THE SPC VISION AND MISSION STATEMENT

VISION:
A Dominican learning community, committing to excellence in the formation of persons, living and spreading the love of the compassionate Jesus – Healer and Teacher

MISSION STATEMENT:
We, the students, staff, faculty and administrators, commit ourselves to continually:

- Build a nurturing Christian community with passion for truth, service, and excellence;
- Provide the Philippines and the world with persons who are professionally and technically skillful imbued with strong ethical, moral and spiritual values, through innovative programs of instruction and formation, research, and community extension services;
- Sustain quality work life for the employees by providing competitive benefits, good working conditions and opportunities for growth and development;
- Ensure a sustainable economic viability of the organization through efficient use of resources.

CORE VALUES:
- Truth and wisdom
- Excellence and quality
- Respect the uniqueness of persons
- Social responsibility
- Family spirit and sense of caring
SPC Dormitory Vision – Mission Statement

Vision:
A place, where one can feel she is at home in an atmosphere of love, care, and acceptance.

Mission:
We, the students, the Matron, and the administrators commit ourselves:
1. To build a “home” away from home.
2. To foster camaraderie in a friendly atmosphere of acceptance and concern especially to the newcomers.
3. To provide an environment of faith-awakening activities in the midst of varied religious affiliation.
4. To sustain a loving-relationship among all occupants from the higher year to the neophytes.
5. To ensure safety and security within the dormitory and accept it as an individual apostolate.
RULES AND REGULATIONS

I. NATURE AND PURPOSES

The San Pedro College Ladies Dormitory is an apostolate for female students. It aims at developing human as well as feminine and spiritual potentials of boarders while assisting them towards their academic excellence in their intellectual pursuits. To achieve these aims, the dormitory provides a balanced on-going program of formation through its institutional practices and tries to provide decent, healthy living facilities with an atmosphere conducive to study, friendly interaction and Christian Community living. Boarders are also expected to be considerate and thoughtful of the rights and needs of others.

The rules and regulations of the dormitory are meant to help the students-boarders become better students and persons. The registration in the dorm implies a willingness to follow and abide by these rules and regulations as well as other policies set up by the administration of the dormitory.

II. COMMUNITY LIFE

Living in the dormitory demands a certain awareness and concern for others for a boarder lives with other persons and to attain this, it is imperative that she be guided by the succeeding listed items.

A. GENERAL RULES AND REGULATIONS:

1. **Silence**: Silence shall be observed at all time. There must be NO loud talking and yelling.

2. **Cleanliness and Orderliness**: Boarders are expected to observe cleanliness anywhere in the dormitory and to do their share in keeping the individual rooms and common facilities, like bathrooms, corridors, lobby, and refectory clean. Garbage bins are being placed outside the room to be picked up by the janitor at specified time.

3. **Curfew Time**: Daily curfew time is 9:00 in the evening. For important reason to be late, permission must be obtained from the Matron.

4. **Information and Notices**: Each boarder must take the responsibility of reading posted notices / personal information. Signs or notices must not be posted without permission from the in-charge or from her assistant. A bulletin board is in place for such purposes.

5. **Meetings**: Whenever a meeting is called or convened, all boarders must attend. If there is a conflict of schedule or activities, the boarder must inform the Matron.

6. **Attendance**: Signing of attendance sheet is done individually between 9:00 P.M. – 11:00 P. M.

7. **Religious Activities**: Prayer provides the boarders opportunity to commune with God. Monthly masses for birthday celebrants and for special events are also scheduled to build community life among boarders.

8. **Logbook**: A logbook is provided for boarders to fill up before going home, and upon arrival. She is then issued with Permission Slip which shall be signed by her parent and shall be returned to the Matron.

9. **Whereabouts Card**: To serve as the Matron’s guide, this must be accomplished by the boarders before doing her respective daily activities.
10. **Monthly Payments of Lodging:** Above and over the initial one month deposit, the boarders must pay the monthly lodging fee which is inclusive of only one (1) laptop and two (2) cellphones. In excess of this, Php100.00 is charged per additional unit. The deposit shall be consumed by the boarders upon termination of the agreement and should not be used to affect an overdue account. Damages caused by the boarders shall be charged also to their accounts.

