

**Central
Philippine
Nazarene
College**

College 2025 **Catalogue** 2029

Mentoring Transformational Leaders

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MESSAGE FROM THE PRESIDENT

Formerly Visayan Nazarene Bible College, now Central Philippine Nazarene College, has just crossed the threshold into the 7th decade. For the past 60 years, with the two major cities where the campus has settled, God's providence was evident. There had been shifts in leadership, changes among faculty members, and students come and go.

God's hand was evident in keeping the institution alive as it dealt with bruises brought about by the COVID-19 pandemic. Finances got drained; the number of college students went down. These, however, were not discouraging scenarios. What better way to see the college rise again into life and vibrancy?

God is continually inviting young men and women to full-time Christian ministry. This is our premise - that in doing us in this community, in availing the services and ministries that if offer to you, that you sense His call. This is not an institution to "pass the time" but it is one that gives time to all who come and study.

We are a mentoring institution. We value relationships above all. We believe that mentoring transforms lives through life-to-life discipleship. This is one reason why a number of college faculty member lives in campus.

Our campus is verdant. This is an oasis, a place that is pleasant and is conducive for learning and meditation. The Chapel is at the heart of this school. As you live with us, keep the surroundings tidy and clean. But above all, nourish your relationship and devotion to God the Creator.

We do not only serve the world at large. We serve the church of the Lord Jesus Christ. But as a Nazarene institution, we are magnanimous in our attitude towards others of different religious persuasions. We learn what it is to be a Nazarene without speaking ill of others. Our theology and doctrine are founded on God's love, manifested in the person and work of Jesus, his only Son by whom we have redemption. Thus, we serve the world with this message and acts of love.

In the following pages, you may the written curriculum of the college programs we offer. These had been reviewed, and will be reviewed and be revised. Our professors are adept to the courses they teach. However, everything we do in this campus is the general curriculum. We mentor towards the likeness of Jesus, the loving Savior. And this is the journey we will all take, towards Christlikeness.

Signed:
Dr. Gilbert L. Montecastro
President



I. INTRODUCTION

The Central Philippine Nazarene College (CPNC) is an official institution of the Church of the Nazarene dedicated to the pursuit of academic excellence, Christian formation, and holistic education. As a Christ-centered institution of higher learning, CPNC is committed to preparing students to become transformational leaders who embody faith, knowledge, character, and service to both the church and society.

Through this catalogue, the College presents its academic programs, institutional policies, and student services, affirming its commitment to nurture competent professionals, responsible citizens, and faithful disciples who will contribute to the transformation of the church, the nation, and the world.

II. HISTORICAL STATEMENT

Central Philippine Nazarene College, formerly Visayan Nazarene Bible College, is an institution owned and operated by the Church of the Nazarene, Philippines, Inc. and by the Division of World Mission with international headquarters in Kansas City, Missouri. The College came into existence in 1964 as a regular two-year Bible College under the direction of Rev. and Mrs. Stanley and Flora Wilson. The first campus was in Iloilo, purchased in 1962 under the leadership of Rev. and Mrs. Roy and Erna Copelin.

In 1973, the four-year degree program was completed as the first, degree candidates were graduated. In 1975, the administration and classroom building were erected. In 1977, the five-year bachelor's degree program was offered to enable the Bible College students to qualify for the Nazarene graduate-level seminary.

In the January 1985 meeting of the Board of Trustees, it was decided to move the College from Iloilo City to Cebu City. Since Cebu is the center of the Visayas area, it was hoped that it would bring more students from Samar, Leyte, and Mindanao areas. The move was also made to expand the facilities of the College to handle 300 to 500 students.

The move took place in 1986. The school year 1986-87 was completed using the Mabolo District church facilities for classrooms, ladies' dormitory, and offices, while a three-story building along de la Montana Street was rented for men's dormitory. The College gained the highest student population in its first year in Cebu – a realization of the goal of expanding the college ministry in the Visayas and Mindanao fields.

Through the leadership and concerted efforts of Rev. Kyle Greene and Rev. Roy Copelin, and with the guidance of God, a 1.2-hectare property owned by the Ouano family was purchased in January 1986. Several Work and Witness teams from different parts of the United States of America came to help build the edifices. This property is now the site of the Administration Building, Chapel, Dormitories, Philippine Mission Extension office, Canteen, HELE and Science Laboratory, Faculty Room for the preschool and Elementary, Staff House, Ward Building, Cafeteria, and Student Center, and an open basketball court.

Many changes and improvements have been made by the College under the able leadership and dedication of the following:

Rev. and Mrs. Stanley and Flora Wilson	1964-68;71-74;76-79
Dr. and Mrs. Wilfredo and Lourdes Manaois	1975
Rev. and Mrs. Denny and Betty Owens	1979-1980



Rev. and Mrs. Florencio and Evelyn Angeles	1980-82
Rev. and Mrs. Alvin and Bette Orchard	1982-84;
Rev. and Mrs. Roy and Erna Copelin	1986-1987
Dr. Julie Macainan – Detalo	1985,1987-2010 (President)
Rev. and Mrs. Jerry and Ely Tingson (OIC)	2010-2011
Dr. and Mrs. Inocencio Jr. and Adelma Cabantug	2012-2014
Rev. Stephen Gualberto (OIC)	2015-2016
Dr. and Rev. Larnie Sam and Annabelle Tabuena	2017-2021
Mrs. Annie Jean L. Montecastro (OIC)	2021-2022
Dr. Gilbert and Dr. Merlita Montecastro	2022- present

With its hope to connect with the people around the area and to fulfill its mission, the Basic Education was realized. The preschool was established in 1991, the Elementary in 1998, Junior High in 2006, and Senior High in 2015. This enabled the College to build a strong relationship with the surrounding community where most of the students live, as well as served as a laboratory for our Theology and Religious Education students.

In 1998, the Bible College received its permit to operate from the Commission on Higher Education and full recognition in 2000 for the two-degree programs, Bachelor of Arts in Theology major in Pastoral Ministries and Bachelor of Arts in Religious Education major in Pre-school Education/Administration. Accreditation for the degree programs was also granted by PABATS (Philippine Association of Bible and Theological Schools) in 1995.

In its 60 years of operation, VNBC, now CPNC, has graduated a total of 155 Bachelor of Arts in Theology, 142 Bachelor of Theology, 155 Bachelor of Arts in Religious Education, 13 Bachelor of Religious Education, and 49 Pastoral Leadership Diplomas previously known as the Christian Workers Diploma. The majority of these graduates are actively involved in full-time pastoral work and educational ministries in the Visayas, Mindanao, and Metro Manila districts. Some are serving the Lord as pastors in the United States, New Zealand, and others as missionaries in other Asian countries like Cambodia, Vietnam, Japan, Korea, and Thailand.

