas, so users are expected to conduct themselves in a responsible and courteous manner while in the laboratories.

1. Never do unauthorized experiments or tasks.
2. Bringing bags inside the laboratories is not allowed due to security reasons. All bags are to be kept in their appropriate areas. Users are strongly discouraged to bring unnecessary valuable belongings to prevent or minimize possible loss. The school is not responsible or liable for any loss or damage of personal belongings in the laboratories.
3. Wear gloves, safety goggles, face shields or other appropriate personal protective equipment when working with hazardous materials and/or equipment.
4. Never work alone in the laboratories.
5. Keep the laboratory space clean and organized.
6. Keep the work area clear of all materials except those needed for your work. Coats should be hung on the hall or placed in a locker. Extra books, purses, etc., must be kept away from equipment that require air flow or ventilation to prevent overheating.
7. Do not leave an on-going experiment unattended. If leaving a lab unattended, turn off all ignition sources, clean up the work area, and lock the doors.
8. Always inform your instructor if you break anything. Handle hazardous chemicals like mercury properly or other hazardous chemicals with caution.
9. Do not use any equipment unless you are trained and approved as a user by your instructor.
10. Read labels or instructions carefully.
11. If a piece of equipment failed to function while being used, report it immediately to your lab assistant or instructor. Refer malfunction of equipment to the Laboratory in-charge or experts.
12. Never eat, drink, or smoke while working in the laboratory.

13. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
14. Do not use corridors for storage or work areas.
15. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only.
16. Be careful when lifting heavy objects. Only shop staff may operate forklifts or cranes.
17. Students are responsible for the proper disposal of used material if any in appropriate containers.
18. Clean your lab bench and equipment, and lock the door before you leave the laboratory; Clean up your work area before leaving.
19. Wash hands before leaving the laboratory.
20. All students are required to wear cover-all and safety shoes at all times within the laboratory.
21. Students who are not wearing the designated laboratory gear must remain on the green pathway.

Mechanical Safety

1. Guards on machinery must be in place during operation
2. When using compressed air, use only approved nozzles and never direct them towards any person.
3. Exercise care when working with or near hydraulically-or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

Electrical Safety

1. Obtain permission before operating any high voltage equipment
2. Maintain an unobstructed access to all electrical panels.
3. Wiring or other electrical modifications must be referred to the Electronics shop of the Building coordinator.
4. Avoid using extension cords whenever possible. If you must use one, obtain a heavy-duty one that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.

5. Never ever modify, attach or otherwise change any high voltage equipment.
6. Always make sure all capacitors are discharged (using a grounded cable with an insulating handle) before touching high voltage leads or the "inside" of any equipment even after it has been turned off. Capacitors can hold charge for many hours after the equipment has been turned off.
7. When you are adjusting any high voltage equipment or a laser which is powered with a high voltage supply, USE ONLY ONE HAND. Your other hand is best placed in a pocket or behind your back. This procedure eliminates the possibility of an accident where high voltage current flows up one arm, through your chest, and down the other arm.

Computer Laboratory

In addition to the general rules above, these rules apply to all computer laboratories.

- a. Inserting USB flash drives into computer units is strictly prohibited.
- b. Opening and/or viewing social media sites such as Facebook, Twitter, Instagram and the like are strictly prohibited.
- c. Playing computer games inside the computer laboratory is strictly a prohibition. Students caught playing games will be required to close the program and leave the lab and/ or the student I.D. shall be confiscated and forwarded to the OSA.
- d. Users shall not prevent or disrupt another user from using any computer and other equipment in the lab.
- e. Copying of copyrighted software is illegal and prohibited. Violators are sanctioned accordingly.

STUDENT ORGANIZATIONS AND ACTIVITIES

Guidelines and Policies

AISAT believes that co-curricular and extra-curricular activities are essential to the holistic development of students. Such activities are tools for every student to become sensitive to the present socio-political, economic, moral and other problems the world has now. Similarly, clubs and organizations are essential for students to enhance their talents, skills and abilities.

Requirements for Accreditation

All student organizations, whether new or existing, must have the following:

1. A constitution with a clear and specific statement of purpose, values and objectives;
2. By-Laws governing the operation of the organization;
3. A formal organizational structure with clearly defined positions, roles, functions and responsibilities;
4. A current list of officers and members, as well as up-to-date files of appropriate personal data (e.g., identity and contact information) for each member;
5. A faculty adviser whose function will be to assist, advice and supervise the organization in the planning, conduct and evaluation of its activities. The faculty adviser is selected by the organization. It is the organization's responsibility to select, approach and gain the consent of its desired adviser, and communicate the same to the OSA;
6. Final approval of the organization's faculty adviser, however, rests with the Head of Student Affairs; and
7. A program of proposed activities for the year which must include all of the following areas:
 - Activities which enhance the members' knowledge and experience in the organization's specific area of interest or specialization
 - Activities which support the members' spiritual knowledge, growth and development

Policies

The following standards shall be followed:

1. No student organization may have a purpose, objectives, values, rules or policies which are contrary to those of AISAT.
2. Membership in a student organization is limited to currently enrolled college students of AISAT. Faculty members, alumni, etc. are not eligible for membership in a student organizations.
3. Fraternities, Sororities and the like are prohibited.
4. The Head of Student Affairs reserves the right to disapprove any activity which is deemed frivolous, wasteful, unnecessary, scandalous interests of the College and/or in violation of any of its policies, rules and/or regulations.
5. Once an organization receives accreditation, such status is valid for the academic year and is renewable upon full compliance with relevant policies and guidelines, as well as submission of mandatory reports. Organizations which fail to comply with policies or submit documents will result in the organization's suspension or de-accreditation, as determined by the OSA.

Club Clearance

All accredited clubs/organizations are required to obtain clearances from the OSA before the final exams are given. The procedures are as follows:

1. The club, through its officers, must submit the following documents or reports to the OSA:
 - a. financial statement indicating clearly the collections and expenses
 - b. accomplishment reports with videos or pictures
 - c. the new set of officers
 - d. other documents that may be required
2. Upon compliance of the above requirements, the OSA signs/gives clearance to the club/organization officers.

Student Activities

1. Activities indicated in the Academic Calendar of Activities are given utmost priority and require everyone's participation.
2. No activity shall be conducted a week before or during examination week.
3. Faculty members are responsible for maintaining discipline and order among students during a program or activity.
4. No activity shall start without prior approval of the OSA and School Administrators.
5. Parents' consent and waiver are needed for off-campus activities.

STUDENT SERVICES

Asian International School of Aeronautics and Technology has a wide range of services for students' educational life to become more meaningful and comfortable. These offices and their services are:

Guidance Office

To support **AISAT** in being **the center of holistic education**, the Student Facilitator's Office envisions successful, responsible, and respectable, individuals who are knowledgeable and skillful in their respective career and personal lives. This is concretized by promoting student success through a comprehensive Guidance Program focused on social, personal, career and multicultural, global citizenship development through rendering the ff. guidance services:

- **Individual Inventory Services** - also known as "Individual Analysis," all information gathered about each student is stored in the cumulative folder where data accumulated about each student is kept while the student is still in school. This is to enhance the understanding of individual students and to improve the quality of decisions made by parents, teachers, counselors, and administrators.
- **Counseling Services** - Guidance counselors can assist you in problem resolution. Individual and group counselling sessions are conducted to assist individuals arrive at self-understanding, make informed decisions and achieve wholesome adjustment. We welcome walk-in, call-in, and referred clients.
- **Information Enrichment Services** - Every type of information students need in evaluating their environmental opportunities are provided: Orientation Services; Personal – Social; Academic – Educational; Vocational – Occupational.
- **Testing Services** – Information from psychological test results help students discover, assess and understand their potentials, values, interests, abilities, aptitudes and their personality. Moreover, we also use this information during counseling sessions. We have general intelligence or scholastic tests, aptitude tests and personality tests.

- **Referral Services** – A pool of specialists and agencies are available for consultation and referral.

Guidance Office Referral Policy for Academic Struggles

Criteria for Referral

Students may be referred to the Guidance Office under the following circumstances:

1. Academic Probation or Risk of Dismissal
2. Sudden or Significant Decline in Academic Performance
3. Excessive Course Withdrawals or Incompletes
4. Struggles in Prerequisite or Major Courses
5. Difficulty Adjusting to College Life
6. Behavioral Signs Linked to Academic Issues
7. Lack of Engagement or Motivation
8. Signs of Learning Difficulties
9. Behavioral or Emotional Concerns

Students are encouraged to make use of the services offered by the Guidance Office to help them realize their full potential.

Library

The AISAT Learning Resource Center aims to serve the academic community, the student body and the rest of the clientele their provision of printed materials within its resources for studies and research.

Borrowing Privileges and Policies

1. Fiction and Inspirational books may be borrowed for a maximum of seven days.
2. Filipiniana and Circulation books may be borrowed for a maximum of two days.
3. Students can borrow two (2) books at a time and may be renewed for another two-day extension, if no one has placed a reservation on the books.
4. All books must be returned by 9:00 A.M. on the due date.
5. All overdue books will be charged P20.00 pesos per day.

