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OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

BARBARA WONG-FERNANDEZ

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Director, Research Office*

MA. CRISTINA F. BATE

Vice President - Basic Education

NORMA M. MONTALVO

Vice President - Administrative Affairs

LILIA R. BAUTISTA

Dean, Law School

WENDY R. ACEBEDO

Dean, Nursing

CARLITO D. GARCIA

Dean, Liberal Arts, Criminology and Education

MILANI M. AUSTRIA

Dean, Computer Studies

MA. LUISA Z. SABA

Dean, Student Affairs

RONALD DEXTER V. ANTIPORDA

Dean, Hospitality and Tourism Management

LEODIGARIO M. DAVID

Dean, Business and Accountancy

ROMEL C. NAVARRO

Principal, High School

JOSEPHINE B. CULALA

Principal, Elementary School

ROSELA D. DEL MUNDO

University Librarian

MENDELSON P. QUIBA

Director, Guidance & Testing Office

MANUEL A. QUIAMBAO

Assistant Dean, Law School

GRACE MARIE B. MARTIN

Assistant Principal, High School

JOSE P. VIERNES

Assistant Principal, Elementary School

BENJIE A. EVANGELIO

Assistant Registrar

THEODORE U. CALAGUAS

Vice President - Financial Affairs

AUGUSTO K. FABELLA

Vice President - Information Systems

MA. CARMELA F. BATE

Director, Treasury Office

BRIAN GAIL E. BAUTISTA

Director, Marketing & Communications Office

EDNA C. CRUZ

Director, Information Technology Office

MANOLO A. DELA PAZ

University Registrar

CAROL A. FERNANDEZ

Director, Budget & Payroll Office

RENANTE G. FERNANDEZ

Director, Accounting

FABIAN B. QUITALES

Director, Administrative & Personnel Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

NOEMI R. BUGARIN

Assistant Librarian

CEZAR C. CABALLES

Assistant Director, Information Technology Office

ELENITA G. SABA

Assistant Director, Information Technology Office

JOSEPH S. DELA CRUZ

Assistant Director, Engineering & Maintenance Office

MARIA KARENINA S. GUILLERMO

Assistant Director, Office of the President

RECHILDA B. IBARDOLAZA

Assistant Director, Administrative & Personnel Office

MICHELLE S. PRADO

Assistant Director, Administrative & Personnel Office

ACADEMIC OFFICERS

Josephine B. Culala, MA, BSE
Principal

Jose P. Viernes, MA, BSEEd
Assistant Principal

HEAD TEACHERS

Marites V. Doctor, MAT, BSEEd

Emilia C. Mallare, BSEEd

Rosario M. Ronsairo, BEEEd

Jose B. Gano, MAEd, BSEEd

Marites C. Tonde, MAEd, BSEEd

Amelia S. Cruz, BSEEd

CLASSROOM TEACHERS

Isidora C. Adulta, BSEEd

Susana F. Alvarez, BEEEd

Cynthia L. Arabit, BSEEd

Ana Nina M. De Asis, BCS/AEd

Elmerito R. Escote, BEEEd

Lydia E. Leoncio, BSBA

Jean P. Mesias, BSEEd

Rosa L. Monreal, MAE., BSEEd

Emilia C. Navarro, MA, BSE

Corazon M. Nucum, BSEEd

Rosalinda U. Ocampo, BSEEd

Mary Joy L. Roja, MA, BEEEd

Marissa M. Rongcales, BSE

John Paul V. Sison, BEEEd

Ma. Teresa A. Valencia, AB

GENERAL INFORMATION

Jose Rizal University is a non-stock, non-profit, non-sectarian private Philippine educational institution, established in 1919 by the late Vicente Fabella, the first Filipino certified public accountant. The University offers the six-year general elementary curriculum, as well as a separate kindergarten course. All basic education courses of study offered by the University are recognized by the Department of Education (DepEd). Tertiary courses are recognized by the Commission on Higher Education (CHED).

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best and is committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals.
- **With Integrity.** A person who acts truthfully, morally and ethically.

