**HIGH SCHOOL CALENDAR**
School Year 2014-2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2, 2014, Monday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>June 12, Thursday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>July 31, Thursday</td>
<td>Eid-Ul-Fitr</td>
</tr>
<tr>
<td>August 21, Thursday</td>
<td>Martyrdom of Benigno Aquino</td>
</tr>
<tr>
<td>August 26, Tuesday</td>
<td>National Heroes Day</td>
</tr>
<tr>
<td>October 5, Sunday</td>
<td>Eid-Ul-Adha</td>
</tr>
<tr>
<td>November 1, Saturday</td>
<td>All Saint’s Day</td>
</tr>
<tr>
<td>November 30, Sunday</td>
<td>Bonifacio Day</td>
</tr>
<tr>
<td>December 20, Saturday</td>
<td>Christmas vacation begins</td>
</tr>
<tr>
<td>December 25, Thursday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 30, Tuesday</td>
<td>Rizal Day</td>
</tr>
<tr>
<td>January 1, 2015, Thursday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 5, Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>February 5-8, Thursday-Sunday</td>
<td>University Week</td>
</tr>
<tr>
<td>February 19, Thursday</td>
<td>Chinese New Year</td>
</tr>
<tr>
<td>February 25, Wednesday</td>
<td>EDSA Revolution</td>
</tr>
<tr>
<td>March 20, Friday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>March 27, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

**TENTATIVE SCHEDULE OF MONTHLY EXAMINATION:**

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Dates</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Grading Period</td>
<td>July 17-18</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td></td>
<td>August 19-20</td>
<td>Tuesday-Wednesday</td>
</tr>
<tr>
<td>Second Grading Period</td>
<td>September 18-19</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td></td>
<td>October 16-17</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td>Third Grading Period</td>
<td>November 18-19</td>
<td>Tuesday-Wednesday</td>
</tr>
<tr>
<td></td>
<td>December 16-17</td>
<td>Tuesday-Wednesday</td>
</tr>
<tr>
<td>Fourth Grading Period</td>
<td>January 19-20</td>
<td>Monday-Tuesday</td>
</tr>
<tr>
<td></td>
<td>February 16-17</td>
<td>Monday-Tuesday</td>
</tr>
</tbody>
</table>

**FINAL EXAMINATIONS:**

| Graduating Students | March 12-13  | Thursday-Friday |
| All Others          | March 19-20  | Thursday-Friday |

This academic calendar was prepared on the assumption that the legal holidays during the time the calendar was prepared remain as is for the school year. If additional days are declared as legal holidays (such as a succeeding Monday or a preceding Friday), then the University reserves the right to consider the option of adjusting its calendar, to ensure that contact hours are not unduly affected.
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<td>20</td>
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</tr>
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OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA
President

BARBARA WONG-FERNANDEZ
Vice President – Academic Affairs

MA. CRISTINA F. BATE
Vice President – Quality Management

NORMA M. MONTALVO
Vice President – Administrative Affairs

RAMON C. CERCADO
Dean, Graduate School
Director, Research Office

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

MENDELSION 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

THEODORE U. CALAGUAS
Vice President – Financial Affairs

NOEL A. DIMASACAT
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

ELENITA G. SABA
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

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

BENJIE A. EVANGELIO
Assistant Registrar
ACADEMIC OFFICERS

Romel C. Navarro, MAEd
Principal

Grace Marie B. Martin, MAEd
Assistant Principal

DEPARTMENT HEADS

Carissa M. Enteria, MA  English
Rachel Aubrey S. Bosito, MAF  Filipino
Ma. Cecilia Q. Mangabat, BSE  Mathematics
Esperanza V. Plaza, BSE  Social Studies
Remelina S. Hipolito, BSE  Science
Nilo J. Barcelona, MAEd  BT-MAPEH

