



ST. MARK'S INSTITUTE, INCORPORATED

Casimiro Drive, Casimiro Village, Pamplona Tres Las Pinas City
Contact nos. 8872-2876/8872-8489

ST. MARK'S INSTITUTE, INC.

FACULTY MANUAL

School Year 2026–2027

I. INTRODUCTION

St. Mark's Institute, Inc. recognizes its faculty members as the primary agents in delivering quality education and forming learners who embody the school's vision, mission, and values.

This Faculty Manual establishes the policies, standards, responsibilities, and professional expectations governing all teaching personnel. It serves as the official guide for faculty conduct, instructional delivery, student supervision, professional ethics, and compliance with Department of Education (DepEd) regulations and school policies.

All faculty members are expected to familiarize themselves with and comply with the provisions of this Manual.

II. GOVERNANCE AND REPORTING STRUCTURE

School Leadership

School Head: Dr. Amelita C. Ihada

School Administrator: Mr. Jose Ferdinand Ihada

Faculty members shall observe the established chain of commands:

School Head → School Administrator → Principal → Coordinator → Faculty Member

Official directives, requests, concerns, and reports shall follow the proper administrative channels.

III. PROFESSIONAL RESPONSIBILITIES AND ETHICS

Faculty members shall:

- Uphold the Code of Ethics for Professional Teachers.
- Serve as role models of integrity, professionalism, respect, and discipline.
- Maintain a learner-centered, inclusive, and supportive classroom environment.



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- Promote the school's vision, mission, and core values.
- Comply with DepEd policies, school regulations, and applicable laws.
- Maintain professional relationships with students, parents, colleagues, and administrators.
- Wear the prescribed school uniform and maintain a neat, professional appearance during all official school functions and working hours unless otherwise authorized by the School Administration.

Teachers shall avoid any conduct that may compromise the reputation of the school or the teaching profession.

IV. ATTENDANCE, PUNCTUALITY, AND WORK HOURS

A. Attendance

Teachers shall:

- Report to work at least fifteen (15) minutes before the start of classes.
- Record attendance through the school's official Bundy Clock system.
- Use the Faculty Logbook when signing in or signing out during working hours for official business, meetings, errands, or authorized departures from campus.
- Attend all required meetings, training, programs, ceremonies, and school activities.

B. Absences

Any absence shall:

- Be reported to the immediate supervisor before the start of the workday whenever possible.
- Be supported by a written explanation upon return.
- Be accompanied by a medical certificate when required.
- For anticipated absences, teachers shall prepare and submit a substitute lesson activity that is clear, organized, and easily implemented by the substitute teacher to ensure continuity of instruction.

C. Tardiness

Repeated tardiness disrupts school operations and shall be addressed through progressive disciplinary action.

- Three (3) instances of tardiness may result in a written warning.
- Continued offenses may result in administrative review and appropriate disciplinary action.



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D. Work Hours

Faculty members shall render an eight-hour workday consisting of teaching and non-teaching duties.

V. LEAVE OF ABSENCE POLICY

Faculty members shall observe the school's policies regarding leave privileges and absences.

A. Sick Leave

- Teachers who are unable to report for work due to illness shall notify their immediate supervisor as soon as practicable and preferably before the start of the workday.
- A medical certificate may be required for absences of two (2) consecutive days or more or whenever deemed necessary by the administration.
- Teachers shall comply with all documentation requirements upon return to work.

B. Emergency Leave

Emergency leave may be granted for unforeseen situations involving:

- Immediate family emergencies
- Accidents
- Bereavement
- Other urgent circumstances deemed valid by the School Administration

Supporting documentation may be required.

C. Personal Leave

Requests for personal leave shall be submitted in advance and shall be subject to approval based on operational requirements and staffing considerations.

D. Extended Leave

Any leave extending beyond five (5) consecutive working days shall require approval from the School Head or School Administrator.

VI. TEACHING LOAD AND WORK ASSIGNMENTS

A. Teaching Hours

Teachers shall generally be assigned a maximum of six (6) hours of actual classroom instruction per day.



