



"Skill Up, Level Up, Dream Big"
GOLEZ CARILLO CAREER CENTER
Old Buswang and Bakhaw Sur, Kalibo, Aklan

SY 2026-2027

Student

HAND BOOK



Welcome to

GOLEZ CARILLO CAREER CENTER (GCCC)

Old Buswang, Kalibo, Aklan

SY 2025-2026

STUDENT HANDBOOK

We are honored to welcome you to our dynamic community of vocational achievers!

In pursuit of our mission, we are dedicated to delivering high-quality technical-vocational education and training that not only equips you with in-demand skills and knowledge but also nurtures a mindset of lifelong learning. We are committed to providing a supportive learning environment. Familiarize yourself with our policies and guidelines to ensure a smooth journey.

With a strong foundation built on excellence, innovation, and global standards, we aim to empower you to compete confidently in the global workforce and contribute meaningfully to a rapidly evolving world.

Our Mission and Vision

- **Mission**
To empower individuals with industry-relevant skills and competencies through a supportive, well-equipped learning environment—enabling them to make meaningful contributions to the growth and development of their communities.
- **Vision**
To be a premier institution for technical-vocational education and training, renowned for excellence, innovation, and the production of globally competitive graduates.

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1. General Information

A. CAMPUS SECURITY RULES

1. The gate of the campus opens at 6:30 a.m. and closes at 6:00 p.m.

2. WEARING OF ID must be observed by Pupils & Students, Parents & Guardians, and Faculty & Staff. Visitors shall sign the security logbook and wear Visitor's ID.
3. WEARING OF UNIFORM & Friday Attire must be observed by Students & Pupils, and Faculty & Staff. Parents, Guardians, and Visitors must wear No shorts, mini-skirts, spaghetti & hanging tops, and slippers.
4. Pupils & Students are not allowed to go out during school hours without prior authorization. They shall be fetched inside the Campus, except for those authorized by parents to go home alone.
5. Pupils & Students are not allowed to use sports facilities during break time.
6. Parents & guardians are directed to stay at designated waiting areas at all times, and are to observe proper use of facilities and proper decorum. They must refrain from using school facilities intended for students. They can access the school canteen, provided they follow certain rules.

B. INSTITUTIONAL CULTURE FRAMEWORK

1. Values

- **Excellence in Skills and Learning.**

"We commit to mastery."

We strive for competency-based excellence in all technical and vocational programs. Trainers and students aim not just to meet minimum standards but to exceed expectations in quality and performance. We foster lifelong learning and a growth mindset among all.

- **Integrity and Discipline.**

"We uphold honesty, punctuality, and professionalism."

All members of the school community demonstrate honesty in action and accountability in their roles. We follow rules and policies not out of compliance but out of a shared respect for the institution's integrity. Discipline and punctuality are seen as marks of readiness for the real world.

- **Innovation and Adaptability.**

"We welcome change and create solutions."

The school encourages creative thinking, innovation in teaching and learning, and the use of emerging technologies. Trainers

integrate industry trends into their instruction. Students are trained not just for today's jobs, but to adapt to the jobs of tomorrow.

- **Respect and Inclusivity.**

"We treat each other with dignity and kindness."

We embrace cultural, religious, and gender diversity as strengths. A premier TESDA school nurtures a supportive and respectful environment, where everyone feels welcome and empowered. Bullying, discrimination, or exclusion have no place in our institution.

- **Community and Industry Engagement.**

"We serve with purpose."

The school actively partners with industry, LGUs, and communities to make training responsive and relevant. We promote a culture of service and volunteerism, producing graduates who uplift not only themselves but also others. Our programs reflect local and global workforce needs.

- **Environmental Responsibility.**

"We protect our future by caring for our environment."

We implement eco-friendly practices and waste management in training and operations. Environmental care is integrated into technical education through green technologies and sustainable practices.

- **Teamwork and Collaboration.**

"We grow together."

We foster a collaborative work and learning environment, where trainers, staff, and students cooperate to achieve common goals. Open communication, mutual support, and team success are celebrated across all departments.

- **Nationalism and Global Citizenship.**

"We are proud Filipinos, ready for the world."