In 2021, VNBC's name was changed to CPNC, Central Philippines Nazarene College. CPNC is envisioned to be the center of ministry training and Christian education, mentoring every generation of transformational leaders here and beyond.

As we celebrate the 60th Founding Anniversary of CPNC in 2024, we also honor the rich history and legacy of the past, recognize the commitment and dedication of the present, and look forward to reflecting the brilliance and transformation of the generations now and in the future.



VISION STATEMENT

A leading institution of excellent Christian education and creative interdisciplinary integration.

MISSION STATEMENT

Mentoring every generation of transformational leaders through quality holistic education and exemplary Christ-centered life that influence the church and the global community.

CORE VALUES

Christlike Character (Being)
Academic Excellence (Knowing)
Transformational Leadership (Doing)
Creative Wisdom (Living)

COLORS

Royal Blue and Golden Yellow
Signifying the sovereignty of Christ.

BIBLICAL TEXT

II Timothy 2:15 (KJV)

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”

MOTTO

Mentoring Transformational Leaders

STATEMENT OF BELIEF

Central Philippine Nazarene College is an official institution of the Church of the Nazarene. Both the curriculum and teaching are guided by the Agreed Statement of Belief of the Church of the Nazarene (Manual, para.20):

That there is one God the Father, Son, and the Holy Spirit.
That the Old and New Testament Scriptures, given by plenary inspiration, contain all truths necessary to faith and Christian living.
That humanity is born with a fallen nature, and is, therefore, inclined to evil, and that continually.

That the finally impenitent are hopelessly and eternally lost.
That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.

That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.

The Holy Spirit bears witness to the new birth and also to the entire sanctification of believers.

Our Lord will return, the dead will be raised, and the final judgment will take place.



III. STRATEGIC OBJECTIVES

- To strengthen, diversify, and expand academic programs on and off campus,
- To become up to date with technological developments that will help CPNC accomplish its mission,
- To provide a secure financial system for student assistance, capital projects, academic programs, and personnel,
- To improve students' services, programs, activities, facilities, and resources as they relate to the quality of student life,
- To mentor the entire campus community for a lifestyle of ministry and mission for transformational leadership,
- To identify CPNC as a resource center for spiritual renewal, leadership training, and ministry development of pastors and laity in the local church,
- To develop a well-trained, service-oriented faculty and staff committed to providing students with quality Christian education,
- To proactively identify possible partnerships with institutions and agencies regarding mutually beneficial academic and administrative partnerships,
- To recruit, enroll, and retain a student body of at least 1000 (for all departments) by the year 2025.
- To ensure the financial viability of CPNC through sound principles of financial management.

IV. PHILOSOPHY OF EDUCATION

The mission of Central Philippine Nazarene College is best accomplished through God-prepared students, God-empowered mentor-educators, relevant curricular programs, and proactive, responsible partnerships with its stakeholders.

Education in CPNC is at its best when students are motivated by a clear sense of calling to serve God and to pursue excellence in all their endeavors; when teachers have a strong sense of mission to mentor the lives of students through competent skills and Christian modeling; and when the environment is healthy, supportive, and conducive to learning.

The college program is the missional priority of CPNC, with the basic education laboratory schools operating primarily as support institutions with mutual sharing of resources as follows:

Curriculum	The laboratory provides an accessible venue for evangelistic exposure and field education of college students.
Faculty	The faculty of the laboratory serves as a resource faculty to the Education Degree Program of the college.
Finance	The income generated by the Laboratory is a vital component of the college's total operational funds.
Facilities	The facilities designated for laboratory schools are limited to an optimal and practical enrollment size to ensure a quality teaching and learning experience.
Governance	Policy and decision-making for the operation of the laboratory schools are centrally administered.

The ministry for CPNC ministerial graduates goes beyond the concept of employment but a God-directed mission wherever God strategically positions them.

CPNC values quality education through accreditation as a means of stimulating and accelerating the institutional growth and development for relevance and effectiveness.



V. RECOGNITION AND ACCREDITATION

Central Philippine College is granted a permit to offer BACHELOR of ARTS in THEOLOGY and BACHELOR of ARTS in RELIGIOUS EDUCATION degrees by the Commission on Higher Education.

Likewise, the Bureau of Immigration granted Central Philippine College the AUTHORITY TO ACCEPT FOREIGN STUDENTS for both the Department of Education and the Commission on Higher Education. (On the process for the change of name, VNBC-CPNC).

VI. ACADEMIC POLICIES

ADMISSION

A student who graduates from the Senior High School level of education from the Department of Education shall be eligible for admission to any degree program.

A student may enroll after the lapse of the registration period specified in the approved school calendar, and be admitted in accordance with the reasonable rules for late enrollment, but shall not exceed two (2) weeks after the opening of classes.

No student shall be accepted for enrollment unless he/she presents the proper school credentials, on or before the end of the enrollment period for the school term.

All students are required to take an assessment for English and Bible Content subjects for validation and evaluation. These tests are given at the beginning of each semester, during Registration week.

A student is deemed officially enrolled after he/she has submitted appropriate admission requirements or transfer credentials, made an initial payment of tuition and other fees to the institution.

ADMISSION PROCEDURES

Students who desire to enroll at CPNC must submit the following:

New Students

- Application form
 - Recommendations from the Pastor, District Superintendent,
 - and two (2) lay members of the local church board
- Form 138 (High School Report Card)
- TOR (Transcript of Records) from those who have started College from other schools
- Honorable Dismissal or Transfer of Credentials
- Certificate of Good Moral
- Birth Certificate (PSA Authenticated)
- 2 copies of a 1'x1' photo
- Recent Medical Certificate
- Registration Fee – P1,500.00

Returning Students

- Recommendations from the Pastor, District Superintendent
- Narrative Report of the Summer Ministry involvement certified by the Pastor
- Recent Medical Certificate
- Registration Fee – P1,500.00



International Students

In addition to the above requirements, international student applicants should contact the Registrar for current visa guidelines.

- International Students should prepare:
 - Two Original, Official Transcript of Records from previous school(s) (One for the Registrar and one for the Bureau of Immigration)
- After arrival in the Philippines, you will need to complete the following:
 - A Health exam from the Bureau of Quarantine
 - National Intelligence Coordinating Agency (NICA) clearance.
 - Application process for converting to a student visa.

SCHEDULE

School Year

The academic year consists of 36 weeks and is divided into two semesters of 18 weeks each. There is a two-week break between semesters. Sixteen weeks are given to the regular class sessions, one is for reading and research, and the last week is for final examinations. Summer modules are also held and are conducted Monday through Friday.

