



# COntinuing the New Normal Education through a Christian and Transformative Bedan Educational Design

(The Bedan Online Information: A Supplementary Manual on the  
Delivery of Online Distance Learning)

**i** represents San Beda University's learner -  
centered outcomes- based education via  
internet, promoting independent learning.

## THE DASH (-)

represents distance learning  
while maintaining solid  
connection with classmates,  
teachers, and the school  
community through holistic  
formation.



## FOREWORD

This supplementary manual of the Integrated Basic Education Department articulates SBU's learner-centered, outcomes-based and borderless pedagogy. It serves as the foreground taking strategic steps in the transition of its educational programs to digital learning and teaching in response to the demands of the "ongoing present." The curriculum offerings are anchored on the standards set by the Department of Education and the core values of the Benedictine education. On top of these, the focused theme for each academic year of the SBU's Five-Year SMART Plan and the UN's Sustainable Development Goals are integrated in the curricular and co-curricular programs that promote creativity, consistency, collaboration and a culture of research among our students.



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# VISION AND MISSION

## Vision and Mission

San Beda University, a Catholic educational institution, is committed to the Christian formation of the Bedan community as its service to the Church, the Philippine Society and the world.

### Vision

San Beda University envisions a community that is:

Fully Human  
Wholly Christian  
Truly Filipino  
Globally Competitive

### Mission

San Beda University aims to form its members in:

Faith (Fides)  
Knowledge (Scientia)  
Virtue (Virtus)

And inculcate in them the Benedictine core values of prayer and work  
(ora et labora) that include:

Study  
Community





# THE HALLMARKS OF BENEDICTINE EDUCATION

The Hallmarks of Benedictine Education are the University's guiding principle in the formation of all its members as well as in designing new programs and activities.

1

## Love of Christ and neighbor

San Beda University fosters a Christian community that is firmly grounded in faith in God. This faith reaches high expression in following Jesus' perfect example in loving the neighbor, including the marginalized. Following principles from The Rule of St. Benedict, relationships are marked by respect and loving concern for varied individuals no matter what their socio-economic stature.

2

## Prayer: A life marked by liturgy, lectio and mindfulness

The institution strives to ensure that the design and life of the campus promotes a spirit of transcendence and mindfulness, encouraging all to cultivate a life of prayer appropriate to their own faith. San Beda University nurtures the prayer life of the members of its community through participation in various spiritual activities.

3

## Stability: Commitment to the daily life of this place, its heritage and tradition

San Beda University consecrates into cultivating lasting relationships between students, faculty and staff. We seek to embed a dynamic exchange of ideas within the pattern of life on campus, recognizing the shared human standing of all.

4

## Conversatio: The way of formation and transformation

San Beda University commits to engage in practices that over a lifetime bring about conversion into the likeness of Christ and in particular, Christ's giving of self for others.

5

## Obedience: A commitment to listening and consequent action

Members of the institution are encouraged to work to understand and respect the viewpoints of others, to adhere to standards of excellence in thinking and communicating. Learning to listen well and respond deeply to others and the world is a prerequisite for growing in wisdom that requires courage and perseverance.



6

## Discipline: A way toward learning and freedom

Discipline calls for both intellectual and personal discipline which San Beda University makes great effort to form among the students and members of its community. It is the discipline that provides the fertile ground for freedom and wisdom.

7

## Humility: Knowledge of self, to God, to others and creation

San Beda University teaches its students that wisdom begins with humility – an encompassing awareness of God's presence in their lives, their dependence on others and creation itself.

8

## Stewardship: Responsible use of creation, culture and arts

San Beda University emphasizes to its students to be responsible, thus, promoting attitude and practices that encourage respectful, creative and sustainable use of all resources.

9

## Hospitality: Openness to the other

San Beda University will always be welcoming seeking ways to make others feel being part of the community, demonstrating empathy and being open to diversity.

10

## Community: Call to serve the common good

San Beda University cultivates among its members and students' community building and fosters a disposition to serve others in meeting even their most critical needs.



# OUR UNIVERSITY

## San Beda University in Brief

San Beda University was established in 1901 by monks of the Ordo Sancti Benedicti (OSB) or Order of St. Benedict, also known as the Benedictines, its founder, St. Benedict, is acclaimed as the "Father of Western Monasticism and the "Patron of Europe." From its inception, the school was dedicated to the cause of Catholic education and formation of Christian men and women committed to excellence and service of God and country. It is attached to the Abbey of Our Lady of Montserrat, founded from the Abbey of Montserrat in Cataluña, Spain.



*El Colegio de San Beda,  
17 June 1901*

San Beda University as a Catholic educational institution is committed to the Christian formation of the Bedan Community as its service to the Church, the Philippine society, and the world. It envisions itself as a distinguished academic community that transforms its members to become fully human, wholly Christian, truly Filipino, and globally competitive. As its demonstration of commitment to excellence, San Beda has been accredited by the Philippine Accrediting Association of Schools of Colleges and Universities (PAASCU), certified by the International Organization for Standardization (ISO), and is actively engaged in local and international partnerships and linkages.

The University's academic programs reflect the preferences of the students including the needs and requirements of the industry. Specifically, San Beda offers doctoral programs in Business Administration, Juridical Science, and Liturgy; graduate programs in Business Administration, Law, Legal Studies, and Liturgy; undergraduate programs in Accountancy, Arts in Literature and English Language, Economics and Public Policy, Entrepreneurship, Human Biology, Financial Management, Human Resource Development Management, Information and Communications technology, Law, Nursing, Medicine, Operations, Management, Legal Management, Marketing Management, Physical Education, Political Science, and Psychology; as well as an Integrated Basic Education

from pre-school to senior high school.





As its demonstration of commitment to excellence, San Beda has been accredited by the Philippine Accrediting Association of Schools of Colleges and Universities (PAASCU), certified by the International Organization for Standardization (ISO), and is actively engaged in local and international partnerships and linkages.

These programs are taught by a complement of highly dedicated fulltime and part-time faculty who pursue excellence in the important areas of instruction, research, and community engagement.

San Beda University as a community of scholars and innovators, is committed to the highest standards of ethics and integrity in the pursuit of knowledge and addressing social, environmental, and economic concerns of our country and the global community, through individual and interdisciplinary research teams funded internally and by the Alumni.

The University also pursues institutionalized, integrative, and comprehensive collaborations with government, non-governmental organizations, professional associations, and local and international networks aligned with its vision-mission-objectives and hallmarks of the Benedictine education. Each local, national, and international partnership arrangement is governed by formal agreement is governed by formal agreements stipulating the terms and expected outcomes.

San Beda University provides meaningful opportunity for community engagement and voluntarism through extension programs that contribute to the human development of partner communities and their emancipation from various social problems. These programs are well integrated into the curriculum to develop social awareness and concern among faculty and students.

Adequate facilities and resources are available to support teaching, research, and community engagement programs consistent with the University's strategic and operational plans.



*St. Bede Building Hallway, SBU Manila*

# ESTABLISHMENT OF INTEGRATED BASIC EDUCATION DEPARTMENT



*San Beda University Rizal Campus*

The Integrated Basic Education Department of San Beda University Rizal became operational in Academic Year 2004-2005, initially with Nursery, Kinder, Preparatory, Grade 1, and First- and Second-Year High School levels. Thus, the Primary Grade School, Middle Grade School, and High School became the units of the Integrated Basic Education Department (IBED).

The department manifests deep concern for the quality education offered to its students through the academic curriculum and instructional programs. The school offers its curriculum not only to fulfill the requirements of the Department of Education, but also to serve and realize the vision-mission, philosophy, goals, objectives and Benedictine Hallmarks of San Beda University.

The curriculum from Kinder to Grade 12 is sequential and developmental. The course content, concepts, skills and values of the different learning areas are prepared through regular articulation, vertical and horizontal, within and between subject areas and year levels.

Furthermore, the curriculum offerings are geared toward the development of the Benedictine ideals of prayer, work, study and community life and the attainment of academic excellence.



The Integrated Basic Education Department (IBED) reviews its curriculum offerings to provide the students with subjects that interest them, and which are relevant to the prevailing conditions and needs of the society. Furthermore, the enhanced curriculum, in line with the K to 12 Program, expects to produce students equipped with 21st century skills and essential competencies for life-long learning.

In response to the Implementing Rules and Regulations (IRR) of Republic Act 10533 known as the Enhanced Act of 2013, the Integrated Basic Education Department of San Beda University starts to implement the Senior High School (SHS) Program both in Rizal and Mendiola for the Academic Year 2016-2017.

