UST ANGELICUM COLLEGE
BASIC EDUCATION
GOAL

GUIDED **O**NLINE **A**NGELICUM **L**EARNING

JORDAN OF SAXONY

UST ANGELICUM COLLEGE

AY 2021 - 2022

Greetings in the name of

St. Thomas Aquinas!

The disruptions caused by the pandemic changed the landscape of education across the globe. While Covid 19 brings a lot of challenges in the learning modality, UST Angelicum managed not only to survive, but also to thrive in the online environment because of the school's established curriculum and alternative system that is fit even for the 'New Normal'.

Guided by her vision to form learners who are academically competent, socially responsive, and morally upright, UST Angelicum continues to provide the G.O.A.L., that is the Guided Online Angelican Learning, that is built on a system of learning that is Learner-centered, Non-graded and Self-paced.

As the school welcomes the academic year 2021 - 2022, UST Angelicum commits herself to live by her mission to nourish her learners with faith, and to form the Thomasian Angelicans with S.E.A.L. That is,

Stewards of God's Creation

Engaged global citizens

Active life-long learners

Lovers of Truth

As our partners in the holistic formation of the young, the parents need to be familiar with and understand the following terms in the context of the delivery of learning:

GUIDED ONLINE ANGELICAN LEARNING

Guided Online Angelican Learning is a flexible instructional delivery system in UST Angelicum that encompasses any kind of learning that takes place via the internet, and maximizes the online resources and the use of a learning management system in the teaching-learning process.

This process is either real-time class facilitated by the facilitator (synchronous learning) or independently performed by the learners in their convenient time (asynchronous learning), but still guided by the facilitators' instructions.
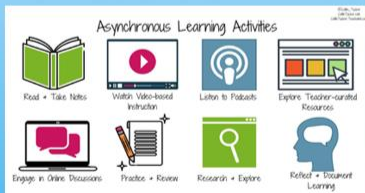
SYNCHRONOUS LEARNING

Synchronous Learning is a general term used to describe a form of instruction where learners attend online discussion or virtual classes, and learn from learning facilitators and peers in real time. Example of this would be scheduled virtual lectures, video conferences, interactive webinars, and chat-based online discussions.

ASYNCHRONOUS LEARNING

Asynchronous Learning is a general term used to describe a form of instruction and learning that allows learners to do their tasks on their own, at the time and space of their convenience but within the given period, following the instructions of the facilitator.

ACADEMIC CONSULTATION PERIOD

Academic Consultation Period is the time allotted during **asynchronous learning** that allows learners to talk to the learning facilitators online, either virtually or through chat, and consult them on lessons or activities that need further discussion or clarification.

Given the current modality in the delivery of learning, only the most essential and relevant competencies that need to be taught to the learners is observed. Guided by the Most Essential Learning Competencies (MELCS) provided by the Department of Education (DepEd), the activities in the modules were streamlined, but the 21st Century Learning Competencies which were already integrated in the existing enhanced curriculum are retained to reinforce critical thinking, independent and experiential learning, and problem-solving skills of the learners.

Furthermore, subject enhancements & subject enrichment are provided to make learning more engaging.

MELCS | MOST ESSENTIAL LEARNING COMPETENCIES

GUIDED BY THE MELCS AS PRESCRIBED BY DEPED

THE 21ST CENTURY LEARNING COMPETENCIES ARE INTEGRATED:

- CREATIVITY
- CRITICAL THINKING
- EXPERIENTIAL LEARNING
- COMMUNICATION SKILLS
- COLLABORATIVE LEARNING
- PROBLEM SOLVING SKILLS
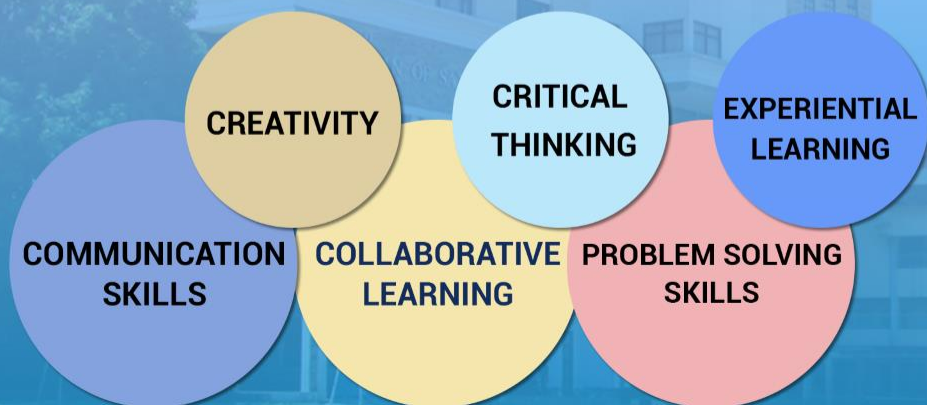
CURRICULUM ENHANCEMENTS

1

SPIRITUAL/ RELIGIOUS ACTIVITIES

Recollection, retreat, social advocacies

2

CLUBS AND ORGANIZATIONS

Diverse clubs to choose from to tap learners' potentials

3

ENHANCED CURRICULUM IN MATH THROUGH SINGAPORE MATH & MTAP

YS 2-7 / YS 8 - 11

4

ROBOTICS

Offered as interest group for learners

5

IP RESEARCH CONGRESS

Investigatory Project in Science

6

VIRTUAL ACADEMIC EXCHANGE PROGRAM (VAEP)

Cultural & Research collaborations with global students

The **Modular Approach** to learning is still implemented, and the modules which are uploaded in the school's adopted Learning Management System (LMS), correspond to the skills and competencies that learners need to learn and master in each subject.