Suspension of Classes

National and local holidays are observed per declaration. In addition, classes will not be held when typhoon signal three (3) is in effect or when there is a declaration from the local government unit. Other natural conditions that prevent a student from attending classes, he/she is responsible for all class work missed.

Semestral Dates

LAST DATE to change, **AUDIT**, **DROP**, or **ADD** a course is the Friday of the second week of class. The **LAST DATE TO FILE FOR AN INCOMPLETE IS** Friday before Reading and Research Week. (Note the Incompletes are given only in cases of emergency and must be approved by the course Professor and the Academic Dean.)

DUE DATE is the Friday of the sixteenth week of the semester @ 5:00 p.m. No work submitted after this time will receive full merit.

LATE WORK. Professors set their own policies regarding late work within the semester. Students should clarify with each professor on this matter at the beginning of each semester.

INSTRUCTIONAL POLICIES

Student Course Load

The subject load shall be in accordance with the approved curriculum for each degree program. Reasonable exceptions may be permitted, taking into account the best interests of the student and the objectives of the educational system. A normal full-time load is 26 credit hours for the entire academic semester.

As a general rule, a student shall not be permitted to take any advanced subject until the prerequisite subject/s are satisfactorily passed. However, a student may be allowed to take advanced classes under the following conditions:

1. When the prerequisite is a repeated course
2. When the student has superior academic standing
3. When the student is graduating at the end of the school term and
4. When it is approved by the Academic Dean or any authorized academic official



Excesses or Overload

Upon the discretion of the institution, a graduating student may be allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term.

Cross Enrollment

A student may be permitted to cross-enroll in another institution in a subject load not normally offered during that particular term, only under the circumstances as follows:

- 1) When the desired subject/s are not offered by the institution, the student is enrolled In, during the term of the requesting student's enrollment
- 2) When the subject/s are offered, but the schedule conflicts with the requesting Student's other class schedule

Directed Studies

A directed study is a course in the existing curriculum conducted outside the normal classroom setting to help a student meet a graduation requirement that could not be scheduled otherwise. The following guidelines apply:

- 1) The subject must be required for the student's graduation
- 2) The student must be unable to take the course when the class is normally scheduled
- 3) The directed study class must be approved by the professor and the Academic Committee
- 4) Taking directed study courses is possible only after completion of at least one half of the total subjects in a student's program
- 5) A syllabus with specific requirements and a course outline must be submitted to the Academic Dean's Office by the professor at the time of registration
- 6) The course must be completed within the semester
- 7) No more than six (6) units will be taken in this fashion.
- 8) No THEOLOGY courses can be taken as Directed Study.

Supervised Ministry Engagement

Supervised Ministry Engagement (SME) provides the means by which students develop a ministerial identity and acquire skills for ministry while serving Christ and His church.

SME provides supervised settings in which students-in-training can practice, explore, and reflect upon the supervisor of ministry. Through working with people in real situations of Christian service, the student is exposed to opportunities for developing competence in different Christian ministries. To ensure quality SME experiences, students will be assigned to approved ministry sites by the Director of the Supervised Ministry Engagement.

A total of four credit units are required for graduation. These are divided into four one-unit course per semester. SME courses will be taken on the 3rd – 6th semesters of the degree program so that students will have acquired biblical, historical, theological and theoretical foundations for ministry.

Course Titles are as follows:

Supervised Ministry Engagement I
Supervised Ministry Engagement II
Supervised Ministry Engagement III
Supervised Ministry Engagement IV

Evangelism
Discipleship
Church Planting
Church Administration



Student Absences

All students are expected to attend class regularly, and the reasons for any exceptions to this must be made in writing to the Academic Dean. Excused absences include illnesses (for which the student should secure a note from a doctor or the school nurse) or a death in the immediate family. Professors may recommend to the Academic Dean that a student be withdrawn from a course if it is considered that the student has been absent excessively. When a student is absent for 9 hours of the class, he/she will receive a failing grade for the course.

Professors have the right to request additional work for any of the sessions missed by the excused students.

Changes in Registration

- Adding and dropping of subject(s) will be allowed only within the first two weeks of classes after enrollment. Approval of the Instructor and Academic Dean is required.
- Passing Withdrawal PW (that is, passing without credit and will not count for GPA computation) is allowed within the approval of the Instructor and the Academic Dean and must be within the 8th week of the semester.
- Students withdrawing after the 8th week of instruction will receive a Failing Withdrawal FW (that is no credit and counted as a failure in the GPA computation) unless the Academic Committee approves the reason for withdrawal.

Student Classifications	ABRE	ABTH
Freshmen	52 credit units	52 credit units
Sophomore	106 credit units	100 credit units
Junior	156 credit units	135 credit units
Senior	174 credit units	150 credit units

Transcript and Records

Personal information about a student is not released without the written consent of the student. Transcripts are released only upon the written authorization of the student. All accounts with the school must be paid before such a release can be made.

Withdrawal from the College

Withdrawal from the school during the Academic year must be made in writing to the Registrar's Office. Failure to do this may result in failing grades in the student's present courses. To receive an honorable dismissal from VNBC, the student must have settled all financial obligations and have a record of satisfactory conduct. In the event of justifiable withdrawal, a refund of tuition will be granted as follows:

1 – 3 weeks	80%
4 – 6 weeks	75%
7 – 9 weeks	60%



Examination Policies

Class examinations must be taken on time unless there are medical or authentic emergency reasons, such as death in the immediate family.

Mid-Term and Final examinations are to be taken at the time announced by the Academic Dean's Office unless previous arrangements have been made and permission granted through both the professor of the course and the Academic Dean. Major examinations may be rescheduled by petition to the Academic Dean, two weeks in advance of the examination period. Rescheduling merely for personal convenience will not be granted. If an emergency prevents a student from taking the examination, arrangements by the Academic Dean may be made with the instructor for taking the examination at an alternative hour.

Students must present a **PERMIT TO TAKE EXAM** to each professor before taking the major examinations.

GRADING SYSTEM

Basis for Grading

The final grade or rating given to a student should be based solely on his/her scholastic performance in any subject/course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed, provided that the adjustment is relevant to the subject/course content and requirement. Any final grade given to a student may be reviewed.