CLASSROOM TEACHERS

Rovelyn A. Arcilla, BSE  Jessa E. Frias, BS Math
Carol S. Amada, BSE  Sarah T. Gabrentina, BSIE
Rosemarie E. Atendido, BSE  Gemma V. Garcia, BSE
Aaron Paul T. Baliga, BS Chem  Cecil M. Iogama, BSE
Ma. Theresa B. Bonus, MST Chem  Marinelle S. Lara, BSE
Dennis P. Castro, MAEd  Lilian P. Matutina, BSE
Mailyn R. Corpuz, BSE  Haidee A. Merlin, BS Math
Nadeta A. Crisostomo, BSFN  Aileene O. Montalban, BSE
Rufo D. De Leon, BSE  Milagros C. Ogalinda, MPA
Marissa M. Dimaranan, BSE  Arnulfo A. Perion, BPE
Gemma D. Diomino, BSE  Christopher J. Plaza, BSE
Vanessa C. Espartero, BS Math  Jesus Ernesto R. Reyes, BBTE
Jeanne R. Esteves, BSE  Leila L. Roxas, MAEd
Jepone F. Fajilan, MAEd  Angelita R. Teodoro, MAEd
Rufina G. Francia, MEM  Alexander R. Villareal, BSE
GENERAL INFORMATION

Jose Rizal University is a non-stock, non-profit, non-sectarian private Philippine educational institution, which was founded in 1919 by Vicente Fabella, the first Filipino certified public accountant. The University offers courses of study at the elementary, high school, collegiate, law and graduate levels. Its course offerings for the elementary and secondary levels are recognized by the Department of Education (DepEd), and the Commission on Higher Education (CHED) for the tertiary levels.

MISSION OF THE UNIVERSITY

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

VISION OF THE UNIVERSITY

José Rizal University will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

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.

JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.
PROGRAM OUTCOMES OF THE HIGH SCHOOL

Consistent with the College Readiness Standards of the Philippines, the graduates of the JRU High School Division are able to:

1. Exhibit higher communication and critical thinking skills;
2. Demonstrate mastery of mathematical skills and scientific concepts and their applications;
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian Values;
4. Apply technological and occupational skills in real life situations; and
5. Demonstrate love of God and of the Filipino nation in everyday living.

QUALITY POLICY AND QUALITY OBJECTIVES

Jose Rizal University is committed to provide quality education through compliance with stakeholders requirements and continuous improvement of its organizational system, and develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

In implementing this quality policy, the University will:

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Maintain and continuously develop a competent workforce through effective performance management system.
4. Maintain Effective financial, technological, academic and administrative planning and control system to implement its goals and objectives.
HIGH SCHOOL CURRICULUM

The High School offers the four-year secondary curriculum as approved by the Department of Education (DepEd) and is the first certified Level III Accredited Program in the National Capital Region granted by Philippine Association of Colleges and Universities Commission on Accreditation (PACU COA) and certified by the Federation of Accrediting Agency (FAAP), modified to suit the global educational policies and priorities of JRU High School. High school classes are conducted for 80 minutes each for English, Math, Science and Business Technology.

English is used as the medium of instruction in all subjects except Filipino. It is the University’s belief that complete familiarity with the English language is critical to a more effective social and economic role of the child. The High School is very conscious of the importance of a good command of the English language in secondary education, and has initiated steps in improving our subjects by including the Computer Aided Instruction (CAI) in teaching all our subjects.

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying an area of one and a half city blocks. It is accessible through public transport passing directly in front of and around the school. It’s high school building is completely surrounded by concrete walls located inside the spacious campus which is modern, well-ventilated, and reinforced concrete multi-storey buildings.

The air-conditioned University library contains a wide selection of books and periodicals as well as a variety of supplementary reading materials. The reading area provides the proper atmosphere for study and research. The library collection contains more than 70,000 titles and is still increasing.

Another five-storey building houses the science, computer and speech laboratory rooms and the air-conditioned auditorium.

The computer classrooms contain 50-position computer facilities, which are more than adequate for every student in each classroom.
The University has a modern speech laboratory designed to facilitate good and efficient communication systems between the teacher and the students, thus providing a modern way of employing the “Listen and Learn” principle.

The high school building (Building M) houses the modern laboratories and spacious library.

The school cafeteria provides hot and nutritious meals at reasonable prices, in addition to snacks and refreshments.

The University Bookstore has a complete stock of the required textbooks, school uniforms, and school supplies offered at reasonable prices. However, students may, if they so prefer, obtain their textbooks and other school supplies elsewhere.