**Note:**
- Overdue accounts should be avoided, otherwise a penalty of Php50.00 / day shall be charged after the 7th day of the grace period.
- Use of DVD player is not allowed in the dormitory.

11. **Other Dormitory Activities:** Boarders must actively participate in socials and other group activities organized by the dormitory. These are occasions for them to develop their potentials or talents and for building up community spirit among themselves.

12. **Belongings:** The administration is not responsible for the lost things of the boarders especially if the boarder is remised in following the Security and Safety Measures / Devices. Lost and found articles must be reported immediately to the in-charge. No personal belonging must be left at the end of each semester; otherwise the usual monthly charges shall be imposed.

13. **Visitors:** Visitors are allowed up to the receiving area only except mothers and lady-guardian.

The Golden Rule: “Do unto others as you would like others do to you”.

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B. **SPECIFIC RULES AND REGULATIONS:**

1. **Bedroom**
   i. Student boarder provides herself with 2 sets of beddings including a comforter.
   ii. She is not to sleep with a companion in one bed.
   iii. She is held responsible for any damage done in her assigned room and / or furnishing.
   iv. She provides her own key for her locker.
   v. She must not bring food or eat in her room unless she is sick.
   vi. She must cooperate in conserving energy by switching off the lights when not in use.

2. **Study Area**
   i. Silence in the study area must be strictly observed.
   ii. Respect and consideration for others during the study period are demanded of each one.
   iii. Eating is not allowed in the study area.
   iv. After use, the study area must be kept clean and in order so that incoming user can readily avail of the place.
   v. No personal or group things should be left in the study area.
   vi. Vandalism is prohibited in this area.
1. **Receiving Area**
   i. Receiving room is a space provided to boarders and visitors to meet and talk. Proper decorum must be observed all the times.
   ii. Boarders are required to dress up appropriately. No wearing of shorts, sleeping wear, plunging neckline, tube blouses, and the like.
   iii. Use of receiving room must be with permission of the matron, and be subject to the Dormitory Guidelines.
   iv. Priority in the use of the receiving room is given to boarders with visitor/s and boarders are requested to give way to fellow boarders with guest.
   v. Privacy in the receiving room must be respected. It should be appreciated that those who are not part of the conversations keep away from hearing distance.
   vi. Sleeping in this area is strictly not allowed.

2. **Refectory**
   i. Observe cleanliness at all times.
   ii. Keep the table clean for the next user.
   iii. Provide your own lock for the locker.
   iv. Refectory should not be used for recreation and study.
   v. Personally clean your utensils and keep them in your respective lockers.
   vi. Cooking is not allowed.
   vii. Left-over should be disposed properly.

3. **Computer Room**
   i. Student boarder is required to make a prior reservation.
   ii. Use of computers shall be for study/research and e-mail purposes only. Chatting, games, and access to pornographic sites are strictly prohibited.
   iii. Use of computers and printer is good for a maximum of 2 hours only. Extension of use is subject to availability of slot(s).
   iv. User of the computer is required to perform proper logging-out.
   v. User of the computer is not allowed to do trouble-shooting. In case of unit malfunction, the matron must be informed.
   vi. Only those with reservations are allowed to stay inside the computer room.
   vii. Neither noise nor eating is allowed inside the computer room.

4. **Bathroom and Lavatory**
   Respect for others is the basic instruction; hence,
   i. Personal things like soap, panties, slippers, face towels, etc. must not be left in the bathrooms/lavatories.
   ii. Hair strands left in the bathroom after bath must be picked up, and disposed of properly.
   iii. Sanitary napkins must be properly disposed of. Wrap used sanitary napkins with any paper before disposing them into receptacle.
iv. Plastics, shampoo sachets, scratch papers, etc. must be properly thrown in the receptacles.

v. Flush the toilet bowl properly every after use. See to it that rubber balls are in place before leaving. NEVER throw sanitary napkins in there.

vi. Only panties, brassieres, hankies, and stockings /socks maybe washed in the dormitory.

vii. Close all faucets and water outlets well when not in use.

viii. When there is water interruption, close all faucets after trying to open them.

III. CODE OF DISCIPLINE:

The basic code of discipline for all boarders is genuine and deep respect for persons, for themselves, and for others.

