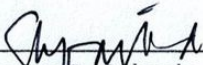
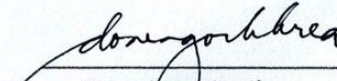
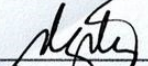


Signed by:


Susan B. Faltado
Admin Officer V


Domingo i. Librea
Training Supervisor

Approved by:


DORIE U. GUTIERREZ
RTC - Administrator

I hereby acknowledge that I have read, understood and will abide by all the Rules and Regulations in TESDA RTC-CALABARZON.

Signed by:

Signature over Printed Name



Technical Education and Skills Development Authority
REGIONAL TRAINING CENTER—CALABARZON



TRAINEES HANDBOOK

GENERAL DIRECTIONS:

Trainees of the TESDA IV - A Regional Training Center CALABARZON are expected to act as matured individuals at all times, whether on or off campus, show respect for proper Authority, respect the right of fellow trainees for the good name of the Training Center. To ensure an atmosphere conducive to learning for the formation of productive citizen of the country and to maintain an order necessary for the common good, trainees are expected to adhere on the following conditions:

1. Familiarize themselves with the content of the Trainees handbook and strictly comply with all the provisions herein;
2. All trainees are required to attend flag ceremony, daily exercises and other related activities on specified time;
3. In the performance of their obligations, all trainees must act in accordance to and/or with respect for individual rights and traditions following the framework of the policies, rules and regulations of the Center;
4. The Center expects its trainees to observe all the rules and regulations inside the campus and implement best practices the duration of their training;
5. It is considered unethical for any trainees to make unfavorable remarks towards another;
6. Persons in Authority: Supervisor for Instruction and Assessment as well as Supervisor for Admin Services and trainers exercises authority over all the trainees. As such, they have the rights and duty to apprehend and refer any erring trainees to the Center Administrator for properly disciplinary action. They can also report of violation of the Center's Rules and Regulation committed in their presence; security guard are also an authority and must be accorded proper courtesy.
7. Uniform—The wearing of the prescribe uniform is compulsory unless the trainees have written permit from the adviser which must be presented on demand. All trainees are enjoined to wear the prescribed uniform inside Training center from Monday to Friday;

For Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a form of assessment that acknowledges skills, knowledge and attitude (known within the TVET system as 'competencies') gained through formal and non-formal training conduct by industry or education institutions, work and life experiences. It is also sometimes referred to as Recognition of Current Competencies.

Rules on Attendance

- Every training course has a prescribed number of training hours. You are expected to follow strictly the training schedule.
- All are required to be at their classrooms on or before the expected time.
- Reporting late for 15 minutes will be marked absent for that day.
- Three late is equivalent to one absence.
- Three consecutive unexcused absences, or less than 80% of the total attendance and two cutting classes will be ground for dropping from the rolls or dismissal.

THE GRADING SYSTEM

The *TESDA Regional Training Center Calabarzon* uses the TVET System, for Basic, Common and Core Competency, the performance rating shall be the "Competent" (C) or "Not Yet Competent" (NYC) system. A trainee is given the competent mark when by performance shows that he meets the competency requirements prescribed in the training regulation and not yet competent mark when his performance fell below the minimum skills standard.

| TVET Grading System | |
|---------------------|-------------------|
| 100 to 75% | Competent |
| Less than 75% | Not Yet Competent |

- Once the decision is made by the Board, parties to the case are furnished the copies of the same. In case the complainant is not satisfied with the Board's decision, he may move for a reconsideration of the case with the board within 48 hours after receipt of the decision.
- If the complainant fails to file an appeal for reconsideration within 48 hours after receipt thereof, the decision becomes final and executory.

Refund of Miscellaneous Fees and Other School Fees

For Training

A trainee who transfer or withdraws in writing, within two weeks after the beginning of classes, and who has already paid the pertinent miscellaneous fees in full or for any length longer than one month maybe charged 10% of the total amount due to the said program if he withdraws within the first week of classes, or 20% if within the second week of classes regardless of whether or not he has actually attended the classes. The trainee may be charged all the miscellaneous fees in full if he withdraws anytime after the second week of the classes. However, if the transfer or withdrawal is due to a justifiable reason, the trainee shall be charged the pertinent fees only up to and including the last month of attendance.

For Competency Assessment

Candidate for Competency Assessment maybe allowed to withdraw his payment if the scheduled assessment were cancelled or if there is a change in the assessment venue.

Candidate who did not report on scheduled date of assessment can no longer withdraw his payment. Candidate may refund and be paid in full if he withdraw prior to the date of scheduled assessment.

