



University of the Philippines
Rural High School

Student Primer

Academic Year 2024-2025



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1. About UPRHS

1.1. Brief History

The University of the Philippines Rural High School (UPRHS) was founded by virtue of Philippine Legislative Act 3377, Section 4 (known as the National Vocational Act of 1927). It was designed as a vocational high school and served as a practice teaching laboratory for Agricultural Education students under the administration of the Department of Agricultural Education, UP College of Agriculture. In the early 1960s, more academic subjects were added. Since 1975, the school has continually improved its program through establishing linkages with other UPLB units for national development. Subsequently, it has evolved into its current status as a full state university high school with a science-oriented, college preparatory curriculum in which growth and development are aligned with that of UP Los Baños. It has also continued to serve as a teaching laboratory for UPLB students whose degree programs allow teaching options.

On May 1, 2003, with the institution of the Bachelor of Science in Mathematics and Science Teaching (BS MST) program, the administration of UPRHS was turned over to the College of Arts and Sciences (CAS), UPLB. Under the headship of CAS, UPRHS has strengthened its place in the University as BS MST students majoring in Biology, Chemistry, Physics, and Mathematics undertake their field studies (classroom observations) and teaching internship at UPRHS under the competent mentoring of the UPRHS faculty. UPRHS takes pride in its active role in the mentoring of future mathematics and science teachers of the country.

In 2013, UPRHS took the challenge of improving its curriculum in preparation for the implementation of a major educational reform—the Enhanced Basic Education Program, otherwise known as the K-12 Program. After having developed its own curriculum, UPRHS started the implementation of the Senior High School (SHS) Program in 2016. The SHS program offers two strands of academic track curriculum: General Academic Strand (GAS) with subspecializations in Accountancy, Business, and Management (ABM) and Humanities and Social Sciences (HUMSS); and Science, Technology, Engineering, Agriculture, and Mathematics (STEAM). It was also in the same year that the UP System Board of Regents approved the academic calendar shift, making the academic year open in August and end in May of the following year.

1.2. Program Outcome

UPRHS students who have gone through six-year education must have imbibed and have developed the qualities reflected in the UPRHS philosophy and values. True to the UPRHS mission and vision, they shall also graduate as well-rounded individuals and life-long learners, prepared to become future professionals and leaders in their chosen fields.

1.3. Mission

To adhere to the UP tradition of academic excellence, the UPRHS shall:

1. create dynamic, innovative curricular and co-curricular programs and learning opportunities that shall draw out the full potential of students and faculty;
2. provide a supportive environment necessary for the students to acquire the knowledge, skills, and behaviors to succeed in a fast-changing world;
3. contribute to the upgrading of the quality of basic education and management practices in the country;
4. serve as venue for educational innovations, research, and development;
5. prepare students for entry in the UP System and other highly recognized tertiary institutions.

1.4. Vision

The UPRHS will be an academically excellent science-oriented secondary educational institution and a leading development center for teachers in the basic education.

1.5. Philosophy and Values

UPRHS educational programs focus on the development of the following attitudes, which are considered basic to personal and national development:

1. pride in our national identity;
2. recognition of abilities and potentials and commitment to use skills towards achieving personal goals and contributing to national aspirations;
3. genuine concern for others;
4. understanding of the need for self-discipline to attain
5. personal and communal goals; and
6. appreciation of moral and spiritual values.

2. Faculty and Staff

2.1. University Officials

Atty. Angelo A. Jimenez
President, University of the Philippines System

Prof. Jose V. Camacho, Jr., PhD
Chancellor, University of the Philippines Los Baños

Assoc. Prof. Chryslie Margus N. Piñol, PhD
Dean, College of Arts and Sciences

Asst. Prof. Mabel S. Buela, MA
Principal, University of the Philippines Rural High School

2.2. Faculty

2.2.1. English and Literature Department

Mr. Glenn Ray B. Briones
Asst. Prof. Aries John G. Enardecido*
Ms. Hazel M. Gregorio**
Ms. Ma. Glaida SJ. Lapitan**
Ms. Carla Laussane I. Onilla

Ms. Zephaniah Pauly C. Reyes
Mr. Ariel F. Romulo**
Ms. Marynell Ann J. Sagum
Mr. Kristoffer Aaron G. Tiña
Ms. Mikaela Zoe N. Tiozon**

2.2.2. Filipino Department

Mr. John Carlo B. Cabilao
Mr. Lexter A. Castro
Ms. Daisy C. Chavez**

Asst. Prof. Cris R. Lanzaderas
Asst. Prof. Jason F. Pozon*
Mr. Keanu Harold G. Reyes**

2.2.3. Life Skills Education Department

Assoc. Prof. Gregorio Y. Ardales, Jr., PhD
Engr. Ynno E. Barredo
Asst. Prof. Ma. Lourdes B. Belas
Asst. Prof. Precious Jewel D. dela Cruz

Asst. Prof. Ellen Ann A. Diolata*
Asst. Prof. John Carlo L. Navasero
Asst. Prof. Elisa SJ. Onal
Asst. Prof. Ophelia D. Tepino

2.2.4. Mathematics, Statistics, and Computer Studies Department

Asst. Prof. Ann Jelin G. Angeles
Asst. Prof. Mabel S. Buela
Mr. John Cedric C. Gaza
Asst. Prof. Jerryco M. Jaurigue
Mr. Romeo P. Lacro III
Asst. Prof. May Ann B. Lapitan
Asst. Prof. Leopoldo B. Laset, Jr.*

Asst. Prof. Alecci Carlson K. Lee
Mr. Bryan Kenneth K. Lee**
Asst. Prof. Alona A. Lubguban, PhD
Asst. Prof. Rina A. Mabilangan
Ms. Kharisa Mae M. Pasion
Mr. Carbine Colt B. Santos

2.2.5. PEHM-CAT Department

Asst. Prof. Perla Y. Bejerano*
Mr. Rodolfo S. Barboza, Jr.**
Mr. Francis Dominic B. Capistrano

Asst. Prof. Marife R. Maquera
Ms. Risha Niña B. Mercado

2.2.6. Science Department

Mr. John Eric M. Abe**
Assoc. Prof. Abriel S. Bulasag, PhD
Mr. Jeoffrey S. Delos Reyes**
Prof. Lea C. Garcia, PhD
Ms. Gem Julienne E. Lanceras**
Asst. Prof. Ronadane N. Liwanag*
Assoc. Prof. Aphrodite M. Macale, PhD

Asst. Prof. Mark Angelo A. Ordonio
Asst. Prof. Ma. Angelie M. Pasicolan
Asst. Prof. Ma. Grechelle Lyn D. Perez
Asst. Prof. Job Jonas C. Ruzgal
Asst. Prof. Benjie S. Saludes
Asst. Prof. Leandro Angelo Miguel L. Sanchez
Asst. Prof. Ruby Lynn G. Ventura

2.2.7. Social Sciences and Values Education Department

Mr. Neil Clark V. Abelido
Asst. Prof. Judith M. Bernardo
Asst. Prof. Laurence C. Beruin
Mr. Jonathan B. Binlayo
Mr. Christian B. Dilao

Ms. Dhessery Mhae M. Maldonado
Ms. Debbie A. Marasigan
Ms. Joan E. Mendoza, CPA**
Asst. Prof. Joram P. Obsioma
Asst. Prof. Oliver C. Ocampo*

2.2.8. Affiliate Faculty

Assoc. Prof. Rhodora Ramonette M. de Villa-Custodio, PhD
Assoc. Prof. Mildred O. Moscoso, PhD
Asst. Prof. Jyasmin M. Calub-Bautista
Prof. Antonio Jesus A. Quillooy, PhD

*Subject Area Coordinator

**Lecturer

2.3. Staff

2.3.1. Office of the Principal

Mr. Roberto N. Cahinde
Ms. Carla P. Honra
Ms. Mara Dulce T. Maligalig

Ms. Mary Ann E. Mateo
Ms. Paulyn G. Micor
Ms. Maria Lourdes L. Miranda

2.3.2. Guidance Office

Ms. Jocelyn C. Sarmiento, RGC
Ms. Jann Claudeen H. Escolta, RPm

2.3.3. Clinic

Ms. Angeline D. Corpuz, RN
Ms. Catherine Joyce C. Tamisin, RN

2.3.4. Library

Ms. Danilyn B. Cao, RL
Ms. Rosa Salvacion R. Bombales, RL
Ms. Laarnie C. Bautista

2.3.5. Science Laboratory

Ms. Laarnie C. Bautista (Assisting)

2.3.6. Computer Laboratory

Mr. Gilfred Paul K. Vergara

2.3.7. Farm

Mr. Vivencio M. Alborida

2.3.8. Grounds and Buildings

Mr. Freddie M. Alvarez
Ms. Jennifer L. Camay
Ms. Charita R. Malabanan

Mr. Marvin E. Marasigan
Mr. Dean D. Palaje
Mr. Domingo C. Panganiban

2.3.9. Security

Mr. Rogelio L. Aran
Mr. Efren V. Flores
Mr. Edgardo P. Hufana

Mr. Theodoro M. Lanao
Mr. Marlon C. Quintos
Mr. Marcelo A. Valencia

3. Curricular Program

3.1. Junior High School (JHS)

Grade 7		
Course	Course Title	Credit
Science 7	Earth Science and the Environment	2
Araling Panlipunan 7	Asian Studies	1
English 7	Intermediate Grammar	1
Filipino 7	Maugnaying Wika at Maunawang Pagbasa	1
Computer Studies 7 ²	Computer Studies Fundamentals	0.5
Literature 7	Philippine Literature in English	1
Life Skills Education 7A ³	Crop Science and Technology	0.5
Life Skills Education 7B ³	Arts and Basic Resource Management	0.5
Mathematics 7	Elementary Algebra	1.5
Physical Education, Health, and Music 7	Foundations of Physical Education, Health, and Philippine Music	1
ESP 7	Edukasyon sa Pagpapakatao 7	0.667
HRO 7	Homeroom 7	0.333