Requirements for Promotion

The promotion of a student from any curricular or component subject/course of a degree program towards graduation shall strictly comply with the conditions or requirements as follows:

- A student shall be given the necessary academic credits toward the completion of, or graduation from a degree program, provided that he/she has enrolled in the program, has satisfactorily complied with the admission requirements, has faithfully and regularly attended classes, and has acquired the expected proficiency required in the curricular or component subject/course.
- A student shall be promoted or permitted to enroll in advanced or specialized subjects, provided that he/she has satisfactorily passed the basic and pre-requisite subject(s).
- A student shall earn academic credits for promotion towards graduation, provided that he/she garners a final grade of at least seventy-five percent (75%) or its equivalent in curricular or component courses, as determined by proper institutional authorities on academics. The scholastic records of every student for each academic term shall be filed with the institution until the close of the next academic term, for reference or examination in case of any grievance or complaint.

Requirements for Grading

- No provisional, conditional, or temporary final grade for any curricular or component course shall be given to a student.
- In case a student fails to take the final examination or submit an academic requirement for completion of a subject/course, and that his/her scholastic performance is not sufficient to merit a final passing grade, an institution may, consistent with its academic policies, give the student a final grade that does not earn any academic credit nor indicates failure, such as "NC" for "No Credit" or "NG" for "No Grade".



- Such a grade is permanent and cannot be subsequently changed. Provided, however that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as sickness, emergency, or accident, the student may be given an incomplete mark or “INC.” Provided further, that the institution allows special or completion examinations or additional time for compliance of the requirements. In no case shall an incomplete or “INC” mark remain for more than one (1) academic year.

Grading System

The following numerical grades are used for final course marks and for the permanent record:

Percentage	Grade	Description
98–100	1.00	Excellent
95–97.9	1.25	Outstanding
92–94.9	1.50	Very Good
88–91.9	1.75	Good
85–87.9	2.00	Satisfactory
83–84.9	2.25	Fairly Satisfactory
80–82.9	2.50	Fair
78–79.9	2.75	Pass
75–77.9	3.00	Pass
74 –below	5.0	Failed
Drpd.		Dropped
W		withdrawn with Official Notice
INC		Incomplete

Failure. Indicates failure to do satisfactory work and also means loss of credit in the course.

Incomplete. Means that the course requirements were not completed. Incomplete grades will be given only in cases of emergencies (e.g., death in the family, hospitalization). A request for an incomplete should be made in writing to the Academic Dean on Friday before the final exam schedule. The faculty, in consultation with the professors, will approve or disapprove the request in writing, with a copy of the response forwarded to the professors involved. A period of eight weeks of the next semester is given to complete the work. Failure to comply within the given period will automatically receive a failing grade. In no case shall an incomplete or INC remain for more than one (1) academic year.

Audit. Enrollment and participation in the course. Students are expected to attend classes, but are not required to submit assignments or take tests. No credit granted.

Repeating Classes

If a course in which failure has occurred is repeated and successfully passed, only the new grade will be used in calculating the grade point average (GPA), though the original grade remains on the transcript.

Academic Probation

In an effort to give the student added incentive to apply himself to his/her schoolwork, the following policy has been set:

1. If a student’s GPA at the end of the semester is below 75%, he/she will be placed on academic probation.
2. Academic probation is for the duration of the next semester.



3. When a student is on Academic Probation:
 - a) He/she will not be allowed to take more than 18 units
 - b) He must achieve a GPA of 75% or better during the semester of Probation
4. If a student who is on Academic Probation fails to bring his/her GPA above 75% he/she will receive one one-semester suspension.
5. If a student on Academic Probation has a GPA of 75% or better at the end of his/ semester of probation, he/she will, at the discretion of the Academic Dean, be removed from probation and may continue his studies as usual.
6. Failure in two (2) subjects for three (3) academic terms would mean removal from the degree program.

GRADUATION

The Board of Trustees, upon the recommendation of the faculty, reserves the right to deny a degree if, in their estimation, the student does not show character and personality traits that indicate readiness for Christian ministry.

A graduation application must be filed at the beginning of the 2nd semester in which students expect to complete their course of study.

For graduating students, all coursework, including remedial requirements and work from incomplete grades, must be submitted on the semester's Due Date.

Holiness Sermon Delivery - All graduating students of the ABTH degree program preach a holiness sermon on the last semester of their final year.

Position Paper Presentation - All graduating students of the ABRE degree program present a position paper in the last semester of their final year.

GUIDELINES IN THE SELECTION OF HONOR STUDENTS

1. Students who are candidates for graduation with honors must have completed 100% of the total units required for graduation, and must have been in continuous full-time residence.
2. No student who has a lower than 2.0 in any subject can graduate with honors.
3. To qualify for the ranking of honors, a student must have at least a general weighted average in all subjects of 1.75, with no grade below 2.0 in all subjects except NSTP.
4. The student must have conducted himself in conformity with the standards, rules, regulations, and policies of the school.
5. The selection of honor students shall be deliberated upon by a committee composed of advisers of the graduating students, the Department Dean, and the Registrar.

The following cumulative GPA requirements apply to students graduating with honors for degree courses:

HONORS	GPA	1 st - 3 rd Year
Summa Cum Laude	1.24 – 1.00 (no grade below 1.5)	President's List
Magna Cum Laude	1.49 – 1.25 (no grade below 1.75)	Dean's List
Cum Laude	1.75 – 1.50 (no grade below 2.0)	Honor's List
Honorable Mention	2.00 – 1.76	
With Excellent Distinction	1.25 – 1.00	
With Marked Distinction	1.50 – 1.24	
With Distinction	1.75 – 1.44	
Honorable Mention	2.00 – 1.74	



Grades in all subjects in the program enrolled in the school shall be considered in the computation of the GPA. For transferee students, their grades in the previous school/s will also be included.

Graduation Honors

The policy and criteria shall be made known to students and parents.

- a) A candidate for graduation should complete a minimum of 75% of the required Subjects of the program in the institution that will award the degree or diploma;
- b) The appropriate graduation honors and the prescribed final average rating in any subject for the entire duration of the program or course, shall be:

Honors	Final Average Rating
Summa Cum Laude	1.25 – 1.00 or 97.9% - 100%
Magna Cum Laude	1.5 – 1.24 or 94.9% - 97.8%
Cum Laude	1.75 – 1.49 or 91.9 % - 94.8%

The institution reserves the right to grant honors to graduating ministerial students who have been disciplined for gross misconduct and infraction of school policies.

VII. ACADEMIC AWARDS AND SCHOLARSHIPS

Students' current fees are available through the Business Office. The fees represent only a small part of the actual costs of education at CPNC. Gifts and financial assistance from the General Budget of the Church of the Nazarene, contributions from Alabaster funds, endowments, and money raised by the President and partners of the institution make up most of the funding of the school. Students are encouraged to be aware of the tremendous subsidy their education receives from the Church of the Nazarene and other partners. However, general funds and special funds can be availed by Non-Nazarene students.