6. Magazines, newspapers, journals and other periodicals collection shall not be taken out of the library.
7. LRC users are responsible for the safe-keep and return of library materials issued in their name.
8. Delinquent borrowers are not allowed to borrow any library materials until all library accounts are settled.
9. Students caught stealing, tearing, writing on and marking library books will be reported to the Office of the Student Affairs for appropriate action.
10. The use of another student's library card/falsification of or any attempt to falsify, alter, tamper or change library materials/documents warrants appropriate sanctions.
11. For lost or damaged books must be replaced with the same title or a similar, with the approval of the librarian and an additional P200.00 for the processing will be required plus the accumulated fines.
12. For books purchased abroad, the penalty of losing or damaging a book is the payment of the current market price of the latest edition plus a processing fee of P500.00 pesos and the accumulated fines.
13. Failure to replace lost or damaged books or pay the fines within the grace period given will result in the suspension of borrowing privileges.
14. Payment for overdue fines and the loss of library materials should be made at the Cashier's Office and the receipt must be presented to the librarian.

General Rules and Regulations

1. Respect the rights of each individual to study in a quite atmosphere. Please observe silence while in the LRC; eating and drinking are not allowed.
2. A strict NO COMPLETE Uniform, No entry Policy will be implemented.
3. Cell phones, pagers, and other forms of electronic devices must be on silent mode or turned off before entering the Library. All calls must be entertained outside the Library.

4. Vandalism, such as writing on books and furniture and defacing the library materials is prohibited. Anybody caught committing any of these acts will be dealt with accordingly.
5. Leaving personal belongings in the Library overnight is not allowed. The Library assumes no responsibility for any items left unattended.
6. Use headphones when listening to music or watching videos on personal devices to avoid disturbing others.
7. Use the library materials with care and return them on time so that others can use them as well.
8. Seek help from a librarian, if you need assistance finding a book or using a library resource.
9. In the event of an emergency, users must leave immediately upon being asked to do so by the librarian. There is a designated emergency exit, which users can use to exit the library. Users should familiarize themselves with the emergency escape routes.

Placement Office

The Placement Office assists students on placement for on-the-job training, apprenticeship and job placement through the establishment of industry partners in the aviation and entertainment and multimedia arts industry. Students may also choose non-partner companies for training purposes provided that the placement office is able to establish that the company is legitimate and is able to provide the required certification for the licensure exam, where needed.

The placement office also facilitates educational tours organized by AISAT.

On-the-Job Training

Students are eligible for on-the-job training after completing all subject requirements. For BSAMT and BSAET students who have completed their major subjects from 1st to 2nd year curriculum, On-the-Job Training (OJT) is offered during the summer period. OJT placements outside of Davao City are permitted only during this period.

General Requirements:

To ensure that students are adequately prepared for their On-the-Job Training (OJT) experience, the following eligibility criteria and requirements must be met prior to deployment:

1. Must be enrolled in the OJT course
2. Must have completed all required (red-coded) subjects based on the curriculum checklist
3. Must secure clearance from Registrar and Accounting
4. Must attend the pre-deployment OJT orientation facilitated by the OJT Coordinator.
5. Must submit the following documents:
 - a. Resume
 - b. Application Letter duly signed by the Program Head and Registrar
 - c. Notarized Training Agreement and Liability Waiver
6. Must be in good moral standing

School Clinic

The School Clinic provides first aid and basic medical care to students during school hours. Referrals to specialists or health care facilities may be made if needed. Health screenings and educational support are also offered.

The school nurse has full authority in the clinic and may refuse use or entry to persons who misuse or abuse the facility intended to serve all students in need of medical attention.

Staffing and Clinic Hours

Staff: (1) Registered Nurse

Hours: Monday to Friday 8:00 am – 12:00 nn, 1:00 pm –5:00 pm

General Guidelines

1. Students must inform their instructors before going to the clinic, unless there is an emergency.
2. Students who feel unwell will be assessed by the School Nurse who may:
 - a. deny the student use of the clinic for valid reasons;
 - b. allow the student to stay in the clinic for 20 minutes;
 - c. allow the student for a longer stay;
 - d. allow the student to return home;
 - e. or refer him to a third party specialist or primary care facility.
3. Parents will be notified if necessary; the Guidance Counselor, or Dean may also be informed.
4. Students may be sent home if they have any of the following symptoms:
 - a. Fever of 38°C or higher
 - b. Continuous vomiting/diarrhea
 - c. Severe rashes or asthma
 - d. Symptoms of conjunctivitis or other communicable diseases
5. Students who are absent must present a medical certificate within a week from the date of his or her return before an excuse slip will be issued. Fake medical certificates will be dealt according to the rules in the student manual.
 - 5.1 Students who miss class because of illness must promptly notify their instructor, as the instructor determines whether the absence is excused. While students may also inform the school clinic, the nurse cannot approve absences.
 - 5.2 If the illness or condition falls under the following categories, students should provide a relevant health documents to the clinic such as Medical Clearance and Certificate of Confinement (if Admitted):
 - **Sickness** lasting 2 or more days that requires immediate medical attention

- **Medical conditions** that may require hospitalization, surgical procedures, or are infectious (e.g., pulmonary tuberculosis, chicken pox, viral exanthems, coronavirus, dengue, etc.)
 - **Mental health conditions**, such as anxiety, depression, ADHD, and ASD, which require immediate attention and treatment by mental health professionals.
- 5.3 Upon receiving the necessary documentation, the school nurse will issue an excuse slip for the student, which should be presented to faculty.
 - 5.4 For mental health conditions, the school nurse may refer students to the school's counseling services for mental health support.
 - 5.5 Students found to be misusing the illness policy (e.g., submitting falsified medical documentation or submitting medical certificate but not really sick) may be subject to disciplinary action, in accordance with the school's code of conduct.
6. Students with temporary or chronic medical conditions which require extended medical leave of absence should inform the school nurse for assistance in class scheduling and attendance.

Medical Requirements for Students

1. All incoming students must undergo a mandatory medical screening as a requirement for enrolment. In addition, old students– must complete an annual physical examination to ensure they're all physically fit. Any further tests will be shouldered by the student.
2. Laboratory tests for incoming students may be conducted by a clinic of the student's choice; however, the medical consultation must be performed by the school's accredited medical service provider.

General Services

The general services unit ensures the cleanliness and general housekeeping of the campus and maintains the various equipment in proper working condition.

Campus Security

AISAT is manned by licensed security personnel and wired with security cameras. However, students are advised to secure personal belongings to prevent or minimize pilferage.

Personal package deliveries by courier services to students will not be entertained by AISAT. Any student package addressed to AISAT will be returned to the sender.

Dissemination of Information

AISAT has various bulletin boards for dissemination of information. It may also utilize electronic means of information dissemination such as through Facebook, email and cellular SMS. Students are advised to regularly update their cellular phone numbers with the registrar and actively check their official student email.

Sexual Harassment

What is sexual Harassment?

Sexual harassment defined under Republic Act 7877

Anti-Sexual Harassment Act of 1995

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- (a) In a work-related or employment environment, sexual harassment is committed when:
 - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 - (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- (b) In an education or training environment, sexual harassment is committed:
 - (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another, without which it would not have been committed, shall also be held liable under this Act.

CHED Memorandum Order No. 3 Series of 2022 (Guidelines on Gender-Based Sexual Harassment in HEIs)

Section 4. How Gender-based Sexual Harassment is Committed

Gender-based sexual harassment in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

A. In a higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:

- i. As a basis for any employment decision affecting the complainant;
- ii. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
- iii. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
- iv. As an instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.

B. In higher education institutions, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed.

The different forms of street-level and public-space GBSH include but are not limited to:

1. Catcalling and/or wolf-whistling;
2. Unwanted invitations;
3. Misogynistic, transphobic, homophobic and sexist slurs;
4. Persistent uninvited comments and gestures on a person's appearance;
5. Statements, comments and suggestions with sexual innuendos;
6. Persistent telling of sexual jokes; use of sexual names;
7. Public masturbation or flashing of private parts;
8. Groping or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces; or
9. Stalking.

C. In the digital world, online gender-based sexual harassment includes:

1. Acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
2. Unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
3. Invasion of victim's privacy through cyberstalking and/or incessant messaging;
4. Uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
5. Any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;

6. Impersonating identities of victims online or posting lies about victims to harm their reputation; or
7. Filing false abuse reports to online platforms to silence victims.

Section 5. Places where GBSH is committed

- a. Within the territory of the HEIs where they have direct administration or jurisdiction;
- b. Within or outside the host training institutions, local or foreign, during or beyond the conduct school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
- c. In public spaces and/or online platforms which are used by stakeholders of the education and training institutions for their school-related activities; and/or
- d. Within any of the above areas where the GBSH is committed by a faculty, employee or student of the HEI even if the activity is not school-related and/or sanctioned by the institution.

Committee on Decorum

A committee on decorum comprised of the same members of the Disciplinary Committee is in-charge of the investigation of cases of sexual harassment reports. The committee's decision on the case as well as the recommended consequences, which shall be in accordance with the law and school policy of AISAT, shall be final.