OBJECTIVES OF THE ELEMENTARY SCHOOL

The Elementary School was established with the primary objectives of (1) developing the basic skills of communication and rational thought, (2) acquiring functional understanding of mathematical skills and scientific concepts; (3) inculcating desirable habits, attitudes, and ideals for democratic citizenship, and (4) instilling love of God and of the Filipino nation. Elementary education is legally compulsory for all Filipinos of school age, and represents the first phase of basic education, the next being provided by high school.

In addition, the Elementary School places particular emphasis upon developing both familiarity and facility with the English language as quickly as possible, and certain basic desirable virtues which appear to be most effectively provided by the school, rather than the family or the church.

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying a whole city block and a half. It is accessible through public transport passing directly in front of and all around the school. It is located on high commanding ground and is completely surrounded by a wall. Located inside the spacious campus are modern reinforced concrete well-ventilated multi-story buildings. The campus also contains additional school buildings and athletic courts in an annex, as well as ample playground space for the Elementary School. The Elementary School is completely housed in its own three-story building. Also located in this building is the air-conditioned elementary library, which contains a constantly increasing selection of supplementary reading materials and other appropriate books and periodicals.

The school offers computer-assisted instruction in English, Mathematics and Science subjects for all pupils from Grades I to VI. Such instruction is supported by adequate computer laboratory facilities.

A Medical and Dental Clinic is located in the campus, with medical and dental services available during school hours.

A bookstore with complete stocks of the required textbooks, uniforms and school supplies at reasonable prices is also located within the campus.

The school cafeteria serves all types of food, from simple snacks to complete lunches, and is open during class hours.

All divisions and departments of the University may be contacted through the switchboard telephone numbers: 531-80-31 to 35.

Parents are encouraged to visit the campus any time during office hours from Monday to Saturday.

ADMISSION REQUIREMENTS

An applicant for admission to the Elementary School must be accompanied by his parents or guardian. An application form (JRU Form 1) should be filled up and submitted together with the Report Card (DepEd Form 138) valid for transfer. In the case of applicants to the First Grade, the birth certificate, baptismal certificate, or affidavit of birth must be presented showing that the applicant must have been born not later than December 31, 2006. Transfer pupils for Grades Two to Five are required to take and pass the entrance examination. A foreign pupil should present his Alien Certificate of Registration (ACR) properly certified by the DepEd.

Due to the restricted number of classrooms available at the Elementary School Building, only a limited number of new pupils can be accepted for admission. New pupils who already have brothers or sisters studying at Jose Rizal University are given preference, provided that their applications are made early enough during the enrolment period. In order to graduate from JRU Elementary School, a pupil must have studied at JRU Elementary School during his Fifth and Sixth Grades. No transfer pupils will be accepted for admission to the Sixth Grade.

The school has the right to decline any application, which does not conform to its admission policies. All pupils are subject to the policies, rules and regulations of the school and are bound by the provisions and representations made in this announcement. However, such stipulations shall not be considered as constituting an irrevocable contract between the pupil and the school as it is understood that the school reserves the right to modify, change, alter or revise them at its discretion.

By enrolling in the University, students/parents/guardians acknowledge and agree that they shall abide by all the policies and procedures of the University regarding, enrolment acceptance and retention; all school fees payment and collection; withdrawal or dropping policies; and all those policies and procedures contained in this General

Information Manual or any other Policies and Procedures Manuals now existing or will come to existence within the duration of their enrolment.

Student/parents/guardians further acknowledge and agree that should they violate any of these policies, the University has the absolute right to enforce sanctions and penalties upon them as called for in these Manuals, including barring student from taking examinations and/or being dropped from the enrollment rolls if necessary.

The registration schedule for SY 2012-2013 follows:

May 7	Old Grade VI only
May 8	Kindergarten and New Grade I
May 9	Other old pupils
May 11-onwards	Transfer pupils and open enrolment

CURRICULUM

The Basic Education Curriculum (BEC) prescribed by the Department of Education (DepEd) is being implemented by Jose Rizal University (JRU) modified to suit its own educational policies. Since JRU has obtained a deregulated status, it is allowed to develop and offer its own elementary school curricula including sequence, content and coverage as well as a choice in the preferred language of instruction. In terms of the number of contact hours, the JRU Curriculum offers more compared to DepEd's Basic Education Curriculum.