The **Mastery Learning Program** is still reinforced to ensure that learners gain full mastery of the concepts and skills being taught in the subject. The level of mastery remains to be at 100%.

IV

WHAT I.T. SUPPORT DOES THE SCHOOL PROVIDE IN THE ONLINE LEARNING?

Microsoft® Office 365

For a smoother delivery of the online learning, all learners will be given their official email address with the following format:

firstname.surname.jhs@ustangelicum.edu.ph
Default password: **Angelicum72**

To make the Online Learning more fluid, the school adopts the following Online Learning Management System (LMS) which serves as the official platform of the Basic Education Department for the next school year:

GOOGLE MEET

This digital platform can be accessed by the learners through the official school email account created by the College's Management Information System (M.I.S.) Office, exclusively for the UST Angelicum learners. This platform will be used by the moderator during the Parent-Facilitator Conference (PFC), moderatorship period, virtual lectures, school announcements, webinars, and group guidance.

Username: **firstname.lastname.jhs@ustangelicum.edu.ph**
Password: **ustangelicum72** (default password)

BLACKBOARD

It is the main Learning Management System adopted by both UST Manila and UST Angelicum for online learning, and is accessible even on smart phones. The modular activities, Mastery Tests, and other online resources and supplementary materials can be accessed by the learners through this LMS using their official Blackboard account:

Username: **Learner's Official Email**
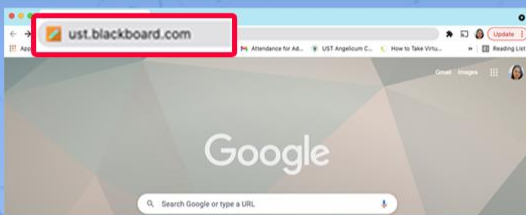Password: **student** (default password)

A GUIDE TO LEARNER'S ACCESS IN THE BLACKBOARD LMS

STEP 1. ON LOGGING IN

STEP 1.1
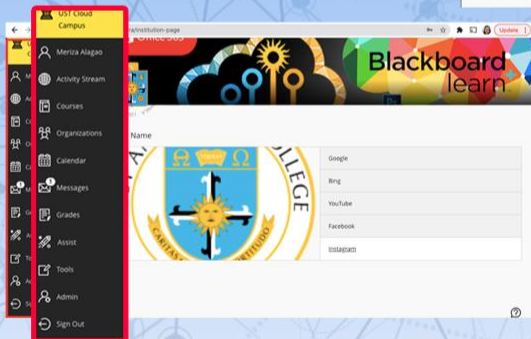Log in to Blackboard LMS on a web browser on your device using the URL:

ust.blackboard.com/

STEP 1.2
In the log in page, input the username and default password provided by your moderator, then click **SIGN IN** or press **ENTER** on your device keyboard.

Username: **school email**
(ex: mary.go.jhs@ustangelicum.edu.ph)
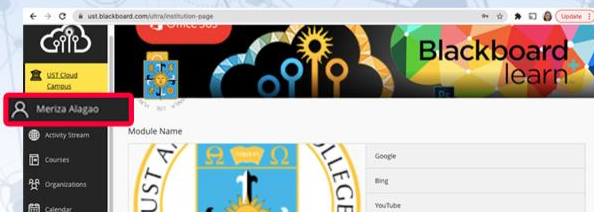
Password: **student** (default password)

Upon logging in, you will be directed to the UST Angelicum College institution page. On the left panel, you will find the user menus which provide access to your subjects and account settings.

STEP 2. ON CHANGING PASSWORD AND OTHER ACCOUNT SETTINGS

STEP 2.1
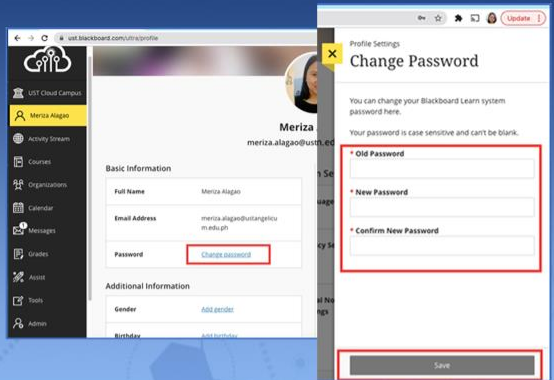From the menus on the left panel, click your **NAME**.
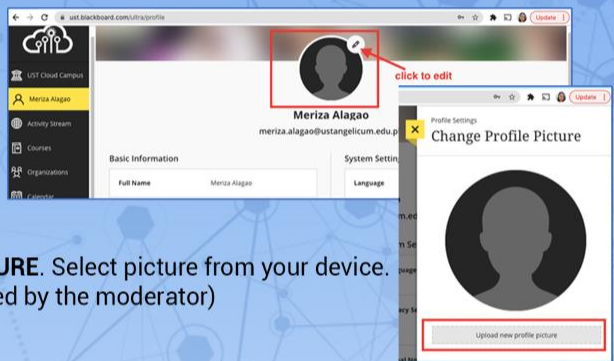
STEP 2.2
Click the **CHANGE PASSWORD.**

STEP 2.3
Provide the **REQUIRED DETAILS**
(old and new passwords),
then, click **SAVE.**