ANTI-SMOKING POLICY

EXECUTIVE ORDER NO. 26 (PROVIDING FOR THE ESTABLISHMENT OF SMOKE-FREE ENVIRONMENT IN PUBLIC AND ENCLOSED PLACES)

Section 3. Prohibited Acts, The following acts are declared unlawful and prohibited;

(a) Smoking within enclosed public places conveyances, whether stationary or in motion, except in DSAs fully compliant with the requirements of Section 4 of his Order;

(b) For persons-in-charge to allow, abet or tolerate smoking in places enumerated in the preceding paragraph, outside of DSAs fully compliant with Section 4 of this Order;

...

(f) Selling or distributing tobacco products in a school, public playground, youth hostels and recreational facilities for minors, including those frequented by minors, or within 100 meters from any point of the perimeter of these places;

(g) Placing, posting, displaying or distributing advertisement and promotional materials of tobacco products, such as but not limited to leaflets, posters, display structures and other materials within 100 meters from the perimeter of a school, public playground, and other facilities frequented particularly by minors, hostel and recreational facilities for minors, including those frequented by them, or in an establishment when such establishments or its location is prohibited from selling tobacco products.

(h) Placing any form of tobacco advertisement outside of the premises of point-of-sale retail establishments; and

(i) Placing any stall, booth, and other displays concerning tobacco promotions to areas outside the premises of point-of-sale locations or adult-only facilities.

EXECUTIVE ORDER NO. 04 series of 2013 (AN ORDER CREATING THE IMPLEMENTING RULES AND REGULATIONS FOR THE NEW COMPREHENSIVE ANTI-SMOKING ORDINANCE OF DAVAO CITY ORDINANCE NO. 0367-12, SERIES 2012)

SECTION 1. TITLE.

These Rules shall be known and cited as the “Implementing Rules and Regulations of Ordinance No. 0367-12”.

SECTION 5. Definition of Terms.

- e. **Electronic Device Systems** – refer to any device such as electronic nicotine device systems, electronic cigarette and similar devices, whether or not it is used to deliver nicotine to the user, that resembles the outward appearance of real smoking products;

SECTION 6. Prohibited Acts.

- f. Smoking any tobacco product or using Electronic Device System, Shisha and the like in any of the places enumerated in Section 2 of the Ordinance, except in duly approved designated smoking areas;

ANTI-HAZING LAW

REPUBLIC ACT No. 11053 (An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose Republic Act No. 8049, Entitled "An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefore).

Section 2. Definition of Terms. – As used in this Act:

“(a) Hazing refers to any act that results in physical or psychological sufferings, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely

affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

Section 3. Prohibition on Hazing. - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities and organizations: Provide, That the physical, mental, and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: Provided, further, That the exemption provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

"In no case shall hazing be made a requirement for employment in any business or corporation."

Gender Sensitivity

AISAT supports gender equality. According to RA 9710 (An Act Providing for the Magna Carta of Women), "Gender Equality refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights." AISAT promotes and upholds gender sensitivity by recognizing issues and problems in the way societies look at gender.

AISAT encourages the school community to develop an openness and willingness to reflect on new ideas to solve problems dealing with gender issues.

Services for PWD and Learners with Special Needs

AISAT supports RA 7277, the Magna Carta for Persons with Disabilities, and shall provide equal rights and privileges to PWDs.

AISAT shall accommodate learners with special needs through the extension of rights and privileges and giving reasonable considerations not normally given to other students.

Dangerous Drugs

What are the crimes of possession and use of dangerous drugs?

REPUBLIC ACT NO. 9165

THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

Section 11. *Possession of Dangerous Drugs.* - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;
- (3) 10 grams or more of heroin;

- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana; and
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxyamphetamine (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

- (1) Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
- (2) Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five (hundred) 500 grams of marijuana; and
- (3) (3) Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if the

quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

Section 13. *Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.* – Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

Section 15. *Use of Dangerous Drugs.* – A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): *Provided*, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

Policy on Dangerous Drugs

In compliance with the Republic Act 9165, otherwise known as the Comprehensive Dangerous Drug Act of 2002, and its implementing Rules and Regulations, CHED CMO No. 18 s. 2018 (Guidelines on Drug Testing) with its implementing Rules and Regulations, AISAT hereby adopts the following to achieve a drug-free learning environment.

It is a declared policy of AISAT to:

1. Promote a “drug-free” campus and to work along with the government to deter dangerous drug use among the youth;
2. Ensure that the Anti-Drug Abuse policy of AISAT is effective without violating the rights of students;
3. Instill in the minds of the students that dangerous drugs interfere with their learning ability and environment;
4. Protect the interest of the data subject, together with his life and health.

To achieve the declared policies, the following are hereby enacted and implemented:

1. AISAT’s DRUG-FREE COMMITTEE is trained and tasked to address all aspects of drug prevention and control initiatives and, treatment and rehabilitation. It is composed of:
 - a. The school nurse;
 - b. The OSA Officer;
 - c. The guidance facilitator;
 - d. A designated member from the safety & health committee; and
 - e. A designated member from the SSC
2. AISAT understands the harsh consequences of RA 9165 (The Comprehensive Dangerous Drugs Act of 2002), and to prevent drug abuse, AISAT shall organize drug abuse awareness seminars conducted by the relevant government agencies, through which students will learn the harmful effects of drug abuse;
3. AISAT shall continuously promote healthy lifestyle to students such as but not limited to healthy diet and physical activities;

4. AISAT shall conduct at least one surprise drug test per year on all its students. A particular section(s) will be chosen on a random basis on the day of the drug testing and all students in the identified section(s) shall undergo the drug test.
5. AISAT may also conduct tests on students who are suspected to be users of illegal drugs. This shall not be considered as discrimination and will be within the right of AISAT to select students based on evidence gathered. The purpose of this is to finally confirm if the student tests positive for drugs.
6. It shall be the policy of AISAT to wait for the confirmatory result from the testing laboratory before taking any action against the student.
7. In cases of confirmed positive results,
 - a. the concerned parents will immediately be called for a conference to establish a rehabilitation program for the child, which may either be through a public or third-party private rehabilitation center accredited by DOH.
 - i) An investigation will also be conducted if the reason for the positive result is due to other valid reasons. In such a case, a repeat test will need to be conducted on the student, with his consent and on his account.
 - b. In compliance with CMO No. 18 series of 2018, section 16.3, the confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of AISAT's rules and regulations.
8. In addition to the offences listed in the student handbook, the following acts shall result in exclusion: possession, distribution, habitual use of prohibited drugs or chemicals, refusal to undergo drug test or drug rehabilitation. Upon the order of EXCLUSION, the student shall immediately cease to be a student of AISAT and he shall be issued transfer credentials with valid clearance.
9. AISAT shall monitor the progress of the rehabilitation and shall encourage the student to enroll as soon as his drug dependency is resolved. Such students will be under supervision of the school nurse through constant conference and consultations in order to ensure and encourage that the student will continue to be drug free;

10. AISAT shall guarantee the strict confidentiality of all information and integrity of the drug test results. All records shall be held as confidential in accordance with the pertinent provisions of RA 9165;
11. Any member of the faculty, administrator, or employee of AISAT who violates the rules of confidentiality of the results of the drug tests shall be liable under Section 72 of RA No. 9165 and other applicable laws.
12. AISAT will ensure the provision of non-discriminatory intervention services and respect for the dignity of students are guaranteed (Sec. 17 of CMO 18 s. 2018).

HIV/AIDS Policy

AISAT shall undertake information and education activities through the relevant government agencies to advocate an awareness of Human Immunodeficiency Deficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS).

AISAT shall not use the HIV status – be it actual, perceived, or suspected – of a student as a basis for discrimination.

AISAT shall keep all health information in relation to HIV and AIDS as strictly confidential.

AISAT shall provide access to preventive, diagnostic, counseling and treatment services for HIV and AIDS patients to minimize the risk of HIV infection through a referral mechanism to government or private health service providers.

CHILD PROTECTION POLICY

DepEd Order No. 40, s. 2012 /RA 10627

AISAT shall ensure that it provides a conducive environment for the education of children. The best interest of the child shall be the paramount consideration in all decisions and actions involving children. As substitute parents, teachers and facilitators are expected to discharge their functions and duties with this in mind. Moreover, the Family Code authorizes AISAT to exercise special parental authority and responsibility over the child while under its supervision, instruction or custody. AISAT shall apply a positive and non-violent discipline of children to help children develop appropriate thinking and behavior in the short and long-term that fosters self-discipline.

AISAT shall provide special protection to children gravely threatened or endangered by circumstances which affect their normal development and over which they have no control and to assist concerned agencies in their rehabilitation. AISAT aims to ensure such special protection from all forms of abuse and exploitation and as is necessary for the child's well-being. AISAT reiterates the DepEd's zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

Procedure for handling and management of bullying

1. Upon the filing of a complaint or upon notice by a school personnel or official of any form of child abuse, exploitation, violence, discrimination, bullying or other acts of abuse, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. The penalty of reprimand, if warranted, may be imposed by the School Head in the presence of the parents and guardians.
2. If the offense is committed for a second or subsequent time, after the offending child has received counseling or other interventions, the penalty of suspension of not more than one (1) week may be imposed by the School Head, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling and other services, are provided for the victim or victims of bullying.