Grade 8		
Course	Course Title	Credit
Science 8	General Biology	2
Araling Panlipunan 8	Global Studies	1
English 8	Advanced Grammar and Academic Writing	1
Filipino 8	Masinop na Pagsulat at Panitikan sa Iba't Ibang Panahon	1
Computer Studies 8	Introduction to Programming	1
Literature 8	Afro-Asian Literature	1
Life Skills Education 8A ³	Animal Science and Technology	0.5
Life Skills Education 8B ³	Basic Clothing and Textile	0.5
Mathematics 8	Intermediate Algebra	1
Physical Education, Health, and Music 8	Individual and Dual Sports, Health, and Asian Music	1
ESP 8	Edukasyon sa Pagpapakatao 8	0.667
HRO 8	Homeroom 8	0.333

Grade 9		
Course	Course Title	Credit
Science 9	General Chemistry	2
Araling Panlipunan 9	Economics	1
English 9	Technical and Research Writing	1
Filipino 9	Sining ng Pagsasalita at Panitikang Asyano	1
Computer Studies 9 ¹	Introduction to Web Development	0.5
Literature 9	British and American Literature	1
Life Skills Education 9A ³	Agricultural Product Processing	0.5
Life Skills Education 9B ³	Basic Food and Nutrition	0.5
Mathematics 9A	Advanced Algebra	1
Mathematics 9B	Geometry	1
Physical Education, Health, and Music 9	Philippine Folk Dances, Health and Introduction to Western Music	1
ESP 9	Edukasyon sa Pagpapakatao 9	0.667
HRO 9	Homeroom 9	0.333

Grade 10		
Course	Course Title	Credit
Science 10A	General Physics	2
Science 10B ¹	Introduction to Scientific Inquiry	0.5
Araling Panlipunan 10	Contemporary Issues	1
English 10	Speech Communication	1
Filipino 10	Panunuring Pampanitikan at Introduksyon sa Pagsasalin	1
Literature 10	World Literature and Literary Criticism	1
Life Skills Education 10A ³	Introduction to Practical Mechanics	0.5
Life Skills Education 10B ³	Human and Family Development	0.5
Mathematics 10A	Trigonometry	1
Mathematics 10B ²	Introduction to Statistics	0.5
Physical Education, Health, and Music 10	Team Sports, Health Trends, Issues and Concerns, and Music of the 20th Century	1
ESP 10	Edukasyon sa Pagpapakatao 10	0.667
HRO 10	Homeroom 10	0.333
CAT	Citizenship Advancement Training	1

¹Taken 1st Semester only

²Taken 2nd Semester only

³Taken 1st or 2nd Semester

3.2. Senior High School (SHS)

3.2.1. General Academic Strand (GAS) with subspecialization in Accountancy, Business, and Management (ABM) or Humanities and Social Sciences (HUMSS)

Grade 11 - 1st Semester		
Course	Course Title	Credit
SH-ENG 1	Applied Grammar and Composition	1
SH-FIL 1	Komunikasyon sa Wika at Kulturang Pilipino	1
SH-MATH 1	General Mathematics	1
SH-STAT 1	Inferential Statistics	1
SH-SOSC 1	Understanding Culture, Society, and Politics	1
SH-RES 1	Introduction to Qualitative Research	1
SH-ENTRE*	Introduction to Entrepreneurship	1
SH-Agri 1 ^E	Introduction to Organic Agriculture	1
SH-Agri 2 ^E	Advances in Agricultural Product Processing	1
SH-OM 1	Organization and Management 1	1
SH-SCI 1	Material Universe	1
SH-PE 1	Softball	0.5**
SH-HRM 1	Homeroom	0.5**

Grade 11 - 2nd Semester		
Course	Course Title	Credit
SH-ENG 2	Critical Reading and Writing	1
SH-FIL 2	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	1
SH-MATH 2	Calculus 1	1
SH-SCI 2	Earth and Life Science	1
SH-PSY	Development of the Self in Adolescents	1
SH-RES 2	Introduction to Quantitative Research	1
SH-ENTRE*	Introduction to Entrepreneurship	1
SH-RES 3.1	Capstone (Proposal Writing)	1
SH-AECON	Applied Economics	1
SH-SOSC 2	Philippine Politics and Governance	1
SH-SOSC 3 ^H	Disciplines and Ideas of the Social Sciences	1
SH-OM 2 ^A	Organization and Management 2	1
SH-PE 2	Football	0.5**
SH-HRM 2	Homeroom	0.5**

Grade 12 - 1st Semester		
Course	Course Title	Credit
SH-DRRM*	Fundamentals of Disaster Risk Reduction and Management	1
SH-MIL*	Media and Information Literacy	1
SH-HUM 1	Contemporary Philippine Art	1
SH-Fil 3*	Espesyal na Proyekto sa Intelektwalisasyon ng Filipino	1
SH-ENG 3*	English for Specific Purposes	1
SH-RES 3.2	Capstone (Data Gathering)	1
SH-HUM 3	Malikhaing Pagsulat/Creative Writing	1
SH-ABM 1 ^A	Fundamentals of Accounting	1
SH-DEVCOM ^H	Introduction to Development Communication	1
SH-PE 3*	Recreational Activity	0.5**
SH-PE 4*	Recreational Games and Activities	0.5**
SH-HRM 3	Homeroom	0.5**

Grade 12 - 2nd Semester		
Course	Course Title	Credit
SH-DRRM*	Fundamentals of Disaster Risk Reduction and Management	1
SH-PHILO	Philosophical Analysis	1
SH-MIL*	Media and Information Literacy	1
SH-HUM 2	21st Century Literature from the Philippines and the World	1
SH-ENG 3*	English for Specific Purposes	1
SH-RES 3.3	Capstone (Manuscript and Presentation)	1
SH-FL	Foreign Language	1
SH-HUM 4	Reading and Writing Creative Non-Fiction	1
SH-ABM 2 ^A	Business Ethics and Social Responsibility	1
SH-SOSC 4 ^H	Introduction to World Religions and Belief Systems	1
SH-PE 3*	Recreational Activity	0.5**
SH-PE 4*	Recreational Games and Activities	0.5**
SH-HRM 4	Homeroom	0.5**

*Taken 1st or 2nd Semester

**Excluded from Computation of GWA

^AABM only

^HHUMSS only

3.2.2. Science, Technology, Engineering, Agriculture, and Mathematics (STEAM)

Grade 11 - 1st Semester		
Course	Course Title	Credit
SH-ENG 1	Applied Grammar and Composition	1
SH-FIL 1	Komunikasyon sa Wika at Kulturang Pilipino	1
SH-MATH 1	General Mathematics	1
SH-STAT 1	Inferential Statistics	1
SH-SOSC 1	Understanding Culture, Society, and Politics	1
SH-RES 1	Introduction to Qualitative Research	1
SH-ENTRE*	Introduction to Entrepreneurship	1
SH-Agri 1 ^E	Introduction to Organic Agriculture	1
SH-Agri 2 ^E	Advances in Agricultural Product Processing	1
SH-SCI 3 / 3.1	Intermediate Biology 1 / Lab	2
SH-PE 1	Softball	0.5**
SH-HRM 1	Homeroom	0.5**

Grade 11 - 2nd Semester		
Course	Course Title	Credit
SH-ENG 2	Critical Reading and Writing	1
SH-FIL 2	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	1
SH-MATH 2	Calculus 1	1
SH-CS	Algorithms and Data Structures	1
SH-SCI 2	Earth and Life Science	1
SH-PSY	Development of the Self in Adolescents	1
SH-RES 2	Introduction to Quantitative Research	1
SH-RES 3.1	Capstone (Proposal Writing)	1
SH-ENTRE*	Introduction to Entrepreneurship	1
SH-SCI 4 / 4.1	Intermediate Chemistry 1 / Lab	2
SH-PE 2	Football	0.5**
SH-HRM 2	Homeroom	0.5**

Grade 12 - 1st Semester		
Course	Course Title	Credit
SH-DRRM*	Fundamentals of Disaster Risk Reduction and Management	1
SH-MIL*	Media and Information Literacy	1
SH-HUM 1	Contemporary Philippine Art	1
SH-Fil 3*	Espesyal na Proyekto sa Intelektwalisasyon ng Filipino	1
SH-ENG 3*	English for Specific Purposes	1
SH-RES 3.2	Capstone (Data Gathering)	1
SH-SCI 5 / 5.1	Intermediate Chemistry 2 / Lab	2
SH-SCI 6 / 6.1	Intermediate Physics 1 / Lab	2
SH-MATH 3	Integral Calculus (Calculus 2)	1
SH-PE 3*	Recreational Activity	0.5**
SH-PE 4*	Recreational Games and Activities	0.5**
SH-HRM 3	Homeroom	0.5**

Grade 12 - 2nd Semester		
Course	Course Title	Credit
SH-DRRM*	Fundamentals of Disaster Risk Reduction and Management	1
SH-PHILO	Philosophical Analysis	1
SH-MIL*	Media and Information Literacy	1
SH-HUM 2	21st Century Literature from the Philippines and the World	1
SH-ENG 3*	English for Specific Purposes	1
SH-RES 3.3	Capstone (Manuscript and Presentation)	1
SH-SCI 7 / 7.1	Intermediate Physics 2 / Lab	2
SH-SCI 8 ^E	Introduction to Molecular Biology and Biotechnology	1
SH-SCI 9 ^E	Introduction to Engineering Sciences	1
SH-PE 3*	Recreational Activity	0.5**
SH-PE 4*	Recreational Games and Activities	0.5**
SH-HRM 4	Homeroom	0.5**

*Taken 1st or 2nd Semester

**Excluded from GWA Computation

^EElective

4. Student Organizations

4.1. JHS Organizations

School organizations are categorized to ensure alignment with the school's objectives and the student's overall experience. These school organizations fall under five (5) major categories for Junior High School (JHS) level:

4.1.1. Student Institutions

School organizations under this category, the **Student Council** and **The Ruralite**, will cater to students who are interested in promoting student leadership and engagement, fostering a sense of active citizenship, and providing platforms for student voice to be heard.