<u>Grade Level</u>	<u>Total No. of Minutes per Day</u>	
	<u>JRU Curriculum</u>	<u>BEC of DepEd</u>
Grade I	350	320
Grade II	350	320
Grade III	380	360
Grade IV	410	370
Grade V	410	380
Grade VI	410	380

The JRU Curriculum meets the national requirements but is further strengthened to enhance instruction reflective of the knowledge, skills and attitudes suited to the ever-changing needs of pupils and society.

The Elementary School places great emphasis on the importance of the English language, and has taken steps to emphasize this particular subject skill. The number of contact hours of the English subject in all grade levels is given more minutes. From 80 minutes, English subject of Grades I to II has been increased to 120 minutes, while Grades IV to VI is 100 minutes per day effective school year 2003-2004.

In addition, English will be used as the medium of instruction in all subject areas for all grade levels (with the exception of Filipino subject). It is the University's belief that an early and complete familiarity with the English language is critical to a more effective social and economic role of the child upon maturity.

Furthermore, additional emphasis is also given to Mathematics and Science subjects, as these represent, together with English, the core of the Elementary School curriculum.

The contents of Good Manners and Right conduct have been especially suited to the needs of the elementary pupils, and takes into consideration those values which are best handled by the school, as contrasted with those which may be better undertaken by the parents and by religious authorities.

The Elementary School curriculum follows:

GRADES ONE AND TWO

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
GMRC/Character Building Activities	30
English Language	60
English Reading	60
Mathematics	60
Science and Health	40
Civics and Culture	40
Filipino	40
Music, Arts & Physical Education	<u>20</u>
	350

GRADE THREE

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
GMRC/Character Building Activities	30
English Language	60
English Reading	60
Mathematics	60
Science and Health	60
Civics and Culture	40
Filipino	40
Music, Arts & Physical Education	<u>30</u>
	380

GRADE FOUR

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
GMRC/Character Building Activities	30
English Language	60
English Reading	40
Mathematics	60
Science and Health	60
Civics and Culture	40
Filipino	40
Music, Arts & Physical Education	40
Home Economics & Livelihood Education	<u>40</u>
	410

GRADES FIVE AND SIX

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
GMRC/Character Building Activities	30
English Language	60
English Reading	40
Mathematics	60
Science and Health	60
Civics and Culture	40
Filipino	40
Music, Arts & Physical Education	40
Home Economics & Livelihood Education	<u>40</u>
	410

SCHEDULE OF CLASSES

Classes are held Mondays through Fridays, in accordance with the following schedules for the different curriculum grades:

Grades I and II	8:00 A.M. – 11:50 A.M. 12:30 - 2:50 P.M.
Grade III	8:00 A.M. – 11:50 A.M. 12:30 - 3:20 P.M.
Grade IV, V and VI	8:00 A.M. – 12:30 A.M. 01:10 - 3:50 P.M.

Note however, that the current class schedule is subject to change.

The school conducts Saturday classes to offset the days when classes are suspended and to complete the number of class days required by DepEd during the school year.

ATTENDANCE

Punctual and continuous attendance is required of all pupils. A number of unexcused absences may prevent a pupil from being given credit in the subject concerned, at the option of the teacher-in-charge. Three consecutive tardy appearances will be counted as one unexcused absence.

The school should be promptly notified if the pupil is sick and unable to attend classes; otherwise, the pupil may be dropped if the number of absences is excessive.

As a general rule, elementary pupils will not be permitted to leave the school campus before the dismissal of classes in the afternoon, for security and safety reasons, and to foster a sense of responsibility. Furthermore, parents will not be allowed to remain inside the campus while their children are attending classes. Each child should be provided with his own lunch box and left to eat by himself or with his classmates during lunchtime.