3. If bullying or peer abuse results in serious physical injuries or death, the case shall be dealt with in accordance with the provision of RA 9344 and its IRR.
4. In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
 - i) The child and the parents or guardians must be informed of the complaint in writing
 - ii) The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
 - iii) The decision of the school head must be in writing, stating the facts and the reasons for the decision;
 - iv) The decision of the school head may be appealed to the DepEd.
5. The school may impose other non-punitive measures in accordance with the principles of Positive and Non-Violent Discipline of the child.
6. A yearly report shall be submitted to the DepEd Division Office after each academic year.

Prohibited Acts

1. Bullying or Peer Abuse –refers to willful aggressive behavior that is directed towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly,
 - a. Bullying – is committed when a student commits an act or series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
 - i) Threats to inflict a wrong upon the person, honor or property of the person or on his or her family;
 - ii) Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention;
 - iii) Taking of property;
 - iv) Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or an act, omission, condition, status, or

- circumstance tending to cause dishonor, discredit or expose a person to contempt;
- v) Deliberate destruction or defacement of, or damage to the another's property;
 - vi) Physical violence committed upon a student, which may or may not result in harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
 - vii) Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
 - viii) Restraining the liberty and freedom of a pupil or student.
- b. Cyber-bullying – is any conduct defined in the preceding paragraph, resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.
 - c. Other acts or abuse by a pupil, student or learner – refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of bullying in the two preceding provisions, including but not limited to acts of physical, sexual or psychological in nature.

The following are also prohibited acts and shall be penalized in administrative proceedings as Grave or Simple misconduct depending on the gravity of the act and its consequences:

1. Child abuse
2. Discrimination against children
3. Child Exploitation
4. Violence Against Children in School
5. Corporal Punishment
6. Any analogous or similar acts

Child Protection Committee (CPC)

A CPC shall be composed of the following:

1. School head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers designated by the faculty
4. Representative of the Parents as designated by the PTA
5. Representative of pupils as designated by the Supreme Student Council
6. Representative from the community as designated by the Punong Barangay.

SEC. 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. Separability Clause. – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. Repealing Clause. – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 10. Effectivity. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Course and Year :		Semester :		Academic Year :			
Subject Code	Subject Description	Grade					Instructor's Signature
		Prelim	Mid - term	Semi-Final	Final	Ave. Grade	

Course and Year :		Semester :		Academic Year :			
Subject Code	Subject Description	Grade					Instructor's Signature
		Prelim	Mid - term	Semi-Final	Final	Ave. Grade	

Course and Year :		Semester :		Academic Year :			
Subject Code	Subject Description	Grade					Instructor's Signature
		Prelim	Mid - term	Semi-Final	Final	Ave. Grade	

Course and Year :		Semester :		Academic Year :			
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Course and Year :		Semester :		Academic Year :			
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Course and Year :		Semester :	Academic Year :				
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		Prelim	Mid - term	Semi-Final	Final	Ave. Grade	

Course and Year :		Semester :	Academic Year :				
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Course and Year :		Semester :	Academic Year :				
Subject Code	Subject Description	Grade					Instructor's Signature
		Prelim	Mid - term	Semi-Final	Final	Ave. Grade	

AISAT HYMN

How marvelous it is to fly
To look at vivid clouds and radiant sunshine
Or at night
With glimmering lights below
To soar pass cities big and small
To soar pass cities big and small

We shall fly with integrity
Teach with passion
Learn with diligence
And serve with compassion
Aisat!

The place that builds
Character
Humility
Honesty
And more to find

Here's to our dedication in learning
Our cooperation in teamwork
Our confidence in progress
It is time for us to begin
We will walk towards brighter future
But with hindsight in the past

EMERGENCY RESPONSE PLAN PROCEDURES

EARTHQUAKE/TSUNAMI



- ✓ Cover your head and neck, and your entire body if possible, under a sturdy table or desk.
- ✓ **Move away from windows and overhead hazards to avoid glass and falling objects.**
- ✓ Maintain this position until the shaking stops.



EVACUATE

 **ASSEMBLY POINT:**

**EARTHQUAKE –
HOMITORI**

**TSUNAMI – RIZAL
MEMORIAL COLLEGE
OR BROKENSHIRE
COLLEGE**



Accountability

Report:

Students- the teacher holding the class for the section at the time of emergency. If class is not in session, the last teacher who had the class with the section.

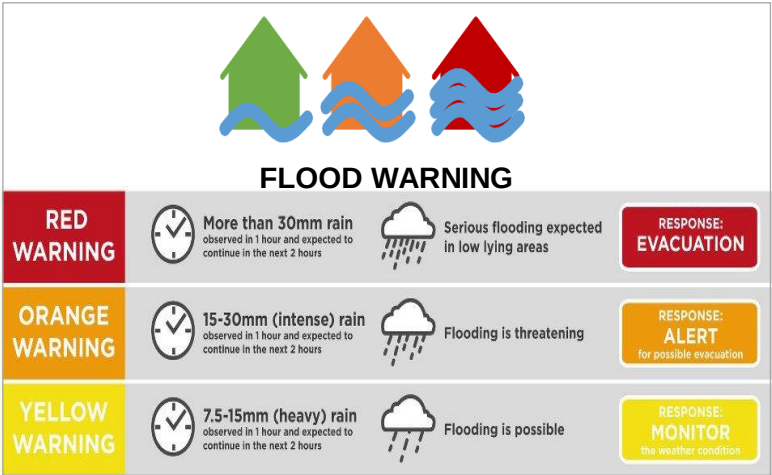
Staff and Admin- by each department head or office.

- ✓ **Evacuate immediately as soon as shaking stops.** Do not delay exit to collect belongings.
- ✓ Those on the 3rd floor during an emergency should exit using fire exits located at the back of the building. Exit in SINGLE line when using this exit.
- ✓ Those on the 2nd floor, mezzanine and the 1st floor during an emergency should exit using the main door to exit the building. Exit in a buddy system (in twos).
- ✓ Classes nearest to the stairs should exit first, and will be followed by the next class. This will ensure that there is no congestion along the hallways.
- ✓ Persons trapped by debris or who are not able to move due to injury will be left in place. The staff member will make a notation on the door that persons are still inside prior to evacuating. The staff member will immediately notify the Incident Commander that injured or trapped persons are inside of a room so search and rescue teams can be directed to assist.
- ✓ In the event of an evacuation, the person hosting the visitor is responsible for escorting him/her to the evacuation area.
- ✓ Do not delay your own evacuation if you encounter somebody who refuses to leave.



- ✓ **Do not re-enter the school building until it is determined safe** to do so by the appropriate facilities inspector.
- ✓ Wait for further announcement on whether to resume or cancel class/work.

FLOOD/STORM SURGE



EVACUATE

ASSEMBLY POINT:

STORM SURGE 2, 3, 4 – RIZAL MEMORIAL COLLEGE OR BROKENSHIRE COLLEGE

Accountability Report:

Students- the teacher holding the class for the section at the time of emergency. If class is not in session, the last teacher who had the class with the section.

Staff and Admin- by each department head or office.

INACUATE

ASSEMBLY POINT:

FLOOD/STORM SURGE 1 – 3RD FLOOR P.E. AREA

Accountability Report:

Students- the teacher holding the class for the section at the time of emergency. If class is not in session, the last teacher who had the class with the section.

Staff and Admin- by each department head or office.

STAND DOWN

Resume Class/Work

FIRE



FIRE ALARM SOUND

- ✓ **Leave by the nearest fire exit, taking any visitors with you.** Do not delay exit to collect belongings.
- ✓ Close windows and doors behind you.
- ✓ If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire.

SUMMON FIRE & RESCUE SERVICE

Davao Volunteers Fire Brigade – 227 5433
Filipino Chinese Fire Fighters – 227 2112

- ✓ If safe to do so, a member of the office staff will **CALL** the fire and emergency services prior to evacuating the building or the Incident Commander will do so from the evacuation area.



EVACUATE

ASSEMBLY POINT: HOMITORI!



Accountability

Report:

Students- the teacher holding the class for the section at the time of emergency. If class is not in session, the last teacher who had the class with the section.

Staff and Admin- by each department head or office.

- ✓ During exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- ✓ Those on the 3rd floor during an emergency should exit using fire exits located at the back of the building. Exit in **SINGLE** line when using this exit.
- ✓ Those on the 2nd floor, mezzanine and the 1st floor during an emergency should exit using the main door to exit the building. Exit in a buddy system (in twos).
- ✓ Classes nearest to the stairs should exit first, and will be followed by the next class. This will ensure that there is no congestion along the hallways.
- ✓ **Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door temperature with the back of your hand.**
- ✓ In the event of an evacuation, the person hosting the visitor is responsible for escorting him/her to the evacuation area.
- ✓ Do not delay your own evacuation if you encounter somebody who refuses to leave.