4.1.2. Academic

School organizations under this category will cater to students who are interested in academic pursuits, including science, math, language and literature, home economics, agriculture, coding, robotics, etc. The current organizations under this category are Algebra, Geometry, Trigonometry, Calculus, and Statistic Club (AlGeoTriCs), Code for Innovation, Code for Tomorrow (CodeIT-JHS), Delta Theta Epsilon Science Society (DTESS), Filipino Agricultural Scientist of Tomorrow (FAST), Home Economics Club (HE), Speech and Dramatics Club (SDC), and Samahang Diwa at Panitik (SDP-JHS).

4.1.3. Cultural

School organizations under this category will cater to students who are interested in creative and cultural pursuits, including art, music, drama, and writing. The current organizations under this category are The Polis (UPRHS JHS-Debate Society), Filipiniana Dance Troupe, and UPRHS Samahan ng mga Pintor (USaP), and UPRHS Glee Club

4.1.4. Sports and Recreation

School organizations under this category will cater to students who are interested in sports and physical activity, including basketball, soccer, volleyball, and track and field. The organization under this category is the UPRHS Sports Club (SC-JHS/SHS)

4.1.5. Socio-Civic

School organizations under this category will cater to students who have special interests that do not fit into the academic, cultural, or sports and recreation categories, including but not limited to environmentalism, scouting, and volunteering. The organization included here is the UPRHS Junior Peers

4.2. SHS Organizations

SHS school organizations fall under two (2) major categories for Senior High School (SHS) level:

4.2.1. Student Institutions

School organizations under this category, the **Student Council** and **The Ruralite**, will cater to students who are interested in promoting student leadership and engagement, fostering a sense of active citizenship, and providing platforms for student voices to be heard.

4.2.2. Interdisciplinary and beyond the community

School organizations under this category will focus on promoting interdisciplinary learning, engaging with external stakeholders, and addressing the needs of the broader community. Their aim is to broaden students' perspectives, develop their skills beyond traditional academic subjects, and foster a more profound sense of social responsibility. More importantly, to create opportunities to apply their academic knowledge in real-world contexts. These organizations are Samahang Diwa at Panitik (SDP-SHS), Matematika at Siyensya, Kahusayang Laging Aktibo para sa Bayan (MaSiKLAB), Code for Innovation, Code for Tomorrow (CodeIT-SHS), The Podium (UPRHS SHS-Debate Society), UPRHS Maestro, UPRHS Sports Club (SC-SHS), and the UPRHS Senior Peers.

5. School Policies

5.1. Scholastic Standing

Rules on scholastic standing were modified for blended teaching and learning. The following rules shall be implemented this AY 2024-2025.

5.1.1. Retention

For JHS: A student who fails in three or more units at the end of the school year shall be dismissed. Any student who has been dismissed for poor scholarship shall not be considered for readmission.

For SHS: A student who fails a subject is required to retake the course within the maximum residency period of three (3) years.

5.1.2. Probation

For JHS: A student who fails in at least two units but fewer than three units is on probation. The student on probation has to enroll in the number of units required for the school year plus the back subject and has to pass all the subjects. If the student fails in even one subject, though it is not the subject that failed before, they shall not be considered for readmission.

5.1.3. Residency

Study residence in JHS is limited to a maximum of five (5) years and three (3) years for SHS. Transfer students in JHS are given a maximum residency of four (4) years.

5.1.4. Leave of Absence (LOA)

For JHS: A student may drop out of school and file a leave of absence for a valid reason (financial problem, sickness, maladjustments, etc.). Prolonged leave of absence must be sought by a written petition to the Principal. The petition must state the reason for which the leave is desired and must specify the period of leave which must not exceed one academic year.

For SHS: A student may drop out of school and file a leave of absence for a valid reason (financial problem, sickness, maladjustments, etc.). Prolonged leave of absence must be sought by a written petition to the Principal. The petition must state the reason for which the leave is desired and must specify the period of leave (minimum of one semester) which must not exceed one academic year.

Further, applications for LOA must be filed not later than two weeks before the last day of classes in JHS and not later than two weeks before the last day of classes of the semester in SHS.

5.1.5. Absence without Leave (AWOL)

The student who did not enroll and/or did not file a leave of absence is considered on AWOL status. They shall not be readmitted next school year. The AWOL status can be lifted only upon the approval of the principal, following a written request (appeal for reinstatement) by the student.

5.1.6. Completion of Coursework

The iterated guidelines on completion of coursework are modifications from DepEd Order 08 s. 2015.

Junior High School	
Status	Action
Final standing is 73.0 - 74.9 after the semestral assessment for subjects taken in a semester	The student must take a removal activity/examination at the end of the semester. If the student PASSES the removal activity, a final grade of 75.0 shall be given; otherwise, the student shall be given the actual failing grade before taking the removals.
Final standing is below 73.0 after the quarterly assessment for subjects taken in a semester or Final standing is 73.0 - 74.9 after the semestral assessment for subjects taken in a semester but did not pass the removal activity	The student shall be given the actual failing grade for the subject. The student may take midyear classes from a DepEd-accredited school and must PASS the UPRHS validation exam for the subject. A grade of 75.0 will be given to the student upon passing the validation. Otherwise, the student is required to repeat the failed subject within the maximum residence period of five years (and four years for transfer students).
Final standing is 73.0 - 74.9 after the final assessment at the end of the 4th quarter for subjects taken for the whole year	Must take a removal activity/examination at the end of the 4th quarter. If the student PASSES the removal activity, they shall be given a final grade of 75.0; otherwise, they shall be given their actual failing grade before taking the removals.
Final standing is below 73.0 after the final assessment at the end of the 4th quarter for subjects taken for the whole year or Final standing is 73.0 - 74.9 after the final assessment at the end of the 4th quarter for subjects taken for the whole year but did not pass the removal activity.	The student shall be given the actual failing grade for the subject. The student may take midyear classes from a DepEd-accredited school and must PASS the UPRHS validation exam for the subject. A grade of 75.0 will be given to the student upon passing the validation. Otherwise, the student is required to repeat the failed subject within the maximum residence period of five years (and four years for transfer students).
A final grade of below 75.0 in less than 3 units of subjects	The student may take midyear classes from a DepEd-accredited school and must PASS the UPRHS validation exam for the subject. A grade of 75.0 will be given to the student upon passing the

	validation. Otherwise, the student is required to repeat the failed subject(s) within the maximum residence period of five years (four years for transfer students).
A final grade of below 75.0 in 3 or more units of subjects	The student shall be dismissed. (See school policy on Retention.)
Passed all subjects in Junior High School	Issuance of the Junior High School Certificate; promotion to Senior High School

Senior High School	
Status	Action
Final standing is 73.0 - 74.9 after the semestral assessment for subjects	Must take a removal activity/examination at the end of the semester. If the student PASSES the removal activity, a final grade of 75.0 shall be given; otherwise, the student shall be given the actual failing grade before taking the removals.
Final standing is below 73.0 after the semestral assessment for subjects or Final standing is 73.0 - 74.9 after the semestral assessment for subjects but did not pass the removal activity	The student shall be given the actual failing grade for the subject. The student may take midyear classes from a DepEd-accredited school and must PASS the UPRHS validation exam for the subject. A grade of 75.0 will be given to the student upon passing the validation. Otherwise, the student is required to repeat the failed subject within the maximum residence period of three years.
Passed all subjects in Senior High School	Issuance of the Senior High School Certificate

5.2. Student Conduct and Discipline

As stated in the University Code, the basis of discipline is that the student shall at all times observe the laws of the land and the [rules and regulations of the school](#). When the disciplinary case is NOT covered under the school rules, the school may recommend following the rules and regulations of the University.

The UPRHS student is expected to observe the following minimum standards of behavior:

1. honesty at all times;
2. respect and courtesy towards others;
3. observance of peace and order within the school and University premises;
4. care and protection of all school and University property; and
5. observance of school and University rules and regulations.

Rules on Student Conduct and Discipline Applicable in Both Face-to-Face and Remote Learning

1. Cheating/dishonesty in any school work, such as examination, written report, and other academic requirements, is punishable.

1st offense – Student(s) will be warned; parents will be called for a conference; Score of 0 in the particular school work;

2nd offense – Student(s) will be suspended for at least 10 school days but not more than one calendar month; score of 0 in the particular school work;

3rd offense – Student(s) will be dishonorably dismissed.

2. Stealing of any form (plagiarizing, shoplifting, etc.) within and outside the school and University premises is prohibited.

1st offense – Student(s) will be warned; parents will be called for conference;

2nd offense – Student(s) will be suspended for at least 10 school days but not more than one calendar month;

3rd offense – Student(s) will be dishonorably dismissed.

