

### HTLGC PLEDGE

I am a TLGCIAN, I stand firm without ceasing,  
I solemnly swear that I shall faithfully adhere,  
to the ideals and noble cause I am bound to fulfill;  
I pledge commitment to carry on my duties  
of exemplifying ethics in my words and in my deed;  
Trustworthiness and Leadership,  
Godliness and Creativity  
are life-long values ingrained within me,  
that I pledge to live up and forever be proud,  
to be of service foremost to almighty God,  
to link Good Education to Good Life,  
worthy of service to my fellow mankind.

### THE HANDBOOK COMMITTEE

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**Vanessa D. Villanueva**  
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**Aniceto B. Ureta**  
School Director

Approved:

**Ms. Mary Ann R. Fajardo**  
President



### TLGC STUDENT HANDBOOK

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**TESDA Student Handbook**

**Revised 2023**

## TABLE OF CONTENTS

### **FOREWORD**

### **HISTORICAL BACKGROUND**

### **VISION, MISSION AND GOALS**

### **ORGANIZATIONAL CULTURE AND VALUES**

### **THE COLLEGE STRUCTURE**

### **PRODUCTION PROGRAMS/PROJECT**

#### **I. ESDA PROGRAM OFFERINGS**

Regular Programs

Diploma Programs

#### **II. TRAINEES' ENTRY REQUIREMENTS**

#### **III. SCHEDULE AND BREAKDOWN OF TUITION FEES**

#### **IV. CLASSIFICATION OF STUDENTS**

#### **V. ENROLMENT**

#### **VI. RULES OF ATTENDANCE**

#### **VII. EXAMINATION**

#### **VIII. POLICIES AND GUIDELINES ON THE GRADING SYSTEM**

#### **IX. INSTITUTIONAL ASSESSMENT**

#### **X. REQUIREMENTS FOR GRADUATION**

#### **XI. SCHOLARSHIP**

Training for Work Scholarship Program (TWSP)

Special Training for Employment Program (STEP)

Universal Access to Quality Tertiary Education Act (UAQTEA)

#### **XI. RULES OF CONDUCT**

#### **XII. IDENTIFICATION CARD**

#### **XIII. SCHOOL UNIFORM**

#### **XIV. LIBRARY**

#### **XV. GUIDANCE COUNSELLING STUDENT SERVICES**

#### **XVI. HEALTH SERVICES ARE AVAILABLE TO THE STUDENTS/ TRAINEE'S**

#### **XVII. CAMPUS BEHAVIOR**

#### **XVIII. DISCIPLINARY ACTION**

#### **XIX. TLGC PLEDGE**

Punishments are to be meted out to offenses in accordance with the nature of offense committed and after due process is reached by the Committee on Student Discipline.

#### **a. Light Offense**

1st offense - warning or reprimand

2nd offense - dialogue with parents/adviser

3rd offense - suspension for 3 days

#### **b. Serious Offenses**

1st offense - reprimand

2nd offense - dialogue with parents, adviser and guidance counselor

3rd offense - suspension for 1 week

#### **c. More serious offense**

1st offense - dialogue with parents, adviser and guidance counselor and higher school authorities

2nd offense - suspension

3rd offense - expulsion

#### **Committee on Student Discipline shall be composed of:**

1. Class adviser/Trainer of the student/trainee
2. Guidance Counselor
3. Academic Head
4. Administrator

The committee convenes upon call of the chairman or upon written request of at least three members. It shall have authority to hear any disciplinary case referred to any member of the committee. The committee decides its own procedure in the handling of cases, and shall submit its findings and recommendations to the head of the school.

If the action of the committee calls for the dismissal from the school, such decision must be forwarded to the School Administrator who shall make the final decision. In all other matter, the decision of the committee shall be final.

## **XIX. DISCIPLINARY ACTION**

Students reported to have violated any existing rules and regulations shall be subject to investigation, and if found guilty shall be punished based on the nature of the offence committed.