BUILDING ASSESSMENT

- ✓ **Do not re-enter the school building until it is determined safe** to do so by the appropriate facilities inspector.
- ✓ Wait for further announcement on whether to resume or cancel class/work.

BOMB THREAT



PHONED THREAT

- ✓ **Remain calm & do not hang up.**
- ✓ If possible, signal other staff members to listen & notify Incident Commander and authorities.
- ✓ If the phone has a display, copy the number and/or letters on the window display.
- ✓ Write down the exact wording of the threat.
- ✓ Keep the caller on for as long as possible, **use the Bomb Threat Checklist to gather as much information as possible.**
- ✓ Record, if possible.



WRITTEN THREAT

- ✓ Handle the document as little as possible.
- ✓ Notify Incident Commander and authorities.
- ✓ Rewrite the threat exactly as is on another sheet of paper note the following:
 - a. Date/time/location document was found;
 - b. Any situations or conditions surrounding the discovery/delivery;
 - c. Full names of any personnel who saw the threat;
 - d. Secure the original threat;
 - e. **DO NOT alter the item in any way;**
 - f. If small/removable, place in a bag or envelope;
 - g. If large/stationary, secure the location.



E-MAILED THREAT

- ✓ Leave the message open on the computer.
- ✓ Notify Incident Commander and authorities.
- ✓ Print, photograph, or copy the message and subject line, note the date and time.



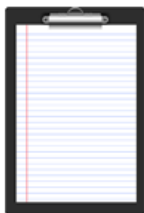
SUSPICIOUS ITEM

- ✓ **DO NOT touch, tamper with, or move the item.**
- ✓ Notify Incident Commander and authorities.
- ✓ Ensure area is secured.



VERBAL THREAT

- ✓ If the perpetrator leaves, note which direction they went.
- ✓ Notify Incident Commander and authorities.
- ✓ Write down the threat exactly as it was communicated.
- ✓ Note the description of the person who made the threat: [e.g. Name (if known), race, gender, type/color of clothing, body size (height/weight), hair & eye color, distinguishing features, voice (loud, deep, accent, etc).



THREAT ASSESSMENT

Low Risk (Lacks Realism) – A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.

- ✓ Threat is vague and indirect;
- ✓ Information contained within the threat is inconsistent, implausible, or lacks detail;
- ✓ Caller is definitely known and has called numerous times;
- ✓ The threat was discovered instead of delivered (e.g., a threat written on a wall).

Medium Risk (Increased Level of Realism) – Threat that could be carried out, although it may not appear entirely realistic.

- ✓ Threat is direct and feasible;
- ✓ Wording in the threat suggest the perpetrator has given some thought on how the act will be carried out;
- ✓ May include indications of a possible place and time;
- ✓ No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility;
- ✓ Indication the perpetrator has details regarding the availability of components needed to construct a bomb;
- ✓ Increased specificity to the threat (e.g. "I'm serious!" or "I really mean this!").

High Risk (Specific and Realistic) – Threat appears to pose an immediate and serious danger to the safety of others.

- ✓ Threat is direct, specific, and realistic; may include names of possible victims, specific time, location of device;
- ✓ Perpetrator provides his/her identity;
- ✓ Threat suggests concrete steps have been taken toward carrying out the threat;
- ✓ Perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance.

- ✓ If suspicious item is located leave indicators for emergency services.
- ✓ The discovery of one device should not automatically mean the conclusion of a search, more devices may be present.
- ✓ **Use of radio communications is NOT recommended unless the area has been cleared.**

RIOT/ACTIVE VIOLENCE



NOTIFICATION

- ✓ Assistance from law enforcement and emergency personnel will be requested, as needed.



SECURE-IN-PLACE

- ✓ If Incident is in the vicinity of the school, find an interior room and lock or barricade the doors.
- ✓ **To minimize vulnerability, turn off lights, put phones on silent mode, draw blinds, and move away from windows.**
- ✓ Remain in that location until further notification is received from Incident Commander that the incident has been resolved.



SEEK SHELTER

- ✓ If incident is within school premises, seek a secured location where you are protected from danger.
- ✓ Remain in that location until further notification is received from Incident Commander that the incident has been resolved.



Stop-spread guidelines *(droplet spread)*



- Follow handwashing & cleanliness guidelines
- Discourage the sharing of food and do not permit the sharing of water bottles during sports
- Air out classrooms daily
- Teach children & staff to cough or sneeze toward the floor or to one side, away from others
- Keep a supply of disposable towels and tissues in each classroom
- Dispose of used towels or tissues in a step-can with a plastic liner



Stop-spread guidelines *(direct contact)*



- Follow handwashing & cleanliness guidelines
- Do not permit the sharing of personal items
- Wash & cover sores, cuts & scrapes promptly and keep infected eyes wiped dry
- Notify parents of rashes, sores, runny eyes and itching



Stop-Spread Guidelines *(fecal-oral)*

- Handwashing, handwashing, handwashing
- Attend to environmental cleaning & sanitation
- Keep track of # of cases of diarrhea
- Exclude students with severe diarrhea



EMERGENCY CONTACT DIRECTORY

IN CASE OF **EMERGENCY** CALL



<u>POLICE:</u>	
Buhangin Police Station	241 1000
Sta. Ana Police Station	300-1244
PNP Camp Domingo Leonor	166
San Pedro Police Station	226 4835
Talomo Police Station	297 1598
Toril Police Station	291 1633
<u>FIRE:</u>	
Bureau of Fire Protection	225 0223
Davao Volunteers Fire Brigade	227 5433
Filipino Chinese Fire Fighters	227 2112
City Public Safety Company	221 0014
Davao City Risk Reduction & Management Council	296 9626 (loc. 211), 295 2387
Davao City Water District Emergency Hotline	221 9412 to 14
Davao Light & Power Co. Emergency	229 3572
Department of Health	221 0422
Mobile Patrol Group	224 1313
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)	234 0890
Public Assistance	225 0180
Traffic Group	296 0771
Womens & Children Protection Desk	222 4170

EMERGENCY ALERT SIGNALS OF DAVAO CITY



CITY GOVERNMENT OF DAVAO
DISASTER RISK REDUCTION AND MANAGEMENT OFFICE



KNOW THE EMERGENCY

ALERT SIGNALS OF DAVAO CITY

SIGNAL	MEANING	ACTION
ELECTRONIC SIREN		
Wavering tone for 3 mins	Imminent possible disaster such as Tsunami, Storm Surge, Strong Wind or Flooding	Orderly EVACUATE to your designated Safe Evacuation Area and listen to Radio Stations/ Alert Text Blast for Instructions
Steady tone for 3 mins	All danger, drill or exercise is CLEAR	Return to normal activities or if evacuated, safely return to your houses
Steady tone for 30 secs	Testing Sound	Testing every Tuesday at 12 noon
MANUAL BELL		
Continuous dings for 3 mins	Imminent possible disaster such as Tsunami, Storm Surge, Strong Wind or Flooding	Orderly EVACUATE to your designated Safe Evacuation Area and listen to Radio Stations/ Alert Text Blast for Instructions
2 repeating dings for 3 mins	All danger, drill or exercise is CLEAR	Return to normal activities or if evacuated, safely return to your houses

For more information
 Call Disaster Risk Reduction and Management Office
 Tel No.: 295-2387 or 296-9626 local 211
 Or coordinate with your Local BDRMC

EVACUATION ROUTES

EVACUATION AREA A (EARTHQUAKE/BOMB THREAT/FIRE) – HOMITORI

AISAT	 HOMITORI
Alvarez St, Poblacion District, Davao City, Davao del Sur, Philippines	Bangoy Street corner Santa Ana Avenue, Davao City, 8000, Davao del Sur, Davao City, 8000 Davao del Sur, Philippines
Route and Distance: Head north on Alvarez Street toward Santa Ana Avenue (30 m), Turn left onto Santa Ana Avenue (180 m), Turn left onto F Bangoy Street (Destination will be on the left-50 m).	

EVACUATION AREA B (TSUNAMI/STORM SURGE 2,3,4) – RIZAL MEMORIAL COLLEGE

AISAT	 Rizal Memorial College
Alvarez St, Poblacion District, Davao City, Davao del Sur, Philippines	Lopez Jaena St, Poblacion District, Davao City, 8000 Davao del Sur, Philippines
Route and Distance: Head north on Alvarez Street toward Santa Ana Avenue (30 m), Turn left onto Santa Ana Avenue (1.2 km), Slight right onto Elpidio Quirino Avenue (500 m), Turn right onto Tionko Avenue (500 m), Turn left onto F. Torres Street (650 m).	