3. Embarrassing school authorities, oral/written defamation or any form of disrespect, unreasonable disobedience, and defiance inside or outside the school premises are not tolerated.

The student(s) will be warned, suspended or possibly dismissed depending upon the gravity of the case and the number of times the offense was committed. The student(s) will be required to apologize in public/in writing noted by the parents, to the person(s) concerned.

4. Forging signatures and tampering with school records are punishable.

1st offense – Student(s) will be warned; parents will be called for a conference; will be suspended for 3 school days; will be asked to write a letter of apology to the Principal, Faculty and Guidance Counselor, duly signed by the parents/guardian;

2nd offense – Parents will be called for a conference; student(s) will be suspended for 5-10 school days depending on the gravity of the case;

3rd offense – Student(s) will be suspended for 10 days to dishonorable dismissal.

5. Republic Act No. 10627 or "Anti-Bullying Act of 2013": Cyber-bullying or any bullying done through the use of technology or any electronic means.

The student(s) will be suspended for one week or more or dishonorably dismissed depending upon the gravity of the case. The student(s) will not be allowed to make up missed requirements during the suspension period. Subsequent offenses will result in being barred from admission to the UPRHS the following academic year.

5.3. Blended Teaching and Learning

5.3.1. Workload Mapping

Grade-level subject teachers shall conduct a mapping of the weekly student workload before the start of the semester to ensure that course requirements are well distributed. The workload mapping also considers the instruction time, assessment activity, and independent study time of students. A meeting among grade-level faculty may be conducted as the need arises.

5.3.2. Class Schedule

UPRHS shall adopt a five-day class week (Mondays to Fridays) with a reduced number of student contact hours. Students are encouraged to maximize their independent study time for study time, consultations, grade-level activities, and other school activities.

5.3.3. Attendance

Attendance in both face-to-face and online synchronous classes shall be required. The pre-pandemic rules on attendance will be applied.

IN CASE OF CUTTING CLASSES

Cutting class is defined as skipping class for a part of the day, and may be classified as excused or unexcused.

If the absence is excused, the student should submit a letter duly signed by their parent or guardian to the adviser for validation and to process an **Excuse Slip** (see page 20) before admission to class.

If the absence is unexcused, no make-up work will be given for any missed activity or quiz/exam.

IN CASE OF EXCESSIVE ABSENCES

Absences are considered excessive when the total accumulated number of hours lost by unexcused absences of a student exceeds 20% of the total class hours per semester.

No. of Hours per Week	Total No. of Class Hours per Semester	20% of Class Hours
3	48	9.6
6	96	19.2

If a student has excessive absences in a given quarter/semester, the student shall automatically be given the lowest possible grade in the particular course/subject for the quarter/semester and will be subject to counseling by the Guidance Counselor. The parent or guardian concerned will also be called for a conference with the Guidance Counselor, Homeroom Adviser, and Subject Teacher concerned.

It is the responsibility of the student to inquire and make necessary arrangements for the missed class activities with the subject teacher/s concerned.

The following are considered valid reasons for being absent in a F2F class:

1. Death of relative,
2. Taking care of sick immediate family members,
3. Family emergency (must specify emergency and provide proof if possible),
4. COVID-like symptoms (attach OHMS entry),
5. Problems during transportation like strikes, car problems, accident-related (attach an announcement, photo, or report),
6. Being diagnosed with COVID (attach COVID-19 test result),
7. COVID surge in a specific place and coming from areas at Alert level 3 or higher (attach official announcement from municipality),
8. Existing medical conditions like asthma, mental health conditions/issues/concerns (with medical certificate),
9. Illness of 2 or more days (with medical certification),
10. VISA application (attach VISA application appointment),
11. Medical appointments (attach doctor/dentist appointment), and
12. Heavy downpour/flooding (attach announcement, photo or report).

The following are considered valid reasons for being absent from an online class:

1. Death of a relative,
2. Taking care of sick immediate family members,
3. Unavailability of gadgets,
4. Family emergency (must specify emergency and provide proof if possible),
5. Existing medical conditions like asthma, mental health conditions/issues/concerns (with medical certificate),
6. Illness of 2 or more days (with medical certificate),
7. VISA application (attach VISA application appointment),
8. Medical appointments (attach doctor/dentist appointment),
9. Internet connection problems (attach a photo of speed test or applications not loading or disconnected),
10. Power interruption (attach announcement or video of gadget not charging while connected to a power outlet), and
11. Malfunctioned gadget (video of malfunctioned gadget).

The following reasons are not considered valid excuses for being absent in class.:

1. Family events (attending reunions, weddings, etc.)*,
2. Family/Personal trips scheduled during weekdays, and
3. Oversleeping/too tired/forgot/unaware.

*Special cases will be decided upon by the grade-level faculty.

EXCUSE SLIP

1. After an absence due to illness or any valid reason, the student must bring an excuse letter signed by their parents or guardian. The letter must include the following: student's full name and section, the date of absence, and the reason for the absence. The excuse letter may also be sent to the adviser via email prior to returning to classes.
2. For absences longer than two (2) days due to illness, a medical certificate must be presented to the school nurse for validation, along with the excuse letter.
3. The student must submit the excuse letter and the medical certificate (if applicable) to their adviser to secure an excuse slip.
4. The student must complete the excuse slip by indicating their name, grade level and section, the date the slip was obtained, the date(s) of absence, and the reason for their absence. This excuse slip must be signed by the Homeroom adviser and attached to the excuse letter. Please note that issuance of excuse slip is proof that the student is eligible for make-up/alternative missed activities and assessments.
5. The student will have a week to request feedback or remarks and have the excuse slip signed by the subject teachers for the classes they missed. Once all signatures are complete, the excuse slip must be signed by the parent or guardian and then returned to the Homeroom Adviser for documentation and reference.

5.3.4. School Uniform

The prescribed school uniform for AY 2024-2025 will be the following:

1. Monday, Tuesday, Thursday, and Friday - Type A uniform
2. Wednesday - White Type B uniform
3. Scheduled PE Day - Blue Type B uniform

Students are NOT allowed to wear short upper-body garments that do not cover the midriff and have a low-cut neckline. The prescribed outfits for special classes such as PE, LSE, CAT, and laboratory will still be followed. The 'NO ID, NO ENTRY' policy shall be strictly implemented.

The hair should be neatly kept. Hair dyeing is allowed only up to a solid medium brown color.

5.3.5. Submission of Requirements

Deadlines for submission of requirements must be set within the class period. Deduction of points for unexcused late submission of requirements may be given to students. Extension of deadlines for requirements may be given on a case-to-case basis as deemed necessary by the subject teacher. Unexcused late requirements shall not be accepted.

5.3.6. Monitoring System

A Class Standing Report (CSR) will be issued around Week 5 of each quarter for Junior High School (except in the last quarter) and around Week 10 of each semester for Senior High School. This report will include:

- **Class Standing:** The student’s class standing in each subject
- **Teacher Remarks:** Subject teachers' qualitative feedback, including information on missed or failed requirements and other significant performance details
- **Parent/Legal Guardian Signature:** A designated space for the parent or guardian to sign, acknowledging receipt of the CSR. Once signed, the CSR must be returned to the student’s homeroom adviser.
- **Contact Information:** The email address of each subject teacher is listed in the CSR for reference. Parents may email the subject teachers with concerns regarding the student’s performance.

Parent-Teacher conferences (PTCs) will be conducted specifically for students with failing grades at the start of the succeeding quarter for JHS, and the succeeding semester for SHS. PTCs may also be conducted at any time during the academic year, as the need arises.

5.3.7. Grading Period

UPRHS shall adopt a quarterly grading system for Junior High School and a semestral grading system for Senior High School. The release of report cards shall be on a quarterly basis for JHS, and semestral for SHS.

UPRHS strictly adheres to the UP System Code Article 377 which states that:

“No student of the University shall solicit directly or indirectly any grade from [their] professor. Any student violating this rule shall lose credit in the subject(s) regarding which such solicitation is made, without prejudice to the filing of a case for disciplinary action.”

5.3.8. Resumption of Sports Activities

Students will be allowed to use the JSLS Gymnasium, and UPRHS Field following these considerations:

GYMNASIUM

Basketball

- Only 3 versus 3 game and/or shooting activities will be allowed.
- Only half of the court may be used for each reservation.
- Students are not allowed to rearrange the chairs used for classes at the gymnasium.
- Students should bring their own equipment.
- A maximum of 30 minutes will be allowed per reservation to accommodate other students.
- Dunking and grabbing the net are not allowed. Destruction of school property is punishable.

Other sports that may be played inside the gymnasium:

- a. Only half of the court can be used for each reservation.
- b. Students are not allowed to rearrange the chairs being used for classes at the gymnasium.
- c. A maximum of 30 minutes will be allowed per reservation to accommodate other students.

UPRHS FIELD

Football

- a. Only a maximum of 7 versus 7 games will be allowed.
- b. The students should bring their own equipment.
- c. A maximum of 30 minutes will be allowed per reservation to accommodate other students.