Professional guidance counseling is available at the Guidance and Testing Office for individual or group counseling for academic and/or personal problems. Individual and group testing are also available upon request. Any high school student may request for an appointment with the guidance counselor.

A physician, dentist, and nurse are on duty during school hours at the Medical and Dental Clinic. Students are given a physical check-up during the school year, and any defect or infirmity is immediately reported and acted upon as appropriate.

The University has an air-conditioned ecumenical prayer room where students are welcome to pray.

The athletics and physical education facilities are located at the new Gym Building (Bldg G) - Annex Campus 3 where students can enjoy playing basketball and other indoor sports.

**ADMISSION REQUIREMENTS**

New students interested to enroll at the high school division should submit an Application for Admission (JRU Form 1), properly filled out,
together with his Report Card (Form 138) or other entrance credentials. Application forms may be obtained at the Office of the High School Principal, in Room M-201. A new student seeking admission to the High School must have obtained satisfactory grades in deportment.

In the absence of any school record which may serve as a basis for admission, the applicant may submit a certified statement signed by the principal of the school last attended about the loss of school records indicating the subjects passed; or the guardian of the applicant may sign a waiver form acceptable for temporary enrolment and available at the Office of the High School Principal indicating therein a commitment date when to submit the student’s official school record.

A student who receives not more than three failing grades at the end of the school year should enroll during the summer term to make up for his deficiencies; otherwise, he will either be required to repeat the curriculum year in which he has been enrolled, or will be allowed to take only the subjects which he has failed.

A foreign student should bring his Alien Certificate of Registration upon enrolment, as well as the approval for enrolment and the evaluation of units earned abroad as certified by the Department of Education.

Jose Rizal University High School reserves the right to decline any application, which does not conform to its admission policies. All students are subject to the policies, rules and regulations of the school and are bound, among others, by the provisions and representations made in this announcement. However, such stipulations shall not be considered as constituting an irrevocable contract between the student and the school as it is understood that the school reserves the right to modify, change, alter or revise them.

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.

Classes begin on Monday June 2, 2014. The preferential dates of registration are as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth year level</td>
<td>May 5</td>
</tr>
<tr>
<td>Grade 7</td>
<td>May 6</td>
</tr>
<tr>
<td>Grade 8</td>
<td>May 7</td>
</tr>
<tr>
<td>Grade 9</td>
<td>May 8</td>
</tr>
<tr>
<td>Transfer students and open enrolment</td>
<td>May 9 onwards</td>
</tr>
</tbody>
</table>

Students enrolling after these preferential dates are not assured of enrolment due to space constraints, hence, they are advised to come as scheduled to avoid non-admission or closed preferred sections.

For further information concerning admission, please see the Principal or Assistant Principal in Room M-201, which is open from 7:00 in the morning to 6:00 o'clock in the afternoon from Mondays through Fridays and 8:00 a.m. to 5:00 p.m. during Saturdays.

Telephone Nos. : 531-8031 to 35
Fax No. : 531-6087
Email : highschool@jru.edu
Website : www.jru.edu

**Enrolment Procedure**

Generally, the enrollee is required to present his enrolment credentials to the teacher in charge of registration. The student may start his/her on-line registration using the AIMS Student Module. Enrolling student may ask for assistance from enroller present in the enrolment area. Upon approval of the credentials, students availing of discounts/ scholarships must proceed to the
Student Accounts Office (for application and approval) before payment. The student then goes to the teller for payment in Room A-21 presents the enrolment permit and makes the necessary payment. The amount printed in the official receipt should tally with the actual payment.

Keep in mind that preliminary registration and payment of fees should be done on the same day to be assured of space in the subjects enrolled, otherwise, reservations may be cancelled.

A student is considered officially enrolled only after: (1) the tuition fee for at least two months plus; and (2) all pertinent miscellaneous fees have been paid, as evidenced by a validated Official Receipt.

The admission card is evidence of the student’s enrollment and should be presented to the subject teachers for their signatures on the first day of classes. The card should be kept with care as proof of his official enrolment in the University.

