

INTEGRICARE TRAINING INSTITUTE INC. (ICTI) is a private-based institution registered by Technical Education and Skills Development Authority (TESDA) which offers Caregiving NCII Training Course. The basic principle underlying this program is to provide our learners with a marketable skill for entry level employment locally or overseas or prepare them for higher healthcare education. We will provide a technical and virtual platform for their character building, skill training and service learning thus they will gain the competence, knowledge and dexterity to enter the world of placement, or advanced schooling successfully.

VISION: To see our graduates win because of who they are with their characters built, their aptitudes tested, and service guaranteed in all they do.

CORE VALUES:

- Integrity
- Professionalism
- Consistency
- Compassion
- Safety

MISSION: To provide our learners qualitative platform of technical education system that will build their characters, train their skills and strengths that will support frontline work force delivering services in their chosen fields.

MOTTO: “Who YOU are is why YOU win”!

INTEGRICARE TRAINING INSTITUTE INC, PERSONNEL

Executive Services

President & School Administrator – Ms. Cecilia E. De Leon RMT, MSMT

Vice-President – Ms. Jean Baydo – Baptisma, RMT

Administrative Services

Executive Secretary/Treasurer – Ms. Adelfa B. Escarza

Registrar – Ms. Leandra M. Dimapindan

Clinical/School Nurse

Ms. Ramona R. Gata, RN

Guidance Counselor/Life Coach

Pastor Restituto P. Dimapindan

Trainers

Ms. Ramona R. Gata, RN

NTTC No. 181404561200324

Ms. Cecilia E. De Leon, RMT

NTTC No. 191804561200371

School Medical Doctor

Dr. Fidel J. Soler

Soler General Hospital

Maintenance/Inventory Specialist

Mr. Ramilito Escarza

ADMISSION REQUIREMENTS

The trainees who wish to enroll in the training program should possess the following requirements:

1. Must have at least 12 years of basic education.
2. Can communicate in oral and written form.
3. Can perform basic mathematical computations.
4. Must be physically and mentally fit to undergo training.
5. Copy of PSA Birth Certificate
6. Certified True Copy of Transcript of Records or Form 137
7. 1 * 1 ID picture (3 pcs.)

STUDENT'S RESPONSIBILITIES

Student responsibilities include but not limited to:

- Regular school attendance,
- Punctuality,
- Conscientious effort in classroom work, and
- Adherence to school rules and regulations.
- Most of all students share with the administration and faculty the responsibility to create conducive to learning and healthy living.
- No student has the right to interfere with the education of his or her fellow students.
- Respect the rights of instructors, students, administrators, and all others who are involved in the educational and learning process.
- Students should express their ideas and opinions in a respectful manner, so as not to offend or slander others.

It is also the RESPONSIBILITY of the students to:

- Be aware of all rules and regulations pertaining to student behavior and appropriate student conduct.
- Be willing to volunteer in matters relating to health, safety, and welfare of the school, community as well as protecting the school properties.
- Wear the prescribed **INTEGRICARE TRAINING INSTITUTE INC.** uniforms.
- To cooperate in operating and maintaining a safe school for all students enrolled therein.
- Exercise proper care when using public facilities and equipment.
- Attend school activities and functions.
- Make all necessary arrangements in coping with all the requirements imposed by the instructor for the class absences.
- Pursue and attempt to satisfactorily complete the course.
- Assume that until a rule is waived, altered, or repealed, all of the above are in full effect.

STUDENT’S RIGHTS

Laws and rules are made to protect the individual and group of individuals as they function in society. The application and enforcement of the following policies and guidelines are dependent upon the individual student’s acceptance of responsibilities for the wellbeing of his/her fellow students.

CLASS SCHEDULE

Morning Session Monday to Saturday	
7:05 AM – 7:10 AM	Students report to class
7:30 AM	Classes Begin
12:00 NOON	Classes Dismissed
Afternoon Session	
12:30 PM	Students report to class
12:45 PM	Classes Begin
5:30 PM	Classes Dismissed

*All students are to remain in their class and are to be supervised by their instructors. Students are not allowed to stay in the hallway or outside the building unless authorized.

CLASS ATTENDANCE

A student/trainee is considered enrolled only if his/her name appears in the official class list. No grade will be given to any student whose name is not in the official class list. Attendance is checked every class starting the first day of classes based on an official class list issued by the administration office. Late enrollees and those who have not attended the first day of class shall be marked "absent".

A student/trainee is required to complete the number of hours specified for the program. Therefore, attendance and punctuality are important and must not be taken lightly. The school in its desire to maximize the learning opportunity of the trainees shall impose the following rules on attendance and punctuality.