1. DISMISSAL OF AN ERRING BOARDER. A boarder maybe asked to leave the dorm permanently due to the following serious offenses:

a. Drinking. The possession or consumption of intoxicating beverages within the compound of the dorm.

b. Drugs. The possession or use of marijuana, narcotics and hallucinogens.

c. Vandalism. The destruction of dorm properties or that of others.

d. Stealing. Stealing or theft is a ground for separation from the dormitory. Adequate restitution shall also be demanded.

e. Immorality. Immoral behavior, including possession of objects or the dissemination of obscene literature, pornographic magazines, and pictures.

f. Fighting and Physical Assault on others.

g. Gambling.

h. Disregard of dorm rules/regulations, especially after adequate warning is also ground for dismissal from the dorm. The dorm reserves the right to dismiss a boarder who violates or ignores dorm rules and regulation.

i. Gross Violation. Any gross violation of a particular rule of the dorm shall subject a boarder to Confiscation of involved item / property.

Note: Any confiscated item shall be claimed after a year.

2. DISCIPLINE PROCEDURES

In instances when infraction of the rules and regulations is committed, the matron shall conduct the investigation prior to any decision. If the case can not be appropriately decided upon by the matrons, such case shall be elevated to the Committee on Student Conduct of the college. Please refer to Section B on Student Discipline (Revised Student Handbook, S.Y. 2009-2010) However, any boarder, who in good faith, has left the dorm, may be welcome again.
DORM FACILITIES

The following are the facilities provided by the SPC ladies dormitory, to wit:

1. 116 rooms with each room having a study table, a plastic stool, bed with mattress, and a cabinet are provided;

2. A centralized in 24 hour air-condition (8 units split type 3 tons ceiling-mounted are installed in the sleeping quarters, 1 unit split type 3 tons ceiling-mounted in the receiving room, and 1 unit window type 2.5 HP in the Computer room);

3. Twenty-three long tables and 116 plastic chairs in the corridor for study purposes;

4. A Prayer Room for private communication with the Lord;

5. A Computer Room with 9 sets of computer, 1 colored printer and 1 black and white printer;

6. Receiving Room for boarders to meet and talk with their visitors;

7. A set of Philip colored TV 29" with DVD Player for boarders relaxation;

8. A Scrabble set, Word Factory, Chess Board, and a Guitar for the boarder’s recreational activities;

9. Seventeen wooden boxes for laptop use to insure safety;

10. Glass boxes for the safe charging of mobile phones;

11. Consultation Room for individual or small group session;

12. A counter for the Matron on duty; and

13. Hot and Cold Shower in every alley.

14. Linen Room with individualized shelves for their Laundry Linens;

15. Three units of Electric Iron with iron stand for the pressing of the boarders' clothes;

16. A Refectory having a mini-store where the following appliances are located: 3 units of Hot & Cold Water Dispenser, 1 unit Stainless Cold Water Fountain, 1 unit of 2-door type Sanyo Refrigerator;

17. A paging system for the convenience of the matron and the boarders as well;

18. A Megaphone for emergency use;

19. Emergency Exits, and Luminous emergency signages in case of emergency;

20. A Daily Inquirer news to keep the boarders updated;

21. A WIFI connection for the research/study of the boarders.

SAFETY REMINDERS:

I. In Case of EMERGENCY always have:

1. Presence of mind

2. Awareness of exits

3. Knowledge where the keys are kept, and

4. Avoidance of the use of elevator particularly for earthquakes.

II. In case of illness of dorm occupants: Notify the Dorm Matron on duty for proper management
MEMORANDUM OF AGREEMENT

This AGREEMENT is entered into by and between:

_____________________________, Parents or Guardian of __________________________________________, Boarder of the San Pedro College Ladies Dormitory, hereinafter referred to as “The Client”

and

SAN PEDRO COLLEGE of Davao, an educational institution, duly existing under Philippine laws with principal office at Davao City, duly represented herein by SR. NANITA M. HANDUGAN, O.P., hereinafter referred to as “The Administration”

WITNESSETH:

WHEREAS, the Administration of the San Pedro College, in its desire to provide school-related services for greater convenience of its students has established a school dormitory;

WHEREAS, the administration has made the dormitory services available to its students as additional avenue to experience Christian Community Life;

WHEREAS, the Client has signified his/her interest to avail of the dormitory services of the San Pedro College for his/her daughter;