EVACUATION AREA C (TSUNAMI/STORM SURGE 2,3,4) – BROKENSHPHIRE COLLEGE

AISAT	 Brokenshpire College Amphitheater
Alvarez St, Poblacion District, Davao City, Davao del Sur, Philippines	A. Pichon St, Poblacion District, Davao City, Davao del Sur, Philippines
Route and Distance: Head north on Alvarez Street toward Santa Ana Avenue (30 m), Turn left onto Santa Ana Avenue (1.2 km), Slight right onto Elpidio Quirino Avenue (500 m), Turn right onto Tionko Avenue (500 m), Turn left onto F. Torres Street (900 m), Turn right onto A. Pichon Street (44 m), Turn left (350 m), Turn left (50 m), Turn left (180 m), Turn left (Destination will be on the right-88 m).	

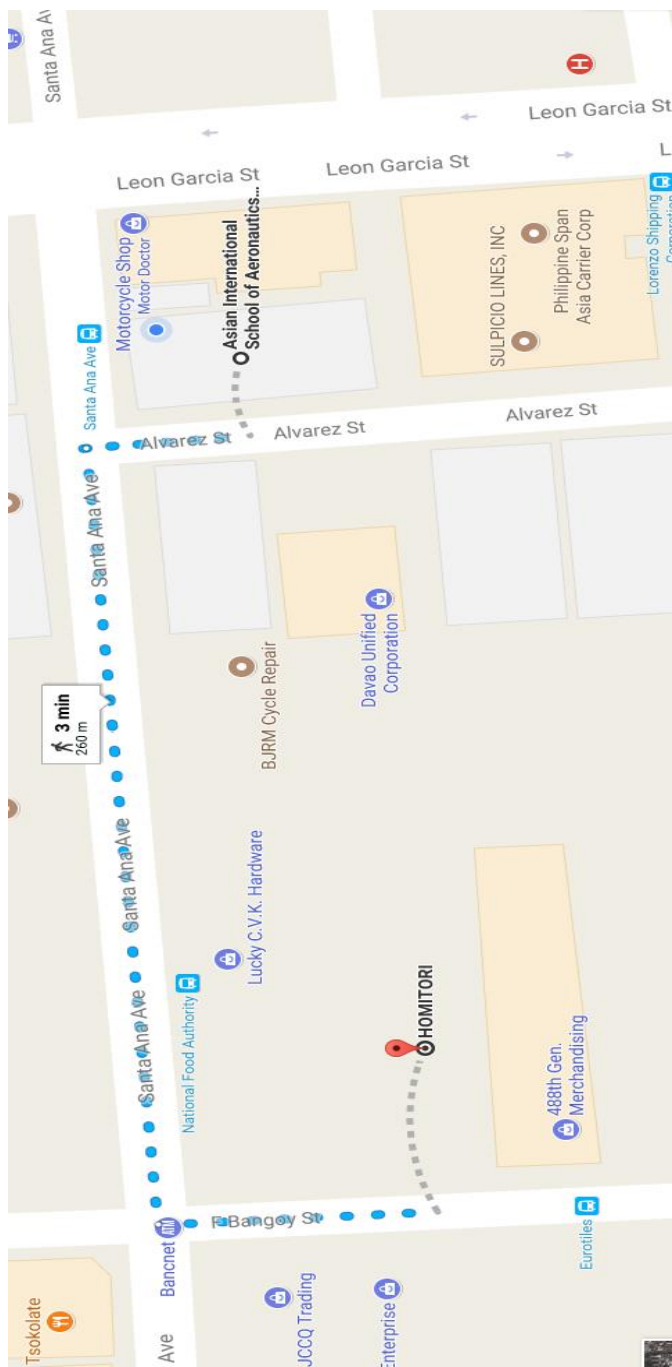
EVACUATION AREA D (FLOOD/STORM SURGE 1) – AISAT 3RD FLOOR (CLASSROOMS AND STUDENT LOUNGE)

AISAT

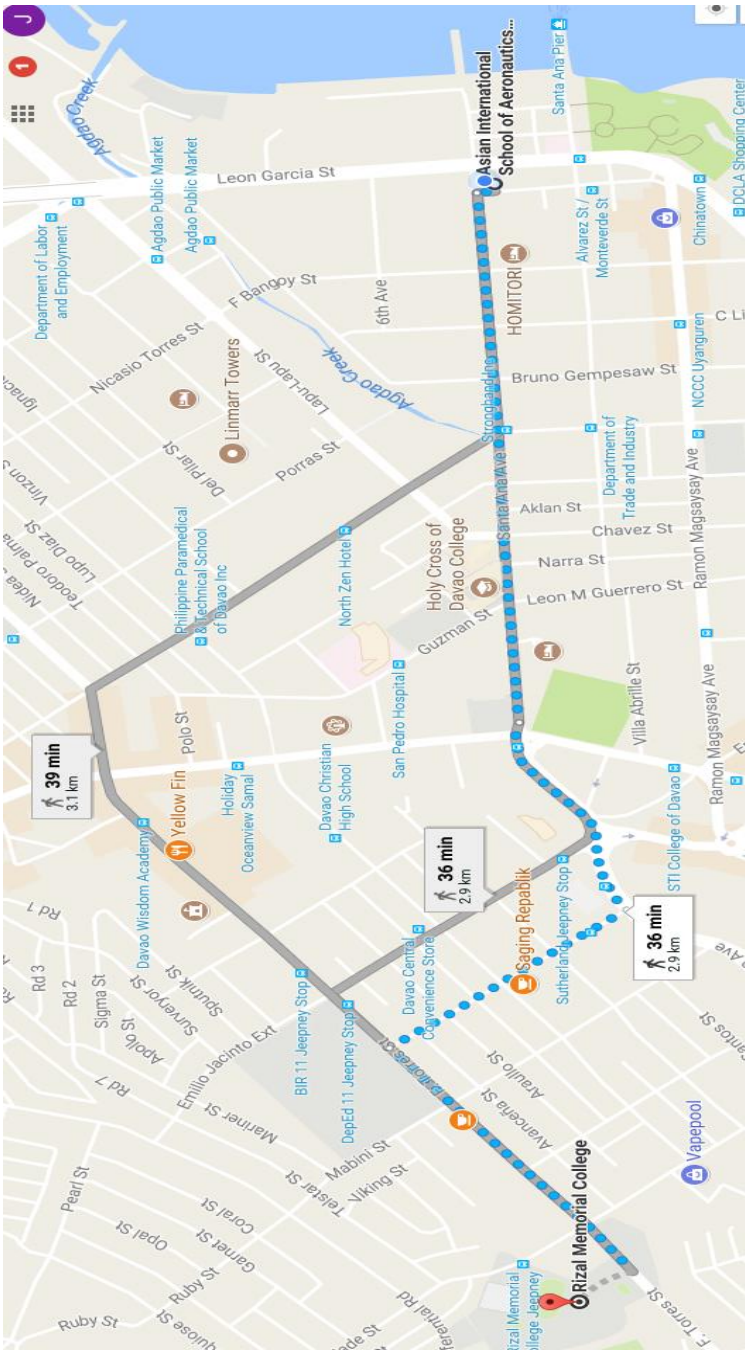
Alvarez St, Poblacion District, Davao City, Davao del Sur, Philippines