### **A. Minor Offenses**

1. Vandalism
2. Littering
3. Splitting on the floor or elsewhere
4. Defacing posters and bulletin information materials
5. Stealing of school property
6. Loitering
7. Habitual tardiness
8. Unauthorized entry to or use of college facilities

### **B. Serious Offenses**

1. Insubordination/defiance to school authorities
2. Destruction of school's properties causing minor damages
3. Cheating or other acts of dishonesty
4. Gambling and drunkenness within the school campus
5. Gross indecency in clothing and manners
6. Possession and explosion of firecrackers
7. Smoking inside classrooms, laboratories, libraries and corridors
8. Possession of pornographic literature

### **C. More serious offenses**

1. Willful destruction of school's properties causing major damages
2. Illegal possession of firearms and carrying deadly weapons
3. Possession of prohibited drugs, i.e., marijuana, shabu, etc.
4. Drug abuse
5. Drug pushing/trafficking
6. Organization and involvement of fraternities and sororities
7. Hazing which inflicts physical, mental, or psychological pain which results in death mutilation, injuries, physical disability to any fellow students.
8. Staging a strike resulting to loss of life of any person or major damage to schools properties
9. Falsification of records

This Handbook provides necessary information that will guide every students/trainees of Top Link Global College Inc. It covers basic policies, guidelines and procedures about Program Offerings and requirements, breakdown of fees, classifications of Students, process of enrolment, rules of attendance, grading system, scholarship offerings, campus behavior and disciplinary action. It also contains the TLGC Historical Background, Mission, Vision and Goal, TLGC Culture and Values and the College Organizational Structure.

Enrolling at TLGC implies acceptance and commitment of the procedures and policies of the college binding hereinto by the parents and students.

## **HISTORICAL BACKGROUND**

TOP LINK GLOBAL COLLEGE, INC., (TLGC) is a business entity duly organized and registered with the Securities and Exchange Commission (SEC) last August 29, 2018 headed by Chairman Mary Ann Retorta Fajardo together with 4 founding members. The school started with only (7) employees with limited resources. The institutions primary objective is to train, help and equip the students in facing the competitive world, to guide them and enhance their skills, talents and knowledge in their respective field/ courses. TLGC houses its operations within 1,700sqm owned property at MRF Compound, Purok Lambingan, Brgy. Daan Sarile, Cabanatuan City, Nueva Ecija almost across the newly built Eduardo L. Joso Memorial Hospital.

The institution was originally organized to prepare the students in the growing demand and competitiveness in Technical and Vocational field. Top Link Global College, Inc. started its operation on April 2019 with (2,452) registered students all through out the year who successfully completed and graduated from different TechVoc Courses like Nihongo Language, Events Management Services NC III, Contact Center Services NC II, Driving NC II, Tourism Promotion Services NC II, Hilot (Wellness Massage) NC II, Tile Setting NC II, Scaffold Erection NC II, Backhoe Loader NC II, Forklift NC II, SMAW NC I and SMAW NC II in the provinces of Aurora and Nueva Ecija both under Institutional Based training and Mobile Training Program (MTP) implementation. TLGC is also an accredited Competency Assessment Center that caters (10) different qualifications. Together with its primary objectives, the institution aims to actively support the government and other concerned organizations locally in promoting education through technical vocational courses as a practical means towards sustainable socio-economic development under a truly just and democratic society.

## **XVI. GUIDANCE COUNSELLING STUDENTS SERVICES**

Guidance and counseling play an important role in guiding the students, meeting the demands and challenges of the present age.

Guidance Services Offered:

1. Counseling – conduct individual/group counseling especially on trainee's absentees.
2. Facilitate the establishment of linkages.
3. Follow-up trainee's progress and standing in skills development.
4. Coordinating the conduct of orientation on TIP.
5. Acted on matter complaints raised by trainees.
6. Performs duties as Customer Service Officer to all TLGC clientele.