We inculcate patriotic values and a strong sense of identity and pride in our culture. At the same time, we prepare our learners to be globally competitive, respectful of other cultures, and contributors to the international workforce.

2. Spiritual and Moral Formation

- Monthly Values Formation session

- Open space for spiritual reflection
- Observance of ethical conduct in all training activities

3. Clean and Green Campus Culture

- Monthly “Brigada Kalinisan”
- Assigned class stewards for room cleanliness
- Waste segregation and eco-projects

4. Industry Partnership Culture

- Strong linkages with industry for OJT and employment
- Invitation of guest industry speakers per semester

C. Student Rights

1. **Right to Quality Education:** Access to quality technical-vocational education and training
2. **Right to Equal Treatment:** Equal treatment and opportunities regardless of background, culture, or socio-economic status
3. **Right to Safe Learning Environment:** Safe and conducive learning environment
4. **Right to Express Opinions:** Express opinions and suggestions on matters affecting their education and welfare
5. **Right to Confidentiality:** Confidentiality of personal and academic records
6. **Right to Participate:** Participate in student organizations and activities
7. **Right to Due Process:** Students have the right to due process in disciplinary proceedings
8. **Right to Appeal:** Students have the right to appeal disciplinary decisions

D. Student Responsibilities

1. **Attend Classes Regularly:** Attend classes regularly and punctually
2. **Follow School Rules:** Follow school rules and regulations
3. **Respect School Property:** Respect school property and equipment
4. **Maintain Good Behavior:** Maintain good behavior and decorum inside and outside the school premises
5. **Meet Academic Requirements:** Meet academic requirements and deadlines
6. **Respect Peers and Instructors:** Respect peers, instructors, and school staff

7. **Keep Information Confidential:** Keep sensitive information confidential
8. **Participate in School Activities:** Participate in school activities and events
9. **Maintain Cleanliness:** Maintain cleanliness and orderliness of the school premises
10. **Report Incidents:** Report incidents or concern to school authorities. Incidents such as accidents or injuries, are reported and documented. Incidents or concerns may include:
 - Violation of TESDA training regulations
 - Instructor misconduct
 - Unethical practices
 - Safety violations or accidents during training
 - Unjustified withholding of student records or NC issuance
 - Discrimination or abuse
 - Corruption or anomalies related to assessments, certification, or enrollment

Incidents are investigated to determine causes and prevent future occurrences. Students are expected to report incidents or hazards to the school administration. Reports can be made anonymously, but TESDA encourages clear identification for better follow-up.

- E. **STUDENT ROUTINES.** "TESDA learners are trained to be globally competent and morally upright."
- **Time In:** Must arrive 15 minutes before training begins. Tardiness is discouraged.
 - **Uniform and ID:** Always wear prescribed uniforms and TESDA ID for discipline and safety.
 - **Flag Ceremony (Mondays):** Participate in the weekly flag ceremony and short value reflection.
 - **Learning Logbook:** Maintain a personal learning notebook and daily attendance log signed by the trainer.
 - **Clean-as-you-go:** Maintain cleanliness in training areas before and after each session.
 - **Weekly Reflection:** Submit a brief written reflection on the week's learning every Friday.
 - **Peer Support:** Join peer tutorials or "buddy system" for skill mastery.
 - **Competency Review:** Attend assessment review sessions prior to national assessments.

F. SOCIAL MEDIA POLICY

◆ 1. Professional Conduct Online

- Students and staff are expected to maintain professionalism on all social media platforms, both in personal and academic/professional accounts.
- Posting offensive, discriminatory, or vulgar content is strictly prohibited, especially if it links back to the school.

◆ 2. Representation of the School

- Individuals must not present themselves as official representatives of the TESDA school unless authorized.
- Logos, uniforms, or other branding elements of the school should not be used for unofficial or inappropriate content.

◆ 3. Confidentiality and Privacy

- Do not post personal information about classmates, instructors, staff, or other students without their consent.
- Confidential academic records, internal school matters, or proprietary content must not be shared online.

◆ 4. Cyberbullying and Harassment

- The policy strictly prohibits cyberbullying, online harassment, and any form of digital misconduct.
- Incidents involving threats, insults, or humiliation via social media platforms may lead to disciplinary actions.