The Senior High School of the Integrated Basic Education Department offers the Academic track with the following strands:

- Accountancy, Business and Management (ABM) Strand
- Humanities and Social Sciences (HUMSS) Strand
- Science, Technology, Engineering and Mathematics (STEM) Strand



*San Beda University Manila Campus*





# PHILOSOPHY AND GOALS OF EDUCATION

Committed to the Christian vision of man, inspired by the Benedictine ideals, adapting to the Filipino learner's needs and situation, guided by the contemporary findings on learning processes and facilitating conditions, San Beda University Integrated Basic Education Department has evolved a philosophy of education which affirms that:

- the education is a life-long process of the "bringing forth", the actualization of the limitless possibilities of the person;
- the school, in our age, is a phase in the process of a person's growth, and is the formal facilitating factor in the child's learning;
- communication is the process whereby a message becomes common to both the giver and the receiver of the communication;
- learning is the change effected in the life of a person due to exposure to an experience;
- teaching facilitates learning by putting together those conditions most conducive to learning;
- encounter, which is the meeting of persons in the context of respect and acceptance, is the necessary condition of learning.

As a Benedictine School and following fifteen centuries of Benedictine tradition, San Beda University Integrated Basic Education Department, administered by the monks of St. Benedict, offers what is authentically the monastic heritage:

- experience of the Gospel message of loving fellowship;
- appreciation of the liturgy
- sensitive openness to the divine dimension of human life,
- disciplined pursuit of studies







## CURRICULUM

The Integrated Basic Education Department (IBED), San Beda University manifests deep concern for the quality education offered to its students through the academic curriculum and instructional programs.

The curriculum is designed not only to fulfill the requirements of the Basic Education Curriculum of the Department of Education, but also to serve and realize the vision-mission, philosophy, goals, objectives and ten Benedictine hallmarks of San Beda University. Furthermore, the curriculum offerings are geared toward the development of the Benedictine ideals of prayer, work, study, and community life. It is centered on character formation and academic excellence.

The Kinder to Grade 12 curriculum follows a sequential and developmental approach. The course content, concepts, skills and values of the different learning areas are prepared through regular articulation, vertical and horizontal, within and between subject areas and grade levels.

The Junior High School features the Career Streaming Program with the support of the Career Development Program of the Guidance and Counseling Office in their career decision-making. Classes in Grade 10 are structured with Elective Subjects leading towards their chosen career path in preparation for their Academic track to Senior High School.

Hence, the school's academic curriculum is over and above the DepEd requirements, with the inclusion of the school's vision-mission, philosophy, goals, objectives and the Benedictine Hallmarks. In line with the implementation of the K to 12 Program, the enhanced curriculum of the school offers a more balanced approach to learning that will equip students with the 21st century skills and essential competencies for lifelong learning, realize the Sustainable Development Goals to make an impact in the society and ultimately, for nation building.





## KEY TERMINOLOGIES

### Distance Learning (DL)

This is one of the learning delivery modalities prescribed by the Department of Education that schools may adopt as a response to the current limitations to education brought by the COVID-19 pandemic. Learning takes place between the teacher and the learners who are at a distance from each other; hence, separated in space, but not necessarily in time.

### Online Learning (OL)

Education in which instruction and content are delivered primarily over the Internet (Watson & Kalmon, 2005).

### Online Distance Learning (ODL)

This a form of distance learning that uses the Internet to facilitate teacher-to-learners and peer-to-peer communication. The teacher's main role in the learning process is as a facilitator of learning by providing learners with various opportunities for active learning using technology. Its implementation is usually supported by the utilization of a Learning Management System (LMS), a software application for learning and development programs.

### Synchronous Learning Activities (SLA)

Synchronous learning provides the students dynamic learning opportunities such as interacting, engaging in discussions and collaborating virtually with one another and with the teacher facilitating the instruction to explain and discuss concepts as well as to monitor the attainment of the learning targets or competencies. Students attend and participate thoughtfully in an online class





## KEY TERMINOLOGIES

following the synchronous classroom netiquette in a regular real-time class schedule via the Learning Management System (LMS). Aside from the scheduled classes conducted synchronously, co-curricular and extra-curricular programs such as spiritual formation activities, homeroom meetings, club meetings and events, and other relevant activities are also done through safe and secure platforms with end-to-end encryption.

### Asynchronous Learning Activities (ALA)

Asynchronous learning offers a more flexible time for the students to carry out/ accomplish their tasks independently at their own pace within a given timeframe with no regular real-time class schedule. Teachers provide the students the carefully-designed materials and activities they have personally crafted and/or adapted from existing learning modules consistent with the standards and the most essential learning competencies (MELCs) which target the development of learners' 21st century skills and critical consciousness. These learning materials are uploaded by the teachers and can be accessed by the students through the Learning Management System (LMS). For Grade School and Junior High School, worktexts will also be provided for asynchronous activities. In like manner, interactions may also occur with posted communications from the teacher and other students.

Examples: (a) participating in online discussion forums and message boards; (b) reading texts, reviewing lecture notes, viewing prerecorded videos, and listening to audio files; (c) accomplishing learning materials/self-guided lessons; and (d) crafting final assessment outputs given at the onset of the quarter.





## KEY TERMINOLOGIES

### Learning Materials and Resources (LMR)

These include other print and non-print materials such as worktexts (for Grade School and Junior High School), learning modules, periodic course outlines, video collections, and other similar resources which will be provided to learners to aid the teaching and learning process which may be uploaded via the Learning Management System (LMS).

### Online Classroom Set-up (OCS)

This virtual learning environment structure runs similar to traditional classroom which requires attendance and routines to help our students focus and finish their tasks efficiently and effectively.

### Consultation Period

This refers to the specific time allotted for each subject area wherein teachers meet the students for feedback, tutoring and academic counselling. A student or group of students may join the online meet up with the teacher concerned to provide support and instruction.

### Learning Management System (LMS)

The IBED is utilizing a cloud-based with an end-to-end encryption technology platform through which Bedan learners will (a) communicate with their teachers and peers; (b) access instructional materials; and (c) upload or submit accomplished tasks and assessments.







## KEY TERMINOLOGIES

### Canvas (Kinder)

Canvas is one of the world's fastest growing learning management systems with the following key features:

- *Canvas Studio* – This feature empowers our teachers to create, share, and store lecture and instructional videos for their learners safely and securely. It is also an interactive video platform which allows the learners to stay engaged in the discussion by allowing them to share, comment, and give feedback all within the video timelines. This also allows teachers to assess learners' mastery of the lesson by providing short quizzes immediately after watching each video.
- *MasteryConnect* – This equips our learners to take different forms of assessment which, in turn, updates their teachers regarding their progress or possible difficulties in learning so they can provide appropriate interventions and adjust their teaching in the moment.
- *SpeedGrader* – It arms our teachers to provide their learners with immediate and targeted feedback to their assessment results and class performance. This also empowers our learners with assessment rubrics so that they would be informed of the set rating standards that will motivate them to thrive and elevate their academic achievement.
- *Canvas Support* – To ensure convenience and accessibility of this platform, an in-house support team will be made available in order to cater to technical queries and issues faced by the learners, the parents, or even the teacher.





## KEY TERMINOLOGIES

### Genyo e-Learning (Grades 1 to 12)

Genyo is originally designed as an online learning management system for asynchronous instruction before the COVID-19 pandemic, but in its commitment to comply with the requirements set forth by the nature of online distance learning modality, Genyo continues to evolve to cater to other essentials and prerequisites that will be beneficial to both our teachers and learners:

- *Lesson and Course Builder* – This feature empowers our teachers to create digital lessons containing slideshow presentations, interactive content material from Genyo, modules, worksheets, pre-recorded videos, educational games, and other learning activities to enrich the learning experience of every Bedan learner. This may also include provision of quizzes within a lesson package to gauge learners' understanding of the content. Learners can also be notified via e-mail regarding new lessons assigned to them, so that they won't miss the tasks that they need to accomplish. Both the parents and the learners can see a summary report at the end of every lesson or course for monitoring.
- *Ready-made Digital Content* – Genyo has curriculum-based, ready-made multimedia lessons, activities and games designed to complement various learning materials, and enhance the overall learning experience of every student. The pedagogically sound and highly engaging lessons also support self-directed and inquiry-based learning styles and pique learner's interest to explore their subjects further.





## KEY TERMINOLOGIES

- *Assignment* – This feature allows learners turn-in project submissions such as documents, videos, images, audio recordings, and more. Teachers may also include assignment rubrics or assignment criteria to guide learners on the expected quality of their output.
- *Test Builder* – This feature is where learners can take assessments designed by their teachers either for diagnostic, formative, or summative purposes. Teachers can indicate feedback on the correct and wrong answer to help learners understand the content better. The Test Builder's Question Analysis feature also gives useful insights to teachers as to which topic students find difficult, paving the way for interventions.
- *Communication and Collaboration Tools* – Despite the physical distance among their peers, Genyo allows learners to continue collaborating with them in accomplishing certain tasks and maintain close communication with their teachers through Discussion Forums, Announcement Boards, Shared Blogs, and Messages.