Other sports that may be played on the field

- a. The students should bring their own equipment.
- b. A maximum of 30 minutes will be allowed per reservation to accommodate other students.
- c. Students are required to wear appropriate sports attire. Allowed sports attire are the following:
 - i. Shirt or dri fit jersey (Sleeveless jerseys are not allowed.)
 - ii. Shorts or Jogging pants (Observe appropriate length. Shorts should be at least knee-length. Tight-fitting shorts and pants such as leggings are not allowed.)
 - iii. Rubber shoes or shoes appropriate for sports
- d. The use of the areas is on a reservation basis. Students should ask for reservations from the PEHM-CAT Department through the PEH Teachers at Faculty Room 4 or SB 102 for the monitored schedules. The students shall identify a point person who is in charge of ensuring these guidelines are being observed.
- e. Students are advised to wash/sanitize their hands before and after physical or sports activities.
- f. Sharing of drinking water bottles is not allowed.
- g. Students should not loiter around the campus wearing sports attire.
- h. Students are allowed to play in these areas from 7:00 AM to 5:00 PM, but only when the area is vacant or not in use for classes. Playing during class hours is strictly prohibited. Additionally, a window period from 5:00 PM to 5:30 PM is allotted for any teacher from the department who wishes to stay and monitor student activities.
- i. An extension may be granted should no other students wish to use the facility. Kindly notify any PEH Teacher for verification.
- j. Keep playing area clean and tidy

- k. Students will sign a form signifying their understanding of these guidelines and will follow them accordingly.

5.3.9. Canteen Operations

1. The UPRHS Canteen space is leased by a third party food catering business operator that has undergone thorough screening process under the UPLB Business Affair Office. They will provide cooked dishes, drinks, and other snack items at reasonable prices. Students may bring their own packed lunch or snacks to school since there is a limited space to cater to all students especially during peak hours.
2. Dining inside the canteen will be allowed. The dining hall should only be used strictly for eating. This means that students cannot stay inside the canteen to do their school work and other stuff. After eating, students should vacate the tables and give way to others who will eat. The 'Clean as You Go' (CLAYGO) policy will be implemented; self-bussing is strictly observed.
3. Students will line up at the canteen during their scheduled lunch/snack breaks and choose from the cooked dishes displayed at the food counter. Students may eat inside the canteen if there are still available seats or go to their designated areas. Students are encouraged to bring their own eating utensils (spoon and fork) and water bottle.
4. Water refilling stations are set up inside the canteen. A liter-filled water bottle costs Php 5.00. The water station operates on an honesty system. Payment should be dropped at the designated coin box.
5. Health and safety protocols must be observed at all times.

6. Grading System

6.1. Junior High School

6.1.1. General Rules

1. A quarterly grading system shall be adopted by the UPRHS JHS for AY 2024-2025.
2. Grading is cumulative for all subjects except CAT (for Grade 10) and Homeroom. A student's grade for the current quarter is computed as follows: one-third of the student's grade from the previous quarter plus two-thirds of the student's actual rating in the current quarter.

$$\text{Current Grade (CG)} = 1/3 \text{ Previous Grade (PG)} + 2/3 \text{ Tentative Grade (TG)}$$

3. Grades for the quarter are rounded off to one decimal place. The universal rule in rounding off is followed. If the number being rounded off ends with 5, 6, 7, 8, or 9, the number is rounded up; otherwise, the number is rounded down.

Example: 89.83 rounded off to one decimal place is 89.8, while for 89.49 is 89.5

4. The transmutation of the weighted grade will be done at the end of the quarter. No other additional points will be given after the transmutation.
5. The highest possible grade that may be given to a student in any subject for any quarter is 100.0, while the lowest grade is 65.0. Any grade below 75.0 is failing.
6. No blank grade shall be given to any student in any quarter.
7. No grade of incomplete (INC) shall be given to any student in any quarter.
8. The PEHM grade is computed as follows:

$$\text{PEHM Grade} = 1/3 \text{ Music Grade} + 2/3 \text{ PEH Grade}$$

9. The Homeroom Guidance Program uses a descriptive evaluation:

	Classroom Engagement	Observable Attitudes	Quality of Submitted Outputs
Criteria	Engagement and participation in synchronous and/or asynchronous activities (written forms, recitation, group work, discussion forum, etc.)	Attitudes that may be observed in the following aspects: <ul style="list-style-type: none"> ● Promptness/ on-time submission of reply slips and other forms ● Interaction with teachers and classmates ● Showing respect to others ● Proper communication ● Responsive-ness 	Completeness, resourcefulness, and creativity of submitted outputs

Commendable (C) Consistent in each criterion stated; exceeds expectations	Actively participates in all class activities whether asynchronous and/or asynchronous	Displays exceptional character	Submits complete and good quality outputs
Observed (O) Achieved minimum expectations	Participates in class activities whether asynchronous and/or asynchronous	Achieves all aspects but not showing exceptional character	Submits complete outputs
Needs Improvement (NI) Inconsistent in each criterion stated; does not meet minimum expectations	Sometimes participates or does not participate at all in class activities whether asynchronous and/or asynchronous	Lacks in some or in almost all aspects	Submits incomplete outputs or no submission at all

6.1.2. Grade per Quarter

- Grade per subject is rounded off to one decimal place.
- Semestral subjects with a credit unit of 0.5 are computed as one unit.
- The Academic Average per quarter is rounded off to two decimal places and computed as follows:

$$\text{Academic Average} = \frac{\sum(\text{Quarter Grade} \times \text{Credit Unit})}{\text{Total Number of Credit Units}}$$

- The Homeroom Guidance Program grade shall appear as follows:

Descriptive Evaluation for Homeroom Guidance Program	
Classroom Engagement <i>(Engagement and participation in synchronous and asynchronous activities)</i>	C
Observable Attitudes <i>(Observable positive attitudes in dealing with tasks and people)</i>	NI
Quality of Submitted Outputs <i>(Completeness, resourcefulness, and creativity of submitted outputs)</i>	O

LEGEND

COMMENDABLE (C): The student demonstrated consistent and strong evidence of the identified criteria.

OBSERVED (O): The student demonstrated minimum evidence of the identified criteria.

NEEDS IMPROVEMENT (NI): The student demonstrated minimal to no evidence of the identified criteria.

In the event that the student incurs a “Needs Improvement” in ALL criteria at the end of the quarter, the homeroom adviser, guidance counselor, and parents need to work together to provide the necessary intervention.

6.1.3. Final Academic Average

1. Grading system is cumulative. Hence, the final grade for each academic subject is the same as the fourth quarter grade for regular subjects taken for one academic year. For CAT and PEHM subjects, final grades will have an averaging computation.
2. For subjects taken in a semester, the final grade is the same as either the second or fourth quarter grade.
3. Subjects with credit units of 0.5 is computed as follows: $Grade * 0.5 \text{ units}$
4. Final Academic Average is computed by multiplying the final grade for each subject by the number of units, and the sum is divided by the total number of units for the whole academic year.
5. Final Academic Average is computed up to two decimal places.

6.2. Senior High School

6.2.1. General Rules

1. The UPRHS SHS follows a semestral grading system.
2. Grades are rounded off to one decimal place. The universal rule in rounding off is followed. If the number being rounded off ends with 5, 6, 7, 8, or 9, the number is rounded up; otherwise, the number is rounded down.

Example: 89.83 rounded off to one decimal place is 89.8, while for 89.49 is 89.5

3. The highest possible grade that may be given to a student in any subject for any semester is 100.0, while the lowest grade is 65.0. Any grade below 75.0 is failing.
4. The transmutation of the weighted grade will be done at the end of the quarter. No other additional points will be given after the transmutation.
5. No blank grade shall be given to any student in any semester.
6. No grade of incomplete (INC) shall be given to any student in any semester.
7. The Homeroom Guidance Program uses a descriptive evaluation:

	Classroom Engagement	Observable Attitudes	Quality of Submitted Outputs
Criteria	Engagement and participation in synchronous and/or asynchronous activities (written forms, recitation, group work, discussion forum, etc.)	Attitudes that may be observed in the following aspects: <ul style="list-style-type: none"> ● Promptness/ on-time submission of reply slips and other forms ● Interaction with teachers and classmates ● Showing respect to others ● Proper communication ● Responsive-ness 	Completeness, resourcefulness, and creativity of submitted outputs

Commendable (C) Consistent in each criterion stated; exceeds expectations	Actively participates in all class activities whether asynchronous and/or asynchronous	Displays exceptional character	Submits complete and good quality outputs
Observed (O) Achieved minimum expectations	Participates in class activities whether asynchronous and/or asynchronous	Achieves all aspects but not showing exceptional character	Submits complete outputs
Needs Improvement (NI) Inconsistent in each criterion stated; does not meet minimum expectations	Sometimes participates or does not participate at all in class activities whether asynchronous and/or asynchronous	Lacks in some or in almost all aspects	Submits incomplete outputs or no submission at all

6.2.2. Grade per Semester

- Grade per subject is rounded off to one decimal place.
- The Academic Average per semester is rounded off to two decimal places and computed as follows:

$$\text{Academic Average} = \frac{\sum(\text{Semester Grade} \times \text{Credit Unit})}{\text{Total Number of Credit Units}}$$

- The Homeroom Guidance Program grade shall appear as follows:

Descriptive Evaluation for Homeroom Guidance Program	
Classroom Engagement <i>(Engagement and participation in synchronous and asynchronous activities)</i>	C
Observable Attitudes <i>(Observable positive attitudes in dealing with tasks and people)</i>	NI
Quality of Submitted Outputs <i>(Completeness, resourcefulness, and creativity of submitted outputs)</i>	O

LEGEND

COMMENDABLE (C): The student demonstrated consistent and strong evidence of the identified criteria.

OBSERVED (O): The student demonstrated minimum evidence of the identified criteria.

NEEDS IMPROVEMENT (NI): The student demonstrated minimal to no evidence of the identified criteria.

6.2.3. Final Academic Average

- The Final Academic Average is computed as follows:

$$\text{Final Academic Average} = \frac{(AA_{1st\ sem})(No. of Units) + (AA_{2nd\ sem})(No. of Units)}{\text{Total Number of Credit Units}}$$

- The Final Academic Average is rounded off to three decimal places.