◆ 5. Responsible Use

- Social media should not interfere with training activities, assessments, or class time.
- TESDA encourages using social media constructively—for sharing knowledge, networking, and promoting skills development.

◆ 6. Disciplinary Consequences

- Violation of the social media policy may result in:
 - Warnings or counseling
 - Suspension or expulsion (in severe cases)
 - Reporting to TESDA's disciplinary board or legal authorities if laws are violated

◆ 7. Content Ownership

- Any content created as part of coursework or school projects remains under the intellectual property rules of the institution unless otherwise stated.

G. **TESDA Course Offerings and Duration:** Our maiden course offering is CareGiving NC2. This will have a duration of _____. Regularly check out our course offerings and duration. We're confident you'll find a program that suits your interests and career aspirations.

2. Admission Requirements

A. General Admission Requirements:

- Graduation from secondary education level
- Entrance examination and personal interview

B. Specific Course Requirements:

- Caregiving NC II: High school diploma, good moral character, and basic math computation skills
- Trainers Methodology Level I: Baccalaureate degree, certified at the same or higher NC level, and proficiency in quantitative and qualitative analysis

3. Academic Rules and Regulations

A. **Grading System:** We use a performance-based assessment with "Competent" or "Not Competent" grading.

B. **Attendance Policy:** Be aware of our attendance policy to avoid any issues.

- Regular Attendance:** Regular attendance is crucial. Students are expected to attend classes regularly and punctually
- Automatic Dropping:** Students who accumulate 20% of the total class hours or school days absent may be automatically dropped from the course

C. **School Uniform and Identification Card Policies:** Students are required to wear prescribed uniforms unless otherwise specified. Students are issued IDs upon enrollment and must wear them conspicuously inside the school campus. Wear your uniform with pride and always carry your ID.

4. Scholarship and Financial Assistance

- A. **Government Scholarships:** Explore government scholarship opportunities, such as the Training for Work Scholarship Program (TWSP) and Private Education Student Financial Assistance (PESFA).
- a. **Requirements for Government Scholars:** Complete papers submitted upon enrollment and update accounts before transferring to another school.
- Being a Filipino citizen
 - Meeting the specific course requirements
 - Passing the entrance examination or assessment
 - Being a high school graduate or equivalent
- B. **Private Scholarships:** Some private companies and organizations offer scholarships to students enrolled in TESDA-approved courses. Eligibility criteria vary depending on the scholarship provider.

5. Student Conduct and Discipline

A. Student Conduct

1. **Respect for Others:** Students are expected to treat others with respect and dignity
2. **Good Behavior:** Students are expected to maintain good behavior and decorum inside and outside the school premises
3. **Adherence to School Rules:** Students are expected to follow school rules and regulations
4. **Respect for School Property:** Students are expected to respect and take care of school property and equipment

B. Grounds for Disciplinary Action

- Disrespect to Teachers or Staff: Disrespect or disobedience to teachers or school staff
- Damage to School Property: Intentional damage to school property or equipment
- Cheating or Plagiarism: Cheating or plagiarism in assessments or assignments
- Bullying or Harassment: Bullying or harassment of fellow students or school staff
- Unauthorized Absence: Unauthorized absence from classes or school activities

C. Disciplinary Procedures

- Investigation: Incidents will be investigated by school authorities
- Notice to Student: Students will be notified of the alleged infraction and the disciplinary action being considered
- Hearing: Students may be given the opportunity to explain their side of the story
- Decision: The school administration will make a decision based on the investigation and hearing

- D. **Disciplinary Actions:** Understand the consequences of misconduct. We're here to support you, but we also expect you to adhere to our rules.
- Verbal Warning: A verbal warning may be given to students who commit minor infractions
 - Written Warning: A written warning may be given to students who commit repeated or serious infractions
 - Suspension: Students may be suspended from classes or school activities for serious infractions
 - Expulsion: Students may be expelled from the school for severe or repeated infractions

6. **Competency-Based Assessment and Evaluation.** Assessment is based on the competency standards set by TESDA. They are fair and transparent. Learning outcomes are specified in the course curriculum.