### Microsoft 365

With every Bedan learner subscribed to Microsoft 365, a global learning platform that delivers cloud productivity to an online classroom setup, one can have an easy access to updated and licensed flagship Office apps such as Microsoft Word, Excel and PowerPoint.





## KEY TERMINOLOGIES

Other useful apps that will play an integral role in their online learning are the following:

- *Outlook:* An official school email (name@sanbeda.edu.ph) will be provided to all the learners for easier facilitation of communication among the different stakeholders of the Bedan community
- *Calendar:* A structured timetabling tool that automatically notifies learners about their class and event schedules through their school email
- *MS Teams:* A powerful collaboration tool which combines a number of features such as chat, meetings, notes, and attachments that will be utilized by our teachers in facilitating their synchronous sessions, and our office staff to connect and communicate with learners and/or parents
- *OneDrive:* A secured cloud storage application which enables our teachers and students to easily upload, organize and access their learning modules and other instructional materials for self-paced and self-directed learning
- *SharePoint:* A safe organizational file sharing tool that allows each class and club to collaborate real time and without boundaries by posting updates and accessing important files safely and securely







## KEY TERMINOLOGIES

- *OneNote*: An easy-to-use digital notebook for free-form information gathering and multi-user collaboration which aids our teachers in organizing their class materials, and our students in collaborating with their peers in accomplishing their cooperative learning tasks
- *Sway*: A remarkable tool which equips both the teachers and the learners in creating dynamic visual presentations via a flexible storytelling platform
- *Stream*: An efficient tool that teachers may utilize in recording and streaming their lecture videos and presentations as well as conducting webinars and training sessions for club meetings and events
- *Forms*: A valuable tool that may be utilized in creating surveys and polls for the purpose of research and collection of feedback to further improve our services, and crafting quizzes to measure student knowledge, evaluate class progress, and focus on topics that need further improvement



# FEATURES OF SBU-IBED ONLINE PROGRAM

## ACADEMIC PROGRAM

### A. Content

In response to the call of the times, the Integrated Basic Education Department of San Beda University, faithful to its vision-mission, remains at the forefront of providing excellent Benedictine Education. Hence, we offer **i-Connect Bedan Educational Design (i-BED)** to provide borderless education and transformative learning experience. It nurtures our students to become fully human, wholly Christian, truly Filipino and globally competitive.

As a PAASCU accredited school, our curriculum programs, subject contents and learning designs are consistent with standards and **most essential learning competencies (MELCs)** set by the Department of Education. These promote lifelong learning and practical skills in response to the learners' needs to efficiently navigate the challenges of the times. As a niche, we also highlight the crucial inculcation of the Benedictine Hallmarks, which enable our students to introspect on their experiences and gradually creating more sustainable goals responsive to the principal theme of San Beda University in fostering leadership, community engagement and relevant researches.

### B. Delivery

The learning modality of content is **Hybrid** which combines **synchronous** and **asynchronous online activities**. Students will have real-time, scheduled live social instruction with the teachers. Synchronous learning activities are conducted in an online classroom set-up using the learning



## FEATURES OF SBU-IBED ONLINE PROGRAM

management system of the school. Synchronous and Asynchronous learning activities will enhance students' content mastery, concept understanding, skill proficiency, problem solving skills, critical thinking skills and self-directedness. Appropriate formal and informal assessments of lesson's learning outcomes will be given to check for understanding and transfer of content. Relevant connections between lesson content and performance assessments among discipline areas will be employed to explore collaborative opportunities and enrich learning experiences. Specific and timely feedback from the subject teacher will serve as vital support in the realization of the learning goals and objectives.

Learning arrangement and provision of learning materials is provided to address screen time and internet connectivity concerns.

Periodic Course Outline and Modules, other learning materials like journals will be given to students at the beginning of every quarter. These will be uploaded to the assigned learning management platform for the grade level. Worktexts will still be required to the Grade School and Junior High School as common references and learning guide for student independent learning.

**i-BED** showcases carefully-designed class program to ensure delivery of concepts for each subject area aligned with the learning continuity plan prescribed by the Department of Education.

### C. Assessment and Grading

The University complies with the standards -based grading system of the K to 12 Basic Education Program of the Department of Education.

Learners are assessed through established standards-based evaluation processes congruent with the learning competencies defined in the K to 12



## FEATURES OF SBU-IBED ONLINE PROGRAM

Weight of the Components for Grade 1 to 6 may vary depending on the subject/s or learning area/s.

Grades 1 to 6	Components	CL	Reading	Language	Mathematics	Filipino	Science	AP	Music	PE	TLE
	Written works	60%	60%	60%	60%	60%	60%	60%	30%	30%	30%
	Performance tasks	40%	40%	40%	40%	40%	40%	40%	70%	70%	70%
	TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Weight of the Components for Grade 7 to 10 may vary depending on the subject/s or learning area/s.

Grades 7 to 10	Components	CL	English	Mathematics	Filipino	Science	AP	Music	PE	TLE
	Written works	60%	60%	60%	60%	60%	60%	30%	30%	30%
	Performance tasks	40%	40%	40%	40%	40%	40%	70%	70%	70%
	TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%

Weight of the Components for Grade 11 to 12 may vary depending on the subject/s or learning area/s.

Grades 11 to 12	Components	Core	Applied	Specialized
	Written works	60%	60%	60%
	Performance tasks	40%	40%	40%
	TOTAL	100%	100%	100%

*Note: The grading system is likely to change in consideration of the prescribed grade weight of components of the Department of Education.*





# FEATURES OF SBU-IBED ONLINE PROGRAM

## D. Awards and Recognition

The Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program articulates the recognition given to learners who have shown exemplary performance in specific areas of their school life. These guidelines are anchored in the Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No.8 s.2015), which supports learners' holistic development in order for them to become effective lifelong learners with 21st-century skills. This policy aims to give all learners equal opportunity to excel in relation to the standard set in the curriculum and focus on their own performance rather than to compete with one another. It recognizes that all students have their unique strengths that need to be identified, strengthened, and publicly acknowledged.

The awards aim to acknowledge and promote student excellence in various areas and to provide formal recognition of student achievements that can motivate learners to strive for excellence in academic, leadership, and social responsibility.

### Grade School

#### A. Quarterly Awards

1. Academic Excellence Awards- attained the following average grade per quarter with no subject grade below 80 and the Conduct Average is at least 80.

Academic Excellence Awards	Average Grade per Quarter
With Highest Honors	98-100
With High Honors	94-97
With Honors	90-93



## FEATURES OF SBU-IBED ONLINE PROGRAM

2. Conduct Awards- obtained Conduct Grade of 92 or above with no subject conduct grade below 80.
3. Recognition for Perfect Attendance

### **B. Year-end/Moving-Up/Graduation Awards**

1. Performance Award for Kindergarten
2. Character Traits for Kindergarten
3. Academic Excellence Award - – attained the following final average grade with no subject grade below 80 and the Conduct Average is at least 80.
  - a. With highest honors 98-100
  - b. With high honors 94-97
  - c. With honors 90-93
4. Conduct Award - Obtained Final Conduct Average Grade of 92 or above with no subject conduct grade below 80.
5. Outstanding Performance in specific learning areas (Grade 6)
6. Special Awards (Grade 6)
  - a. St. Bede Award
  - b. Principal Award
  - c. Chaplain Award
  - d. Excellence in Department Award
  - e. Leadership Award



# FEATURES OF SBU-IBED ONLINE PROGRAM

## Junior High School

### A. Quarterly Awards

#### 1. Quarter Honors and Awards

Every Quarter	With Highest Honors	With High Honors	With Honors	Academic Distinction
Quarter Average	98-100	95-97	90-94	86
Minimum Grade in each Subject	85	85	83	83
Minimum Conduct Grade in each Subject	88	85	85	82

#### 2. Quarterly Individual Awards and Recognition

- Certificate of Recognition
- Certificate of Honor
- Certificate of Excellence
- Department Card
- Department Pin
- Department Certificate

#### 3. Quarterly Class Awards and Recognition

- Class Academic Awards
- Excellence in Academic Awards
- Class Department Awards

#### 4. Principal's List



# FEATURES OF SBU-IBED ONLINE PROGRAM

## B. Completion Ceremony Honors and Awards

### 1. Completion Ceremony Achievement Award

Computation of Completion Achievement Award is based on the following criteria, with each of the criterion's weighted percentage:

- 30% General Academic Average, Grade 10
- 20% General Academic Average, Grade 9
- 10% General Academic Average, Grade 8
- 10% General Academic Average, Grade 7
- 15% General Conduct Average, Grade 7 to Grade 10
- 10% Activity Grade, Grade 7 to Grade 10
- 5% Residence

### 2. Top Ten in Department

Computation of Top Ten in Department is based on the following criteria:

- 40% Conduct Average, Grade 10
- 30% Conduct Average, Grade 9
- 20% Conduct Average, Grade 8
- 10% Conduct Average, Grade 7

## Senior High School

## A. Quarterly Awards

1. Quarterly Honors: The table below shows the qualifications for each award.



Every Quarter	With Highest Honors	With High Honors	With Honors	Academic Distinction
Quarter Average	98	95	90	89
Minimum Grade in each Subject	92	90	85	83
Minimum Conduct Grade in each Subject	90	90	85	83

2. Top 10 in the Strand
3. Top 3 in Class
4. Best in each Subject

## B. Graduation Academic Awards

The Graduation Exemplary Achievement Award is determined by the Academics, Department, and Activity Grades (ADA) with the following criteria.