## **XVII. HEALTH SERVICES ARE AVAILABLE TO THE STUDENTS/TRAINEES**

Programs

- Provide preventive and remedial measures for simple and common ailments among the school populace.
- Follow up and monitored the cleanliness, orderliness and beautification of the school premises.
- Implement of the "No Smoking Policy" in all classroom;
- Implement the 5'S in the entire campus;
- Perform the corrections of wrong health concepts and practices of the trainees, Faculty and staff.

## **XVIII. CAMPUS BEHAVIOR**

- Proper behavior must be shown at times anywhere in and out of the campus.
- Courtesy and respect for all must prevail, especially towards faculty members, administrative officials and visitors.
- Loud talking, laughing and singing and other noise unbecoming an atmosphere of learning must be avoided.
- Loitering in the corridors during class hours is prohibited.

### **XIII. IDENTIFICATION CARD**

For campus security reasons,

1. Every registered student is required to wear the ID card visible on the lower abdomen at all times while in the campus.
2. Entrance to the school campus or its premises shall be denied to student without the prescribed ID card even if he is known personally to the security guards.
3. Students shall not be admitted to the classrooms, laboratories, and the library without proper ID card. Lending of the ID card to others is strictly prohibited.
4. Tampering with or changing the photo invalidities the ID card.
5. If lost, replacement fee will be charged. Both teachers and students are expected to cooperate in the implementation of the policy.

### **XIV. SCHOOL UNIFORM**

1. Prescribed uniform for college students:  
Male : Tesda ( gray polo and black pants) uniform  
Female : Tesda (gray blouse and charcoal gray skirt) uniform
2. Prescribed uniform for trainees:  
Male and Female: Tesda Blue shirt  
Students are required to wear their daily uniforms on all lectures days except laboratory days.
3. The uniform must be used for ordinary street wear, for home, for movies, or for other similar activities.
4. Males are not allowed to wear earrings, sleeveless shirts and short pants in the school campus.
5. Wearing short pants and fitted blouse/T-shirts by females in school campus or attending classes is not allowed.
6. P.E. Uniform is not a substitute to the school uniform.

### **XV. LIBRARY**

In order to give equal opportunity for study and research to all, library regulations must be followed strictly. Silence must be observed and no smoking is allowed. Violators of library regulations are subject to fine and the loss of privileges at the discretion of the librarian or her assistance.

To fully develop the knowledge of the students in principles and practices of institution and to enable them to actively and competently participate in job searching after they finish their respective courses / field, Top Link Global College, Inc. launched its Senior High School Programs registered and accredited by the Department of Education on June 18, 2020. Part of SHS Programs are Accounting and Business Management (ABM), General Academic Strand (GAS), Humanities and Social Science (HUMSS) under academic track and Industrial and Computer Technology (ICT), Home Economics (HE) and Industrial Arts (IA) under Technical, Vocational and Livelihood (TVL) track. Currently, the school has 565 registered SHS students.

Top Link Global College Inc. vision is to provide advanced learning experiences in a socially responsible, comprehensive community—anchored by its Core Values—which promotes academic excellence, inspires innovation and entrepreneurship, fosters an agile mindset, and prepares graduates to contribute to a global society that is increasingly focused on change. At the moment, Top Link Global College, Inc. has (63) employees composed of School Director, Admin. Officers and support staff, faculty members, Project-based TechVoc Trainers, drivers and utilities.

To continuously expand the operation, Top Link Global College, Inc. remains focused in improving the number of the offered qualifications and courses for the benefit of the stakeholders. Below are the current programs being offered by Top Link Global College, Inc.

## **VISION, MISSION and GOALS**

### **Vision**

To be the leading Global Education Network for Transformative Learning, Literacy, and Life Skills through advanced technological and high-Quality Education and Services Linking Good Deeds to Good Life.