8. All Trainees who are officially enrolled must have an ID card and must wear it as they enter the premises. Any trainee who uses the ID of another and/or lends his ID for somebody else's use shall be penalized accordingly.. Lost ID card must be immediately reported to the Registrar's office for replacement upon submission of affidavit of loss;
9. Smoking is strictly prohibited within the premises of the training center;
10. Loitering- loitering or staying in corridors while classes are going on its strictly prohibited.
11. Littering - meals, snacks, and drinks should be taken only within the company or its vicinity. However students who wish to eat in other areas and similar places are advised to dispose of their wrappers, food containers, tissue papers and candy wrappers in the right trashcans and not in he open places.
12. Proper Decorum - propriety and good taste especially in conduct, manner or appearance are expected at all times inside and outside the training center;
13. Security Guards - The security guards are agents or persons in authority. Any student who refuses to follow rules and regulations made through them is liable to appropriate disciplinary actions.
14. Fraternity are not allowed in the Training center. Violation of this regulation is punishable by expulsion;
15. Hazing or initiation of any kind inside the campus is not allowed. Such an act constitutes a major offense and is subject to disciplinary action.
16. Storm Signals - RTC CALABARZON follows storm signals for Southern Luzon, that is, if storm signal number 3 or 4 is announced in the area, classes shall be automatically suspended.
17. Suspension of Classes - Center Administrator is the only official who is authorized to make decisions on suspension of classes.
18. Trainees Compliance with Center's Policies and Procedures - trainees should follow the usual training center's rules and regulations. Any violations of rules and regulations will be given the corresponding sanction and parents will be required to come to the office for the information of what his/her child has violated.

19. Official time - all trainees are required to report officially at 7:30 am to give ample time for the cleaning of their workshop and surroundings.

GUIDANCE COUNSELLING OFFICE:

Guidance Counseling Office is in charge of the enforcement of the trainees discipline, rules and regulation.

It implements training center's policies and regulations regarding discipline

It also maintains records of all offenses or violations of the trainees.

It also coordinates with the Chief of Security in the implementation of training center's policies, rules and regulation

Attends hearing and prosecutes cases of violation to the Center Administrator.

Recommends appropriate penalties for offences committed

GUIDANCE COUNSELLING OFFICE:

Guidance Counselor shall conduct an investigation and prosecute formal charges to the Center Administrator.

A. Upon receipt of the written report on misconduct of any trainees, the Guidance Counselor shall conduct an investigation of the charged filed against a trainee. He shall send a notice which requires the trainee to answer the charge and/or to appear for questioning before the Guidance Counselor within 48 hours from the receipt of the notice

If an investigation has been carried out and sufficient evidence has been found by the Guidance Counselor or if the accused has admitted his guilt, the Guidance Counselor shall impose the penalties stated in this Handbook. He shall submit a copy of his decision to the Supervisor of Instruction and Assessment

B. If the decision is accepted by the trainee, the same shall be final and executory. If it is not acceptable, the decision is appealed to the Center Administrator within five days upon the receipt of the decision.

GRIEVANCE PROCEDURE

When a trainee gets into a conflict in any level of administration, the first person to approach for information and assistance is the trainer. The procedure for filing and settling a complaint by level is as follows:

There shall be a Trainees' Grievance Board which shall be composed of the following:

- Center Administrator
- Supervisor for Admin Support Services and Support to Student
- Supervisor for Instruction and Assessment
- Trainer
- President of the Student Council

The procedure for filing and settling a complaint by level is as follows:

- The trainee files his written complaint with his trainer.
- The trainer conducts a one-on-one conference with the trainee and the staff respondent to settle the matter amicably.
- If the trainer fails to resolve the case, he/she should refer it to the Supervisor for Instruction and Assessment and Admin Services and Support to Students.
- If the decision on the case is not satisfactory to the trainees' complaint, he may elevate it to the Center Administrator.
- The Center Administrator convenes the Trainees' Grievances Board which then hears the case until the conflicts is resolved.

Procedural Requirements/Guidelines during Hearing and Deliberation

- The Center Administrator acts as the Chair and Presiding Officer during the hearing. She/he shall start proceedings by reading the complaint and reply filed before the board.

2. Withholding of certificates of training, transcript and other national certification for a period of one year if the destruction or damaged property, for as long as the prescribed restriction or reparation of the damaged property has not been made
3. Probation with automatic suspension for the rest of the training duration as the case maybe, in case of violation of the conditions imposed therein.
4. Dismissal or dropping from the training program he/she is enrolled
5. Expulsion.