- 35% General Academic Average, Grade 12
- 35% General Academic Average, Grade 11
- 20% General Conduct Average, Grade 11 (50%) and Grade 12 (50%)
- 10% Activity Grade, Grade 11 (50%) and Grade 12 (50%)

Grade 11 and 12	With Highest Honors	With High Honors	With Honors	Academic Distinction
ADA Average	98	95	90	89
Minimum Grade in each Subject	92	90	85	83
Minimum Conduct Grade in each Subject	90	90	85	83
Minimum Semestral Activity Grade	85	85	85	83





## SAMPLE CLASS SCHEDULE

Education is undergoing transitions and adaptations to **ongoing present** (a new way of learning) that implies the need for the class program to be reviewed in consideration of the following: maintaining quality instructional delivery, learner's attention span, the period of screen time needed of them, and the availability of adult guidance. Consultation schedule per subject is provided for academic assistance for learners who need more help with the lessons. Activity Day/Activity Period is included in the schedule to give importance in the holistic formation of the learners as well as Homeroom Period and Morning Assembly.

### Subject Area Time Allotment

Subject Area	Grade Level	Number of Hours/Minutes per Week (Synchronous)	Asynchronous Activities (Consultation is included)
<b>Christian Living</b>	Kinder –Grade 2	30 minutes	2 hours and 30 minutes
	Grades 3-6	1 hour	1 hour
	Grades 7-10	1 hour	2 hours
<b>Reading</b>	Grade 1-2	1 hour and 30 minutes	3 hours and 30 minutes
	Grades 3-6	1 hour	2 hours
<b>Language</b>	Grades 1-6	1 hour	2 hours
<b>English</b>	Kinder	1 hour and 30 minutes	3 hours and 30 minutes
	Grade 7-10	2 hours	3 hours
<b>Mathematics</b>	Kinder- Grade 2	1 hour and 30 minutes	3 hours and 30 minutes
	Grades 3 -10	2 hours	3 hours



<b>Filipino</b>	Kinder	1 hour	4 hours
	Grades 1 -6	1 hour and 30 minutes	3 hours and 30 minutes
	Grades 7-10	2 hours	2 hours
<b>Science</b>	Grades 3	1 hour	3 hours
	Grades 4-6	1 hour and 30 minutes	3 hours and 30 minutes
	Grades 7-10	2 hours	3 hours
<b>Araling Panlipunan</b>	Kinder	30 minutes	2 hours and 30 minutes
	Grades 1-6	1 hour	2 hours
	Grades 7-10	1 hour and 30 minutes	2 hours and 30 minutes
<b>Music</b>	Grades 1-10	30 minutes	30 minutes
<b>Physical Education</b>	Grades 1-2	30 minutes	30 minutes
	Grades 3-10	30 minutes	1 hour and 30 minutes
<b>Technology and Livelihood Education (TLE)</b>	Grades 3-10	30 minutes	1 hour and 30 minutes
<b>Elective</b>	Grade 10	1 hour	1 hour
<b>Growth in Christian Personhood (GICP)</b>	Grades 7-10	30 minutes	30 minutes
<b>Theology</b>	Grades 11 and 12	1 hour per week	1 hour per week
<b>PE and Health</b>	Grades 11 and 12	20 minutes per week	30 minutes per week
<b>Other Subjects</b>	Grades 11 and 12	2 hours per week	2 hours per week



# FEATURES OF SBU-IBED ONLINE PROGRAM

## Sample Schedule

### Grade School

Kinder					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Morning Assembly	Homeroom			
Synchronous Learning Activities (SLA)					
8:40-9:10	English	Christian Living	English	Math	Math
9:20-9:50	Filipino	Math	Araling Panlipunan	Filipino	English
9:50-10:20	RECESS				
Consultation Period (CP)					
10:20-11:20	English Filipino	Christian Living Math	English Araling Panlipunan	Filipino Math	Activity Period
Asynchronous Learning Activities (ALA)					

GRADES 1 - 2									
Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
8:00-8:30	ASSEMBLY	8:00-8:30	Math	8:00-8:30	HOMEROOM	8:00-8:30	Math	8:00-8:30	HOMEROOM
8:30-9:00	HOMEROOM	8:40-9:10	Filipino	8:40-9:10	Reading	8:40-9:10	Araling Panlipunan	8:40-9:50	Activity Period Group A
9:10-9:40	Reading	9:10-9:40	RECESS	9:20-9:50	Christian Living	9:10-9:40	RECESS	9:50-10:50	Activity Period Group B
9:50-10:20	Math	9:40-10:10	Reading	9:50-10:20	RECESS	9:40-10:10	Filipino	10:50-11:50	Activity Period Group C
10:20-10:50	RECESS	10:20-10:50	Araling Panlipunan	10:20-10:50	Language	10:20-10:50	Music		
10:50-11:20	Language	10:50-12:00	Consultation Period	11:00-11:30	Physical Education	10:50-12:00	Consultation Period		
11:30-12:00	Filipino			11:30-12:30	LUNCH				
12:00-1:00	LUNCH			1:00-3:00	Consultation Period				
1:00-3:00	Consultation Period								
Asynchronous Learning Activities									



Grade 3									
Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
8:00-8:30	ASSEMBLY	8:00-8:30	Christian Living	8:00-8:30	HOMEROOM	8:00-8:30	Filipino	8:00-8:30	HOMEROOM
8:30-9:00	HOMEROOM	8:40-9:10	Christian Living	8:40-9:10	Math	8:40-9:10	Technology and Livelihood Education	8:40-9:50	Activity Period Group A
9:10-9:40	Math	9:10-9:40	RECESS	9:20-9:50	Math	9:10-9:40	RECESS	9:50-10:50	Activity Period Group B
9:50-10:20	Math	9:40-10:10	Araling Panlipunan	9:50-10:20	RECESS	9:40-10:10	Music	10:50-11:50	Activity Period Group C
10:20-10:50	RECESS	10:20-10:50	Araling Panlipunan	10:20-10:50	Language	10:20-10:50	Physical Education		
10:50-11:20	Reading	11:00-11:30	Science	11:00-11:30	Language	10:50-12:00	Consultation Period		
11:30-12:00	Reading	11:40-12:10	Science	11:30-12:30	LUNCH				
12:00-1:00	LUNCH	12:10-1:10	LUNCH	1:00-3:00	Consultation Period				
1:00-1:30	Filipino	1:10-3:10	Consultation Period						
1:40-2:10	Filipino								
2:10-3:10	Consultation Period								
Asynchronous Learning Activities									

Grade 4-6									
Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
8:00-8:30	ASSEMBLY	8:00-8:30	Science	8:00-8:30	HOMEROOM	8:00-8:30	Science	8:00-8:30	HOMEROOM
8:30-9:00	HOMEROOM	8:40-9:10	Science	8:40-9:10	Math	8:40-9:10	Filipino	8:40-9:50	Activity Period Group A
9:10-9:40	Math	9:10-9:40	RECESS	9:20-9:50	Math	9:10-9:40	RECESS	9:50-10:50	Activity Period Group B
9:50-10:20	Math	9:40-10:10	Language	9:50-10:20	RECESS	9:40-10:10	Technology and Livelihood Education	10:50-11:50	Activity Period Group C
10:20-10:50	RECESS	10:20-10:50	Language	10:20-10:50	Araling Panlipunan	10:20-10:50	Music		
10:50-11:20	Reading	11:00-11:30	Christian Living	11:00-11:30	Araling Panlipunan	10:50-12:00	Consultation Period		
11:30-12:00	Reading	11:40-12:10	Christian Living	11:40-12:10	Physical Education				
12:00-1:00	LUNCH	12:10-1:10	LUNCH	12:10-1:10	LUNCH				
1:00-1:30	Filipino	1:10-3:10	Consultation Period	1:10-3:10	Consultation Period				
1:40-2:10	Filipino								
2:10-3:10	Consultation Period								
Asynchronous Learning Activities									



