



# St. Clare College

## VISION

To become the leading institution for professional development and the first and foremost provider of quality, affordable and sustainable development education.

## MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skilful and professional global workforce whose values and dignity are beyond par.

## CORE VALUES

St. Clare College of Caloocan aims to foster distinction and excellence in all the endeavors of the school community members. All stakeholders are envisioned to be imbued with enduring core values which define and shape the central beliefs and character of every genuine Clarean student, employee and administrator within and beyond the premises of the academic institution.

Hereafter are the core values of St. Clare College:

### 1. **Star that Shines**

All members of the school community are encouraged to exemplify remarkable standards in attaining excellence in every aspect of life, making them role models who possess the values and character that are worth emulating.

### 2. **Truthfulness**

Truthfulness is characterized by embracing honesty in thoughts, words and deeds of all concerned individuals who are part of the school community.

### 3. **Compassion**

Selflessness and genuine concern for others are instilled in Clareans through constant exposure to various academic, extracurricular and co-curricular activities that will bring out their compassionate attribute.

### 4. **Love**

Love for oneself, for others and for noble causes are pivotal in cultivating a well-rounded individual who embodies unwavering desire and sustained commitment in undertaking

### 5. **Amiable**

Displaying a friendly disposition and pleasant attitude towards other people inspires positive rapport and desirable outcomes.

### 6. **Righteousness**

All concerned members are expected to uphold the ideals and moral principles of the institution as a reflection of their integrity and dignity.

### 7. **Ever Loyal**

Remaining steadfast to the ideals and good name of the institution is a desirable impression ingrained in the minds and hearts of all the members of the school community.



## THE SCHOOL OF LIFE SKILLS

St. Clare College

Zabarte Rd., Camarin Caloocan City

Philippines 1400

(02) 82324483 | [stclarecollege.edu@gmail.com](mailto:stclarecollege.edu@gmail.com)

[stclarecollege.com](http://stclarecollege.com) | [stclareonline.com](http://stclareonline.com)





# St. Clare College

## WAIVER

(By the CANDIDATE FOR GRADUATION)

I, \_\_\_\_\_ a Senior Student  
*Surname/Family Name      Given/First Name      Middle Name*

Taking the \_\_\_\_\_  
course, respectfully request that I be allowed to join/attend/participate the COMMENCEMENT EXERCISES/GRADUATION RITES in \_\_\_\_\_.

I expect to finish all requirements for graduation at the end of:

- First Semester
- Second Semester
- Summer

Should my application to join/attend/participate in the COMMENCEMENT EXERCISES/GRADUATION RITES BE APPROVED/GRANTED, I shall faithfully, religiously, voluntarily and willingly submit myself to the following terms and conditions:

1. That my application for the issuance of the Registry of Graduation No. shall be filed by the Registrar's Office only upon the proper evaluation and recommendation by the Registrar Head and upon submission of all the supporting papers that may be required by the Registrar's Office pursuant to existing CHED Rules and Regulations and after the final evaluation of the Registrar's Office;
2. THAT I shall not claim and demand for issuance of Diploma, Transcript of Records or Certificate of Grades until and unless my application for graduation shall have been APPROVED and CONFIRMED BY AN R.O.G NO. ISSUED BY ST. CLARE COLLEGE OF CALOOCAN;
3. THAT should I obtain an "AW/UW/NO NAME, NO GRADE/INC" marks at the end of the term, I shall not be allowed/permitted to join/attend/participate the COMMENCEMENT EXERCISES/GRADUATION RITES until and unless I have completed my "AW/UW/NO NAME, NO GRADE/INC" marks before the COMMENCEMENT EXERCISES/GRADUATION RITES;
4. THAT should I obtain "FAILED (F) OR DROPPED (DR)" marks at the end of this term, I shall not be allowed/permitted to join/attend/participate in the COMMENCEMENT EXERCISES/GRADUATION RITES;
5. THAT should I have any pending and/or records of omissions or breach of school rules and regulations, I shall not be allowed/permitted to join/attend/participate the COMMENCEMENT EXERCISES/GRADUATION RITES and regulations until and unless I have secured/obtained the necessary documentary clearance from the school authorities;
6. THAT should I have subject deficiency/ies that is/are necessary for the completion of the course, the approval of my graduation is automatically cancelled if I do not complete the requirements of the course on the date specified and is SUBJECT TO REVOCATION if the records upon which the approval is based are later found incorrect;

*(N.B. THIS DULY ACCOMPLISHED WAIVER SHALL BE ATTACHED TO THE APPLICATION FOR GRADUATION)*



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7. THAT should I have any outstanding financial obligations, I shall not be allowed/permitted to join/attend/participate the COMMENCEMENT EXERCISES/GRADUATION RITES unless and until I have obtained the necessary documentary clearances from the Finance Department; and
  
8. THAT I shall AFFIRM my utmost LOYALTY to the institution. Any acts, statement (oral and/or in writing) including social media attributable to me which will tarnish the good name and reputation of the Institution before, during, and after the COMMENCEMENT EXERCISES/GRADUATION RITES may CAUSE the REVOCATION of my GRADUATION.

Signed at Camarin, Caloocan City, Metro Manila, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_.

CONFORME:

\_\_\_\_\_  
*Parent's and/or Guardian/s  
Printed Name & Signature*

\_\_\_\_\_  
*Candidate's Printed Name & Signature*

APPROVED:

**FDR. DR. ERNESTO RAY G. ADALEM, BSMT, MD, LLb, MAEd, DFRIM, DFRIEdr, RIIVPF**  
REGISTRAR

*(N.B. THIS DULY ACCOMPLISHED WAIVER SHALL BE ATTACHED TO THE APPLICATION FOR GRADUATION)*



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## APPLICATION FOR GRADUATION

I, \_\_\_\_\_ a  
*Surname/Family Name                      Given/First Name                      Middle Name*

Member of the Graduating Class of 2024 have the honor to apply for graduation.

I am aware that I am required to comply/submit the following:

1. Graduation Fee
2. Tuition Fee
3. Form 137 (Copy for St. Clare College)
4. Transcript of Records (if transferee)
5. Birth Certificate/Marriage Certificate
6. Pictures 1x1 & 2x2 (4pcs)
7. Has no failing grades
8. Has completed the number of units required for the course
9. Has completed the number of units required in NSTP
10. Must comply and pass the Professional Development Program
11. Must be in Good Moral Character & has no pending case or disciplinary action.
12. Photocopy of Parent/Guardian VALID ID with Signature.

Truly yours,

\_\_\_\_\_  
Candidate's Signature Over Printed Name  
S.Y. 2023-2024

Approved by:

**FDR. DR. ERNESTO RAY G. ADALEM**, BSMT, MD,  
LLb, MAEd, DFRIM, DFRIEdr, RIIVPF  
REGISTRAR

**FDR. DR. ERNESTO JAY G. ADALEM**, BSMT, MD,  
LLb, MAEd, DFRIM, SFRIKIN, FRIMED  
VP FOR ADMINISTRATION



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