Scholarship Program

The Scholarship Program aims to support students with financial assistance to enable them to enjoy the life-changing Christian and academic experience at CPNC.

Financial aid will be awarded according to the guidelines established by the Scholarship Committee, ensuring fairness for all students. This approach also honors the commitment made to our donors and the funds raised by the Bible College.

Academic Awards

Academic awards are granted to all students who meet the requirements set for the said awards:

- 85% Grade in English and Bible Content Examinations
- Recommended by the Pastor and the District Superintendent
- GPA of 85% upon entry to CPNC
- Exemplary Christian Life and Ministry Involvement in the Local Church

President’s List AWARD is awarded to full-time students who earn a grade point average of 96.9% to 100% in one semester. This award will be applied to the student’s account in the semester following (excluding the summer session), in which the student is enrolled.

A Dean’s List AWARD is given to a full-time student who has a semestral grade of 93.9% to 96.8%. This AWARD will be applied to the student’s account in the semester following (excluding summer session), in which the student is enrolled.



An **Honor's List AWARD** is awarded to full-time students who earn a grade point average of 89% to 93.8%. This award will be applied to the student's account in the semester following (excluding summer session), in which the student is enrolled.

FINANCIAL INFORMATION

Student current fees is available through the Business Office. The fees represent only a small part of the actual costs of education at CPNC. Gifts and financial assistance from the General Budget of the Church of the Nazarene, contributions from Alabaster funds, endowments, and money raised by the President and partners of the institution make up most of the funding of the school. Students are encouraged to be aware of the tremendous subsidy their education receives from the Church of the Nazarene and other partners. However, general funds and special funds can be availed by non-Nazarene students.

VIII. DESCRIPTION OF PROGRAMS AND DEGREES

Christian Leadership Certificate (CLC)

This certificate is designed for those who want deeper training in the Bible, theology, or ministry. It may be earned after completing 12 courses (36 credits; one-half of the Nazarene Course of Study). All the courses in this certificate are applicable to the Certificate of Ministry and have the same outcomes and expectations. In many cases, students will want to continue in their studies to complete the Certificate of Ministry below and seek ordination.

Pastoral Leadership Diploma (PLD)

This Diploma is a three-year full-time or six-year part-time program of study that fulfills the educational requirements for ordination as an elder or deacon in the Church of the Nazarene. The program has 24 courses for a total of 72 credit units. The program is validated for ordination within the Church of the Nazarene but will not be accredited by any agency or recognized by the Philippines Commission on Higher Education. The program is designed for those who did not finish high school or simply want to seek credentialing in the Church of the Nazarene.

AB Religious Education (ABRE)

A four-year degree program designed to develop and prepare students for nurturing ministries in the local churches or Christian educational agencies. Graduates of ABRE can teach in private or public schools.

AB Theology

A four-year degree program designed to equip students with the balanced training of academic, biblical, and theological study, evangelical spirituality, and competencies expressed through church ministry skills, theological contextualization, and the ability to communicate well the truths of the Christian faith. Requirements for ordination in the Church of the Nazarene are met through this program.



AB Theology in Pastoral Ministry

Curriculum Year 2025

CMO No.26, s.2017

FIRST YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
GE 1	Art Appreciation	3	GE 6	Mathematics in the Modern World	3
GE 2	Contemporary World	3	GE 7	Purposive Communication	3
GE 4	Understanding Self	3	GE 8	Science, Technology & Society	3
GE 10	Religious, Religions & Spirituality /CF10	3	GE 9	The Life & Works of Rizal	3
GE 11	Philippine Popular Culture	3	IS10	Evangelism and Discipleship	3
GE 12	Great Books /B10 Introduction to the Bibl	3	LE10	Principles of Leadership	3
NSTP 1	Civic Welfare & Training Service 1	3	NSTP2	CWTS 2 (PR20 Community Engagement)	3
PATHFIT 1	Physical Fitness & Self-Testing Activities	2	PATHFIT 2	Rythmic Activities	2
CE10	Christian Education	3	THIN 1	Church Music	3
TOTAL		26	TOTAL		26
SECOND YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
BS15	Hermeneutics	3	GE3	Readings in Philippine History	3
H10	Church History 1	3	H20	Church History 2	3
H25	Nazarene Identity	3	NT23	Acts & Pauline Epistles	3
OT 21	Pentateuch	3	PATHFIT 4	Sports, Martial Arts, Outdoor & Adventure Activities	2
PATHFIT 3	Dance & Recreational Activities	2	PM11	Homiletics	3
PM 20	Theology of Ministry	3	THIN 4	Field Education 2	1
THIN 3	Field Education 1	1	T22	Foundational Theology 2	3
T21	Foundational Theology 1	3	T40	Doctrine of Holiness(The Call to Holiness)	3
GK10	Foundations of Biblical Greek	3	HB10	Foundations of Biblical Hebrew	3
TOTAL		24	TOTAL		24
THIRD YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
GE 5	Ethics with Peace Education	3	IS20	Mission to the World	3
NT21	The Four Gospels	3	IS30	World Religion & Apologetics	3
THIN 7	Biblical Preaching	3	THIN2	Family Life	3
PM12	Theology & Practice of Worship	3	THIN6	Field Education 4	1
THIN 3	Field Education 3	1	OT24	The Prophets	3
THIN 8	Guidance & Counseling	3	T23	Foundational Theology 3	3
IS40	Church Planting & Church Growth	3			
TOTAL		19	TOTAL		16
FOURTH YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
THIN 9	Theological Research Research 1	3	THIN 10	Theological Research Research 1	3
THIN 12	Entrepreneurial Minds	3	THIN 11	Ministry Internship	6
TOTAL		6	TOTAL		9