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Remaining hours shall be devoted to:

- Lesson preparation
- Assessment and grading
- Parent communication
- Student consultation
- Remediation and intervention
- Administrative responsibilities
- Professional development

B. Subject Preparations

Faculty members may be assigned approximately three (3) to five (5) subject preparations depending on:

- Academic specialization
- Student enrollment
- School operational requirements

C. Advisory Assignment

A teacher may be assigned one (1) advisory class.

D. Teaching Overload

Teaching assignments beyond six (6) contact hours per day shall be considered overloaded and shall require approval by the School Administrator.

E. Substitution Duties

Teachers may be assigned substitution duties when necessary.

Such assignments shall be documented and acknowledged.

F. Non-Teaching Assignments

Faculty members may be assigned:

- Committee membership
- Club adviserships
- Program coordination
- School events and activities
- Other administrative responsibilities



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VII. CURRICULUM AND INSTRUCTION

All instructional activities shall align with:

- The DepEd K–12 Curriculum
- Most Essential Learning Competencies (MELCs)
- Applicable DepEd Orders and Memoranda

The School shall implement the curriculum structure prescribed by the Department of Education, including the current trimester (three-semester) structure and any future modifications issued through DepEd policies and regulations.

Teachers shall:

- Prepare lesson plans and instructional materials.
- Utilize effective and appropriate teaching strategies.
- Integrate values education and 21st-century skills.
- Differentiate instruction according to learner needs.
- Promote critical thinking, collaboration, creativity, and communication.

VIII. SUBJECT TEACHER RESPONSIBILITIES

Subject teachers shall:

- Deliver quality instruction.
- Maintain class records.
- Monitor learner performance.
- Assess learning outcomes accurately.
- Submit required reports on time.
- Communicate academic concerns promptly.

Teachers are directly responsible for student learning within their assigned subjects.

IX. CLASS ADVISER RESPONSIBILITIES

Class advisers shall:

- Monitor student attendance daily.
- Maintain student records.
- Communicate regularly with parents and guardians.
- Monitor student welfare and behavior.
- Promote classroom cleanliness and order.
- Coordinate school announcements and activities.

The adviser serves as the primary liaison between the school and parents.



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X. ASSESSMENT, GRADING, AND EXAMINATIONS

A. Assessment and Grading

Teachers shall:

- Explain grading policies at the beginning of the school year.
- Maintain accurate and confidential records.
- Assess students fairly and objectively.
- Submit grades within five (5) working days after examinations or within timelines prescribed by the administration.

B. Examination Procedures

Teachers shall submit examination materials at least six (6) working days before the scheduled examination period unless otherwise directed by administration.

C. No Permit, No Exam Policy

The school implements the No Permit No Exam policy in accordance with existing school regulations.

D. Special Examinations

Students who miss an examination due to illness, family emergency, official school activity, or other valid reasons may be allowed to take a special examination.

- Requests must be supported by appropriate documentation.
- The special examination shall be completed within fifteen (15) school days from the student's return to school.
- Failure to complete the examination within the prescribed period may result in a grade of zero unless otherwise approved by the principal.

XI. REMEDIATION AND INTERVENTION PROGRAMS

Teachers shall identify learners experiencing academic difficulty and initiate appropriate intervention within two (2) weeks from the identification of the concern.

Interventions may include:



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- Remedial instruction
- Enrichment activities
- Parent conferences
- Individualized support

Teachers shall:

- Document all interventions.
- Monitor learner progress regularly.
- Refer persistent concerns to the Coordinator or Principal when necessary.

XII. CLASSROOM MANAGEMENT AND STUDENT DISCIPLINE

Teachers shall maintain a safe, orderly, respectful, and productive learning environment.

Teachers shall:

- Implement classroom rules consistently.
- Promote positive behavior.
- Ensure students' safety.
- Address misconduct promptly and fairly.

The following are strictly prohibited:

- Corporal punishment
- Humiliation or degrading treatment
- Discrimination
- Any form of abuse

XIII. CHILD PROTECTION POLICY

In accordance with DepEd Order No. 40, s. 2012, St. Mark's Institute maintains zero tolerance for:

- Child abuse
- Neglect
- Exploitation
- Violence
- Discrimination

Any employee who becomes aware of child protection concern shall:

1. Ensure the immediate safety of the learner.
2. Report on the matter to the Principal, Child Protection Committee, or School Administrator immediately, but not later than the end of the same school day.