## Sample Schedule

### Junior High School

Grade 7 - 9						
Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	Assembly	7:30 - 8:00	Science	English	Filipino	Homeroom  Activity Day
8:00 - 8:30	Homeroom	8:10 - 8:40	Science	English	CL	
8:40 - 9:10	Math	8:50 - 9:20	PE	TLE	CL	
9:20 - 9:50	Math	9:20 - 9:50	Recess			
9:50 - 10:20	Recess	9:50 - 10:20	Filipino	Math	Science	
10:20 - 10:50	English	10:30 - 11:00	Filipino	Math	Science	
11:00 - 11:30	English	11:10 - 11:40	AP	GICP	Music	
11:40 - 12:10	AP	11:50 - 12:20	AP	Lunch 11:40 - 12:40		
12:10 - 1:10	Lunch	12:20 - 1:20	Lunch			
1:10 - 2:10	Consultation Period	1:20 - 2:20	Consultation Period	Consultation Period (12:40 - 1:40)		
Asynchronous Learning Activities						

Grade 10						
Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	Assembly	7:30 - 8:00	Science	English	Filipino	Homeroom  Activity Day
8:00 - 8:30	Homeroom	8:10 - 8:40	Science	English	CL	
8:40 - 9:10	Math	8:50 - 9:20	PE	TLE	CL	
9:20 - 9:50	Math	9:20 - 9:50	Recess			
9:50 - 10:20	RECESS	9:50 - 10:20	Filipino	Math	Science	
10:20 - 10:50	English	10:30 - 11:00	Filipino	Math	Science	
11:00 - 11:30	English	11:10 - 11:40	Elective	AP	GICP	
11:40 - 12:10	Music	11:50 - 12:20	Elective	AP	AP	
12:10 - 1:10	Lunch	12:20 - 1:20	Lunch			
1:10 - 2:10	Consultation Period	1:20 - 2:20	Consultation Period			
Asynchronous Learning Activities						





## Sample Schedule

### Senior High School

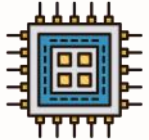
Grade 11-12					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Personal Development	Oral Communication	ADVISORY SAP GUIDANCE	Komunikasyon	Practical Research 1
8:40-9:40	Earth Science	General Math		Pre-Calculus	General Chemistry 1
9:40 – 10:10	Recess			Recess	
10:10 – 11:10	Theology	Practical Research 1		Statistics	Pananaliksik
11:20 – 12:20	MIL	Philosophy		Accounting 1	Entrep 1
1:30 – 2:30	Consultation			Consultation	
Asynchronous Learning Activities					

\* It is important to note that the class program is likely to change in account of teacher loading and student population.



## REQUIRED GADGETS

### AND INTERNET CONNECTIVITY



#### Laptop/Personal Computer (PC)/Desktop with Camera

Operating System	Windows 8.1 or MAC OS 10
Processor	Intel i3 or other brands with same speed and up, 2.0 gigahertz (GHz) Intel or Advanced Micro Device (AMD) Processor
RAM (Random Access Memory)	4 Gigabyte (GB) and up
HDD (Hard Disk Drive)	320 GB and up
Screen Size	Preferably 11 to 13 inches (for laptop)
Internet Connection	5 megabits per second (Mbps)
Internet Speed/Bandwidth	5 Mbps (2-3 users) 10 Mbps (3-5 users) 20 Mbps (5-8 users)

\* A good internet speed with at least 10 Mbps of download and 5 Mbps of upload speed of dedicated internet bandwidth for each person.

\*For better learning experience, a reliable internet connection is recommended.

Microsoft applications included in SBU's Microsoft (MS) licenses which are very useful. These are the ff:

1. MS Word
2. MS PowerPoint
3. MS Excel
4. MS Teams
5. One Note
6. MS Forms
7. Outlook
8. One Drive and SharePoint
9. Calendar
10. Stream





## STUDENT SERVICES

### HOMEROOM PROGRAM

As the academic landscape of education transitions to online distance learning, character formation is among the utmost concern of the school. SBU IBED continues to give importance on the role of the homeroom/class adviser who facilitates the academic growth, personal conduct, social behavior, and the character development of the students. The administrators through the class advisers continue to imbue these tasks through the Homeroom Program that is primarily aligned not only with the school's Vision- Mission and Benedictine values, but also with the principles of digital citizenship that thrives in the online learning set-up of educational landscape.

Advisers will closely monitor the progress of students' tasks, constantly give reminders and do follow - ups. They will give support to the needs of the digital learners by enabling them to successfully deal with everyday challenges. Class Advisers will continue to live out the Benedictine values as they monitor the well-being of students and will be the primary source of information through coordination and collaboration with subject teachers, administrators, parents and other pertinent school offices. The homeroom advisers may provide virtual consultations, if necessary.



## STANDARD OF GOOD CONDUCT

The manifestation of good behavior shown by the students proves that they have understood and internalized the mission- vision, philosophy, goals and objectives of the University. This shows that the students have exhibited some degree of growth as persons and children of God and are worthy of emulation. San Beda University now ventures into online distance learning and the school ensures that such values, alongside with the hallmarks of Benedictine education, are imbibed by the students in their online classes and activities. This is in compliance with the school's rules and regulations (Student Manual/Enrollment Agreement) that reflects the new online learning netiquette policies. Virtual/online classrooms are real classrooms with real teachers; therefore, appropriate student behavior is highly expected. Given this context, students of SBU are always expected to observe proper behavior in all their undertakings as they become fully human, wholly Christian, truly Filipino and globally competitive.





## ACTIVITY PROGRAMS

San Beda University Integrated Basic Education (SBU IBED) is steadfast to its vision-mission to carry the best Benedictine quality online education in the promotion of innovation, inclusion, and diversity. Consistent with this viewpoint, SBU IBED recognizes that involvement in clubs and organizations helps students prepare and advance for life.

For this reason, the Office of the Prefect of Student Affairs developed a complete co-curricular and extra-curricular activity program in response to the school's mission of forming students to become fully human, wholly Christian, truly Filipino and globally competitive. It is designed to assist students in applying the academic skills they learned in various co-curricular and interest activities. These skills include leadership, time management, parliamentary procedures, human relations, communication skills, and many others further to mold them to becoming global citizens. The program integrates activities that will promote 21st century skills.

### GRADE SCHOOL

Aligned with the vision-mission of the university, the **Grade School Unit's** co-curricular and extra-curricular activities are meant to provide Bedan learners with different avenues to discover, hone and enhance their talents and skills. The Grade School Unit offers different clubs which is divided into four categories: Religious Clubs, Service Clubs, Culture and Arts Clubs and Academic Clubs. Pupils are given opportunities to choose and participate in the different clubs to ensure holistic formation and life-skills development.

Amidst the situation brought to us by the COVID-19 pandemic, these activities serve as tools in gaining significant and real-world experiences which enable





learners to further enrich their creativity and foster self-expression and competence in their chosen fields of interest.

As we adapt to the new normal set-up of the school via Online Distance Learning (ODL), activity periods with their club moderators will be held once a week during the scheduled activity day through synchronous or asynchronous delivery using the designated online learning platform.

### **JUNIOR HIGH SCHOOL**

The **Junior High School Unit** has established multiple virtual clubs, dubbed as v-clubs, for students to explore possibilities and open opportunities. V-clubs are categorized into three: Co-Curricular, Interest, and Administrative. Each is committed to the implementation of Benedictine academic standards and spiritual formation without compromising the required competencies set by the Department of Education, and San Beda University's institutional objectives and theme, "Upholding 500 Years of Filipino Catholic Faith and Education."

Co-curricular clubs are scheduled once a week. Each is facilitated by a moderator who is an expert and trainer in the field of coursework. The virtual training is held synchronously and asynchronously where both parties engage collaboratively in virtual conferences, projects, and skill enhancements.

Interest clubs are optionally offered to all students. These aim to share common interests and goals at the convenient time of the moderators and participants.

On the other hand, Administrative Clubs are for appointed/ elected students who have shown exemplar service and dedication in student government and other



educational affairs. The assigned programs for each v-club provide a stimulus to and recognition for Bedans' worthy efforts to make the best use of their time.

## **SENIOR HIGH SCHOOL**

As we shift from face-to-face learning to online distance learning, the **Senior High School Unit** aims to offer every student with meaningful learning activities that are synchronous and asynchronous in nature. The learning activities are aligned with the standards and MELCs set by the Department of Education, the school's vision, mission, and the ten hallmarks of Benedictine education, to develop well-rounded and life-long learners equipped with 21st century skills.

