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INTRODUCTION

Dear Parents, Guardians, and Learners,

Welcome to our handbook, thoughtfully prepared to support and guide you throughout the school year. While it may not cover every detail, it addresses many of the common questions and concerns that parents and learners often have.

We, the school administrators, faculty, and staff, warmly encourage your active participation in your child's education. A strong partnership between home and school is vital and greatly benefits the learner as they grow and develop in their educational journey.

By God's gracious provision, we are here to support and assist you in any way we can. Please do not hesitate to reach out to us whenever you need help or have questions.

May the Lord richly bless your efforts and dedication to advancing our educational mission.

History of Del Mar Adventist Elementary School, Inc.

The year 1935 marked a significant beginning for Cagayan Church School, which started with fewer than 20 learners under the guidance of its first teacher, Miss Asuncion Chiu. The school was originally located on Real Street. Three years later, with two teachers, classes were relocated to the Saberola Residence in Puntod, Cagayan, Misamis Oriental. After one year, the school moved again to a semi-permanent building on the site of the present-day campus.

The devastation caused by the war forced the school to temporarily hold classes in Licoan and later at Telegrapo, the former Mindanao Mission Office, until the original school building was renovated and fully restored. In 1962, the school celebrated its first elementary graduation under the name "Del Mar SDA Elementary School."

On July 11, 1966, the primary grades received Government Recognition No. 31, series of 1966. Five years later, on July 6, 1971, the school was granted Government Recognition No. 47, series of 1971, allowing it to offer a complete elementary course. The preschool program was later recognized with Government Recognition No. 257, series of 2003, on September 9, 2003.

The school's name evolved over time—from Del Mar SDA Elementary School to Cagayan de Oro City Adventist Elementary School, and finally to its current name, Del Mar Adventist Elementary School, Inc., with School ID #405208 and SEC Registration #CN201532605.

The pioneering spirit of those early educators and leaders continues to resonate through the years. Today, we carry forward their legacy with passion and dedication, committed to the redemptive mission of the school. Like an unquenchable blaze, we proudly wave the banner of Del Mar Adventist Elementary School until Christ's soon return.

SCHOOL EMBLEMS

PHILOSOPHY

Del Mar Adventist Elementary school believes in the holistic development of a person to be effective and competent in everyday living.

VISION

Envisions to produce God-fearing and excellent learners with basic skills and commendable values for this world and in the world to come.

MISSION STATEMENT

Commission to uphold God's blueprint for education and provide quality education in an Adventist setting empowering learner to develop holistically.

Our Goals (D.E.L.M.A.R.)

1. **D**evelop Christian Character
2. **E**mpower Academic Excellence
3. **L**ive with Purpose and Principle
4. **M**aster Essential Life Skills
5. **A**ppreciate Individuality and Community
6. **R**eplicate Healthy Lifestyles

REALIZATION OF GOALS

D – Develop Christian Character

1. **Daily Devotions and Prayer:** Encourage learners to start and end their day with prayer and Bible reading to deepen their relationship with God.
2. **Service Projects:** Involve students in community outreach or school-based service activities to practice sharing God's love.

E – Empower Academic Excellence

1. **Differentiated Instruction:** Use varied teaching methods to meet diverse learning styles and help each student excel.
2. **Regular Assessments and Feedback:** Provide timely evaluations and constructive feedback to guide learners' academic growth.

L – Live with Purpose and Principle

1. **Ethics and Values Discussions:** Hold regular class talks or reflections on making responsible and moral decisions.
2. **Assign Leadership Roles:** Give students responsibilities that teach accountability and decision-making.

M – Master Essential Life Skills

1. **Problem-Solving Activities:** Incorporate puzzles, group projects, and critical thinking exercises into lessons.
2. **Encourage Independent Learning:** Assign research tasks or self-directed projects to foster creativity and autonomy.

A – Appreciate Individuality and Community

1. **Celebrate Diversity:** Organize cultural days or activities that highlight different backgrounds and talents.
2. **Teamwork Exercises:** Use cooperative learning strategies that require respect and collaboration among students.

R – Replicate Healthy Lifestyles

1. **Health and Wellness Education:** Teach students about nutrition, exercise, and mental health regularly.
2. **Physical Activity Integration:** Schedule daily physical exercises or sports to promote fitness and well-being

STATEMENT OF ACCREDITATION

Adventist Accrediting Association through the COMMISSION ON ACCREDITATION Southwestern Philippine Union Conference, Masterson Avenue, Cagayan de Oro City wards this Certificate of Accreditation to DEL MAR ADVENTIST ELEMENTARY SCHOOL, INC., FOUR-YEAR ACCREDITATION STATUS UNTIL DECEMBER 31, 2028

ADMISSION REQUIREMENTS

Kindergarten

For school year 2025-2026, children who will turn 5 years old from November 1 to December 31 may be considered for kindergarten with completion of an **Early Childhood Development (ECCD) Program** for one school year.

- ✓ ECCD Checklist
- ✓ Certificates of Completion
- ✓ 3 copies PSA Birth Certificate

New Learners

- ✓ School Card
- ✓ Certificate of Good Moral Conduct

- ✓ Certificate of No balance from any private school
- ✓ 3 copies of PSA Birth Certificate.