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3. Submit a written incident report within twenty-four (24) hours.
4. Cooperate fully with any investigation conducted by the school or competent authorities.

Failure to report a known child protection concern shall constitute a serious offense.

XIV. ANTI-BULLYING POLICY

In accordance with Republic Act No. 10627, the school prohibits all forms of bullying, including:

- Physical bullying
- Verbal bullying
- Social or relational bullying
- Cyberbullying

Faculty members shall:

- Intervene immediately when bullying is observed or reported.
- Report incidents to the principal or designated school authority on the same school day.
- Submit written documentation within twenty-four (24) hours.
- Cooperate during investigations.

School Administration shall:

- Conduct an initial review of the complaint within three (3) school days.
- Notify parents or guardians of involved students as soon as reasonably practicable.
- Implement appropriate interventions and disciplinary measures consistent with RA 10627 and DepEd regulations.

XV. DATA PRIVACY AND CONFIDENTIALITY

In compliance with Republic Act No. 10173 (Data Privacy Act), faculty members shall:

- Protect student information.
- Maintain confidentiality of records.
- Prevent unauthorized disclosure of information.
- Use school records only for legitimate educational purposes.



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XV. ICT USE AND PROFESSIONAL CONDUCT

Teachers should use technology responsibly and professionally.

Faculty members shall:

- Maintain professional online behavior.
- Use school ICT resources appropriately.
- Protect confidential information.

The following are prohibited:

- Inappropriate social media conduct.
- Sharing confidential information online.
- Private non-academic communication with students without legitimate educational purpose.

XVI. HEALTH, SAFETY, AND DISASTER RISK REDUCTION MANAGEMENT (DRRM)

Teachers shall:

- Promote health and safety within the school.
- Refer sick or injured students to the School Nurse.
- Notify appropriate personnel and parents when necessary.

During emergencies, teachers shall:

- Lead evacuation procedures.
- Account for all students under their supervision.
- Follow DRRM protocols and emergency procedures.

XVII. ADMINISTRATIVE REPORTS AND DOCUMENTATION

Faculty members shall submit all required documents accurately and on time, including:

- Lesson plans
- Class records
- Grades
- DepEd forms
- Advisory reports
- Intervention documentation
- Incident reports
- Examination documents
- Other reports required by administration



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Faculty members should ensure that all reports and records are submitted within the timelines prescribed by the School Administration.

Late, incomplete, or inaccurate submissions may be subject to administrative review.

XVIII. FACULTY DEVELOPMENT AND PERFORMANCE EVALUATION

Faculty members are expected to participate in:

- In-Service Trainings (INSET)
- Seminars and workshops
- Professional learning activities
- Classroom observations
- Performance evaluations

Professional growth is considered an essential responsibility of every teacher.

XIX. DISCIPLINARY ACTIONS

Violations of school policies may result in disciplinary action subject to due process.

Minor Offenses

- Verbal Warning
- Written Warning
- Administrative Review

Major Offenses

- Formal Investigation
- Suspension
- Termination of Employment
- Other sanctions permitted by law

The school reserves the right to impose appropriate disciplinary measures based on the nature and severity of the offense.

XX. FACULTY GRIEVANCE AND COMPLAINT PROCEDURE



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The school recognizes the right of faculty members to raise concerns, complaints, or grievances through appropriate channels.

Faculty members are encouraged to resolve concerns using the following process:

Step 1 – Immediate Supervisor

Concerns shall first be discussed with the immediate supervisor, coordinator, or principal.

Step 2 – School Administrator

If unresolved, the matter may be elevated in writing to the School Administrator.

Step 3 – School Head

If further review is necessary, the concern may be elevated to the School Head for final administrative consideration.

The school shall make reasonable efforts to address grievances fairly, promptly, and confidentially.

No faculty member shall be subjected to retaliation for raising a legitimate concern in good faith.

XI. FINAL PROVISIONS

All faculty members shall:

- Read and understand this Faculty Manual.
- Comply with all school policies and regulations.
- Acknowledge receipt of this Manual.

This Manual shall be reviewed annually and may be amended by the School Administration as necessary to comply with DepEd regulations and institutional requirements.