AB Religious Education

Curriculum Year 2025

CMO No.20 s.2013, CMO No. 75 s.2017

FIRST YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
GE 1	Art Appreciation	3	GE 6	Mathematics in Modern World	3
GE 2	Contemporary World	3	GE 7	Purposive Communication	3
GE 4	Understanding Self	3	GE 8	Science, Technology & Society	3
GE 10	Religious, Religions & Spirituality /CF10	3	GE 9	The Life & Works of Rizal	3
GE 11	Philippine Popular Culture	3	IS10	Evangelism	3
GE 12	Great Books /B10 Introduction to the Bible	3	LE10	Principles of Leadership	3
NSTP 1	Civic Welfare & Training Service 1	3	NSTP 2	Civic Welfare & Training Service 2/ Community Engagement)	3
PATHFIT 1	Physical Fitness & Self-Testing Activities	2	PATHFIT 2	Exercised- Based Fitness Activities	2
CE10	Christian Education	3	THIN1	Church Music	3
TOTAL		26	TOTAL		26
SECOND YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
BS15	Hermeneutics	3	GE 3	Readings in Philippine History	3
H10	Church History 1	3	H20	Church History 2	3
H25	Nazarene Identity	3	NT23	Acts & Pauline Epistle	3
PATHFIT 3	Dance & Recreational Activities	2	PATHFIT 4	Sports, Martial Arts, Outdoor and Adventure Activities	2
PM20	Theology of Ministry	3	PM11	Homiletics	3
REP 2	Child, Adolescent Learner & Learning Principles	3	REP 3	Technology for Teaching & Learning	3
THIN 3	Supervised Ministry Engagement 1	1	THIN 4	Supervised Ministry Engagement 2	1
T21	Foundational Theology 1	3	T22	Foundational Theology 2	3
REP17	CE for Children	3	T40	Doctrine of Holiness (The Call to Holiness)	3
TOTAL		24	TOTAL		24
THIRD YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
GE 5	Ethics with Peace Education	3	REP 6	Assessment of Student Learning 2	3
NT21	Four Gospels	3	REP 8	The Teacher & School Curriculum	3
REP 4	Facilitating Learner-Centered Teaching	3	REP 9	Building & Enhancing New Literacies Across Curriculum	3
REP 5	Assessment of Student Learning 1	3	REP 10	Foundations of Special & Inclusive Education	3
REP 14	The Teaching Profession	3	REP 11	Foundations Of Values Education	3
THIN 5	Supervised Ministry Engagement 3	1	REP7	Field Study 1	3
THIN 8	Guidance & Counseling	3	THIN 2	Family Life	3
REP18	CE for Youth	3	REP19	CE for Adult	3
THIN 13	Child Church & Mission	3	THIN 6	Supervised Ministry Engagement 4	1
TOTAL		25	TOTAL		25
FOURTH YEAR					
1ST SEMESTER			2ND SEMESTER		
CODE	COURSE DESCRIPTION	UNITS	CODE	COURSE DESCRIPTION	UNITS
REP13	The Teacher, The Community School, Culture & Organization Leadership	3	REP 16	Teaching Internship	6
REP 8	Field Study 2	3	THIN 10	Theological Research/Religious Education Research 2	3
REP 15	Issues & Trends of Education	3			
THIN 9	Theological Research/Religious Education Research 1	3			
THIN 12	Entrepreneurial Minds	3			
TOTAL		15	TOTAL		9



GENERAL EDUCATION COURSES (36 units)

GE1 Art Appreciation (3 Units)

Nature, function, and appreciation of the arts in contemporary society.

GE2 The Contemporary World (3Units)

Globalization and its impact on individuals, communities and nations, challenges and responses.

GE3 Readings in Philippine History (3 Units)

Philippine History viewed from the lens of selected primary sources of different periods, analysis and interpretation.

GE4 Understanding the Self (3 Units)

Nature of identity; factors and forces that affect the development and maintenance of personal identity.

GE5 Ethics with Peace Education (3 Units)

Principles of ethical behavior in modern society at the level of the person, society and in interaction with the environment and other shared resources. It also integrates the foundations of peace education, emphasizing respect for human dignity, nonviolent conflict resolution, social justice, and the promotion of a culture of peace in personal and collective life.

GE6 Mathematics in Modern World (3 Units)

Nature of Mathematics, appreciation of its practical, intellectual and aesthetic dimensions, and application of mathematical tools in daily life.

GE7 Purposive Communication (3 Units)

Writing, speaking and presenting to different audiences for various purposes.

GE8 Science, technology and Society (3 Units)

Interactions between science and technology and social, cultural, political, and economic contexts which shape and are shaped by them; specific examples throughout human history and scientific and technological developments.

GE9 Life and Works of Rizal (3 Units)

It is the study of the life, works and writings of Dr. Jose P. Rizal. An analysis of his major works and writings and the implications derived for the student's life to instill love for God, country and fellowmen.

GE10 RELIGIONS, RELIGIOUS EXPERIENCES, AND SPIRITUALITY (3 units)

Role and impact of religions and spirituality on human history and personal life.

GE11 PHILIPPINE POPULAR CULTURE (3 units)

New forms in art, music, and literature arising from opportunities and demands of mass audiences, markets and mass media, and their social, economic, and political contexts.

GE12 GREAT BOOKS (3 units)

It develops students' ability to appreciate, analyze, and interpret the Scriptures. It is a survey of the Bible as a collection of sacred writings spanning thousands of years, written in diverse literary forms and genres.



CHED MANDATED COURSES (14 Units)

NSTP1 CIVIC WELFARE TRAINING SERVICE 1 (3 units)

The Civic Training Welfare Training Service (CWTS) as a component of the National Service Training Program (NSTP) is a course designed to help both male and female students to understand, appreciate and eventually live by the basic concepts of the Student's Transformation and Enrichment for Truth (STET) with the end in view of empowering them in becoming a potent resource for community development.

NSTP2 CIVIC WELFARE TRAINING SERVICE 2 (3 units)

The Civic Welfare Training Service (CWTS) 2 is a sequel to CWTS 1. It is designed to immerse students in activities that will arm them with the capability to contribute to the upliftment of the general welfare and quality of life for the members of the community and enhancement of its facilities especially those that are devoted to improving the health, environment, entrepreneurship, safety, recreation, and moral of the citizens.

PATHFIT1 MOVEMENT COMPETENCY TRAINING (2 units)

This course reintroduces the fundamental movement patterns that consist of non-locomotor and locomotor skills, which are integrated with core training to meet the demands of functional fitness and physical activity performance. Emphasis will be on exercise regress and progression for the enhancement of fitness and the adaptation of movement competencies to independent physical activity pursuits. In conjunction with fitness and wellness concepts, exercise, and healthy eating principles, periodic evaluation will be conducted of one's level of fitness and physical activity, as well as eating patterns to monitor one's progress and achievement of personal fitness and dietary goals.

PATHFIT2 EXERCISE-BASED FITNESS ACTIVITIES (2 units)

This course builds on the foundation of motor skills achieved through core training. It will provide experiences in a variety of exercise programs for the purpose of maintaining and enhancing cardiorespiratory and Musculoskeletal fitness (i.e., core stability, muscle strength, endurance, and power). It includes speed and agility training with a focus on body coordination and balance. In conjunction with fitness and wellness concepts, exercise and healthy eating principles, learners will be able to enhance their fitness through goal setting and application of the exercise principles (i.e., frequency, intensity, time, type, progression, and volume); adapt their movement competencies to independent physical activity (PA) pursuits and periodically evaluate their PA and eating patterns to monitor their progress and achievement of personal fitness and dietary goals.