UNIFORMS

All elementary school pupils are required to wear the school uniform during class days.

For girls, the uniform consists of a white blouse with a woven patch of the JRU seal and the imprinted words "Elementary School" on the pocket over the left breast, JRU colors striped printed-pattern skirts, white socks and black shoes.

For boys, from Kindergarten to Grade IV, the uniform consists of a white polo shirt with the woven patch of the JRU seal and the imprinted words "Elementary School" on the pocket over the left breast, short khaki pants, white socks and black shoes. For Grades V and VI, the uniform is the same except for khaki long pants.

The patterns, prescribed uniforms and cloth materials are available at the JRU Bookstore located in the campus.

SCHOOL ACTIVITIES

A number of excursions and visits to various place of historical and cultural significance are undertaken during the year. Such trips are made under the full supervision of faculty, with the written permission of parents.

JRU is active in the scouting movement and is a regular member of the Boy Scouts of the Philippines. In the Elementary School, there is one recognized troop of Service Scouts and five kawans of Kab Scouts. Boys from six to nine years old are encouraged to join the Kab Scouts; those from ten to twelve years old, the Service Scouts.

The Elementary School is a member of the Girl Scouts of the Philippines. Girls from six to nine years old are encouraged to join the Stars; those from ten to twelve years old, the Girl Scouts.

Literary and musical programs are held from time to time and maximum pupil participation is stressed. A separate day is reserved for Elementary School activities during the annual University Week held early in February when the anniversary of the school is observed with appropriate ceremonies.

Pupils of the Roman Catholic faith may be prepared for the First Holy Communion, at the indication of the parents upon enrolling the child.

SCHOLARSHIPS

To encourage deserving pupils, Academic Scholarships are given to students starting at Grade 3 of JRU Elementary School.

Further details on Academic scholarships are available from the Principal's Office.

In addition, all graduates of the JRU Elementary School are entitled to a reduction in the tuition fee for the first year of high school at JRU, provided they enroll in the school year immediately following graduation.

TUITION AND OTHER FEES

The tuition fees for the school year for each individual pupil will depend upon the grade level:

Grades I to IV	₱ 15,250.00
Grades V to VI	16,220.00

A "prompt payment discount" of 10% of the above tuition fee is given if full payment of all tuition fees and miscellaneous fees is made on or before the opening of classes (Prompt Payment Discount Period). However if payment is made through credit card, the "prompt payment discount" is reduced to 7.5%.

Pupils who will pay full tuition fees and miscellaneous fees after the prompt payment discount period but before the 11th day from the opening of classes can no longer avail the prompt payment discount and will be charge the full published rate.

Pupils who are not able to pay tuition and miscellaneous fees in full on or before 11th day from the opening of classes shall automatically be considered as paying on "installment basis" and shall be charged the installment rates.

Pupils who pay on installment basis shall be charged an "incomplete down-payment fine" of P500.00 if full down payment is not made on or before 11th day from the opening of classes.

The schedule of Installment payments may be obtained from the student accounts Office at Room A-14.

Miscellaneous fees, which may be charged for the school year, depending upon the individual pupil, include the following:

Miscellaneous Fees:

ID, Research and testing fee	₱ 380.00
ID revalidation	120.00
Development fee	1,590.00
Library fee	700.00
Computer laboratory fee	960.00
Auxiliary fee	210.00
Energy Fee	1,300.00
Co-curricular activities (Grade I, IV, V)	1,150.00
Co-curricular activities (Grade II, III)	950.00
Co-curricular activities (Grade VI)	800.00
FSA (Foreign students only)	15,000.00
Transferee application fee	150.00
Graduation fee	1,000.00

Discounts are likewise allowed for brothers and/or sisters. However, pupils will enjoy no discounts in tuition fee for brothers and/or sisters if all tuition and miscellaneous fee are not fully paid by March 16, 2013.

The school discourages and penalizes late enrolment. Any pupil, whether old or new, who applies for admission and is admitted after the first day of classes that is, Monday, June 4, 2012, will be considered as a late enrollee and charge a late enrolment fine. Any old pupil or one with brothers and/or sisters studying at Jose Rizal University but who is a late enrollee loses any priority in admission to the Elementary School, and will treated like any new pupil.