Furthermore, students will be given opportunities to enhance their potentials through co-curricular and extra-curricular activities in an online flexible platform.

In the Senior High School Unit, special co-curricular activities online through the school's LMS and other educational technology platforms.

Special co-curricular activities will be held once a week during the assigned activity day in a synchronous manner.

Extra-curricular activities will be optional and will be offered in an asynchronous manner for the students to be given ample opportunities to pursue their passions and interests.





## SPIRITUAL FORMATION

The CMO in the current norm

The program of the Campus Ministry Office (CMO) is geared towards the Christian Benedictine spiritual formation of students and SBU personnel through planning, coordinating and celebrating the Sacraments and the facilitation of recollections.

It conducts non-proselytizing spiritual programs where all students and personnel are enjoined to participate.

To meet the challenge of going virtual in this new normal, the CMO has opted to use the following platforms to ease communication and facilitation of activities online.

### Online platforms for activities:

**MS Teams** – This platform is used extensively by the IBED. Because of its end-to-end encryption, multi-factor authentication and Rights Management Services support, CMO may shift to using this platform soon.

**MS Forms** – Evaluation forms are in MS Forms. This can be accessed using the password of San Beda Outlook email.

**Zoom** – Online recollections for Academic Year 2020 – 2021 were done through this platform. For Academic Year 2021 – 2022, CMO may shift to the use of MS Teams for its online recollections.



**Facebook Live** – using the CMO San Beda Facebook account, Holy Mass is broadcasted live in this platform, alongside Zoom.

**Other means of communication:**

**Outlook** – Officially enrolled students of SBU has an official Outlook email address (@sanbeda.edu.ph) to store and share information pertinent to school functions. Students who need to communicate to the CMO for inquiry, especially regarding recollections, need only to send a message through this platform. The official email address of CMO is [campusministry@sanbeda.edu.ph](mailto:campusministry@sanbeda.edu.ph)

**Facebook Messenger** – <https://www.facebook.com/SanBedaCampusMinistry> is another site for communication. The Campus Ministry Office adapted the use of this popular social media because of its accessibility and user-friendly features. Students and personnel may also send their message through this account.

**Official Phone Numbers** - +639459833815 (Globe) and (02) 8735 6011 Local 6111 (Landline)



### **Recollection Program:**

The Recollection and Retreat Program of the Campus Ministry Office uses psycho-spiritual in its approach to hopefully make the program relevant for the students. It is an integral part of the curriculum based on the vision-mission of San Beda University which is to provide each participant a Christian Benedictine formation as part of its wholistic program.

<b>GROUP</b>	<b>GENERAL THEME</b>
Grade 4	Obedience
Grade 5	Eucharist and the Family
Grade 6	Family
Grade 7	God's Love
Grade 8	Friendship
Grade 9	Finding Peace, Finding Myself
Grade 10	I Am An Image of God
Grade 11	I Am Blessed
Grade 12	On Staying Healthy: Personal Health & Spiritual Wellness

Students are to attend the recollection specific to the grade level they are enrolled in which is based on the grade level recognized by the Registrar's Office.

### **The Holy Mass:**

With the current norm, students are to attend the Holy Mass online via Zoom or Facebook Live. For the San Beda personnel who opt to attend the Mass physically, the IATF health protocol is observed.

Integrated Basic Education Department (I.B.E.D.), whose campuses are in Rizal and Manila, celebrate Mass as sponsored by a Class Section or Grade Level, coordinated through the Campus Ministry Office by the Offices of Student Activities.





## **GUIDANCE CONNECTS**

The Guidance and Counseling Office shares in the responsibility of carrying out the institution's mission-vision in developing Bedans to become fully human, wholly Christian, truly Filipino and globally competitive in orientation, belief and practice eventually making them productive members of the Philippine society and the world. In these challenging times, the school ensures the availability of guidance counselors/facilitators to journey with the students in contributing to the personal, psychological-emotional, social, educational, and career development. Even though we are physically distant, we remain emotionally and socially connected. It is the highest priority of the office, to serve and support the well-being of the Bedan Community especially the students.

The objectives of the IBED Guidance and Counseling Office are concretized through the following services and programs which are made suitable with technological advancements, secured and compliant online platforms:

### **Social-Emotional Learning and Support**

Due to the prolonged effects of the pandemic crisis, it is critically important to place the student wellness first and foremost and establish a positive, safe, and supportive learning environment. SBU IBED Guidance and Counseling Office is committed to provide social-emotional support for all the students, most especially in these trying times. Social-emotional learning is a process through which students acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. This is essential not only because students need social and emotional support as they navigate the unprecedented challenges of





alternative learning contexts. Moreover, this will help students access academic content through building valuable self-management skills, resilience, and connections.

As the students are in the confines of their homes, the Guidance Counselors/ Facilitators will continue to offer online services within the bounds of informed consent and data privacy. The following relevant programs and accessible services to ensure the well-being of students and promote emotional safety and belongingness will be made available:

- Counseling
- Consultation
- Routine Interview
- Referrals
- “Kumustahan” sessions
- Guidance Classes (Growth in Christian Personhood)
- Webinars
- Peer Facilitators Program
- Transition Program
- Social-Emotional Learning

### **Career Development Guidance Program**

It is essential that career guidance be continuously provided to Bedan students from Kinder to Grade 12. The IBED Guidance and Counseling Office continues to facilitate online career tests to be considered as reference during career counseling and consultations. Moreover, informative presentations from career education experts are provided through webinars as well as through publication materials like the Career Cruising Guide and communication letters to make sure that the students are updated and guided in their career decision-making. Career Education are also conducted thru the GICP classes. The Career Streaming Program of the



Junior High School will be continued. These activities will help Bedan students in making sound career decisions through discussing the student's personality, skills, talents, strengths, weaknesses, performance as a student, and achievements in relation to their future career plans.

### **Partnering with Families**

Having people from the university to support the Bedan families is important now more than ever. With this reason, the IBED Guidance and Counseling Office provides services designed to assist parents strengthen their partnership with the school and promote unity among the family members as they face the challenges of homebased schooling. Guidance counselors/facilitators collaborate with parents through online conferences and consultations to help their children with a variety of issues. In addition, to help parents be more effective in caring for their children, parenting information are provided in the Guidance Connection magazine that are released quarterly. Useful online resources that are posted regularly on coping with the pandemic crisis are also shared in the official Facebook page of the IBED Guidance and Counseling Office. Webinars will continue to be offered to assist the parents to become proactive with the current family issues.

### **Collaborating with Teachers**

The Guidance and Counseling Office provides online Kumustahan sessions, webinars, evidence-based resources and materials to the administrators and faculty as support while they are taking technology to the next level and adapt to the new normal way of teaching. Consultation and referrals to address the students' needs are also being intensified using the IBED Guidance appointment system to build stronger collaboration between the teachers and guidance counselors/facilitators.





## LEARNING RESOURCE CENTER

The Learning Resource Center is committed to provide exemplary services that foster information literacy, enhance teaching and learning, and provide the needed resources and equipment to meet the institutional, instructional and individual requirements of the students, faculty and other stakeholders of the university.

The Learning Resource Center is committed to ensure that students are effective users of ideas. The students are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

We have two learning resource centers that provide an environment conducive to research and study.

We have a rich, relevant, appropriate and updated collection of materials that meet the diverse needs of students and faculty to make the teaching – learning process more meaningful.

### Print Materials

	Number of Different Titles	Number of Volumes
Grade School	59,141	92,170
Junior High School	34,256	40,263
Senior High School	5,793	6,130
Total	99,190	138,563

### Non - Print Materials

Number of Different Titles	6,946	Number of Copies	9,679
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The Learning Resource Center subscribes to about seventy-five titles of print journals in the different subject areas for informational needs and leisure reading.

There are computer workstations where students can access the internet for their research needs.

There is no limit as to the number of materials a student may borrow. Materials may be borrowed for one week and can be renewed for another week.

Due to the current COVID-19 pandemic situation in our country that does not allow the face-to-face instruction in schools, the following measures have been devised so students can have continued access to resources and services:

1. Avail of its online subscription to databases such as EBSCO, ProQuest, Taylor and Francis and others.
2. Conduct online Information Literacy Sessions (library instructions) in collaboration with the English area.
3. Encourage students to request for information, materials, concerns and other matters from a librarian via phone calls and official school emails.
4. Provide open access databases to meet diverse needs of students.
5. Facilitate online learning via online databases and e-resources.
6. Assist students in managing references using the different citation management tools.
7. Digitize audio-visual materials (from old format to new format) for immediate access.
8. Post updates of new materials, online resources, and services in official school communication platforms.
9. Disseminate an online annotated bibliography of new acquisitions.