SCHOOL UNIFORMS



FINANCIAL POLICIES

Tuition Fees

- **Nursery to Grade 4:** PhP 1,191.50 per month
- **Grade 5 and Grade 6:** PhP 1,510.00 per month

Discounts Available

1. SDA Discount

Students who are members of the Seventh-day Adventist (SDA) Church receive a **5 discount** on tuition fees, as their education is subsidized by the Church and the Conference.

2. **Early Full Payment Discount**

Parents who pay the full tuition amount upon enrollment are granted a **10% discount** on tuition fees only.

3. **Sibling Discounts**

To support families with multiple children enrolled, the following sibling discounts apply:

- For families with **four children**, the **fourth child's tuition is free**.
- For families with **three children**, the **third child receives a 50% discount** on tuition fees.
- For families with **two children**, the **second child receives a 5% discount** on tuition fees.

Additional Information

- The total yearly tuition charges, inclusive of applicable discounts, are detailed in the registration form provided during enrollment.

1. Each student is required to pay the general fee or down payment in cash at the time of enrollment.
2. Admission slips are mandatory for attending classes and examinations. Students must secure permits to take examinations at least one day prior to the exam date.
3. A special test fee of PhP 50.00 per subject will be charged, except in cases where valid reasons are provided.
4. Form 137 (student records) will not be released unless all accounts and other financial obligations are fully settled.
5. Students who are officially enrolled and later decide to drop or transfer during the school year are obligated to pay the full tuition fees for the entire school year.
6. Books are sold for cash only. A 5% discount is offered to those who pay the full amount before July 31.
7. Students are responsible for reimbursing the school for any property they damage or destroyed.

ACADEMIC POLICIES

1. Curriculum

The school strictly follows the curriculum prescribed by the Department of Education to ensure quality and standardized education.

2. Grading System

- Students receive a grade for each subject during each of the four grading periods within the academic year.

- The highest possible grade is 100%, and the minimum passing grade is 75%.

2.1 Final Grade

At the end of the academic year, a final grade for each subject will be computed based on the grades from all four grading periods. A student is considered to have passed a subject if the final grade is at least 75%.

2.2 Grade Slips

Grade slips will be distributed two (2) weeks after the completion of examinations. This will occur during the scheduled Teacher-Parent Conference.

3. Attendance

3.1 Attendance Requirement

Regular attendance in all classes is mandatory.

3.2 Absences

In the event of absence, students must submit an excuse letter signed by a parent or guardian to the class adviser.

3.3 Excused Absences

Only absences due to illness or emergencies will be considered excused.

GRADING SYSTEM

1. Academic Excellence Award	Average Grade per Quarter
✓ With Highest Honors (Gold)	98-100
✓ With High Honors (Silver)	95-97
✓ With Honors (Bronze)	90-94
✓ Achiever	85-89 (No grades below 80)
2. Recognition for Perfect Attendance	
3. Humanitarian Award	
4. SwPUC Achievement Test Award	
✓ Union Level- Pinnacle Award	
Grades 1-2	94 and above
Grades 3-4	92 and above
Grades 5-6	88-89.99 and above
✓ Mission/conference Level – Ace Award	

Grades 1-2	92-93.99 and above
Grades 3-4	90-91.99 and above
Grades 5-6	88-89.99 and above
✓ School Level – High-Flyer Award	
Grades 1-2	90-91.99 and above
Grades 3-4	88-89.99 and above
Grades 5-6	85-87.99 and above
Go-Getter Award	80-84.99
Growth Award	75-79.99

SCHOOL BOARD

Chairman:	Edwin G. Indino
Treasurer:	Jemima B. Javier
Secretary:	Caleb O. Cañada
HSA President:	Hazel Glyn Y. Aparicio
Education Promoter:	Beltzasar R. Manuop
Church Pastor:	Renato Cagampang
Elder Representative:	Ruben Flores
Ex Officio:	Uziel R. Cañada, PhD

FACULTY

Nursery:	Ivory C. Raagas, LPT
Kinder Love:	Prudie Rose G. Cabachete, LPT
Kinder Faith:	Harlene R. Asilo, LPT
Grade 1 Diamond:	Cecille B. Azcona, LPT
Grade 1 Ruby:	Alyssa Denise P. Maloloy-on, LPT
Grade 2 Pearl:	Omega Lyn T. Laureano, LPT, MAED
Grade 2 Pearl:	Joelyn S. Asuncion, LPT
Grade 3 Jacinth:	Mary Kris G. Polacas, LPT
Grade 3 Sapphire:	Ramie G. Asuncion, LPT
Grade 3 Spinel:	Neuel May S. Poblacion, LPT
Grade 4 Jasper:	Luda J. Dichos, LPT, MAEDs
Grade 4 Sardonyx:	Irene C. Jemino, LPT
Grade 5 Garnet:	Michael M. Laureano, LPT
Grade 5 Gold:	Gladson Bill N. Cabahit, LPT
Grade 6 Beryl:	Rodem Ben P. Perez, LPT
Grade 6 Chrysolite:	Queth A. Bagas, LPT
Computer Instructor:	Hiawatha Pableo