C. **Types of Assessment**

1. **Portfolio Assessment (Under RPL – Recognition of Prior Learning).** This is an assessment method where learners submit evidence of prior work experience or training, such as photos, documents, and work samples.

Purpose:

- To validate skills acquired outside formal education. Validate informal/non-formal learning.
- Ideal for skilled workers seeking certification without attending formal training again.

Assessed by:

- TESDA-certified assessors. Assessor's review of documentation.

2. **Demonstration of Competency.** This is where learners perform actual job tasks to demonstrate their competency against TESDA's standards. The assessor observes the learner as they perform tasks and makes judgments based on criteria in the competency standard.

Purpose:

- Key component of all CBA.
- Ensures performance meets national standards. Focused on the outcome of learning, not the duration.

Example:

- In a Bread and Pastry Production NC2 course, learners might be asked to bake a specific type of bread using standard procedures.

3. **Formative Assessment (Institution-Based Assessment):** This is conducted within TESDA-accredited schools during the learning process. This is an ongoing assessment of student learning during the course. We are committed to assessing your skills and knowledge based on industry standards.

Purpose:

- To monitor students' progress and provide feedback.

- Helps trainers identify learners' strengths and areas for improvement.

Assessment Tools:

- Practical exercises
- Simulated workplace tasks
- Self-assessment checklists

4. Workplace-Based Assessment. This is the Assessment conducted at the actual workplace /Companies, often during On-the-Job Training (OJT) or apprenticeship.

Purpose:

- To help individuals identify whether they meet the requirements of a specific competency standard.
- To evaluate how well learners apply their skills in real-world settings.
- To ensure alignment of learning with industry needs and prepares learners for formal assessment.

5. Self-Assessment Written and Oral Questioning. This is a tool provided by TESDA to allow learners to evaluate their own skills and readiness for national assessment.

Purpose:

- To help individuals identify whether they meet the requirements of a specific competency standard.
- Evaluate readiness for assessment. This prepares learners for formal assessment.

6. Diagnostic Assessment: This is an Assessment of students' prior knowledge and skills through written/Oral Questioning and thru a demonstration of competency.

Purpose:

- Test theoretical understanding
- Direct performance observation
- Show skill in practical tasks

7. Summative Assessment (Observation/Assessor's Judgment): This is a comprehensive assessment or a full qualification program. Final assessment of student learning at the end of the course. Assessment of students' ability to perform specific tasks and demonstrate competencies. Earn your National Certificate (NC) by meeting competency requirements.

Purpose:

- To verify or measure whether a learner has achieved all the required competencies specified in the Training Regulations (TRs).
- To determine if a learner is ready for the National Certification (NC) Assessment.
- To assess complete and integrated job functions (not just parts of a task).

- To guide decisions such as graduation, certification recommendation, or employment readiness.

8. National Assessment (NC Assessment). This is the formal assessment conducted by TESDA to determine if a person has achieved the national competency standards for a specific qualification.

Purpose:

- To grant a National Certificate (NC) or Certificate of Competency (COC).
- Recognize and validate skills learned either formally, informally, or non-formally.

Assessment Process:

- Conducted at TESDA-accredited assessment centers.
- Assesses actual performance (not just theoretical knowledge).
- Includes written, oral, and practical demonstration.

D. Assessment and Evaluation Details:

- **Competency-Based Assessment:** Students are assessed based on their demonstration of competencies required for the course
- **Performance-Based Assessment:** Students are assessed based on their performance of tasks and activities
- **Written Tests:** Written tests may be used to assess students' knowledge and understanding
- **Practical Assessments:** Practical assessments may be used to assess students' skills and abilities

E. Assessment Criteria

- **Competency Standards:** Assessment is based on the competency standards set by TESDA
- **Learning Outcomes:** Assessment is based on the learning outcomes specified in the course curriculum. Students must demonstrate achievement of competencies required for the course.