### **Mission**

TLGC is committed to “Linking Good Education to Good Life” through:

1. Delivering high-quality education and services at any given time;
2. Creating and connecting relevant global linkages for our stakeholders in undertaking programs for their welfare and development;
3. Conducting quality training for skills and competencies upgrading of faculty and employees for their maximum contribution and involvement to the community;
4. Creating the avenues of opportunities with other academic and non-academic communities in promoting collaboration in various endeavors for the common good;
5. Taking the lead in the acquisition and implementation of the latest technological and educational resources for advanced learning which are aligned with 21st-century skills; and
6. Striving continuously to decrease our operational costs to provide affordable tuition and scholarships to our learners.

### **TLGC QUALITY POLICY**

Top Link Global College is committed to providing high-quality education and services that are value-driven, transformative and relevant, enlightened and nationalistic, global and technology-based which are all anchored in the 21st-century learning paradigms to produce globally competitive graduates imbued with core values of Trustworthiness, Leadership, Godliness and Creativity through adherence to statutory and regulatory laws and legislations, continual improvement, in accordance with the international standards

### **2. Special Training for Employment Program (STEP)**

#### Requirements

- a. Must be a Filipino;
- b. Must be at least 16 years of age at the time he/she finishes the training program;
- c. Must not be a current beneficiary of other government educational scholarship or subsidy program for STEP beneficiaries

#### Benefits:

- a. Free Skills Training
- b. Free Assessment
- c. Free Entrepreneurial Training
- d. Free Starter Toolkits
- e. Training Allowance

### **3. Universal Access to Quality Tertiary Education Act (UAQTEA) Scholarship**

#### Requirements

- a. All Filipino learners who are currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter provided;
- b. NCAE/MATB/YP4SC Profiling;
- c. He/she must satisfy the requirements of

#### Benefits:

- a. Free Skills Training
- b. Free Assessment
- c. Free Starter Toolkits
- d. Training Allowance

## **XII. RULES OF CONDUCT**

These updates rules exist primarily to promote the mode of conduct befitting mature Filipinos in a college community, and to ensure a wholesome campus atmosphere that is conducive to learning. It is also, a means toward attaining wholesome personality among students/ trainees both in and outside the school.

## IX. INSTITUTIONAL ASSESSMENT

Training delivery is competency-based approach, and the students/trainee who satisfactorily completed the basic, common and core competencies will be given an institutional assessment first. Institutional Assessment is undertaken by the trainees to determine their achievement of units of competency. The trainer will administer the Assessment. A Certificate of Achievement is issued for each unit of competency, and the student/trainee who passed the assessment is recommended to take the national assessment.

## X. REQUIREMENTS FOR GRADUATION

The requirements for graduation in all curriculum programs of the Top Link Global College Inc. are as follows:

1. Satisfactory completion of all academic requirements prescribed for the course including NSTP.
2. Financial and property settlement of all financial and property accountabilities to the school.
3. An application form for graduation shall be filed at the Registrar Office by all candidates for graduation upon enrolling for the 1st Semester of the senior year.
4. Any deficiency in both academic and non-academic requirements shall deprive a student from participating in graduation ceremonies.
5. Candidates for graduation must attend scheduled rehearsals for the graduation ceremonies.

## XI. SCHOLARSHIP

The institution offers the following scholarship to qualified trainees:

### 1. Training for Work Scholarship Program (TWSP)

Requirements:

- a. Must be a Filipino;
- b. Must be at least 18 years of age at the time he/she finishes the training program;
- c. Must not be a current beneficiary of other government educational scholarship

Benefits:

- a. Free skills training
- b. Free assessment

## TLGC QUALITY GOALS AND OBJECTIVES

Top Link Global College aims:

1. To exemplify and promote social and personal transformation in the light of Christian Faith, Values, and Expressions;
2. To nurture, develop and exemplify methods of inquiry, scientific study and learning which are dialogic and democratic, systematic, free, and logical;
3. To heed ethical standards in conducting academic research and results that will improve school processes, not only for local and national but also for global communities;
4. To promote, preserve and appreciate Philippine arts and culture, at national and global levels;
5. To navigate in and sustain community involvement activities as agents of social change for the upliftment of marginalized groups in the service of God and Country.
6. To cultivate social consciousness and a sense of responsiveness and patriotism in national and global issues;
7. To empower people and the community through quality TVET training programs and the advanced use of technology for sustainable development and environmental care.