NOW THEREFORE, for and in consideration for the foregoing premises, the parties hereto hereby agree to enter into this Agreement under the following terms and conditions, to wit:

Role of the Client:

1. Recognize the authority of the administration and its duly designated personnel to supervise the conduct of his/his daughter in the dormitory,

2. Respect the authority of the administration to formulate and implement rules and regulations for the greater safety and harmony in the dormitory,

3. Authorize the administration to bring to the hospital or medical facility his/her daughter in case of emergency, however, expenses shall be charged to the parents,

4. Relieve the administration of the responsibility over his/her daughter when she is out of the dormitory performing duties or activities other than dormitory-related activities, such as but not limited to: going home, sleeping outside of the dormitory with prior permission of the Client, performing activities outside and beyond the curfew time, going out of the dormitory with prior permission of the Client,

5. Pay diligently financial obligation due to the Administration as stipulated in the rules and regulations of the dormitory, and

6. Cooperate willingly with the administration in the implementation of the policies for the safety, welfare of his/her daughter, and for the greater harmony among boarders,

Role of SPC:

1. Exercise diligence in the supervision of the boarders, and exert effort in looking after their welfare through the dormitory staff who must be allowed to open the rooms in order to check on them,
2. Formulate and implement rules, regulations, and programs that help boarders live a good Christian community life,

3. Communicate and secure cooperation of Clients in exercising responsibilities over boarders entrusted to the administration's care and supervision,

4. Maintain the functionality of all equipment and facilities of the dormitory for the convenience and welfare of the boarders,

5. Perform the roles of the parents in bringing to the hospital, or in any medical facility in cases of emergency,

6. Perform disciplinary functions over boarders in their conduct or behavior while under the custody of the administration,

7. Reserve the right to accept or dismiss boarders, and

8. Collect from Client the dormitory fees for services rendered to the boarders.

IN WITNESS WHEREOF, the parties hereto, duly represented by their respective representative, hereby set their hands this __________ day of ______________.

THE CLIENT

________________________

THE ADMINISTRATION

________________________

President

SIGNED IN THE PRESENCE OF:

________________________

________________________

President

HYMN TO ST. THERESE OF THE CHILD-JESUS

Saint Theresa, Little Flower
Hidden from the world and all
Blooming in the Carmel's garden
To fulfill the Master's call.

Hear our prayers, St. Theresa
Lead us on your little way
That we live alone for Jesus
Teach us how to love and pray.

Saint Theresa, Spouse of Jesus
Oh, we pray thee, hear our call,
When sweet roses thou dost shower,
In our heart let petals fall.

Sweet Theresa Child of Jesus
Simple, pure, and innocent
Little acts of love and kindness
Thou didst offer to amend.

BIRTHDAY SONG “TATAK SPCian”

(Sing Happy Birthday to you…)

2nd Part:
Sweeter as the years go by (2x)
Sweeter, fuller, deeper,
Jesus love is sweeter,
Sweeter as the years go by –
A Happy Birthday to you (2x)
Everyday of the year may you feel Jesus near
A happy birthday to you (2x)
And the best that you ever had
We wish you today - - - Happy Birthday to you . . .
SAN PEDRO COLLEGE MARCH

It’s love alone that transcends mankind
With dear SPC behind
Love serves to every living image
Of our dear and loving Christ

So Let your heart be full of true love
Serve the sick and needy ones
Let your touch bring forth a ray of sunshine
Be the light to all mankind

O say that we shall never falter
In our task as Christians true
O say that we shall hoist our banner
Of SPC white and blue

If there are storms to darken our way
Take heart stand and proudly say
That we live to lift the clouds of darkness
And enrich humanity.

Emily Pajaron
BSN 1979

PLEDGE OF COMPLIANCE

I, the undersigned, after reading the contents of this Boarder’s Guide of San Pedro College Ladies’ Dormitory acknowledge the practices, rules regulations and provisions stated herein.

I, therefore pledge to faithfully comply with and conduct myself as a boarder to the provisions of this manual to the best of my knowledge and discretion with all good fidelity and honesty.

This I promise to do without any hesitation and mental reservation or purpose of evasion.

Signature over PRINTED NAME

Course and Year

Date

Witness: ____________________________
Signature over PRINTED NAME
of Parent/Guardian