STEP 2.4
To change your profile picture,
hover your cursor on the icon
above your name to make the
PENCIL ICON appear. Click it.
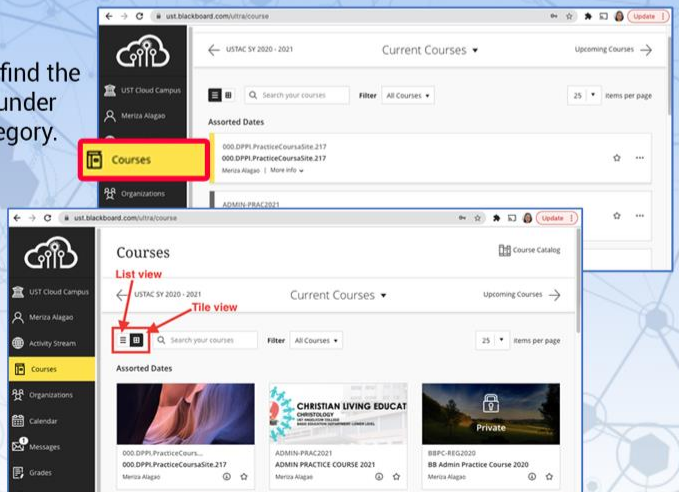
STEP 2.5
Click **UPLOAD NEW PROFILE PICTURE**. Select picture from your device.
(Follow the standard frame provided by the moderator)

STEP 3. ON FINDING SUBJECTS YOU ARE ENROLLED IN

STEP 3.1
Click the **COURSES** menu to find the
subjects you are enrolled in under
the **CURRENT COURSES** category.

There are **2 options** on how
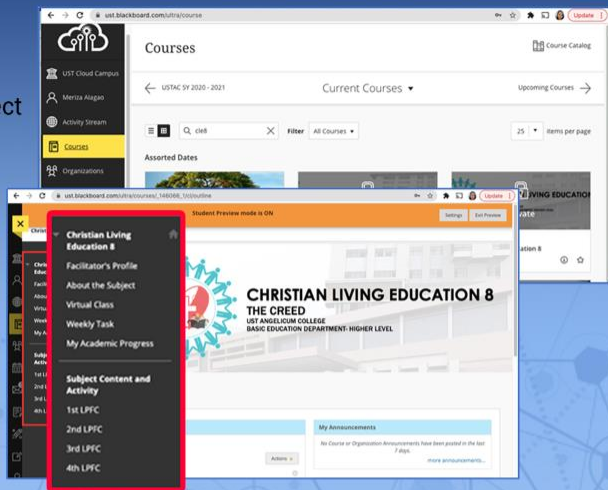you can view your subjects—
LIST VIEW and **TILE VIEW.**

STEP 4. ON NAVIGATING A PARTICULAR SUBJECT

STEP 4.1
From the list of subjects you are enrolled, click on a particular subject you want to work on.

STEP 4.2
You will be directed to the subject page. On the left panel, you can find the **SUBJECT MODULES, LINKS, TOOLS AND CONTENTS**.

STEP 5. FAMILIARIZING THE SUBJECT TOOLS, MODULES & LINKS

STEP 5.1
Click the **FACILITATOR'S PROFILE** to know about your subject facilitator.
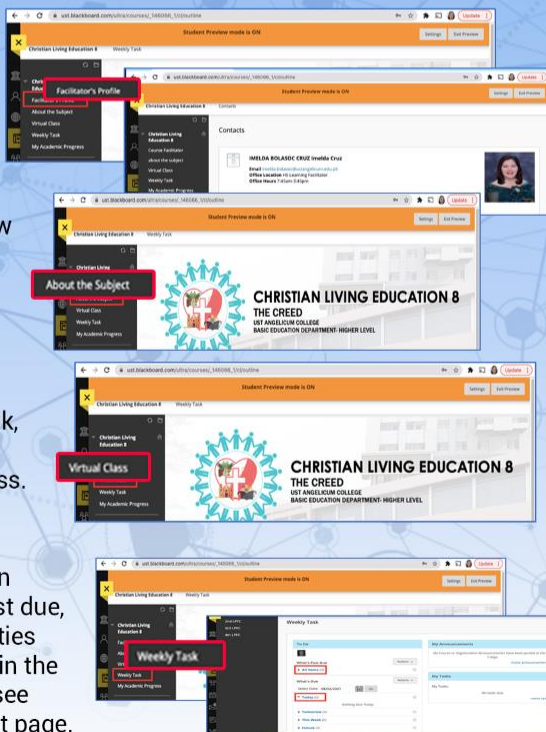
STEP 5.2
Click the **ABOUT THE SUBJECT** to know what the subject is all about - Subject Description, Checklist of Skills, PBA Description, etc.

STEP 5.3
When you click the **VIRTUAL CLASS** link, it will automatically direct you to the Google Meet for your synchronous class.

STEP 5.4
Click the **WEEKLY TASK** link to check on announcements, tasks due & tasks past due, so that you will be guided on the activities that you need to accomplish & submit in the subject. This is the same module you see under the banner in a particular subject page.
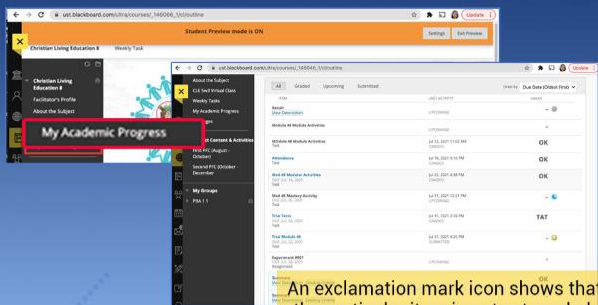
Note: For HSP learners, only the ANNOUNCEMENTS are included in their subject menu.