TRANSFER STUDENTS

The minimum residence requirement for graduation from the High School of Jose Rizal University is two curriculum years. The University admits transfer students only up to third year. Cases involving transferees other than those mentioned above will be considered on a case-to-case basis. Application should be made with the High School Principal.

CURRICULUM

The JRU High School Curricula for all curriculum years meet the national requirements but are further strengthened to enhance instruction reflective of the knowledge, skills and attitudes suited to the ever-changing needs of students and society.
## CURRICULUM

### Grade 7

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
<th>Day</th>
<th>Mins/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 7 (Grammar and Literature)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Filipino 7 (Wika at Panitikan 1/Ang Kataliningan ni Rizal)</td>
<td>1.5</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>Social Studies 7 (Phil. History &amp; Government)</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Mathematics 01 (Elem Algebra w/Gen Math as Introduction)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Science &amp; Technology 7 (General Science)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Business Technology 7 (Technology &amp; Home Economics)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Character Education 7</td>
<td>1</td>
<td>1</td>
<td>40</td>
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<tr>
<td>MAPEH 7 (Music, Arts, Physical Education and Health)</td>
<td>1</td>
<td>1</td>
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</table>

**TOTAL** 12.5 8 500

### Grade 8

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
<th>Day</th>
<th>Mins/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 8 (Grammar and Literature)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Filipino 8 (Wika at Panitikan/Florante at Laura)</td>
<td>1.5</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>Social Studies 8 (Asian History)</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Science &amp; Technology 8 (General Science 2)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Mathematics 02 (Intermediate Algebra &amp; Statistics)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Business Technology 8 (Micro-Text Processing)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Character Education 8</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>MAPEH 8 (Music, Arts, Physical Education and Health)</td>
<td>1</td>
<td>1</td>
<td>40</td>
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</table>

**TOTAL** 12.5 8 500

### Grade 9

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
<th>Day</th>
<th>Mins/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9 (Grammar and Literature)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Filipino 9 (Wika at Panitikan/Noli Me Tangere)</td>
<td>1.5</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>Social Studies 9 (World History)</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Science &amp; Technology 31 (General Science 3)</td>
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<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Mathematics 03 (Advance Algebra &amp; Geometry)</td>
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<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Business Technology 9 (Comp. Science)</td>
<td>2</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>MAPEH 9 (Music, Arts, Physical Education and Health)</td>
<td>1</td>
<td>1</td>
<td>40</td>
</tr>
</tbody>
</table>

**TOTAL** 11.5 7 460
Fourth year students are required to see their section advisers before the end of June 2014 for the re-evaluation of their subjects required for graduation; failure to do so may cause the students to be ineligible for graduation.

**CLASS HOURS, ATTENDANCE AND EXCUSE SLIPS**

Classes are conducted from 7:00 o’clock in the morning to 5:40 o’clock in the afternoon on regular school days, with appropriate study and snack/lunch breaks. Every Monday morning, students with first-period classes are required to come fifteen minutes earlier to participate in the flag-raising ceremony. From Tuesday through Fridays, students sing the National Anthem and recite the Filipino Patriotic Pledge before starting their first period classes.

High School students are not allowed to go out of the campus from 7:00 o’clock in the morning until their last period in the morning or afternoon.

Punctual attendance is required of all students. Students who come to class later than five minutes after the ringing of the bell will be allowed to enter the classrooms only with an excuse slip from the Office of the Principal. Three consecutive days tardiness are counted as one unexcused absence. A student who has incurred absences, excused and/or unexcused, equivalent to twenty per cent (20%) of the prescribed DepEd number of school days for the school year may not be given credit for the particular subjects.

After one or two consecutive absences, a student is required to present to the teacher concerned a letter of excuse written and signed by the parent,
together with his ID card or residence certificate. If a student is absent for more than two consecutive days, the letter of the parent with the same requirement should be submitted to the Principal or Assistant Principal to obtain an official excuse slip for re-admission to his classes. Excuse slips are issued at the Office of the Principal during the first three periods of every session.

The parent should immediately notify the Principal, if a student is sick. A student who is absent for one week or more can be re-admitted only when accompanied by the parent in securing the excuse slip from the Principal.