EVACUATION AREA A (EARTHQUAKE/BOMB THREAT/FIRE) – HOMITORI



EVACUATION AREA B (TSUNAMI/STORM SURGE 2,3,4) – RIZAL MEMORIAL COLLEGE

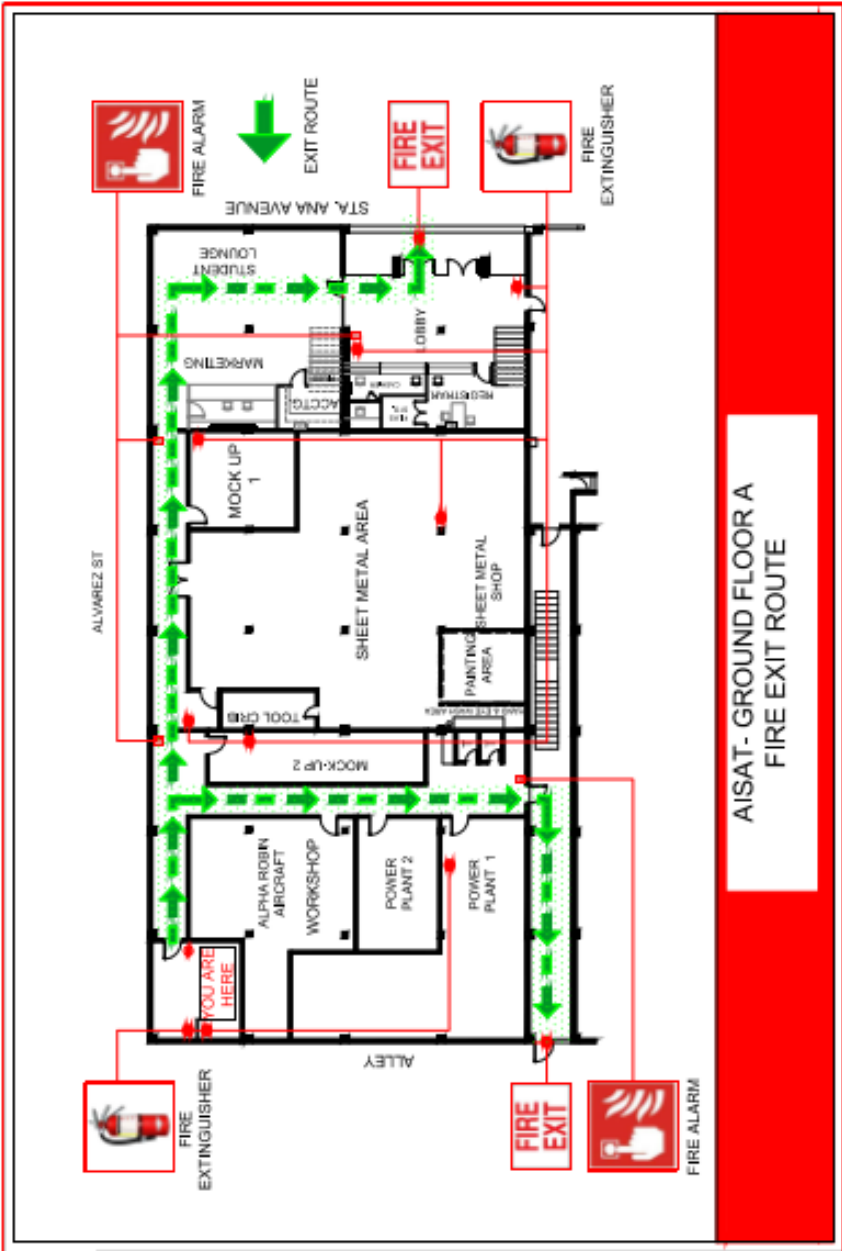


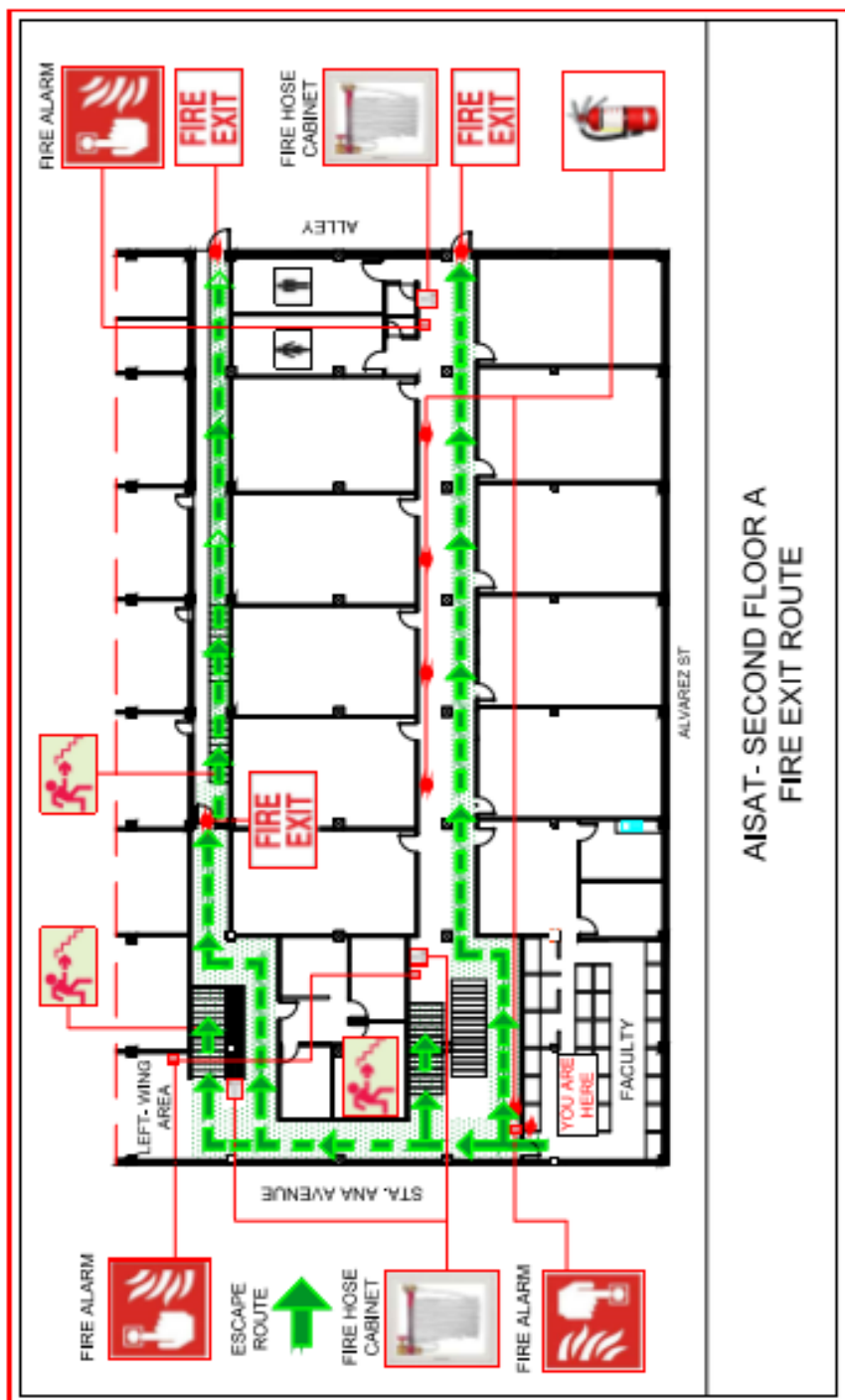
EVACUATION AREA C (TSUNAMI/STORM SURGE 2,3,4) - BROKENSHIRE COLLEGE