STEP 5.5
Click **MY ACADEMIC PROGRESS** to see the summary and record of your accomplishment & progress in the subject.
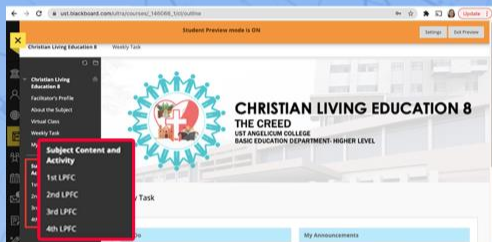
An exclamation mark icon shows that the particular item is not yet graded.

STEP 6. ON ACCESSING THE SUBJECT CONTENT & ACTIVITIES
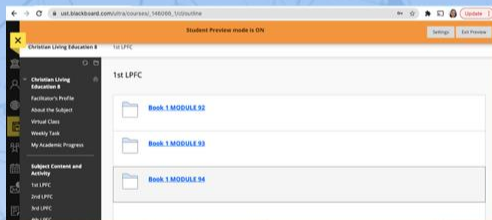## (MODULE COPIES, MODULE ACTIVITIES & MASTERY ACTIVITIES, PBAs, ETC.)

STEP 6.1
Subject contents & activities are divided per LPFC period, to signify the target modules/lessons that must be accomplished per LPFC.

STEP 6.2
Click on a particular LPFC period to see the covered modules (grouped per folder).

STEP 6.2
Click on a particular **MODULE FOLDER** to find the module copy, module activities, Mastery Activities, supplemental materials (such as video links) & PBA description and link for submission, if there are any.

The first time you open a module folder, you may only see the Module Copy. This is because the Module Activities (Learner's Module Answers) & Mastery Activities are restricted. You need to meet certain conditions to be able to access the said activities & other materials.
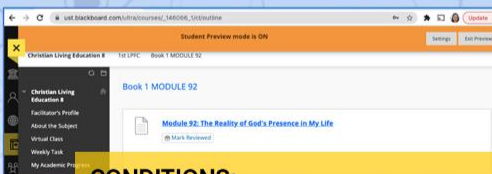
CONDITIONS:
a. To access the Learner's Module Answers, the Module Copy must be opened, viewed/studied and MARKED REVIEWED.

b. To access the Mastery Activities, you must get an OK result in the Learner's Module Answers.

STEP 6.4

Once the Module is MARKED REVIEWED, the Learner's Module Answers will be made available. You must get an OK result in the Module Answers so that you can access and take the Mastery Activity.

Note:

The folder for the Learner's Module Answers contains the selected activities taken from the module which must be answered. These activities are aligned with the Most Essential Learning Competencies (MELCs) prescribed by DEP-ED. This is composed of different types of tests.

DESCRIPTIONS AND INSTRUCTIONS are provided when you open the activity. Click BEGIN once you are ready to work on it. Allowed attempts is set to 3. Take note that you are given three (3) attempts to answer the activities, and the due date of the completion of the module activities must be observed.

STEP 6.5

Answer options and spaces and text box where to type your answers are provided in each item. Points per question are also shown on the upper right corner of each question box.

Click **SAVE AND SUBMIT** if you are done answering all the questions.

STEP 6.6

To view the result of your activity, click OK. Results are available for objective type of test.

Note:

Objective type of tests are automatically checked by the system, while the Subjective type of tests are manually checked by the learning facilitator, and these include Essay, Drawing/ Illustrations, Graph, etc.

Results of the tests that are manually checked by the facilitator must be available within 3 school days (excluding holidays & weekends).
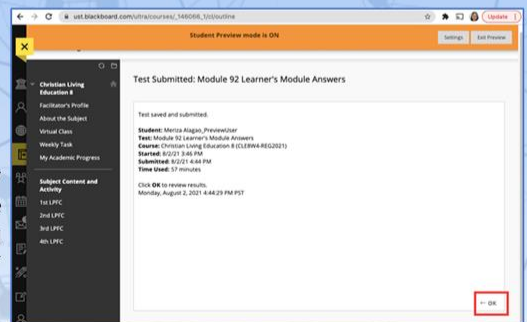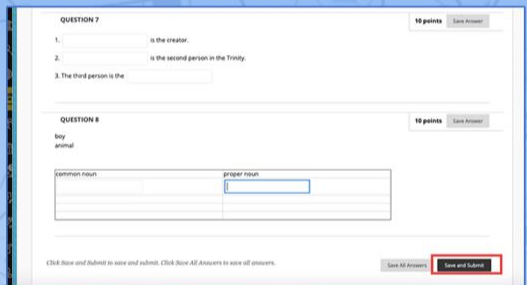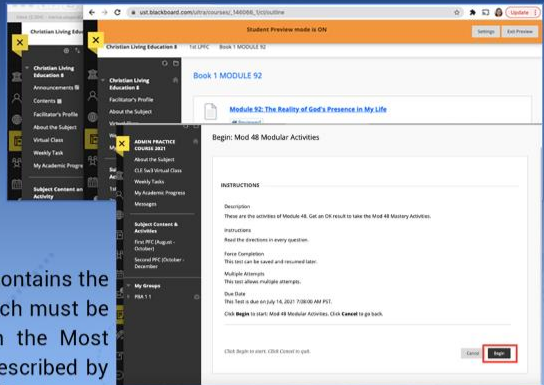
STEP 6.7

The Mastery Test will be made available when you get an OK result in the Module Answers.

The Mastery Activity is also composed of different types of tests. Settings, descriptions and procedure in taking the Mastery Activity are similar with that of the Module Answers.