Maximum Allowable Absences

A student/trainee who has incurred absences of more than twenty percent (20%) of the total class hours for the term in any subject shall be given a grade of FDA or "Failure Due to Absences".

Tardiness and Habitual Absences

A student/trainee who comes to class late, that is beyond 15 minutes from the scheduled start of the class meeting, shall be marked "Tardy". Three (3) Tardy marks are equivalent to one (1) absence. A student/trainee who leaves the classroom and stays out for the duration of the class period without the teachers/trainer’s permission shall be marked "Absent".

Excused Absences

- For excused absences as determined by the school administrator, students/trainees will be marked "Excused" / "E"
- Absences due to the following reasons may be considered excused:

- Illness (The student/trainee must present a medical certificate to his/her teacher/trainer signed by Physician)
- Death of a family member (The student/trainee must present a photocopy of the death certificate)
- When the student/trainee represents the school in academic/non-academic activities (An excused letter approved by the school administrator must be presented to the faculty member/s concerned)
- The filing of request for excused absence should be done at least two (2) days before the concerned activity except in case of illness or death of a family member wherein the request can be done on the day the student returns to class.

Responsibility of Student Who Misses Classes

A student/trainee is held responsible for all assignments and for all lessons missed, regardless of the reasons for his/her absence, including Excused Absences.

Interruption of Classes

All forms of interruption of classes shall not be allowed except in cases of emergency as determined by the teacher/trainer concerned. Any pertinent concerns shall be coursed through the school administrator.

GRADING/ASSESSMENT SYSTEM

The following grading system shall be undertaken to determine the achievement of the learning outcomes in the specified modules for each area of a competency *Basic, Common, and Core).

Competency-based:

C Competent
NYC Not yet competent

Numerical Grade	Percent	Description	Equivalent Rating C or NYC
1.00	98-100%	Excellent	C
1.25	95-97%		C
1.50	92-94%		C
1.75	89-91%	Very Good	C
2.00	86-88%		C
2.25	83-85%		C
2.50	80-82%	Satisfactory	C
2.75	77-79%		C
3.00	75-76%	Fair	C

5.00	Below 75%	Failed due to poor performance, absences or withdrawal without notice.	NYC
DRP	Officially Dropped	Dropped with approval dropping slip.	
INC	Incomplete	Incomplete requirements, but with passing class standing.	
P	Passed	To be used only for subjects as specified as having non-numeric grades.	
F	Failed	To be used only for subjects as specified as having non-numeric grades.	

A condition failure in any course may be removed by passing a re-examination and a final grade of 3.0 may be given. Failure in any re-examination means a grade of 5.0. Only one re-examination is allowed. A re-examination is never given for a purpose of improving a passing grade. A conditional failure must be cleared one year from the date of receipt of the grade. Conditional failure not removed within the prescribed length of time automatically becomes a failure.

Incomplete (INC) is the grade given to the student who fails to complete the work in any training program due to illness and other reasons beyond his control. A student who received a grade of INC in any training program is allowed to make up for his deficiency within the year from the time he/she received such grade. However, the word **DROPPED** should be reflected in the transcript of any student who drops before any major examination. Any student who drops after the major examination shall be given a grade of 5.0 or Failed.

A student who fails in two core subjects within the training program shall be dropped from the roll.

SCHEDULE OF TUITION AND/OR OTHER FEES

- I. **Purpose and Justifications of Tuition and other Fees:**
 - a. **Tuition** - Each student who enrolls at **INTEGRICARE TRAINING INSTITUTE INC.**, is required to pay tuition fee according to the number of credit hours for which the registration is completed.
 - b. **Laboratory fee**- A charge of PHP 300.00 per training program credit hour is assessed to all students enrolled in **INTEGRICARE TRAINING INSTITUTE INC.**, to defray the cost associated in maintaining and upgrading the laboratory facilities of the school.
 - c. **Athletic Fee** – A charge of PHP 250.00 per training program credit hour is assessed to all students to provide for the athletic program of **INTEGRICARE TRAINING INSTITUTE INC.**