# SOCIAL ACTION PROGRAM

## *SAP Digital*

The Office of the Social Action Program is one with the Integrated Basic Education Department as it adapts to the changing times and overcomes today's challenges, all for the purpose of forming Bedan students who are fully human, wholly Christian, truly Filipino, and globally competitive.

As SAP continues in serving this purpose in the new normal, it shall unceasingly create vibrant and engaging community engagement activities wittingly dubbed "**SAP Digital**".

SAP Digital is among the milestones of the Social Action Program as it elevates the standard of social responsibility, introducing more ways to give Bedans opportunities to help create a better society in different levels utilizing digital platforms.

In the pursuit to contribute to the Bedan community's holistic development, the office of the Social Action Program continue to offer alternative and safer ways mechanism to become influential advocates of change and active builders of better society through the **SAP Digital**.



## OBJECTIVES OF THE PROGRAM

Guided by the Vision-Mission and 10 Benedictine hallmarks, SAP Digital aims to:

### (SERVE)

**Serve** as an alternative means for the Social Action Program to continue its functions in safer ways both for the Bedan community and the communities it serves, especially in the new normal.

**Encourage** Bedans, to participate in the school's social causes.

**Reach** more partner institutions and communities that are in need of help and assistance.

**Venture** on technology and the internet to help solve existing societal problems and;

**Enrich** and uplift the spirit of San Beda University's partner communities and institutions in these trying times.

Grade Level:	Theme:	Description:
Grade 6	Good Deeds: Developing a sense of empathy	A strong sense of empathy serves as a good foundation to fulfill social responsibility. Grade 6 pupils are given the chance to develop empathy by starting with their own family. In this program, Grade 6 pupils are expected to do good deeds, no matter how simple, and encourage others in their families to do the same for others.
Grade 7	Prayer Gifts: Caring for the Elderly	Bedans are inspired by St. Benedict's life of prayer. SAP takes this inspiration and hopes to share it with the elderly who reside in the school's partner institutions. Grade 7 students will partake in a rosary-making journey that will encourage them as well to live a life of prayer and work, in service to those who are in need.





Grade Level:	Theme:	Description:
Grade 8	Stress Busters: Compassion for persons with disability	It has been a practice for Grade 8 students to visit these institutions and spend time with the in-house beneficiaries. The Bedans continue to share compassion with them by helping them cope with stress brought by the challenging circumstances of today. In line with this, Grade 8 students will prepare "Stress Busters" or short video clips containing recreational activities (such as simple games or exercises) and fun filled activities (such as song and dance presentations) to manage and re-
Grade 9	Online School Lessons: Sharing the gift of education	Grade 9 students usually visit the community to conduct tutorial sessions for the youth of IBED's partner communities. We will continue to share the value of education through digital alternatives.
Grade 10	Winning in the New Normal: Creating productive opportunities	Grade 10 students, depending on their academic path, is provided with productive opportunities to the school's partner communities and institutions to cope in their changing needs through livelihood assistance, importance of home-based gardening and promotion of self-care.
Grade 11 and 12	Community Project Proposals: Going Beyond Community Service	Senior High school students are given the chance to create researches addressing some of the urgent concerns of partner communities and institutions through online awareness campaign or webinar with their chosen target sector/group or beneficiaries.





## ROLES AND RESPONSIBILITIES

For life-long learning to take place, the educational institution, stakeholders, students, teachers, school administrators, and parents, must work together. This will ensure that quality, equality and academic fundamental values are considered, defended, and promoted in the online educational setting of the teaching and learning process.

Furthermore, learning in the online learning set-up requires more discipline, responsibility, and focus. Thus, each stakeholder has an important role to play to ensure the efficiency and effectiveness of online learning. In the same manner, students are likely to adapt more easily to the new structure and mode of learning if they have a strong support from their teachers and parents.

In general, the following protocols are expected to be observed by the students and parents in the online learning set-up.

### I. BEHAVIORAL EXPECTATIONS FOR STUDENTS

- A. Dress appropriately during online learning sessions.
- B. Girls/Ladies - collared shirt/collared blouse and pants
- C. Boys/Gentlemen – collared polo/polo shirt and pants
- D. Log-in to online classes five minutes before the time.
- E. Be prepared for classes with all the necessary materials.
- F. Follow procedures, rules, and policies set by the teacher and the administrators.
- G. Always turn the camera on so that teachers can monitor students and thereby ensure that students are focused.
- H. Participate actively and engage fully in the online learning sessions.
- I. Accomplish tasks and submit requirements on time.
- J. Always ask questions when something is not clear or not understood.
- K. Always show respect to your teachers and classmates at all times by



using appropriate gestures and language.

- L. Eating and drinking are prohibited during the online session.
- M. Refrain from using other electronic devices that are irrelevant during online sessions.
- N. Observe honesty at all times especially during online examinations and assessments.
- O. Cite your resources properly in all academic work. Do not copy other's work or plagiarize.
- P. Maximize the scheduled consultation time with your teachers.
- Q. Participate in formation activities such as virtual morning assemblies, online homeroom periods, online guidance consultations, and online activity periods.
- R. Use appropriate real time or virtual background.

## **II. GUIDANCE FOR PARENTS' ONLINE SUPPORT**

### **A. HOME SET-UP**

- 1. Establish a conducive online learning nook for your child.
- 2. Provide the technology required (gadget and internet connectivity).
- 3. Put all instruction-related materials within the reach.
- 4. Help your child establish and maintain a regular self-study time.  
Set a screen and off-screen schedule to keep sense of normalcy or balance.
- 5. Establish daily routines to create structured online learning environment.

### **B. ONLINE ENGAGEMENT**

- 1. Emphasize to your child that online learning is just as important as the face-to-face learning set-up.
- 2. Refrain from making public photos and recording of online instruction as stipulated in the Data Privacy Act.
- 3. Respectfully coordinate with teachers and advisers to help you address your concerns.
- 4. Monitor your child's progress weekly using your access to the Learning Management System of the school.
- 5. Regularly check your e-mails and school website for updates.





## FREQUENTLY ASKED QUESTIONS

### Is Online Distance Learning same as Home Schooling?

**No,** our design has features beyond that of home schooling. The learning environment will be supported by routines set by the school to help them focus to finish their task efficiently and effectively. Furthermore, Bedans will still undergo religious formation. We shall also enrich their distance learning experiences via the different student activities to be offered to help them develop 21<sup>st</sup> century skills and thus become global citizens.

### Will physical books and other supplies still be required in Online Learning?

Worktexts in Grade School and Junior High School are still required in the online learning. E - journals and other learning resources will be made accessible in other disciplines.

### Will attendance still be checked?

**Yes.** Attendance and punctuality will be checked during the synchronous sessions. All online activities will have a log-in time. To provide your child with meaningful learning experiences, apart from the teachers, the Office of the Prefect of Student Affairs will also closely monitor your child's attendance. If found inactive, we will be sending you an automated correspondence for shared monitoring.

### The physical return to school will be decided later in the school year. If we are not comfortable with the arrangements and decide to stop schooling, what are the implications?

A face-to-face instruction will only be considered when it is very safe to do so. The health and safety of everyone is our utmost priority. If and when physical schooling will be allowed by the government, classes will be arranged following the required health and safety protocols. Not allowing your child to continue will have the following implications:

- a. Your child will not be in the same grade level as his/ her classmates for the next



- academic year if schooling is stopped.
- b. If your child returns after a year, a qualifying exam will be in place to proceed to the appropriate grade level.

### How will the school prepare my child to adjust to this online learning set-up?

For learning to happen, students, teachers, and parents must work together. Each one has a unique role to play. Orientations and trainings will be provided for students, parents and other adult companions. Bedan learners will have an easy transition to the new normal of learning if they will receive strong support and supervision from their parents and teachers.

### To what extent of adult supervision is expected?

Technical adult supervision in the lower levels (Kinder- Grade 4) is essential in assisting Bedan learners to establish a routine and assisting them in their online classroom set-up.

For those in the higher levels (Grade 5-Grade 12) adult supervision may be minimal, since Bedan students are expected to assume greater responsibility and independence in their learning and formation.

### Will technical support be available for the Online Distance Learning?

SBU will put in place **ONLINE HELP DESKS** to address any technical concerns and accessibility of learning materials.

### How can my child be excused in class if he/she was absent?

The student must accomplish the Synchronous Learning Activity (SLA) attendance report form for an absence to be excused. Failure to submit the form is considered unexcused.

### How will I do online consultation and appointment regarding my child's welfare?

Online parent-teacher appointment form will still be implemented to address this concern.