Note:

The time limit for Mastery Activities is set to two hours. After 2 hours, your attempt will be submitted whether you finished it or not. Questions in the Mastery Activities of YS 5–YS 11 levels are randomized each time the learner attempts to take the test.
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STEP 7. ON VIEWING ACTIVITY & SUBMISSION RESULT AND FEEDBACK

STEP 7.1
You can view the results of your activity and record of accomplishments by:

7.1a
Clicking **MY ACADEMIC PROGRESS** inside a particular subject.

7.1b
Clicking on GRADES in the school's homepage
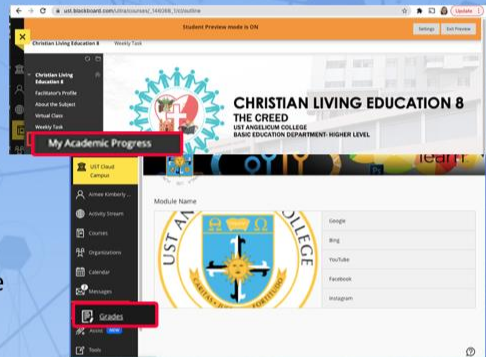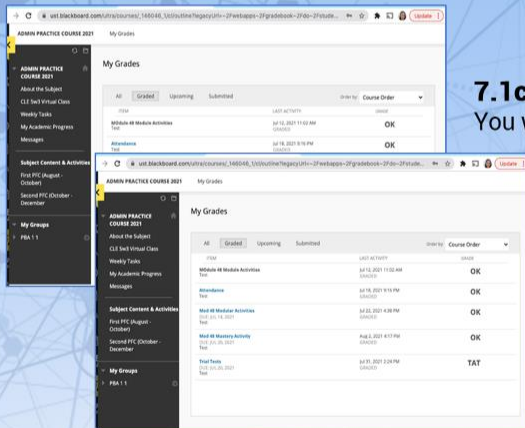

7.1c
You will find the results of your recent activities in all of the subjects you are enrolled in. To view all the results/records in a particular subject, click **VIEW ALL WORK.**

ACADEMIC SUPPORT GROUP IN THE HOLISTIC FORMATION OF LEARNERS

As a Catholic and Dominican learning institution, UST Angelicum College guarantees that opportunities for the formation of the learners in Truth, Faith, Service, and Human Relations will be available online to ensure the holistic formation and transformation of the learners.

Thus, the academic support groups, which share the same goal for learners, commit themselves to provide services that would support the holistic growth of learners in this extraordinary time.

Religious Affairs

The Campus Ministry ensures that opportunities to nurture one's personal relationship with God will be available to the learners. Online activities are provided such as Masses and devotions, daily Gospel reflections, BEC faith-sharing, and recollections and retreat.

As a partner of the CLE Department in the Christian formation of learners in Truth and in Service, the Extension Service Department complements what the learners gained in the subject by engaging them to advocacy webinars that will highlight social involvement and critical reflection on the advocacies that the school promotes such as Education, Care for Creation, and Justice and Peace.

Guidance Office

VISIT OUR NEWLY DEVELOPED
GUIDANCE SYSTEM AT
https://guidance.ustangelicum.edu.ph:8443/

SERVICES
HOW DOES OUR DEPARTMENT WORKS?

INFORMATION SERVICES

Our department provides announcements about occupational and educational opportunities for all students.

ORIENTATION PROGRAM

Orientation programs aim to update and inform learners, parents, faculty and other stakeholders about the organization and the different services it offers.

WE CONDUCT ORIENTATION VIA:

INFOGRAPHIC CAMPAIGN

SATURDAY
Sederunt

www.ustangelicum.edu.ph
/ustangelicum

Monthly schedule of activities as well as other reminders are updated in the Home page of our newly developed Online Guidance System.

COUNSELING SERVICES

"Counseling is the heart of all the Guidance Services."

We want to make sure that we reach out to every learner even with our new norm of education.

OUR COUNSELING PLATFORMS

We want to make sure that every learner is heard and assisted toward a sound mental heatlh.

Request Counseling Appointment
Appointments

July 2021   today ‹ ›   ⏱ Select Time Slot

09:00 AM 10:00 AM 02:00 PM 03:00 PM

Sun Mon Tue Wed Thu Fri Sat

📅 Appointment Details

Learners may request for an appointment schedule through the **COUNSELING** tab of the Online Guidance System
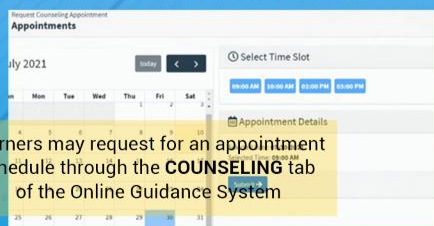
ADMISSION & TESTING SERVICES

We are in charge of
- Admission of new and returnee learners
- Interview plotting
- Coordination to interviewer

GROUP GUIDANCE

This is an activity to equip learners with the necessary knowledge, life skills, and attitudes. It helps the counselor/life skill adviser to know the learners better an be able to assist them in any way that is most fitting to the individual based on their observation through the Activities given.

Group Guidance sessions **will have a regular schedule** for this Academic Year, **1st to 3rd Fridays of the week** depending on the level.

Specific schedules per level will be coordinated with the moderators before the starts of the Academic Year.

THIS SERVICE WILL BE COURSED THROUGH • Blackboard learn+ (S) schoolOGY

RESEARCH & EVALUATION SERVICES

We annually conducts research and evaluation to identify the success and worth of the guidance programs implemented throughout the school year.