Please note that students with delinquent accounts shall be subject to penalties. These include those students who do not settle their final obligation to the University on time, and those who issue "bounced checks".

WITHDRAWAL AND REFUNDS

A distinction is made between students who officially withdraw and students who drop. Withdrawal are permitted within thirty days after the beginning of classes provided the university is notified promptly in writing on JRU Form 106 and the request is approved by the Registrar and the Vice President for Finance. When no written notification is made, the student is considered drop, and charge in full for the entire semester, regardless of the actual attendance.

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, prior to the start of classes, the University shall refund all payments already made, but will charge the student the amount of One Thousand Pesos (Php 1,000.00) as processing fee. If the student withdraws only portion of his/her enrolment, prior to the start of the classes, the University shall refund the portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of subjects. The student shall be charged the appropriate amount for dropping of subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount.

If a student officially notified the University of the withdrawal of his/her enrolment or any portion of his/her enrolment within fifteen (15) calendar days after the beginning of classes, the student shall be charged 20% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This shall be in addition to the appropriate charges imposed for dropping the subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has

already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notified the University of the withdrawal of his/her enrolment or any portion of his/her enrolment more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This shall be in addition to the appropriate charges imposed for dropping the subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notified the University of the withdrawal of his/her enrolment, or any portion of his/her enrolment more than thirty (30) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This shall be in addition to the appropriate charges imposed for dropping the subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

FURTHER INFORMATION

Additional information may be obtained from the Office of the Elementary School Principal in Room C-29 of Building C. The office is

open from 8:00 to 12:00 o'clock in the morning and from 1:00 to 5:00 o'clock in the afternoon Mondays through Saturdays. You can contact us also through the following:

Telephone No. : 531-8031 to 35
Fax No. : 531-6087
Email : elementary@jru.edu
Website : www.jru.edu
Principal : dhotz.culala@jru.edu
Asst. Principal : jose.viernes@jru.edu

KINDERGARTEN

Kindergarten class introduces the child to social interaction with children of the same age, and eases the transition into more formal education in Grade I. As per DepEd order, it is strongly advised that children should take the Kindergarten program to improve their readiness and foundation skills to be ready for the primary grades. A portion of the elementary building is exclusively used for the kindergarten classes, offering a wholesome atmosphere for young children engaged in work and play.

A child suitable for kindergarten should have been born not later than December 31, 2007. A child might be accepted for kindergarten and yet not be eligible for Grade One later on, should the child be too young.

The medium of instruction for the kindergarten class is primarily English, with the Filipino language utilized as an auxiliary medium. Classes are held from 8:00 to 11:00 o'clock in the morning from 12:00 to 3:00 o'clock in the afternoon, Mondays through Fridays.

Kindergarten pupils are encouraged to join the Scouting Movement, Twinklers for the girls and Kid for the boys.

Kindergarten pupils are required to wear the same uniforms as those worn by the elementary pupils in Grades I to IV.

KINDERGARTEN

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
Sharing Period	10
Communication Arts	30
Playtime	15
Social Living	20
Number Readiness	30
Snack Time	15
Science and Helpful Living	20
Filipino	25
Cultural Arts	<u>15</u>
	180

KINDERGARTEN FEES

Tuition fee	₱ 13,330.00
ID, research and testing fee	380.00
ID revalidation	120.00
Library fee	700.00
Graduation fee	1,000.00
Development fee	1,590.00
Co-curricular activities	1,100.00
Auxiliary student services	210.00
Energy Fee	1,300.00

The tuition fee includes athletic services and student publications. Kindergarten materials, however, are to be obtained by the pupil separately.

The parents of prospective pupils are invited to inspect the facilities for the kindergarten class. Further information may be obtained from the Office of the Elementary School Principal.

IMPORTANT

Parents are expected to be familiar with the contents of this General Information, and to abide by all the policies and procedures contained herein.