F. Evaluation Process

- **Assessment Tools:** Assessment tools, such as rubrics and checklists, are used to evaluate student performance
- **Assessment Results:** Assessment results are used to determine student competence
- **Feedback:** Students receive feedback on their performance to improve their learning

G. Assessment and Evaluation Policy

- **Fairness and Transparency:** Assessment and evaluation processes are fair and transparent

- **Consistency:** Assessment and evaluation processes are consistent and reliable
- **Student Feedback:** Students have the opportunity to provide feedback on the assessment and evaluation process`

7. Student Support Services

- Guidance and Counseling:** Our guidance counselors are here to support you. Don't hesitate to reach out. Students have access to counseling services to address personal, academic, or career concerns. This office serves for Chaplaincy in reports, complaints and internal grievance mechanism.
- Guidance Program:** A guidance program is in place to help students navigate their academic journey. Aptitude Test, Intelligence Quotient Test, Emotional Quotient Test and Personality Tests are ready to be administered to any student who would like to avail of these services.
- Financial Assistance:** Assistance may be provided to help students access financial resources or scholarships
- Student Organizations:** Opportunities may be available for students to participate in student organizations or clubs
- Campus Facilities:** Students have access to campus facilities, such as libraries, laboratories, and recreational areas.

8. Academic Support: Get help when you need it. We're committed to your academic success.

- Tutoring Services:** Tutoring services may be available to help students who need additional academic support
- Mentorship Program:** A mentorship program may be in place to pair students with experienced peers or industry professionals
- Study Circle:** *"A culture of collaborative learning and peer support."*
 - **Formation:** Small groups (5-8 members) organized per class or qualification.
 - **Frequency:** Study circles meet twice weekly after class for peer-based learning and project work.
 - **Leadership:** Each group has a rotating "circle leader" who coordinates sessions.
 - **Activities Include:**
 - ✚ Reviewing competencies and practice activities
 - ✚ Group discussions and mock demonstrations
 - ✚ Skills sharing and simulation
 - **Facilitator's Role:** Trainers occasionally join to coach or clarify difficult modules.
- Post-Graduation Support:** Job Placement Assistance may be provided to help graduates find employment or internship opportunities. Alumni Network is also provided. Graduates may be part of an alumni network to stay connected with fellow graduates and the school.

9. Health and Safety Policies

- A. **Occupational Health and Safety:** TESDA schools prioritize occupational health and safety to ensure a safe learning environment. Your safety is our top priority. Campus facilities, such as laboratories and workshops, are designed and maintained to ensure safety. Familiarize yourself with our safety protocols to prevent accidents and injuries.
- B. **Compliance with Regulations:** TESDA schools comply with relevant health and safety regulations and standards.
- C. **Health Education:** The school provides training and education on health and safety procedures. Health education programs may be offered to promote students' health and well-being. The school operates a Vegetarian Cafeteria. Seminar-Workshops may be offered with reference to the benefits of Vegetarianism, Basic Principles of Health the Eight Laws of Health, etc.
- D. **Emergency Response Plan:** An emergency response plan is in place to respond to emergencies, such as fires or natural disasters. Know what to do in case of emergencies.
- E. **First Aid:** First aid kits and basic first aid services are available on campus. Basic health services, such as health checks and referrals, may be available in the school clinic.

10. Graduation and Completion

- A. **Requirements for Graduation:** Students must complete all course requirements, including assessments and projects.
- B. **National Certificate Issuance:** Students who complete the course requirements may be awarded a Certificate of Completion. Earn your National Certificate (NC) upon completion of course requirements.

Scholars must have at least 80% attendance And must have passed the institutional assessment of All the required units of competencies to qualify for completion of the training program. Otherwise, the trainee/learner shall be reported as dropout. Reasons for dropping-out should be provided in the T2MIS/BSRS and /or other reporting systems of TESDA.

In case that the scholar failed to provide valid reason/s for dropping out from the training, the scholar will be DISQUALIFIED from participating in any of the TESDA scholarship programs for one (1) year.

11. Student Documents

- D. Enrollment Form
- E. Official Transcript of Records
- F. **Honorable Dismissal:** Honorable dismissal is the voluntary withdrawal of a student from the school with the consent of the School Registrar. A student in

good standing who desires to sever connection with the School shall present a written petition to this effect to the School Registrar, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

All indebtedness to the School must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing in so far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal certification.

A student who leaves the School by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal. However, he/she is allowed to obtain her/his academic transcript of records without reference to dishonorable dismissal.

12. Student Transaction Form

- H. Leave Of Absence Form
- I. Incident Report