EVALUATION is conducted to obtain feedback regarding the effectiveness of the guidance services in order to improve the services rendered.
This service will be conducted via online forms.

GUIDANCE & CAREER WEEK

Guidance week celebrations is part of the department's commitment to its mission of developing holistic Thomasian Angelicans.

The career orientation program of the department aims to provide various vocational and educational opportunities to all students and equip them with basic knowledge of their personal capabilities needed to make sound career decisions.

The guidance and career celebration activities will be coursed through the Group Guidance Schedules and done through online presentations, contests, webinars, etc.

PROCESSING OF CERTIFICATIONS

GOOD MORAL CERTIFICATES

Good Moral Certificates may be requested through the Guidance System or through your respective student accounts under the GUIDANCE tab.

An electronic copy of the certificate will be sent through email **2 working days** after the request date.

Pick-up of requested hard copies is **EVERY THURSDAY** after payment is made.

COORDINATION OF SHS/COLLEGE APPLICATION

The Counselors and Life Skills Advisers will coordinate with UST, ATENEO, UP and DE LA SALLE regarding their application procedures and deadlines and inform our students through announcements posted in the school's official Facebook page and Website.

In anticipation of online processing of applications **THERE WILL BE NO BATCH PROCESSING** for this Academic Year.

FOR OTHER QUERIES, YOU MAY REACH US THROUGH THE FOLLOWING PLATFORMS:

FOR EMAIL/HANGOUTS: guidance@ustangelicum.edu.ph
FACEBOOK/MESSENGER ACCOUNTS: For PK - YS 7 Learners - LOWER LEVEL GUIDANCE
For YS 8 - YS 10 Learners - HIGHER LEVEL GUIDANCE
For YS11, SHS & College - SHS GUIDANCE

Student Affairs

VISION

The Office of Student Affairs commits itself to learners' success by providing transformative opportunites and outstanding services, and resources that enhance learning and development inside and outside the learning areas.

MISSION

We enhance learners' experiences by providing programs, and services that foster academic success and student development as they prepare for their future roles in the community.

VALUES/OBJECTIVES

We inculcate among learners, through all the programs and services they are engaged in, the values of Truth, Charity, Justice, and Fortitude, Thus, learners personify the Dominican charism in the community.

YOU MAY REACH US AT
osa@ustangelicum.edu.ph

Registrar's Office
RECORDS MANAGEMENT

STUDENT INFORMATION & SCHOLASTIC PERFORMANCE

☑ The RO manages the information and scholastic records of all enrolled students.

☑ Student Information is part of the Student Portal. Parents/Guardians are required to encode all fields during the scheduled information update.

Viewing of the Summary of Academic Progress of the last Academic Year is open anytime.

CURRICULUM CHECKLIST VIEWING:
- PK - YS 11 End of the Academic Year - Last PFC
- SHS 1 and 2 - First day of the Scheduled PFC
- HED - End of each semester

NOTES

- Clear any financial and academic accountabilities before requesting for Honorable dismissal, F138 and Official TOR.

- In compliance with the national governement's guidelines on workplace operations and the new office on-site reporting schedules of the Registrar's Office staff, the physical issuances of the requested documents may take longer. The RO staff assigned will inform you about the new release day should there be delays.

- Documents with issues will take longer to release. The RO staff assigned will inform you about the new release days.

FOR GENERAL CONCERNS, YOU MAY REACH US AT:
registrars@ustangelicum.edu.ph

MOBILE NOS.
09475408703
09613416289

DIRECT LINE
87121745

FOR LEVEL SPECIFIC CONCERNS:

HSP AND GOV'T SUBSIDIES
joy.mujal@ustangelicum.edu.ph

LOWER LEVEL AND HIGHER EDUCATION
antonette.valdez@ustangelicum.edu.ph

JUNIOR HIGH SCHOOL REGULAR PROGRAM
amelita.puche@ustangelicum.edu.ph

SENIOR HIGH SCHOOL
janice.julaton@ustangelicum.edu.ph

STUDENT RECORDS & CREDENTIALS

STEP 1. Fill out the Form for the Requests for Records

STEP 2. Pay the required amount and upload the proof of payment.

STEP 3. Issuance of the requested documents. (The issuance of the documents depends on the option you chose.)

JHS, SHS, and Collegiate applications for admission in other schools are also processed by the RO, in coordination with the Guidance and Testing Office.

The Office provides all required scholastic and enrollment records and attestation in the authnticity of records submitted.

TABLE OF DOCUMENTS FOR REQUEST GUIDE

TYPE OF DOCUMENTS	PROCESSING FEE	# OF PROCESSING DAYS
F138 (REPORT CARD) For transferring out learners. Issued once only.	PHP 120.00	3 DAYS
F137 - PK-SHS2 (Transcript of Records for evaluation, scholarship, and other purposes) - Local Use	PHP 120.00	7 DAYS
F137 - PK-SHS2 (Transcript of Records for evaluation, scholarship, and other purposes) - Overseas Use	PHP 220.00 + shipping fee	7 DAYS
OFFICIAL TRANSCRIPT OF RECORDS - COLLEGIATE (Graduates/Transferred Out)	PHP 420.00	7 DAYS
UNOFFICIAL TRANSCRIPT OF RECORDS - COLLEGIATE for OJT and Scholarship Evaluation and other purposes - Collegiate	PHP 220.00	7 DAYS
DIPLOMA (2nd Copy)	PHP 500.00	7 DAYS
DIPLOMA (3rd Copy and succeeding copies)	PHP 700.00	7 DAYS
HONORABLE DISMISSAL	PHP 200.00	3 DAYS
CERTIFICATION: • Enrollment • Proof of Attendance • Candidacy for Graduation (SHS and Collegiate) • Candidacy for Completion (YS 1, YS 7, YS 11) • Ranking • Other (ESC/SHS Voucher Program)	PHP 100.00	3 DAYS
CERTIFICATION OF TRANSMUTED NUMERICAL EQUIVALENT (TNE) of completed/mastered subjects	PHP 200.00	7 DAYS
PROCESSING OF APPLICATION FOR ADMISSION (FORMS) in other schools	PHP 150.00 /school	7 DAYS UP System 5 DAYS other schools
SUBJECT DESCRIPTION	PHP 20.00 / page	7 DAYS
DRY SEALING AND AUTHENTICATION OF RECORDS ISSUED: Report Cards, Transcript of Records, Diploma, Certification, etc. (Please bring the Original Copy and the Photocopy of the document/s)	PHP 20.00 / page	3 DAYS
DEPED/CHED CAV (Certificate of Authentication and Verification)	PHP 500.00	7-10 DAYS