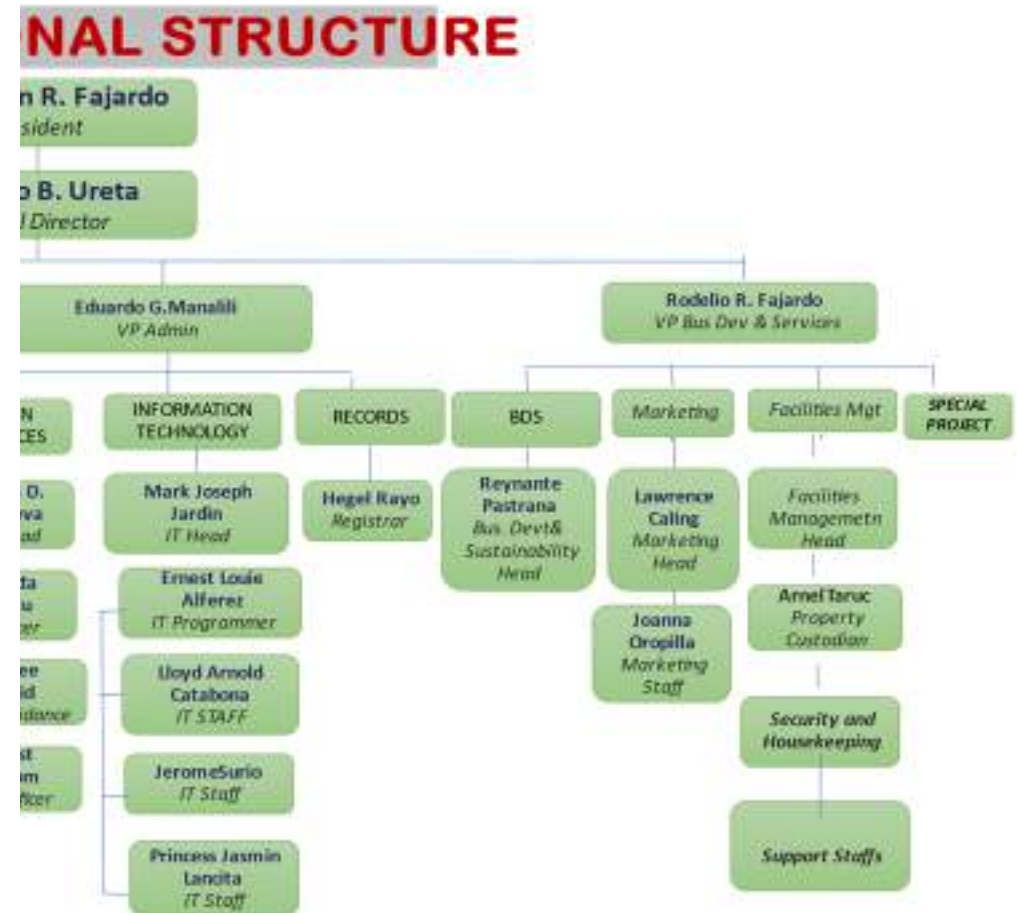
## VII. EXAMINATION

1. There are two official examinations per semester. Mid-Term and Finals. No students are allowed to take any examination without the admission slip.
2. The student must settle his/her financial obligations with the Accounting Office before taking examinations. He/She is issued an examination permit which he/she presents to each of his teachers/trainers for his/her initials during the examination periods.
3. Absolute honesty should be observed at examinations. A student caught cheating in any form during an examination will be dismissed from the room immediately. His case will be reported to the Guidance Counselor for disciplinary action.
4. In case of absences from the formal examination, the students concerned shall be given a grade of INCOMPLETE and may remove only by taking a completion exam as scheduled. The completion examination shall be given 5 days after the final exam. Failure to take the Completion Exam will mean a grade of 5.0.