- d. **Computer Access Charge** – Each student who registers at **INTEGRICARE TRAINING INSTITUTE INC.**, is required to pay PHP 300.00 per training program credit hour to defray the cost associated with managing, maintaining, upgrading and for the general operations of the school’s technology infrastructure, and electronic resources.
- e. **Energy Fee**- An energy fee of PHP 250.00 per training program will be assessed to all students enrolled in **INTEGRICARE TRAINING INSTITUTE INC.** to defray utility cost.
- f. **Library Fee**- A charge of PHP 200.00 per training program credit hour is assessed to all students enrolled in **INTEGRICARE TRAINING INSTITUTE INC.**
- g. **Medical Fee**- A charge of PHP 150.00 per training program credit hour is assessed to all students enrolled in **INTEGRICARE TRAINING INSTITUTE INC.** to defray the cost of providing library services.
- h. **Student Data Management Fee**- A fee of PHP 300.00 will be assessed to all students enrolled at **INTEGRICARE TRAINING INSTITUTE INC.** to defray the costs associated with the management of student data across various functional areas of the Registrar’s Office which includes grade and transcript processing, certification, data reporting and other related Registrar’s Office administrative activities.
- i. **ITHMF Card Charge**-A fee of PHP 150.00 is assessed each training program as service charge for photo-identification charge. This charge does not entitle to student to a new card each training program.
- j. **Red Cross Membership Fee** – A fee of PHP 50.00 is assessed to all students enrolled at **INTEGRICARE TRAINING INSTITUTE INC.** each semester for the Red Cross Membership Fee as mandated by the Philippine Government.

II. Summary of Tuition and Other Fees:

COURSE/PROGRAM – CAREGIVING NC II

Tuition Fee: Tuition Fee	Php	23,350.00
Other Fees: Athletic Fee	Php	250.00
Laboratory Fee		200.00
Energy Fee		250.00
Library Fee		200.00
Medical Fee		150.00
Student Data Management Fee		200.00
Computer Access		200.00
THMF Card Charge		150.00

Red Cross Membership Fee 50.00

Total Course/Program Fee: **Php** **25,000.00**

III. Mode of Payment:

All payments must be paid in cash. One-time payment is **Php 25,000.00** (Twenty-Five Thousand Pesos).
Installment payment is available as follows:

Upon enrollment (First Month)	Php	7,000.00
Monthly Basis (Second Month)		4,500.00
(Third Month)		4,500.00
(Fourth Month)		4,000.00
Total Fee	Php	<u>25,000.00</u>

IV. Effectivity point of Year:

EFFECTIVE SCHOOL YEAR 2020-2021

POLICIES & PROCEDURES

GRIEVANCE POLICY

Student has the right to file informal or written complaint to be accepted and reviewed by the **INTEGRICARE TRAINING INSTITUTE INC**, Guidance Counselor and or by the School Administrator. Grievance Form is available in the Administrative Office.

CLASS BREAKS

Student breaks are determined by the individual instructor. All students are confined to their program area during breaks and are not permitted to loiter around the halls or outside the building. Food and drinks may be consumed in the classroom only during the scheduled break. During breaks, students are encouraged to engage different types of educational activities. E: video, news, trade journals).

Students should not be in the hallways during class time. Students leaving the classroom area or the building without instructor's knowledge or permission will be reprimanded. When students use the restrooms, they are to use the restroom that is closest to their classroom.

CARE OF SCHOOL & EQUIPMENT

Each student is responsible for items assigned for his/her use. If a book or article of equipment is lost or damaged, the instructor should be informed immediately. Any equipment or tools lost or broken through misuse must be replaced with the same brand of tool, paid by the student responsible.

COST OF MATERIALS

One of the most expensive costs in any public building is the repair of damages caused by malicious mischief. Destruction and defacing of property which results to expenditures reduces the amount of money that can be spent on education.

Thus, any damaged materials within the **INTEGRICARE TRAINING INSTITUTE INC**, premises due to malicious mischief, its cost for repair shall be borne by the student who causes the damage. The cost is determined by the **INTEGRICARE TRAINING INSTITUTE INC**, admin.

DRESS CODE

INTEGRICARE TRAINING INSTITUTE INC, sets a standard of dress for safety and health. Hence, the following rules for dress code are set:

- Students should wear the prescribed by **INTEGRICARE TRAINING INSTITUTE INC**, uniform washed, ironed and kept clean both for classroom and OJT.
- Students will pay the cost of the uniform (patch and school ID).
- Students are not permitted to apply any symbols, signs or use any form of marking pencil to deface their uniform.
- Students must dress and groom themselves to meet fair standards of safety and health; not to cause substantial disruption of the educational process.
- Students must be aware that no body piercings are allowed while at school and all tattoos must be completely covered.
- Students shall dress appropriately and professionally for school and shall avoid over make-up, hairstyles, wearing excessive jewelries, etc.
- Students shall wear no opened shoes or high heels while in class. This can cause injury to them.