7. Honors and Awards

7.1. Giving of Academic and Special Awards

The UPRHS shall uphold the following guidelines this AY 2024-2025:

1. Grade Level Honor Roll per grading period and at the end of the academic year shall be given;
2. Conduct Award (Gawad Kagandahang Asal) per grade level shall be given;
3. Academic Excellence Awards shall be given for completing and graduating students from Grades 10 and 12, respectively;
4. Special Awards for completing and graduating students, which include the Academic Proficiency Awards, Gawad Panday Dunong, Natatanging Gawad Panday Dunong, and Gawad Unlad-Ugnay shall be given; and
5. Additional citation or merit awards may be given depending on the provided external support/funding.

7.2. Grade Level Honor Roll

7.2.1. Grade Level Honor Roll (per grading period)

For JHS, a list of honor students shall be prepared for every grade level at the end of the quarter (first to third quarter only). For SHS, a list of honor students shall be prepared for every grade level at the end of the first semester only. Ranking is based solely on the Academic Average.

A student shall be included in the Grade Level Honor Roll upon satisfying the provisions stated below:

1. the grades in all academic subjects taken (including any failing and back subjects) by the student have been included in the computation of the Academic Average*;
2. an Academic Average of at least 90.0;
3. no failing grade in any subject taken; and
4. no record of cheating and any form of dishonesty in schoolwork, e.g. plagiarism.

The academic distinction shall be given to the student who qualified for the Academic Average range provided below:

Principal's List	90.000 – 94.999
Dean's List	95.000 – 97.999
Chancellor's List	98.000 – 100.000

The list of honor students will be arranged alphabetically without indicating the rank of the student (*as approved by the faculty, dated September 25, 2019*).

7.2.2. Grade Level Honor Roll (at the end of the year)

For JHS and SHS, a list of honor students shall be prepared for every grade level at the end of the academic year. Ranking is based solely on the Final Academic Average.

A student shall be included in the Overall Grade Level Honor Roll upon satisfying the provisions stated below:

1. the grades in all academic subjects taken by the student have been included in the computation of the Final Academic Average*;
2. a Final Academic Average of at least 90.0;
3. no failing final grade in any subject taken; and
4. no record of cheating and any form of dishonesty in schoolwork, e.g. plagiarism.

The academic distinction shall be given to the student who qualified for the Academic Average range provided below:

Principal's List	90.000 – 94.999
Dean's List	95.000 – 97.999
Chancellor's List	98.000 – 100.000

The list of honor students will be arranged alphabetically without indicating the rank of the student (*as approved by the faculty, dated September 25, 2019*). These lists of honor students will also be presented during the Gawad Parangal (*Recognition Program*).

*NOTE: The unit/s of any failed subject/s shall still be included in the computation of the Academic Average for that particular grading period.

7.3. Gawad Kagandahang Asal (Conduct Award)

*This award is given to students, who exemplify the values and characteristics of *Bilang Isang Ruralite*, and consistently demonstrate outstanding conduct and character. In addition to upholding these values, students should satisfy the following qualifications at the end of every academic year:

FIRST LEVEL

1. Grade 7 students: Nominated by at least a simple majority (50% +1) of each section
2. Grade 8 to Grade 12 students: Nominated by at least a simple majority (50% +1) of the entire batch

Additional qualifications to proceed to the SECOND LEVEL

- No “Needs Improvement” (NI) remark on the Homeroom Guidance Program subject for the whole academic year
- No record of any disciplinary case

SECOND LEVEL

All grade level teachers will deliberate on the merits of each nominee for the endorsement to the faculty members.

THIRD LEVEL

All active faculty members will deliberate on the merits of each endorsed nominee for the final approval of awardees.

**Revised as of September 6, 2024*

7.4. Awards for JHS Completion

7.4.1. Completing Students with Honors

Overall GWA is rounded off to three decimal places, and is computed by:

$$\text{Overall GWA} = \frac{(AA_{\text{Grade 7}})(\text{Total Units}) + (AA_{\text{Grade 8}})(\text{Total Units}) + (AA_{\text{Grade 9}})(\text{Total Units}) + (AA_{\text{Grade 10}})(\text{Total Units})}{\text{Total Number of Credit Units}}$$

Students who complete the requirements for completion with the following general average shall complete with honors:

With Honors	90.000 – 94.999
With High Honors	95.000 – 97.999
With Highest Honors	98.000 – 100.000

provided that:

1. the student has studied for at least three years in UPRHS and only resident credit units are included;
2. the grades in all academic subjects prescribed in the curriculum have been included in the computation of the Overall GWA*;
3. the student has no record of cheating and any form of dishonesty in schoolwork (e.g. plagiarism) during the whole junior high school years.

*NOTE: The unit/s of any failed subject/s shall still be included in the computation of the Overall GWA. If upon computation, the student still gets an Overall GWA of at least 90.000, they will be included in the list of completing students with honors (in the following academic year).

7.4.2. Special Awards for Completing Students

7.4.2.1. Academic Proficiency Awards

The Academic Proficiency Award is given to the student with the highest weighted average in each of the following subjects:

1. Best in Science
2. Best in Mathematics
3. Best in Information Technology
4. Best in Filipino
5. Best in Araling Panlipunan

6. Best in English
7. Best in Literature
8. Best in LSE A
9. Best in LSE B
10. Best in PEHM
11. Best in Edukasyon sa Pagpapakatao

7.4.2.2. Gawad Panday-Dunong

The Gawad Panday-Dunong shall be given to the completers who obtained a total of 75 to 99 points for representing the school in various academic or non-academic external competitions.*

7.4.2.3. Natatanging Gawad Panday-Dunong

The Natatanging Gawad Panday Dunong shall be given to the completers who obtained at least 100 points for representing the school in various academic or non-academic external competitions.*

	Levels of Competition							
	Points	University (x1)	District (x3)	Unit (x5)	Provincial (x7)	Regional (x10)	National (x15)	Inter- national (x20)
First Place	5							
Second Place	3							
Third Place	1.5							
Special Award and Citation	0.75							
Participant	0.5							

*To be applied to incoming Grade 8 for AY 2024-2025

During the pandemic, when evaluating completing students who have participated in competitions outside of school, it is important to take into account the unique challenges and circumstances they may have faced. Here are some modifications in the criteria that can be considered in light of the pandemic:

The Gawad Panday-Dunong shall be given to the completers who obtained a total of 15 to 29 points for representing the school in various academic or non-academic external competitions.**

The Natatanging Gawad Panday-Dunong shall be given to the completers who obtained at least 30 points for representing the school in various academic or non-academic external competitions.**

**To be applied to incoming Grade 10 for AY 2024-2025

7.4.2.4. Gawad Unlad-Ugnay

The Gawad Unlad-Ugnay shall be given to the completers who represented the school in other countries, whether face-to-face or online, in both academic and cultural conferences and immersions. They do not only introduce UP Rural High School but also the Philippine culture throughout the Asian region and the world at large.

7.5. Awards for SHS Graduation

7.5.1. Graduating Students with Honors

Overall GWA is rounded off to three decimal places, and is computed by:

$$\text{Overall GWA} = \frac{(AA_{\text{Grade 11 1s}})(\text{Total Units}) + (AA_{\text{Grade 11 2s}})(\text{Total Units}) + (AA_{\text{Grade 12 1s}})(\text{Total Units}) + (AA_{\text{Grade 12 2s}})(\text{Total Units})}{\text{Total Number of Credit Units}}$$

Students who complete the requirements for graduation with the following general average shall graduate with honors:

With Honors	90.000 – 94.999
With High Honors	95.000 – 97.999
With Highest Honors	98.000 – 100.000

provided that:

1. the grades in all academic subjects prescribed in the curriculum have been included in the computation of the Overall GWA*;
2. the student has no record of cheating and any form of dishonesty in schoolwork (e.g. plagiarism) during the whole senior high school years.

*NOTE: The unit/s of any failed subject/s shall still be included in the computation of the Overall GWA. If upon computation, the student still gets an Overall GWA of at least 90.000, they will be included in the list of graduating students with honors (in the following academic year).

7.5.2. Special Awards for Graduating Students

7.5.2.1. Academic Proficiency Award

The Academic Proficiency Award is given to the student with the highest weighted average in each of the following subjects/disciplines:

1. Best in Mathematics and Statistics (For STEAM strand only)
2. Best in Science, Technology, and Engineering (For STEAM strand only)
3. Best in Humanities and Social Sciences (For GAS-HUMSS strand only)
4. Best in Business Studies (For GAS-ABM strand only)
5. Best in English
6. Best in Filipino
7. Best in Physical Education

7.5.2.2. Gawad Panday-Dunong

The Gawad Panday-Dunong shall be given to the graduating students who obtained a total of 75 to 99 points for representing the school in various academic or non-academic external competitions.

7.5.2.3. Natatanging Gawad Panday-Dunong

The Natatanging Gawad Panday-Dunong shall be given to the graduating students who obtained at least 100 points for representing the school in various academic or non-academic external competitions.

	Levels of Competition							
	Points	University (x1)	District (x3)	Unit (x5)	Provincial (x7)	Regional (x10)	National (x15)	International (x20)
First Place	5							
Second Place	3							
Third Place	1.5							
Special award and citation	0.75							
Participant	0.5							

7.5.2.4. Gawad Unlad-Ugnay

The Gawad Unlad-Ugnay shall be given to the completers who represented the school in other countries, whether face-to-face or online, in both academic and cultural conferences and immersions. They do not only introduce UP Rural High School but also the Philippine culture throughout the Asian region and the world, at large.