## VIII. POLICIES AND GUIDELINES ON THE GRADING SYSTEM

The following Guidelines shall be strictly observed:

1. The passing mark is 75%
2. The trainee's grade is based on the scores garnered from examinations, quizzes, exercises, practical test, etc.
3. The numerical equivalent grading system is used for the laboratory and on the portion of the training courses, as follows:



## Auxiliary Services

The College has adequate facilities to cater the needs of the students.

**A. College Admission Department** – The College Admission/Registrar is an academic service unit that has a primary responsibility of providing effective and efficient delivery of services in terms of student records. It administers diverse student services such as enrollment, monitoring, recording and issuing of student records, graduation and other associated services.

**B. The Learning Resource Center** – The Library contains good collection of books as well as pamphlets, magazines, and journals in various disciplines. The collection is adequately supplemented by CBLM's and E-books.

**C. Guidance Services** – To help students make adjustment to school life and to realize their goals in life, TLGC guidance officer extends career guidance to the student body. Students are encouraged to make use of the services offered by the counselor to assist them in developing their potential as fully as possible. These services are as follows: academic and personal counseling, and vocational guidance.

**D. Student Health Services** – In the absence of School Nurse, the trainee himself/herself is trained for first aid treatment to trainees who might meet an accident during the conduct of training. Serious cases are brought to the attention of Professional Doctors either at the ELJ Memorial Hospital almost adjacent to TLGC.

### Health Services Offered:

1. Workstation is provided with medicine kit for first aid student when they meet an accident during the conduct of the skills development.
2. A precaution measure is always emphasized to students/trainees (safety first) before starting any workstation activities.
3. Allow student/trainees to take free medicines from the school clinic.
4. Students/trainees who are not feeling well are advised to go home for rest.

## V. ENROLMENT

Students are expected to enroll at the beginning of each semester on the days designated for enrollment. Unless a student is officially registered with the office of the registrar he/she cannot receive credit for his course.

Every student shall, upon admission, sign the following pledge:

“In consideration of my admission to TLGC and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all rules and regulations laid down by competent authority in the course in which I am enrolled.”

### Academic Load

1. No student shall be allowed to take more than the prescribed units of subject per semester. A graduating student with an academic record better than average maybe permitted to carry a heavier load in the last year of his course.
2. Students whose previous academic records show its inability to carry the normal load shall be advised by the Registrar to reduce their semester load to less than the regular number of units required.

## VI. RULES OF ATTENDANCE

All trainees should strictly follow the following rules of attendance:

1. A trainee is strictly required to attend and follow the training schedule.
2. Five (5) consecutive absences due to illness, he/she should present a medical certificate upon return to classes.
3. All trainees are responsible for work taken upon during their absences.
4. Punctuality should be observed in all basic, common and core competencies and other school activities.
5. Unexcused absences and falsification of signatures in all school documents are dealt with accordingly.

## II. TRAINEES' ENTRY REQUIREMENTS

Trainees or students wishing to enroll in this course should satisfy the following requirements:

- Can communicate orally and in writing in the medium of instruction
- Physically and mentally fit
- With good moral character
- Can perform basic mathematical computations; and
- At least high school graduate

Trainees should present the following documents:

1. Birth Certificate (PSA/NSO) Original/Photocopy
2. High School Card/TOR/Diploma (Original/Photocopy)
3. 4 pcs. Passport size picture
4. 2 pcs. 1x1 size picture with collar/polo shirt and white background

## III. SCHEDULE AND BREAKDOWN OF TUITION FEES

Top Link Global College Inc. (TLGC) does not collect any tuition fees in all TESDA programs with scholarship fund allocation.