PATHFIT3 CHOICE OF DANCE, SPORTS, MARTIAL ARTS, GROUP EXERCISE, OUTDOOR AND ADVENTURE ACTIVITIES (2 units)

This course offers various activities. It involves the fundamental techniques of these activities. Through skills training, exercise drills, game play, and independent or self-directed Pas, fitness levels will be enhanced. In conjunction with this, fitness levels, PA participation, and dietary/eating patterns are evaluated to monitor one's progress and achievement of personal fitness and dietary goals.

PATHFIT4 DANCE, SPORTS, MARTIAL ARTS, GROUP EXERCISE, OUTDOOR AND ADVENTURE ACTIVITIES (2 units)

This course covers the same type of activities as PE 3 above.



CORE COURSES (72 UNITS)

B10 INTRODUCTION TO THE BIBLE (3 units)

This course explores the story of God in the Bible as the greatest book ever written. Students learn the major points of this story. The course highlights the key themes of the Bible, such as creation, covenant, Messiah, and the mission of the church. The students learn their place in the story and how to invite others to join in it.

CF10 CHRISTIAN SPIRITUALITY (3 Units)

This course provides a historical, biblical, and theological foundation for spiritual formation in the Wesleyan tradition. Students learn about personal discipleship processes and how they can practice and develop them in their lives. They study and apply the spiritual disciplines using a Wesleyan worldview, with emphasis on the development of prayer life, meditation, fasting, Bible study, service, and worship.

H10 Church History 1 (3 Units)

This course introduces students to the history of Christianity, from the beginning on the day of Pentecost to the twenty-first century. Key persons, events, and issues in the growth and development of the church are analyzed using primary sources. The unique history of Christianity in the student's own context is highlighted.

H20 Church History 2 (3 Units)

This course explores and analyzes the dynamics of select challenges and controversies facing the Christian church through history, including the development of creedal statements. Students will articulate some of the ways in which these events continue to inform the development of Christianity today. They explore lessons learned from history to deal with current issues of their context.

H25 NAZARENE IDENTITY (3 Units)

This course helps students explore and examine the emergence and expansion of the Church of the Nazarene as an international Christian denomination, leading to the presence of the denomination in a local context. This includes an analysis of the unique form and structure of the denomination. A brief history of the Church of the Nazarene is included as well as the history of the denomination in the student's own country. The course covers the Local, District, and General structures, nature, and purpose as well as how they are funded. This course may be substituted with the study of a different denomination.

BS15 Hermeneutics (3 Units)

This course teaches the basic principles, methods, and rules of biblical interpretation. Students learn to make careful observations, interpret the historical and literary contexts, and come to understand the key themes of a passage. Students explore similarities and differences between the biblical context and the contemporary situations of their local congregation or culture.

PM11 HOMILETICS: Communicating and Proclaiming Christ (3 units)

This course introduces the processes and skills necessary for effective communication both orally and in writing, the transactional process of public speaking, and a variety of communication methods. Students learn the principles of understanding and adapting to the audience, identifying the communication purpose, organizing discourse to accomplish that purpose, developing and supporting the main idea with specific data, and revising, practicing, and preparing multi-media communication to various audiences.



- T21 FOUNDATIONAL THEOLOGY 1: Theological Thinking: The Living God (3 units)**
This course introduces students to the language of theological thinking, a Wesleyan approach to understanding the Triune God, and the sources used to engage in this task. Students study the nature and attributes of God based on God's self-revelation in the Bible. Students also are introduced to the practice of theological reflection, particularly as it relates to ministry contexts.
- T22 FOUNDATIONAL THEOLOGY 2: Theological Thinking: The Loving God (3 units)**
This course continues to study the nature of God from a Wesleyan approach with a focus on God's loving relation to creation and the redemption of all things through Jesus Christ. The nature of the human predicament is explored. The scriptural doctrine of salvation, including election, justification, sanctification, and glorification are examined. Students are encouraged to see God's love in the world today.
- T23 FOUNDATIONAL THEOLOGY 3: Theological Thinking: The Indwelling God (3 units)**
This course expands students' language in theological thinking and understanding of a Wesleyan approach to the person and work of the Holy Spirit, with particular emphasis on the doctrine of holiness. Students examine key passages from the Bible about the Holy Spirit and the church. The means of grace and the fulfillment of time (eschatology) are studied. Students are challenged to see the new ways God is leading them to become more like Christ.
- IS10 EVANGELISM: Making Disciples (Step 2) (3 units)**
This course teaches students methods of evangelism and biblical principles of disciple-making. Students learn how to make Christlike disciples who make more Christlike disciples. Students learn how to guide people from not-yet-believers to growing in their relationship with Jesus. Theology, practice, and character development are key components of the course.
- OT21 PENTATEUCH: Forming the People of God (3 units)**
This course examines the first five books of the Old Testament with attention to their history, literature, and theology. The course explores the theme of how God formed Israel and invites students to see how God is calling people today to new existence in Christ. Skills of interpretation will be applied to this part of the Bible for teaching and preaching.
- LE10 Principles of Leadership (3 Units)**
This course explores God's intention for Christian leaders by examining positive and negative examples in the Bible. Leadership principles are identified that can be applied to students' context of ministry. Students learn about leadership styles, organizational structures, women in ministry, and transformative values. They develop leadership skills that can be used in the care of others, including a local congregation.
- PR20 COMMUNITY ENGAGEMENT: Compassionate Outreach (3 units)**
The course studies the methods and ways of analyzing the community and building relationships with the people who live in it. Students discover and classify the different elements and needs that impact the life of the community and how the church can facilitate a positive change. Information is gathered and a community engagement plan created that will benefit the individual, the church, and the community.



OT24 THE PROPHETS: Remembering God (3 units)

This course introduces the historical and sociological background, theology, and application of the Major and Minor Prophets of the Old Testament, from Isaiah to Malachi. The key theme of returning to covenant is explored. Students learn methods of interpreting these books for preaching and teaching. The relevance of the messages of the prophets is studied as students determine practical application for their ministry contexts.

IS30 WORLD RELIGIONS: Building Bridges (3 units)

This course compares the different belief systems between world religions (including the major cults) and Christianity about origins, morality, meaning, hopes, destiny, and worship practices, especially during major life transitions. World religions (including the major cults) and Christianity. Students learn biblical truths that counter the claims of other religions and different methodologies and character qualities needed in responding to them. Students are encouraged to understand and build bridges in loving ways to the religions of their own context.