MINOR OFFENSES

1. Disturbing classes without valid reason.
2. Entering a class or breaking into any function room without permission of those concerned.
3. Disobeying Center's regulations such as loitering near the classroom during class sessions, littering, playing cards and using someone's ID card, and not following the prescribed haircut
4. Entering the campus without the prescribed uniform or ID card.
5. Other offenses which disturb the peace and order of the center not properly classified as a major offense.

SANCTIONS:

1. Warning form the Training Center Supervisor for the first offense.
2. Written reprimand and meeting with the parents or guardians for the second offense.

- C. The Supervisor of Instruction and Assessment convenes the involved trainees and the parents or guardian to hear the appeal. The respondent and his parents or guardian shall be notified of the date of hearing. If the parents or guardian cannot come, the respondent must inform the Supervisor of Instruction and Assessment in writing.
- D. In the event of the respondent's failure to appear, the Supervisor shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings
- E. Evidence, whether testimonial or documentary, shall not be limited to the allegations contained in the result of the investigation submitted by the guidance Counselor
- F. As far as practicable[hearing on any case shall not last a beyond logo(1) CALLENDAR MONTH FROM THE DATE OF THE INITIAL HEARING Postpone-ments shall not be allowed except reasons for highly justifiable by the Center Administrator. Each party shall be allowed only one postponement.

Parties who wish to request for postponement of hearing should be reminded of the following:

- No oral request for postponement of subsequent hearing shall be entertained unless presented during the hearing immediately preceding it.
- Written request for postponement must be filled with the Supervisor of Instruction and Assessment at least two days prior to the schedule date of hearing.
- The requesting party shall be notified in writing of the action taken thereon at least one (1) day prior to the schedule date of the hearing.
- Notice to the parent or guardian on record shall be deemed sufficient notice for the purpose.
- Written request for postponement filed beyond prescribed period shall be denied, and the parties shall be required to be present at the scheduled hearing

- G. The Supervisor for Admin Services and Support to student may continue to hear witness in the absence of complainant, but the presence of the respondent shall be indispensable unless such right is waived in writing.
- H. A record of the entire proceeding shall be taken and filed. The parties may likewise be tape-recorded by the Supervisor for Admin Services and Support to Students. All records of proceedings shall be submitted to the center Administrator who shall have the custody of such records and tapes. The parties may be furnished a copy of the minutes.
- I. The Supervisor for shall render a decision within five (5) days from the date of the last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reason relied upon in arriving at such decision. Copies thereof shall be sent to all parties and submitted to the center Administrator, Supervisor for Instruction and Assessment, and to the registrar.

Definition and Types of Offenses

MAJOR OFFENSES:

A major offense is one which warrants the imposition of the penalty of probation. Suspension, exclusion or expulsion:

The following are considered major offense:

- 1. Cheating in any form such as unauthorized possession of materials relative to assessment or passing one's project or having somebody else take the competency assessment.
- 2. Vandalism in any form and/or the destruction of Center's property or property belonging to any member of the faculty, administration, support staff or visitors.
- 3. Carrying or possession of firearms and other deadly weapons but not limited to: lead pipes, ice picks, and knives or any bladed weapon inside the premises of the center.

- 4. Inflicting physical injuries upon another within the campus premises.
- 5. Drug addiction and/or unauthorized or illegal possession or use of prohibited drugs or chemicals such as marijuana, shabu LSD, heroin and hallucinogenic drugs or substances in any form.
- 6. Unauthorized possession or liquor or alcoholic beverages within the campus and its premises or entering the premises while in the state or intoxication.
- 7. Unauthorized collection or exaction of money, checks or other instruments used as equivalents of money, in connection with any matter, property or transaction pertaining to the center.
- 8. Direct assault upon the trainers, administrators, support staff or security force of the Center.
- 9. Threatening another with infliction and/or actually inflicting upon in person, honor or property of any acts amounting to a crime inside the campus or within the vicinity of the center.
- 10. Stealing money or property or any attempt thereof.
- 11. Habitual disregard or repeated willful violations of established policies and regulations of the Center.
- 12. Gambling in any form inside the campus.
- 13. Smoking inside the Center's premises

SANCTIONS:

The seriousness of the offense committed in taking into considerations the mitigating and aggravating circumstances which are present, shall determine the gravity of the penalty or sanction to be imposed which may include:

- 1. A fine equivalent to the to the value of the damage to property destroyed but in no case more than twice its values, or the replacement of the thing or property damaged, destroyed, lost or defaced: or cleaning of the specified place or the entire room or wall free from all marks and writings.