8. Student Support Services

8.1. Lunch Pass

1. A lunch pass will be given to students who wish to go home during their lunch break.
2. Students who plan to use the lunch pass must obtain a copy of the certification from the Student Affairs Committee by sending an email to swc.uprhs@up.edu.ph and ask their parent or guardian to fill-out and sign the certification.
3. Before the lunch pass is issued, the student must submit the signed certification and a photocopy of their parent's or guardian's identification card to the Principal's Office. The lunch pass with an assigned control number is valid until the end of the semester or end of the 2nd and 4th quarter.
4. Upon leaving the school, the student must present their lunch pass to the school guard, then sign out and back in on the lunch pass monitoring logbook.
5. The parent or the official guardian is responsible for arranging the transportation of the student and will be held accountable once the student steps out of the school premises.

8.2. Gate Pass

1. For emergency cases such as health concerns, untoward incidents and the like, students may obtain a gate pass from the clinic.
2. Before a gate pass is issued to the student, they must provide evidence (text message, chat, voice call) that their parent or guardian is aware that they will be leaving the school premises. This gate pass with a specific control number is only valid within that day.
3. Upon leaving the school, the student must present their gate pass to the school guard and log out on the gate pass logbook. If the student intends to return to the school, they must log back in.
4. The parent or guardian is responsible for arranging the transportation of the student and will be held accountable once the student steps out of the school premises.
5. Gate Pass can only be approved by the school nurse.

8.3 Gadget Permit

1. The gadget permit will be used to track the students who bring gadget(s) inside the school. This permit is only required when an assessment or project in a particular subject necessitates the use of gadgets.
2. The subject teacher must obtain the gadget permit(s) from the library one week before the intended use and sign them before distributing them to the students.
3. Students must complete the permit, specifying the gadget(s) they will bring and the reasons for doing so (e.g., laptop or tablet for editing proposals or viewing learning materials; camera for project-related photography). They must also indicate the subject and schedule to ensure that gadgets are used solely during the specified class time.

4. Upon bringing the gadget(s) to school, students must immediately go to the library to submit the librarian's copy of the permit. Please note that the student is fully responsible for their gadget(s). In the event of a loss, there will be no bag inspection conducted for any class or student.

8.4. University Health Service

The services of the UPLB University Health Service (UHS) are available to UPRHS students. Consultation is free of charge while medical services beyond consultation are subsidized by the University. The UHS also issues medical certificates that are required by the school.

See [Updated UPLB Health Protocols](#).

8.5. UPRHS Clinic

The UPRHS Clinic is managed by registered nurses. Regular health services include clinic hours that can serve students and staff from 6:30 a.m. to 5:00 p.m. and medical supervision during physical co/extra-curricular activities. The clinic continues to provide them with first aid for illness and injuries, referrals to medical experts for those with serious medical conditions, and health counseling and campaigns.

The UPRHS Clinic collects student information from parents regarding their child's medical background. This includes the child's immunization including Covid vaccination, previous hospitalizations, past injuries/accidents, allergies, and authorization for medical treatment. Such information is used to ensure that proper care is given to the students when health situations concerning the student arise on campus. With the advice of students' parents and a medical certificate from the UHS, the clinic also notes children's special needs and considerations like restrictions from rigorous physical activities (PEH, CAT).

8.5.1. First Aid

First aid is defined as immediate assistance given to a person suffering from a minor or serious injury with care provided to preserve life. When the patient has COVID-like symptoms or other infectious disease that occurs in school, the school nurse will give immediate first aid and immediately bring to the isolation area and monitor the patient until the parents/guardian arrives.

8.5.2. Referral/Transfer

When the case is serious, the UPRHS Clinic will bring the patient to UHS for proper medical management.

8.5.3. Health Promotion/Education

The UPRHS Clinic continues to promote health and wellness among the students and staff through conducting campaigns. Health campaign materials are posted to provide helpful information on staying healthy, fit, and safe, especially during these challenging times.

8.5.4 Lost and Found Items

All lost and found items of the students are to be surrendered and kept in the clinic. It can be retrieved for only a month. All unclaimed lost and found items will be disposed of or donated.

8.6. Guidance and Counseling Office

8.6.1. Guidance Services

The [UPRHS Guidance Office](#) provides assistance to students in securing knowledge and skills in solving problems and making plans for the future. It also aims to provide students with accurate and comprehensive information about career opportunities, personality development, and learning. Further, it aims to help individuals adjust to the 'new normal' environment, mental wellness, and management of student personal activities.

The UPRHS Guidance Office offers the following services:

1. Counseling
This service aims to help students attain self-awareness so that they can be responsible for themselves, overcome personal difficulties and actualize the values such as love, accountability, self-reflection, simple lifestyle and realize his/her role as agent of transformation.
2. Individual Inventory
This service aims to gather information about the student that will help her/him know and understand herself/himself and assist the teachers, counselor, administrator and parents in understanding the students.
3. Guidance Talks/Seminars
This service is linked with the Homeroom Guidance Program where the Guidance Counselor do Guidance Talks with themes: Character & Career Development ; Developing social & emotional strengths
4. Testing Services
This service helps the student assess and understand her abilities, capacities, interests, personality and pressing concerns. It is also a useful tool for the counselors as a basis for guidance and counseling and helps diagnose behavioral and emotional problems that affect school performance.

5. Routine Interview
This an annual interview wherein rapport is built and a trust relationship is established. The interview intends to know more about the student in terms of self, family, school concerns, peer relations, and other significant information and assist students who have special needs and urgent concerns that need to be addressed.
6. Information/Learning
This service provides valid information which are educational, social, personal and occupational in nature so that the student may be able to develop his/her decision-making competencies.
7. Placement/Follow-Up
After the counseling session has ended, the counselor do a follow-up to their counselees.
8. Referral
This is done when a student with personal problems and complaints of anxiety and depression, poor self-image, relationship problems, and family difficulties are referred to the guidance counselor, who in turn provides specialized counseling. However if the situation requires a highly specialized approach, students may be referred to other professionals in their field.
9. Conferences with Parents and Teachers
The Guidance Counselor, Adviser, Grade Level Coordinators, Program Coordinators, and the Office of the Principal work together with the parents in addressing issues of students who have special academic and psychosocial needs.

8.6.2. Career Education Program

The Career Education Program is carried out by providing students with activities & information in order to acquire the knowledge and skills needed for them to make future career and life decisions. Among these activities are online career counseling, webinars, career talks, and university program orientations.

8.6.3. Psychosocial Support Program

Psychosocial support can include mental health counseling, education, spiritual support, group support, and many other such services. This program is carried out through webinars supported by the SWC and a stratified support group system through the Peer Facilitators Circle & Junior Peers.

8.6.4. Peer Facilitation Program

This program aims to train and equip students to become empowered student volunteers. These students use helping skills to assist other students and themselves to think about ideas and feelings to explore alternatives to situations and make responsible decisions. Their activities are implemented through the trained Peer Facilitators and are supervised by the Guidance Counselor/Staff.

8.7. Library

The UPRHS Library envisions to be a leading learning hub for science-oriented secondary educational institutions that could provide quality information resources and support life-long learning for its students, faculty and researchers to sustain academic excellence through its different services.

8.7.1. Access to UPLB Databases

This service is being provided even before the pandemic. Library users may access all electronic resources subscribed to and materials owned by the University and the UP System using the unique credentials.

Accessing electronic resources can be done through [OpenAthens](#). OpenAthens is a single sign-on solution that allows our library users to access our electronic resources online either remotely or via on-campus and move from one resource to another without the need to re-enter their credentials. Printed materials such as books and capstone research can be accessed through the Online Public Access Catalog (OPAC). [Online Public Access Catalog \(OPAC\)](#) is a database composed of bibliographic records describing the books and other materials owned by a library. There is a need to secure an [electronic library account](#) for library users to borrow a book.

8.7.2. [Library Services](#)

8.7.2.1. ID Validation

All students must have their identification cards validated at the beginning of every semester. The ID Validation will allow students to enjoy the library privileges such as borrowing books and accessing electronic resources and databases.

8.7.2.2. [Document Delivery Service](#)

This is an online service that scans and delivers electronic copies of book chapters and articles available at the library. The library will provide digitized copies based on pertinent rules on the copyright and intellectual property code of UP. In addition, the “Article Request” service assists students, faculty staff, and researchers who cannot access full-text articles from subscribed electronic databases.

8.7.2.3. [Originality/Plagiarism Check Service](#)

Students may request to validate/check their manuscripts, assignments, and projects against plagiarism through Turnitin. Students will be notified via email together with the similarity/originality report.

8.7.2.4. Capstone Research Request

Students may request electronic copies of Capstone Research projects available at the library. For projects with no electronic copies, scanned copies of the Abstract, Review of Related Literature (RRL), and Bibliography will be provided.

8.7.2.5. Borrowing and Returning of Library Materials

Borrowing of physical books across all UPLB libraries can determine whether desired material is available through [OPAC](#).

Borrowing limit and Loan Period

Circulation Books	Reserve Books	Reference Books
5 books / 2 weeks	2 books / Overnight	Room use only

Renewal of Books

Circulation Books	Reserve Books	Reference Books
3	n/a	n/a

Overdue Books

Circulation Books	Reserve Books	Reference Books
Php 2.00 per day	Php 5.00 per hour	n/a

8.7.2.6. Computer, Photocopying, and Printing Services

These services aim to give library users the facilities that will assist them in providing their scholarly outputs for academic purposes. The cost of using these services (photocopying and printing) varies based on the number of pages to be printed and photocopied.