BEHAVIOR: Students are fully aware of the following:

- Each student must realize that he/she is enrolled with **INTEGRICARE TRAINING INSTITUTE INC**, by choice. This includes acting in a manner that will not interfere with the learning and work of other students and instructors.
- Inappropriate language, jokes, and the like are prohibited. Such behavior presents a very unprofessional image and would reflect poorly on **INTEGRICARE TRAINING INSTITUTE INC**.
- Never discuss any non-school businesses and other personal matters that would appear unprofessional by **INTEGRICARE TRAINING INSTITUTE INC**, standards. Must practice confidentiality and respect amongst others.

- Always respect school and others' physical items and privacy. There is no place in school for people who do not respect the rights of others.
- No smoking or use of vape or any use of illegal, controlled substance/s while on their way to school or in school premises. Make sure that uniforms do not smell of smoke. **WE ARE DRUG AND SMOKING FREE FACILITY.**
- Cell phones are off while classes are going-on. May use phones during breaks and or during emergency situations. School land line is available for emergency use.
- Never speak poorly, and negatively of other classmates, teachers and **INTEGRICARE TRAINING INSTITUTE INC**, Management. If issues arise, we have an open-door policy for grievances or concerns.
- Aware that you are a student of **INTEGRICARE TRAINING INSTITUTE INC**, and that all related issues (finances, grades and attendance) must be communicated directly to **INTEGRICARE TRAINING INSTITUTE INC**, Management and not with other people.
- Students will respect the authority of School Management and its affiliations like TESDA/Municipality or City personnel and follow the policies and procedures as long as no tasked to violate any rules set forth by **INTEGRICARE TRAINING INSTITUTE INC**.
- It is inappropriate to solicit any type of other business, like multi-level marketing, to **INTEGRICARE TRAINING INSTITUTE INC**, management or amongst students in the school premises.

FACULTY RESPECT

All instructors share equality in authority and are responsible for the acceptable behavior of the students at all times. This fact is stated so that the students can properly react to behavior guidelines set forth by any faculty member. Under no circumstances are students permitted to address instructors by their first names.

FIRE AND SAFETY

The instructor will provide information regarding the fire and safety and exit points of the school.

DRIVING AND TRANSPORTATION

Students are permitted to drive to the school. Parking should be made in a way that it does not obstruct the pedestrian or the driveway.

ACCIDENT AND SICKNESS

In the case of any accident, **INTEGRICARE TRAINING INSTITUTE INC**, staff should be notified immediately to inform the office for appropriate course of action.

In case of illness, the student should immediately notify the instructor for appropriate action.

STUDENT'S VISITORS

Visitors must make advance arrangements, at least 24 hours in advance, to visit the school. Visits of a personal nature are not permitted. Anyone visiting the school must abide the rules and regulations of **INTEGRICARE TRAINING INSTITUTE INC.**

STUDENT'S ACTIVITIES & CLUBS

Three active clubs are important functions of **INTEGRICARE TRAINING INSTITUTE INC.** All students are eligible and encouraged to belong to one of the following:

- **INTEGRICARE TRAINING INSTITUTE INC.** Alumni
- Community Outreach Program
- Volunteer for Learning Outreach for /distressed Overseas Filipino Workers (OFW)

RECEIPT & ACKNOWLEDGMENT OF STUDENT HANDBOOK

This Student Handbook is an important document intended to help you become acquainted with **INTEGRICARE TRAINING INSTITUTE INC.** This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

This student handbook provides information to you, as student of **INTEGRICARE TRAINING INSTITUTE INC.** about certain terms and conditions of your training. It is not, and should not, be considered an employment contract. This manual summarizes the major policies and programs related to your studies.

While **INTEGRICARE TRAINING INSTITUTE INC.**, will make every effort to keep the Student Handbook current, the information and policies described in this handbook may be changed in any way at any time at the sole discretion of the School Administration without notice to you.

Please read the following statements and sign below to indicate your receipt and acknowledgement of **INTEGRICARE TRAINING INSTITUTE INC.**, Student Handbook.

I have received and read a copy of **INTEGRICARE TRAINING INSTITUTE INC.**, Student Handbook. I understand the procedures and policies and rules described in it are subject to change at the sole discretion of the Company at any time without notice.

I understand that, my signature below indicates that I have read and understand the above statements and have received a copy of the **INTEGRICARE TRAINING INSTITUTE INC.** Student Handbook.

Student Printed Name

Signature/Date

A signed original copy of this agreement must be filed in your student's file.