# SAN BEDA UNIVERSITY

## Integrated Basic Education Department

### DIRECTORY

INQUIRY / CONCERN	DEPARTMENT / OFFICE	CONTACTS
<ul style="list-style-type: none"> <li>• <b>PROCESSING OF CERTIFICATES</b> <ul style="list-style-type: none"> <li>-Certificate of Graduation</li> <li>-Certificate of Enrollment</li> <li>-English as Medium of Instruction</li> <li>-Request for Early Printing of Report Cards for Local/Foreign Tertiary Admissions</li> </ul> </li> <li>• <b>CONCERNS REGARDING THE I-Connect Bedan Eduactional Design (Online Distance Learning)</b></li> </ul>	Principal's Office / Central Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 101</p> <p><b>Email:</b> principal_sec@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li>• <b>APPLICATION AND PROCESSING OF FORMS</b> <ul style="list-style-type: none"> <li>-Request for Form 137 (TOR)</li> <li>-University Applications</li> <li>-Exit Clearance (Graduating Students and Transferees)</li> </ul> </li> </ul>	Registrar's Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 115</p> <p><b>Email:</b> registrar.ibed@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li>• <b>APPLICATION / ADMISSION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>-Application Requirements Status and other admission concerns</li> </ul> </li> </ul>	Admissions Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 125</p> <p><b>Direct Line:</b> 8660-9659</p> <p><b>Mobile Number:</b> 0947-3941629</p> <p><b>Email:</b> ibed_admissions@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li>• <b>APPOINTMENT WITH SUBJECT TEACHERS AND OPSA TEAM</b> <ul style="list-style-type: none"> <li>-Inquiry and concerns about activity and department grades</li> </ul> </li> <li>• <b>ACADEMIC / NON-ACADEMIC CONCERNS</b></li> <li>• <b>ENROLLMENT CONCERNS FOR OLD STUDENTS</b></li> </ul>	Central Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 111</p> <p><b>Email:</b> ibed@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li>• <b>PAYMENTS</b> <ul style="list-style-type: none"> <li>-Mode of Payments</li> <li>-Reservation Fee</li> <li>-Tuition Fee</li> <li>-Refund</li> <li>-Unpaid Fees</li> </ul> </li> <li>• <b>VOUCHER PROGRAM (PEAC-DepEd)</b></li> </ul>	Accounting Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 114</p> <p><b>Email:</b> idearos@sanbeda.edu.ph sbucashier@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li>• <b>COUNSELING</b> <ul style="list-style-type: none"> <li>-Career, Academic and Personal Concerns</li> </ul> </li> <li>• <b>CERTIFICATE OF GOOD MORAL CHARACTER</b></li> <li>• <b>RECOMMENDATION FORMS FOR COLLEGES AND UNIVERSITIES</b></li> </ul>	Guidance and Counseling Office	<p><b>Telephone Numbers:</b> 8660-9667 and 68 local 120</p> <p><b>Email:</b> ibed_guidance@sanbeda.edu.ph</p> <p><i>*For individual concerns of students, kindly contact the grade level counselor/facilitator</i></p>
<ul style="list-style-type: none"> <li>• <b>CONCERNS IN CREATING SBU ACCOUNT FOR REPORT CARD</b></li> </ul>	SBU ICTC (Help Desk Bedista Portal)	<p><b>Email:</b> bedistaportalk12.help@sanbeda.edu.ph</p>

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# SAN BEDA UNIVERSITY

## Senior High School - Manila

### DIRECTORY

INQUIRY / CONCERN	DEPARTMENT / OFFICE	CONTACTS
<ul style="list-style-type: none"> <li><b>PROCESSING OF CERTIFICATES</b> <ul style="list-style-type: none"> <li>-Certificate of Graduation</li> <li>-English as Medium of Instruction</li> <li>-Request for Early Printing of Report Cards for Local/ Foreign Tertiary</li> </ul> </li> <li><b>CONCERNS REGARDING THE I-Connect Bedan Educational Design</b> (Online Distance Learning)</li> </ul>	Vice Principal's Office / Office of the Prefect for Academic Affairs	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 1120</p> <p><b>Mobile Number:</b> 0928-5999688</p> <p><b>Email:</b> gmadrideo@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li><b>APPLICATION AND PROCESSING OF FORMS</b> <ul style="list-style-type: none"> <li>-Form 137 (TOR)</li> <li>-University Applications</li> <li>-Exit Clearance (Graduating Students and Transferees)</li> </ul> </li> </ul>	Registrar's Office	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 2198</p> <p><b>Email:</b> registrarmail@sanbeda.edu.ph jsungahid@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li><b>APPLICATION AND PROCESSING OF FORMS</b> <ul style="list-style-type: none"> <li>-Certificate of Enrollment</li> <li>-Exit Clearance</li> </ul> </li> <li><b>APPOINTMENT WITH SUBJECT TEACHERS AND OPSA TEAM</b> <ul style="list-style-type: none"> <li>-Inquiry and concerns about activity and deportment grades</li> </ul> </li> <li><b>ACADEMIC / NON-ACADEMIC CONCERNS</b></li> <li><b>ENROLLMENT CONCERNS FOR OLD STUDENTS</b></li> </ul>	SHS-Manila Central Office and Office of the Prefect of the Student Affairs	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 3111</p> <p><b>Email:</b> shs_manila@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li><b>APPLICATION / ADMISSION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>-Application Requirements Status and other admission concerns</li> </ul> </li> </ul>	Admissions Office	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 3117</p> <p><b>Direct Line:</b> 8734-8062</p> <p><b>Email:</b> admissions@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li><b>PAYMENTS</b> <ul style="list-style-type: none"> <li>-Mode of Payments</li> <li>-Reservation Fee</li> <li>-Refund</li> <li>-Tuition Fee</li> </ul> </li> <li><b>VOUCHER PROGRAM (PEAC-DepEd)</b></li> </ul>	Accounting Office	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 2250/2122</p> <p><b>Email:</b> amespinosa@sanbeda.edu.ph</p>
<ul style="list-style-type: none"> <li><b>COUNSELING</b> <ul style="list-style-type: none"> <li>-Career, Academic and Personal Concerns</li> </ul> </li> <li><b>CERTIFICATE OF GOOD MORAL CHARACTER</b></li> <li><b>RECOMMENDATION FORMS FOR COLLEGES AND UNIVERSITIES</b></li> </ul>	Guidance and Counseling Office	<p><b>Telephone Numbers:</b> 8735-6011 and 15 local 1382</p> <p><b>Mobile Number:</b> 0995-0736331</p> <p><b>Email:</b> ibed_shsguidance@sanbeda.edu.ph</p> <p><i>*For individual concerns of students, kindly contact the grade level counselor/facilitator</i></p>
<ul style="list-style-type: none"> <li><b>CONCERNS IN CREATING SBU ACCOUNT FOR REPORT CARD</b></li> </ul>	SBU ICTC (Help Desk Bedista Portal)	<p><b>Email:</b> bedistaportalk12.help@sanbeda.edu.ph</p>

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## PARENT'S PRAYER



Oh God, make me a better parent.  
Help me to understand my children,  
to listen patiently to what they have to say  
and to answer their questions kindly.

Keep me from interrupting them  
talking back to them and contradicting them.  
Make me as courteous to them  
as I would have them be to me.

Give me courage to confess my sins  
against my children and to ask of them forgiveness,  
when I know that I have done them wrong.

May I not vainly hurt the feelings of my children.  
Forbid as I should laugh at their mistakes or  
resort to shame and ridicule as punishment.

Let me not tempt a child to lie or steal.  
So guide hour by hour that I may demonstrate  
by all I say and do that honestly produces happiness.

Blind me to the little errors of my children  
and help me to see the good things that they do  
Give me ready word for honest praise.

Help me to treat the children as those of their own age,  
But let me not exact of them the judgments  
and conventions of adults.

Allow me not to rob them of the opportunity  
to wait upon themselves,  
to think, to choose, and to make decisions.

Forbid that I should ever punish them  
for my self-satisfaction  
May I grant them all of their wishes that are reasonable  
And have the courage to withhold a privilege  
that I know will do them harm.  
Amen.





## THE BEDAN HYMN

Lyrics by *Atty. Raul S. Roco*  
Composed by *Fr. Benildus Maramba, OSB*

Herald the Bedans coming  
May their fellowship never cease;  
Molded by bold, undaunted men  
of pray'r, work and peace.

Through the carefree days of our childhood  
And the visions of our youth  
You gave us the wisdom of Benedict's soul  
Faith in God and love of the truth.

When we encounter trials and hardships,  
We shall give you honor and fame,  
For nothing but these show our loyalty clear  
To our Alma Mater's name.

Bring out the challenges, we'll win them all  
And fear neither fire nor blood  
Bedans will answer the clarion call

For San Beda, our country and God.