**Co-Curricular Organizations**

Co-curricular organizations related to different subject areas are organized to enhance the interest of the students in related subjects, to improve their skills in various fields, and to promote harmonious social relationship in the school campus. Organizations correlated with other curricular areas provide the students enriching learning experiences.

Another objective of these organizations is to foster orderliness and cleanliness in the school environment. During class hours the officers and members see to it that corridors are free of loitering students and monitor the orderly movement of students along the stairways and corridors. Close coordination is maintained between the Mandaluyong City and civic officials, and the students and faculty on community-related activities.

**School Uniforms**

Students are required to wear the school uniform while in school. Those who are not in uniform are not admitted to their classes, instead they are advised by their subject teachers to stay in the library until their dismissal time, to accomplish any class work they may have missed.

The prescribed JRU High School uniform for girls consists of a white blouse with JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted JRU letters and a JRU striped white blue and gold necktie and skirt. For boys, the prescribed uniform is a white polo shirt with the JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted JRU letters and long black trousers. The pattern, prescribed items and clothing materials are available at the JRU Bookstore. Male students
are required to wear black shoes and black socks while female students are required to wear black shoes and white socks.

The prescribed MAPEH uniform for both boys and girls are available at the Bookstore.

TEXTBOOKS

All high school students are required to obtain a complete set of the prescribed textbooks, the lists of which are posted outside the Bookstore. The University Bookstore sells textbooks and school supplies at reasonable and competitive prices, but students are free to obtain their textbooks and school supplies elsewhere, if they so prefer.

SCHOOL ACTIVITIES

To supplement classroom work, actual field excursions and educational tours with parental consent and under the supervised direction of class advisers are undertaken by the students in all curriculum year levels. Instructional techniques are supplemented by a variety of audio-visual materials housed in a separate audio-visual room.

The student body of the high school publishes a high school student organ, The Scroll, completely managed and edited by the students. Students are encouraged to write and publish original articles in this school organ. They are given the opportunity to express themselves freely through writing. Managing the school paper imbues the students’ minds with the significance of responsibility and work, and plays an important role in the development of a mature studentry. A yearbook, The Blue and Gold, is a project of, and published annually by, the seniors.

Quiz shows in all subject areas are held to reinforce the learning acquired in classrooms and enhance mental alertness.

The University has units of the Boy Scouts and the Girl Scouts of the Philippines. The scouts activities are highlighted by an annual hiking and camping under the supervision of responsible scoutmaster-faculty members. Boy and girl scouts participate actively in the University community programs.
The High School has an active Student Catholic action unit. Holy Mass is celebrated every first Friday of the month at the school campus. Religious instruction is conducted on a voluntary arrangement to interested Catholic students. The prayer room in Room C-14 is open during schools hours, where the students of all denominations may meditate.

Literary and musical programs, convocations featuring noted resources persons, and other social gatherings are frequently held at the campus for further educational and cultural enrichment.

The homeroom provides an opportunity for closer teacher-student relationship, more effective practice of social group living, and better group guidance activities.

Complete computer facilities are provided for the student’s hands-on experience to reinforce the lessons learned in ordinary classrooms.

Study activities in Mathematics, Science and English are conducted by academic organizations before monthly examinations to help students who have inadequate skills in the 3 subjects without any financial obligation on their part.

**MUSIC, ARTS, PHYSICAL EDUCATION AND HEALTH (MAPEH)**

MAPEH is offered to Grade 7 to 10 students and includes music, arts, physical education and health.

The annual intramural league is an important component of the physical education program. It is designed to encourage as many students as possible to participate in a competitive manner in several group sports. For their own protection, students who participate are required to secure inexpensive student insurance during the season.

Jose Rizal University is a member of the National Collegiate Athletic Association (NCAA), and high school students are given the opportunity to enjoy the benefits of its membership. Qualified students are encouraged to participate in the NCAA Junior Division sports of basketball, chess, football, softball, swimming, tennis, track and field, and volleyball.
The three-day University Week Celebration held in February is a significant event in the school with maximum student participation as a major objective. It features art exhibits, literary and musical programs, field demonstrations, parlor games, quiz shows and other activities; thus enhancing the students varied interests and talents.

SCHOLARSHIPS

To encourage deserving students to enrol and finish their studies at JRU, La Pluma and Academic Scholarships are made available.