## IV. CLASSIFICATION OF STUDENTS

The College offers 3-year Diploma Program with bundling of qualifications and Diploma Program (PQF Level 5) new curriculum.

1. A freshman is a student who has finished the prescribed subjects for the first year of curriculum.
2. A sophomore is a student who has completed the prescribed subjects of the first year of his curriculum.
3. A junior is a student who has completed the prescribed subjects of the first two years of his curriculum.
4. A regular student is one who is registered for formal academic credits and carries the full load in a given semester in the course he is enrolled in.
5. An irregular students is one who is registered for formal credits but carries less than the full load in a given semester in the curriculum he is registered.
6. A special student is one who is not earning formal academic credits for his work.

E. **Computer Laboratory** - The computer lab serves as the center for teaching computer use to whole classes, usually by a specialist computer teacher. Classroom teachers also use the lab with their classes for research, or for creating technology-based projects. Technology specialists use the computer lab for teacher in-services where they instruct teachers on various aspects of using computers in educational settings.

F. **Canteen Services** – The school has a canteen service where meals and snacks are served at an affordable price.

## I. TLGC-TESDA PROGRAM OFFERINGS

TLGC provides quality technical vocational education and training in view of TESDA's vision as the transformational leader in the technical education and skills development, with competent and world-class skilled workforce in various programs.

### Qualifications

#### Regular Programs:

3-Year Diploma in Hotel and Restaurant Management Services

3-Year Diploma in Information Technology

1. Driving NC II
2. Driving NC III
3. HEO (Forklift) NC II
4. HEO (Backhoe Loader) NC II
5. Scaffolding Works (Supported Type Scaffold)
6. HEO (Hydraulic Excavator) NC II
7. HEO (Rigid On-Highway Dump Truck) NC II
8. HEO (Wheel Loader) NC II
9. Hilot (Wellness Massage) NC II
10. Barangay Health Services NC II
11. Contact Center Services NC II
12. Computer Systems Servicing NC II
13. Electronics Product Assembly and Servicing NC II
14. Shielded Metal Arc Welding (SMAW) NC II
15. Shielded Metal Arc Welding (SMAW) NC I
16. Shielded Metal Arc Welding (SMAW) NC III
17. Entrepreneurship Training
18. Microfinance Technology NC II
19. Bookkeeping NC III
20. Events Management Services NC III
21. Food and Beverage Services NC II
22. Tourism Promotion Services NC II
23. Bartending NC II
24. Bread and Pastry Production NC II
25. Housekeeping NC II Tourism
26. Cookery NC II Tourism

27. Customer Service NC II
28. NIHONGO LANGUAGE
29. Agricultural Crops Production NC I
30. Agricultural Crops Production NC II
31. Dressmaking NC II
32. Tailoring NC II
33. Industrial Sewing Machine Operation NC II

#### With Assessment

1. Driving NC II
2. Shielded Metal Arc Welding (SMAW) NC I
3. Shielded Metal Arc Welding (SMAW) NC II
4. Bookkeeping NC III
5. Microfinance Technology NC II
6. Tourism Promotion Services NC II
7. Events Management NC II
8. Housekeeping NC II
9. Bartending NC II
10. Food and Beverage Services NC
11. Bread and Pastry Production NC 2022
12. Cookery NC II
13. Electronics Products Assembly And Servicing NC II
14. Hilot (Wellness Massage) NC II
15. Dressmaking NC II
16. HEO (Backhoe Loader) NC II
17. HEO (Forklift) NC II
18. HEO (Wheel Loader) NC II
19. Computer Systems Servicing NC II
20. Shielded Metal Arc Welding (SMAW) NC I
21. Shielded Metal Arc Welding (SMAW) NC II
22. Front Office NC II
23. Agricultural Production Services NC I
24. Scaffolding Works NC II