8.7.2.7. Infoskilled: UPLB Fostering Lifelong Learning

This program aims to equip individuals with knowledge and skills in accessing information effectively and efficiently and to develop information-literate individuals through a series of learning activities geared towards lifelong learning. It covers the necessary information literacy skills that foster lifelong learning: IDENTIFY, FIND, EVALUATE, and ACKNOWLEDGE information. Infoskilled has four components: LibSmart, InfoLite, InfoLit Advanced, and LibSmart+.

LibSmart

Intended for new students and new members of the user community, this component includes the library orientation, which aims to familiarize the participants with library resources and services that will help them in acquiring information literacy skills.

InfoLite

This component, presented after LibSmart, provides basic information on the different information literacy skills. Pre-test and post-test activities are administered to gauge the participants' competencies. LibSmart and InfoLite serve as the fundamentals of the InfoSkilled program.

InfoLit Advanced

This component discusses each of the four major information literacy skills in depth: IDENTIFY, FIND, EVALUATE, and ACKNOWLEDGE.

LibSmart+

This unique component combines LibSmart and topic/s determined by the participant/s. The participant/s (faculty, student, class, or group) may request topics appropriate for their needs.

8.7.2.8. Referral Services

This service aims to issued referral letters to library user/s who need to use materials from other libraries in case such materials are not available in the UPLB Libraries

8.8. Student Support Services Directory

For specific concerns, please email the person/committee-in-charge. For other concerns not specified below, please email uprhs.uplb@up.edu.ph.

Person/Committee-in-Charge	Email Address	Functions
Admin and Records Office Maria Lourdes L. Miranda (Administrative Officer I)	aro.uprhs@up.edu.ph	Transcript of Records Certificate of Enrollment Certificate of Completion/ Graduation English Translation of Diploma Duplicate Copy of Diploma Printing of report cards Other official documents
Clinic Ms. Angeline D. Corpuz, RN	clinic.uprhs.uplb@up.edu.ph	Health monitoring Clinic services

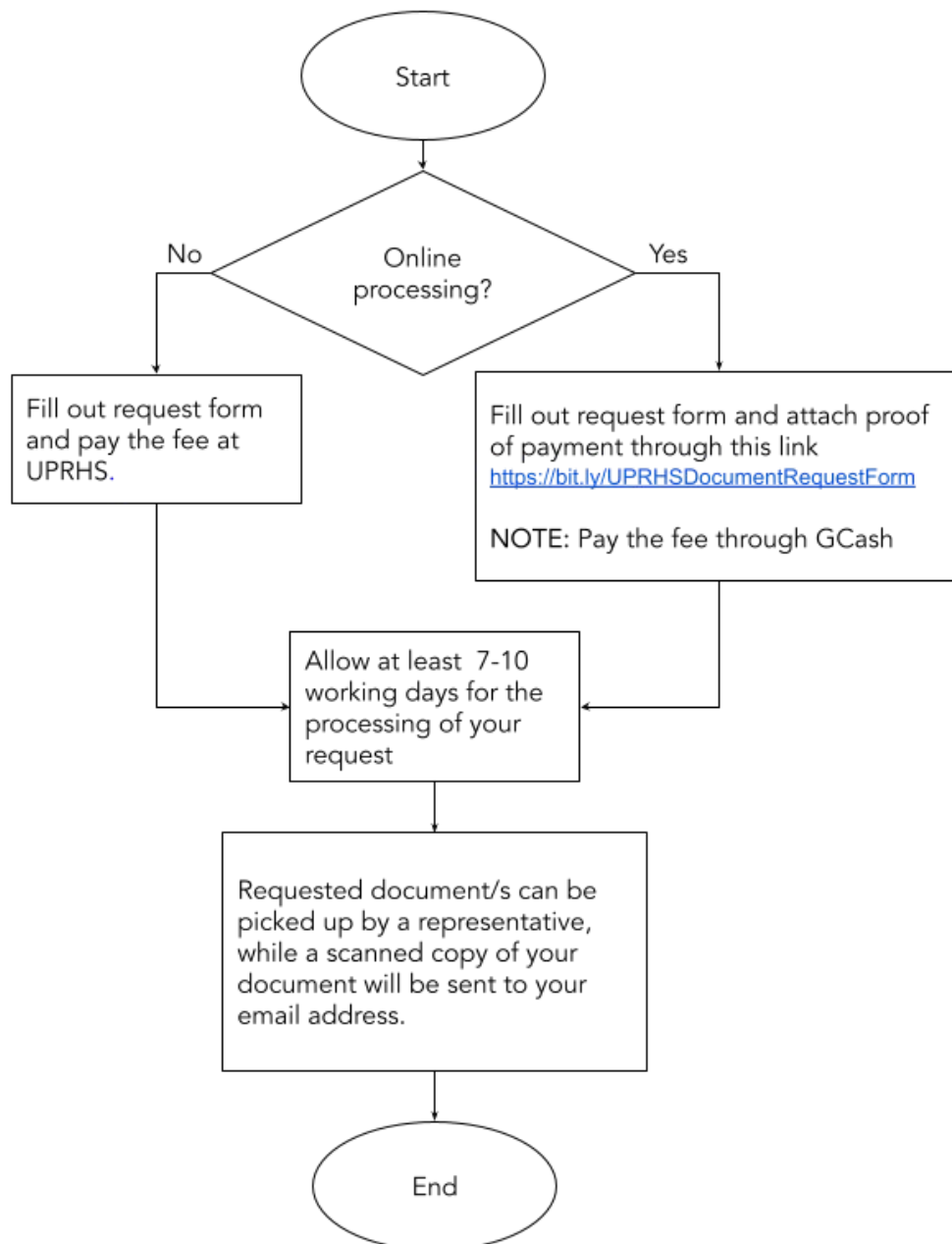
Ms. Catherine Joyce C. Tamisin, RN (Senior Nursing Assistants)		
Library Ms. Danilyn B. Cao, RL (College Librarian II)	uprhslibrary.uplb@up.edu.ph	Online resources and other library services
Research and Extension Asst. Prof. Aries John G. Enardecido (Chair) Ms. Paulyn G. Micor (University Research Associate I)	pgmicor@up.edu.ph	Research and extension concerns
Admissions and Registration Committee Asst. Prof. Leopoldo B. Laset, Jr., (Chair)	arc.uprhs@up.edu.ph	Admission and registration policies Entrance examination Validation examination
Information Systems Committee Ms. Kharisa Mae M. Pasion (Chair)	isc.uprhs@up.edu.ph	Technical support Schedule-related matters Information dissemination
Student Affairs Committee Asst. Prof. Ma. Lourdes B. Belas (Chair)	swc.uprhs@up.edu.ph	Student welfare Student organizations and activities
Guidance and Counseling Office Ms. Jocelyn C. Sarmiento, RGC (Guidance Services Specialist II)	uprhsguidance.uplb@up.edu.ph	Certificate of Good Moral Character Counseling
Scholarship, Honors, and Awards Committee Asst. Prof. Ma. Angelie M. Pasicolan (Chair)	sc.uprhs@up.edu.ph (for scholarship) ha.uprhs@up.edu.ph (for honors and awards)	Scholarship program Honors and awards

For subject specific concerns, please see the department emails below:

Department	Email Address	Subject Area Coordinator
English and Literature	eld.uprhs@up.edu.ph	Asst. Prof. Aries John G. Enardecido
Filipino	filipino.uprhs@up.edu.ph	Asst. Prof. Jason F. Pozon
Life Skills Education	lse.uprhs@up.edu.ph	Asst. Prof. Ellen Ann A. Diolata
Mathematics, Statistics, and Computer Studies	mscs.uprhs@up.edu.ph	Asst. Prof. Leopoldo B. Laset, Jr.
PEHM-CAT	pehm.uprhs@up.edu.ph	Asst. Prof. Perla Y. Bejerano
Science	science.uprhs@up.edu.ph	Asst. Prof. Ronadane N. Liwanag
Social Science and Values Education	save.uprhs@up.edu.ph	Asst. Prof. Oliver C. Ocampo

Flowchart for Requesting Official School Documents

Please be guided by the flowchart for [requesting official school documents](#). Note that your request will take seven to 10 working days from the date of filing depending on the document.



9. Hymns and Pledge

9.1. Awit ng Mataas Na Paaralang Rural ng UP

Sa iyo kami ay nagpupugay
O sintang paaralan
Aral mo'y lagi naming tatandaan
Sapagkat ika'y mahal.

Koro:

Mutyang Rural ay ating ibandila
Pandayan ng diwa
Karunungan ay laging malaya
At laganap sa madla.

Tanggapin mo itong aming alay
Na papuri't parangal
Sa gintong karunungan ibinigay
Na laging itatanghal.

Ulitin ang koro

Kung sa'yo kami ay mapawalay
Ang patnubay ay ikaw
Alaala ka namin kahit saan
At tapat habang buhay.

Ulitin ang koro

9.2. UP Naming Mahal

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin.
Di rin magbabago ang damdamin.

Luntian at pula
Sagisag magpakailanman
Ating ipagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan.
Mabuhay ang pag-asa ng bayan.

9.3. Panunumpa ng Isang Ruralite

Bilang isang Ruralite...

Ako ay masigasig.

Ako ay magalang.

Ako ay makabayan.

Ako ay tapat.

Ako ay may disiplina.

Ako ay responsable.

Ako ay may respeto.

Ako ay may isang salita.

Ako ay nagpapanatili ng kalinisan at kaayusan sa kapaligiran.

Ako ay sumusunod sa alituntunin at regulasyon ng paaralan.

Ako ay nagpapahalaga sa mga pag-aari ng pamahalaan.

Ako ay isang iskolar para sa bayan.

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College of Arts and Sciences
University of the Philippines Los Baños
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