Library

MISSION

The library is committed in delivering excellent services and support to the school's unique system, research, and other academic endeavors.

VISION

The library envisions in becoming a model learning resource center that provides quality resources and innovative services to the Dominican community as well as both at the regional, national and international level.

LIBRARY SERVICES

ONLINE DATABASES

ONLINE PUBLIC ACCESS CATALOG (OPAC)
http://dlm.ustangelicum.edu.ph/

EBSCO DATABASE
search.ebscohost.edu.ph

WORLDBOOK ONLINE
https://worldbookonline.com/wb/Login?ed=wb

DROP BOX SERVICES

Materials borrowed from previous Academic Years can be returned through our **DROP BOX** located at the **Sto. Domingo Gate**.

Make sure to take a photo of the returned material/s at the guard station and send it to ask.librarian@ustangelicum.edu.ph.

SYNCHRONOUS AND ASYNCHRONOUS REFERENCE SERVICES

| #MissLib | bit.ly/MissLib21-22 |
| Email us at | ask.librarian@ustangelicum.edu.ph |

Health Services

TELE-HEALTH AWARENESS AND INFORMATION SERVICES

HEALTH BULLETINS

- Proper Nutrition
- Appropriate Exercise
- Lifestyle Modifications
- Mental Health
- Emotional Well-Being
- Infectious Diseases: HIV, Hepa B, PTB

MINI HEALTH TALKS

- Basic First Aid: Wound Dressing and Fracture Stabilization
- Disaster Risk Reduction and Preparedness
- Proper Toothbrushing and Techniques

IMMUNIZATION

Information:
- Vaccines to be given based on the child's age
- Schedule of immunization

INFECTION CONTROL & PREVENTION PROTOCOL

- Formulation and implementation of ICP protocol guidelines
- Improvement of air circulation and provision of filters
- Alteration in physical layout to redirect movement
- Implementation of disinfection measures

DENTAL SERVICES

- Promotion of good oral hygiene
- Video presentation on proper toothbrushing techniques for lower year levels
- Dental health bulletins

Data Privacy Office

OUR COMMITMENT

The Data Privacy Office of UST Angelicum College is committed to the protection of the personal data of its data subjects.

The collection of data of UST Angelicum shall always adhere to the Privacy Principles of transparency, proportionality, and for a legitimate purpose.

SOME TASKS OF THE DPQAO

- Monitoring of UST Angelicum College's compliance with the National Privacy Commission
- Assessing the different systems, practices and policies of the institution to ensure compliance with the different privacy standards.
- Keeping track of the different developments and new technologies on Data Privacy.
- Informing UST Angelicum College's data subjects (stakeholders such as employees and learners) on their rights as data subjects.

WE AIM TO ENSURE THAT YOUR RIGHTS AS DATA SUBJECTS ARE PROTECTED.

We commit to guarantee that your data is collected, processed, and stored by UST Angelicum College in compliance with the three data privacy principles of transparency, legitimate purpose, and proportionality.

DATA PRIVACY NOTICE OF UST ANGELICUM COLLEGE

Learners, students, and parents may view the Data Privacy Policy of UST Angelicum through our school website which enshrines the institution's commitment to protecting the privacy rights of its stakeholders and comply with the Data Privacy Act of 2012 or Republic Act 10173 while ensuring the balance between the individual's personal privacy, pursuing legitimate interests and the ability to fulfil and effectively carry out responsibilities as an education institution.

WHAT DO WE COLLECT?

The institution collects, acquires, or generates personal data in many formats. These may be in written record, photographic, video, and digital images.

STUDENTS/ALUMNI/PARENTS/GUARDIANS

Name, directory information, data about personal circumstances, information obtained during interviews and exams, academic and/or curricular undertakings, co-curricular engagements, extra-curricular activities, disciplinary incidents, physical and mental health records, other forms of data like pictures or videos of various school activities, thru official documentation, or thru recordings from close circuit security televisions installed within the school premises; family information such as mother and father's contact and directory information, occupation, employer

KNOW YOUR RIGHTS AS DATA SUBJECTS

Everyone has a right to secure personal data processing.

1. THE RIGHT TO BE INFORMED

UST Angelicum stakeholders are informed of their rights through data privacy notices which are available in different formats and can also be seen anytime in the data privacy portion of the UST Angelicum website.

2. THE RIGHT TO ACCESS

UST Angelicum stakeholders have the right to know whether our organization holds any personal data about you which you may regain reasonable access to.

3. THE RIGHT TO OBJECT

In certain situations, the data subject has the right to object to the processing of his or her personal data.