All incoming freshmen in the High School division who have been certified as belonging to the top 5 in academic ranking by their Elementary Principal from any school, including JRU are automatically qualified as “La Pluma” scholars for their first two (2) school years in JRU. These scholarships can only be availed of, if the students enroll during the school year immediately following their graduation.

All other incoming freshmen from any school, including JRU may apply for Academic scholarship, except the “La Pluma” scholarship by taking and passing the JRU scholarship qualifying examinations.

Further details on Academic scholarships are available from the Guidance and Testing office.

The editor-in-chief and the managing editor of the high school publication, The Scroll, are entitled to full and half scholarships valid for one year respectively. Likewise, the CAT Corps Commander is entitled to full scholarship valid for one school year. Scholarships are also awarded to band members and deserving athletes and cheerleaders.

Several scholarships, including stipends, are awarded to deserving students under the sponsorship of Jose Rizal University Alumni Association (JRUAA). Further information on this matter may be obtained from the High School Principal.
HONOR GRADUATES

Basically, a graduating student with normal study load who obtains a final general average of 85% or above, with no quarterly and final grade lower than 80% in any subject is considered qualified for inclusion in the honors list. The final general average of the student in the third and fourth year is computed to obtain the average, which becomes the basis of determining his rank in the list of honors.

A candidate for graduation honors must have met the minimum two-year residence requirement. Furthermore, a student who is aspiring to become a valedictorian or salutatorian should not obtain any quarterly and final grade lower than 80% in any subject during his two years of schooling in the high school.

TUITION AND OTHER FEES

The tuition fee for the year or for the summer session for each student will depend upon the total number of units taken. Miscellaneous and other fees may be charged depending on the year level and subject enrolled. The details of tuition and miscellaneous fees are included herewith and are available at the Student Account Section of the Accounting Office.

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

Further information about prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Account Section at Room A-13.

Students who will pay tuition fees and miscellaneous fees after the prompt payment discount period but on or 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.

Students 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.

   Students who pay on installment basis shall be charged an “Incomplete Down-payment fine” of Five Hundred (Php 500.00) if full payment is not made on or before 11th day from the opening of classes.

   A “Non Payment Fine” equivalent to Two Hundred (Php 200.00) PESOS shall be charged to those students who fails to pay the minimum payment required on installment accounts as they become due.

   The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

   A student is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

   Please note that the student with delinquent accounts shall be subject to penalties. This includes students who do not settle financial obligations to the University on time and those who issue “bounced checks”.

WITHDRAWALS 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 F-REG-004 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 Two Thousand Eight Hundred Pesos (Php 2,800.00) 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.

For the summer session of any division, the policy on refunds, either on the cash basis or on the installment basis, will remain the same as for the regular session, except for the difference in grace periods. For the grace period of fifteen (15) calendar days after the beginning of classes during the regular session, the summer equivalent will be two (2) calendar days; where it was thirty (30) calendar days, the summer equivalent will be five (5) calendar days. These equivalents will be valid for both collegiate and high school summer session.

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatsoever.

Further details regarding withdrawals and refunds are available at the Student Accounts Section of the Accounting Office

ID CARDS

Student identification cards (IDs) are issued at the beginning of the school year. The IDs should always be attached to the shirt or blouse of a student while in school. Presentation of the ID card is required, among others,
when entering and leaving the campus, borrowing athletics equipment, securing examination slips, availing of medical/dental services, and applying for the use of school facilities. Students should be careful with their ID’s as any student who loses his identification card pays a replacement fee before he is issued another one. They can obtain temporary gate passes only pending recovery/replacement of lost ID, if they are accompanied to the office by their parents. Temporary gate passes are good for a duration of one (1) week only.

**ADDITIONAL INFORMATION**

Further information may be obtained from the Office of the High School Principal, Room M-201, which is open from 7 o’clock in the morning to 5 o’clock in the afternoon from Mondays through Fridays. The telephone numbers of the University are 531-80-31 to 531-80-35, the Office of the High School Principal can be reached through Local 18.

Fax No. : 531-6087  
Email : highschool@jru.edu  
Website : www.jru.edu
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.