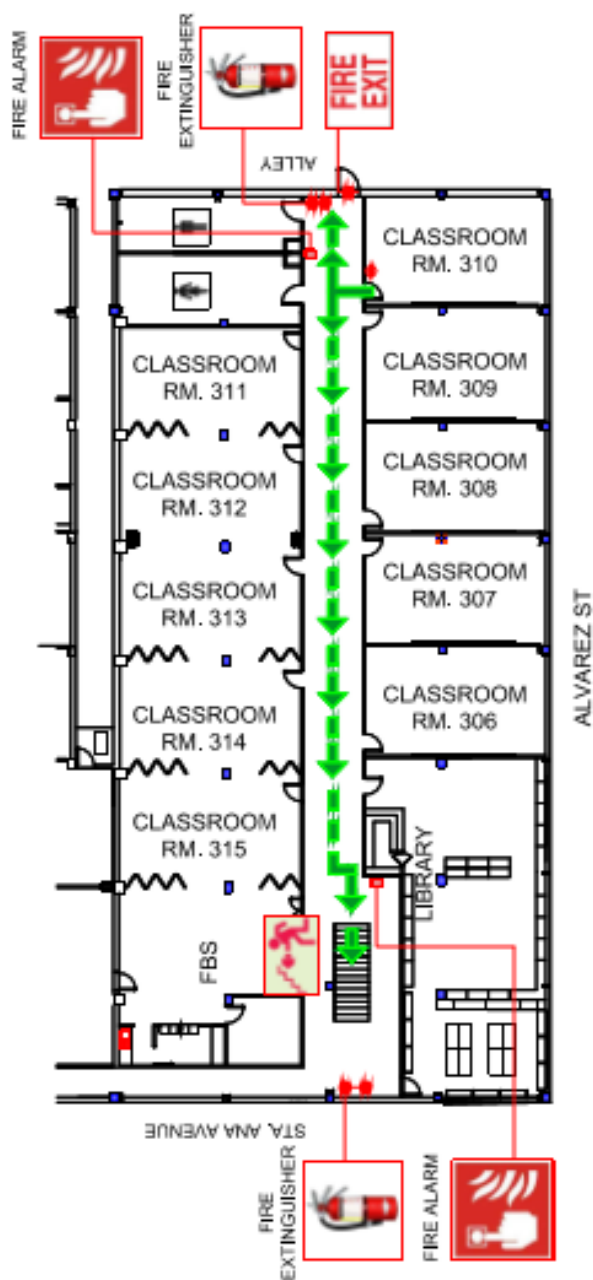


FLOOR PLAN

RIGHT WING BUILDING

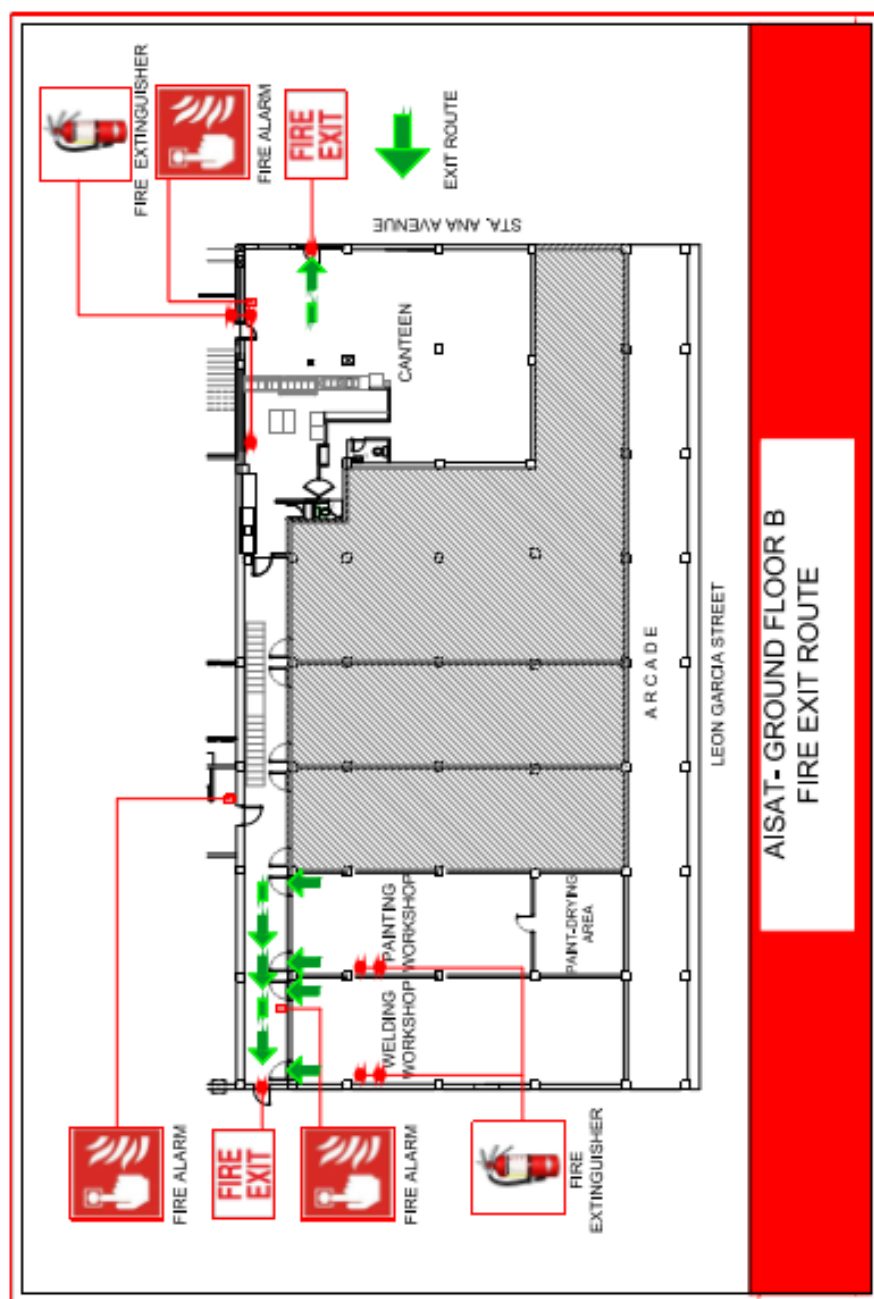


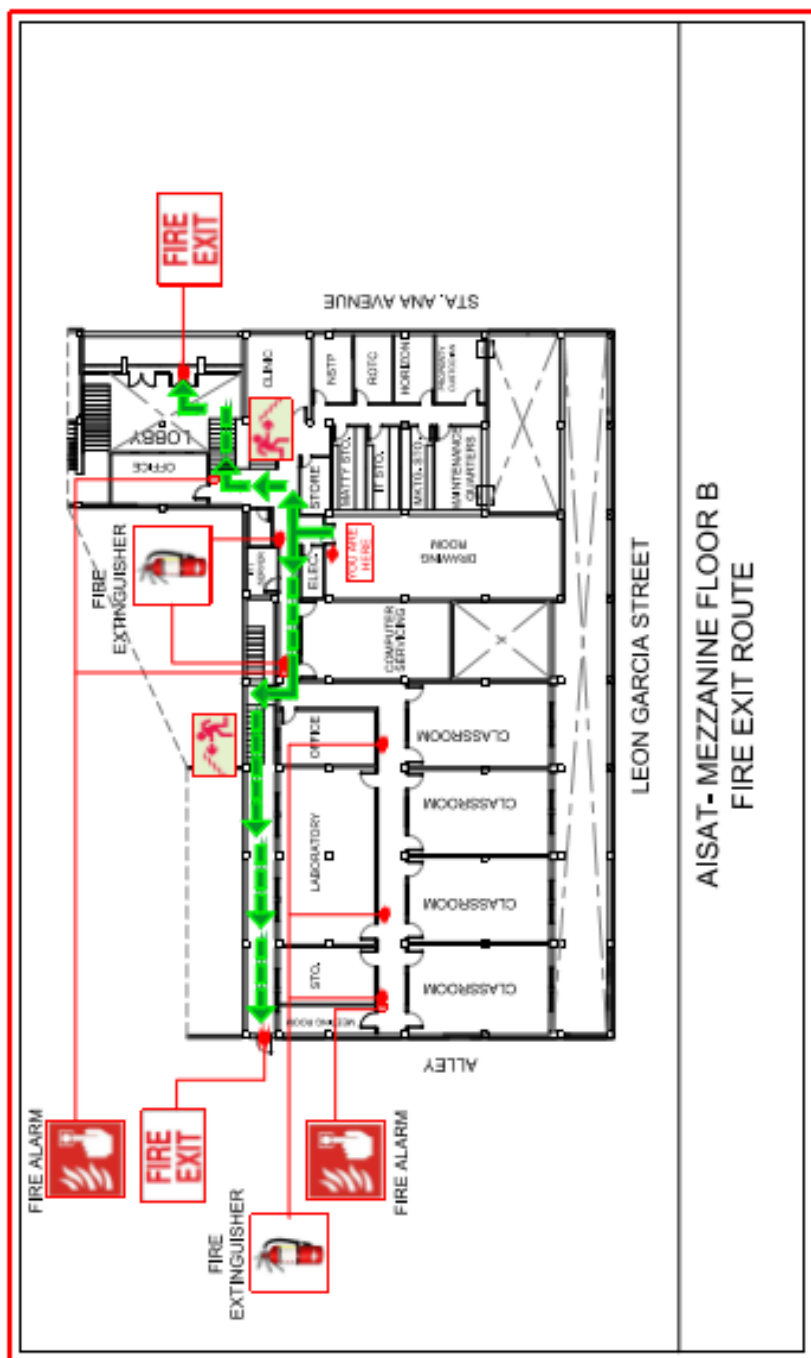


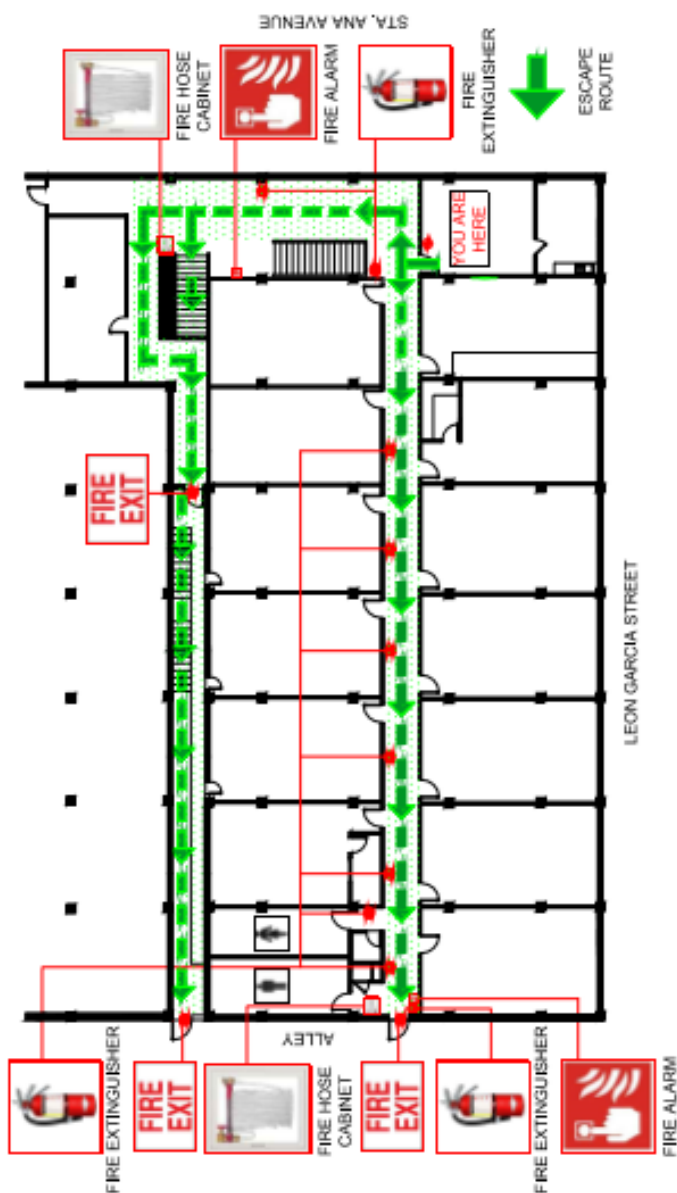


AISAT- THIRD FLOOR A
FIRE EXIT ROUTE

LEFT WING BUILDING







AISAT-SECOND FLOOR B FIRE EXIT ROUTE