You may request our institution not to process your data at all if we do not have any legitimate purpose to process it.

4. THE RIGHT TO ERASURE OR BLOCKING

You may exercose your right to be forgotten if your personal data stored in our systems is incomplete, outdated, false, or unlawfully obtained.

5. RIGHT TO DAMAGES

You may claim compensation if you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, considering any violation of your rights and freedoms as data subject by any institution.

6. RIGHT TO FILE A COMPLAINT

If you feel that your personal information has been misused, maliciously disclosed, or improperly disposed of, or that any of your data privacy rights have been violated by any institution, you have a right to file a complaint with the NPC.

7. RIGHT TO RECTIFY

You can rectify personal data if it is inaccurate or incomplete. To exercise the right to rectification, you should inform the institution that you want your personal data corrected.

8. RIGHT TO DATA PORTABILITY

This right allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one it environment to another in a safe and secure way, without affecting usabilty.

WE REQUEST ALL STUDENTS TO SUBMIT THEIR CONSENT FORMS TO THE DATA PRIVACY OFFICE

**GOOGLE FORM
CONSENT FORM SUBMISSION
https://bit.ly/DPPCFSubmit**

CONTACT US AT

dpo@ustangelicum.edu.ph

FREQUENTLY ASKED QUESTIONS
AS LEARNERS BEGIN WITH THEIR G.O.A.L.

WHEN IS THE START OF THE SCHOOL YEAR?

The official opening of classes will be on **AUGUST 16, 2021.**

The **moderator will send** through the school email of the learner **the invitation / Google Meet link** to the moderatorship period to be conducted during the first day of classes.

Learners are advised to check their school email for the link to be sent by the moderator, a week before the opening of classes.

WILL THERE BE ACTIVITIES THAT I MUST DO DURING SYNCHRONOUS AND ASYNCHRONOUS CLASSES?

YES.

SYNCHRONOUS LEARNING
The Facilitators and the learners **meet real time** for the conduct of **virtual classes**. The remaining time during the period is used for the learners to answer the modular activities or do collaborative activities.

ASYNCHRONOUS LEARNING
The learners work on the modular activities, or perform a given task but not virtually in front of the facilitator. **Target date for the completion and submission of activities must be observed** to take the Mastery activity.

DO LEARNERS NEED TO WEAR THE UNIFORM DURING SYNCHRONOUS PERIOD OR VIRTUAL CLASSES?

YES, but the school will only require the following for the learners' uniform:

MONDAY	school blouse for girls / white polo for boys
TUESDAY	any available school T-shirt
WEDNESDAY	Color coded shirt (to be decided by the level)
THURSDAY	Color coded shirt (to be decided by the level)

For new learners who do not have the uniform for Monday & Tuesday, or for old learners whose school blouse/polo have become small for them, please just wear white shirt with collar.

WILL THERE BE A CLASS SCHEDULE THAT LEARNERS MUST FOLLOW?

YES. Schedule of the synchronous and asynchronous classes will be provided by the moderator during the first day of classes.

Classes starts at:
7:45 a.m. - YS 2-YS 11 levels in the Regular Program
8:00 a.m. - start of consultation hours in HSP

IS ATTENDANCE BEING CHECKED DURING SYNCHRONOUS PERIOD OR VIRTUAL CLASSES?

YES. Learners in the Regular Program must attend the Synchronous or Virtual Classes because DEPED still requires that attendance of the learners be submitted to the department.

During asynchronous period, learners are expected to complete the modular activities and submit them to the learning facilitator to be able to take the mastery activity.

DOES THE SCHOOL FOLLOW THE SUSPENSION OF CLASSES DUE TO TYPHOON?

YES. Suspension of classes are officially posted on the Facebook page of the school.

Class suspension based on storm signals are as follows:
Signal #1   Preschool
Signal #2   YS2 – YS11
Signal #3   All levels

Classes may also be suspended without storm signals, depending on the assessment of the local government, or upon the recommendation of the Pro-Vice-Rector.

DO PARENTS NEED TO ATTEND ALL THE SCHEDULE OF THE PARENT-FACILITATOR CONFERENCE?

YES.
September 9-10   Initial PFC
October 25-26   1st Official PFC
December 6-7   2nd Official PFC
February 23-24   3rd Official PFC
April 28-29   4th Official PFC
June 2-3   5th / Final PFC

Aside from the moderator with whom parents can communicate with, the following offices are open to gladly receive parents' concerns and feedback:

PRINCIPAL'S OFFICE
✉ teamprincipal@ustangelicum.edu.ph
☎ 732-4243 loc. 109

GUIDANCE OFFICE
✉ guidance@ustangelicum.edu.ph
☎ 732-4243 loc. 108

LIBRARY
✉ ask.library@ustangelicum.edu.ph
☎ 732-4243 loc. 108

REGISTRAR'S OFFICE
✉ registrars@ustangelicum.edu.ph
☎ 732-4243 loc. 106

The delivery of learning under the *'new normal'* may be challenging for all of us, but we shall journey as one in this extra ordinary time.

We are committed in safeguarding the learners health and safety in this new normal while upholding our commitment to deliver quality learning .

PARENT'S ACKNOWLEDGMENT RECEIPT

Dear **Team Principal**,

I have read and understood everything that is contained in this UST Angelicum Primer and I fully support the Learning Continuity Plan of UST Angelicum. Furthermore, I commit to work hand in hand with the school to ensure the academic progress of my child without sacrificing his/her mental and physical health.

_____
Name and Signature of Parent

_____
Name & level of learner