IS20 MISSION TO THE WORLD: Engaging Worldviews (3 units)

This course examines the history of missions from biblical times to the present, identifying different methods and movements. The cross-cultural methods of different outreach endeavors are studied. Students learn to identify different worldviews and how the gospel speaks to these.

NT21 THE FOUR GOSPELS: Knowing Jesus in the Gospels (3 units)

This course studies the Gospels of Matthew, Mark, Luke, and John. Special emphasis is placed on the life and teachings of Jesus and his call to become one of his disciples. Attention is given to the historical background, outline, and key themes of each Gospel. Detailed exposition is done on selected passages, giving students models of interpretive methods they can use in their own ministries.

CE10 CHRISTIAN EDUCATION: Training Disciples (Step 3) (3 units)

This course is a study of the principles, philosophies, objectives, methods, and importance of Christian education. It explores the history and biblical foundations of Christian Education and the different philosophies of education and their implications to Christian education. Focus is given to developing disciples in local church ministries who are able to teach more people about Jesus.

PM12 Theology and Practice of Worship (3 Units)

In this course, the student learns the historical development of worship in its Biblical and extra-Biblical setting. Attention is given to the form, content, language, hymnology, music program, and social context of liturgical and non-liturgical traditions.

NT23 ACTS AND PAULINE EPISTLES: Following Jesus (3 units)

This course traces the growth of the early church in Acts and gives special attention to the ministry of Paul the Apostle. Each of Paul's letters is explored as further evidence of the challenges and victories of the early church. Paul's theology in each letter is highlighted. Methods for bridging the message of these letters to the current context of the students are modeled with opportunities for students to demonstrate their growing interpretive skills.



IS40 CHURCH PLANTING AND GROWTH: Multiplication (Step 4) (3 units)

This course applies biblical, theological, and historical methods of starting new churches and helping them grow to maturity. With this last step of disciple making, students learn how to gather people and train them in the ministries needed to have a healthy and growing church. The spiritual and social factors of leadership are emphasized since character is one of the major influences upon others. Different contexts for church planting are explored, including urban (city) communities, rural communities, and villages.

T40 THE CALL TO HOLINESS: The Story of the Church of the Nazarene (3 units)

This course is a study of the doctrine and lifestyle of holiness as taught in the Bible, historically in the Christian Church, and finally as developed in the theology of John Wesley and the Holiness Movement, with a special focus on the Wesleyan distinctive of entire sanctification or Christian perfection. They examine how God's eternal plan is fulfilled in Jesus Christ and what this potentially means for every human. The student will be equipped to lead others (or themselves if needed) into the experience of entire sanctification.

PM20 THEOLOGY OF MINISTRY: Capstone (3 units)

This course considers the biblical-theological foundations of ministry. Students learn current forms of ministry and are encouraged to explore their call and interest in ministry, whether that be as an ordained elder, deacon, evangelist, missionary, or other vocational ministry. This is the capstone of the Course of Study and provides students the opportunity to reflect on what they have learned and how they can apply this to their lives and ministry contexts.

INSTITUTIONAL COURSES (31 UNITS)**THIN1 CHURCH MUSIC (3 units)**

The course combines a survey of the important theological, philosophical, and cultural notions of music and its use in the church with practical instruction in pastoral music (choosing appropriate hymns, music for special occasions, working with professional and amateur church musicians, employment issues).

THIN2 FAMILY LIFE (3 units)

This course is a study of the biblical design of marriage and the family. It aims to help improve Filipino family dynamics and build strong and healthy relationships.

THIN3, 4, 5, 6 Supervised Ministry Engagement 1, 2, 3, 4 (1 unit each)

This course aims to prepare the student so that, upon graduation, he/she will be able to do with confidence and competence the duties involved in serving as Pastor or Minister of Christian Education. Develops ministry and interpersonal skills foundational to pastoral ministry under certified supervisors. Includes case study presentations along with group discussions.

THIN7 BIBLICAL PREACHING (3 units)

This course equips students to value preaching, master message preparation and delivery, and receive practical guidance. Rooted in the Nazarene Wesleyan-Holiness tradition, it views biblical preaching as a divinely ordained means to call people to repentance and edify God's people.



THIN8 GUIDANCE AND COUNSELING (3 units)

This course focuses on the fundamentals of guidance and counseling and on its applications to the various facets of child growth and development.

THIN9, 10 THEOLOGICAL RESEARCH 1 , 2 (3 units each)

Orients the student to research methods and procedures applicable to the social sciences, including theology and religious education. Provides practical training in quantitative educational research tools. Students demonstrate ability to correctly apply selected statistical tools appropriate for research. It also provides a philosophical perspective for qualitative research methods, and involves practical training in multiple methods, including participant observation, interviews and focus groups, open survey/questionnaires, discourse analysis, document and content analysis, case studies and analysis of the collected data. Explores the practical use of these research methods.

THIN11 MINISTRY INTERNSHIP (6 units)

Guides students in in-context internships in which they will be mentored by an experienced pastor and monitored by a faculty supervisor.

THIN12 ENTREPRENEURIAL MINDS (3 units)

This course is designed to instill the meaning and attributes of entrepreneurship and its social impact among students through understanding innovation and value creation, acquiring business acumen, identifying business models. This Course also seeks to equip students with design thinking skills that they can apply in identifying business opportunities through innovation.

PROFESSIONAL COURSES (Religious Education) 57 UNITS**REP1 Biblical, Historical, Philosophical Foundations of Christian Education (3 Units)**

This course deals with the history and biblical foundations of Christian Education, the different philosophies of education and their implications for Christian Education. Students are guided in the formulation of a Christian philosophy of education, zeroing in on biblical foundations.

REP 2 CHILD, ADOLESCENT LEARNER & LEARNING PRINCIPLES (3 Units)

This course provides a foundational study of child and adolescent learners and the principles of learning as they relate to Religious Education. It explores current research and theories in the biological, cognitive, social, emotional, and spiritual dimensions of development, with emphasis on how these factors influence faith formation and holistic growth. Special attention is given to the opportunities and challenges in nurturing children and adolescents as learners within the context of Christian education. The course also examines factors that positively or negatively impact development, as well as exceptional cases where learners deviate from typical patterns, with implications for pastoral and educational ministry.



REP 3 TECHNOLOGY FOR TEACHING & LEARNING (3 Units)

A three-unit course designed to provide pre-service teachers with a comprehensive foundation in the theories, principles, and practices of integrating technology into teaching and learning. The course examines information and communication technology (ICT) policies, digital literacy, and issues of online safety, with particular attention to their application in both academic and faith-based instructional contexts. It further engages students in the design and evaluation of lessons, instructional experiences, and assessment tasks that appropriately employ traditional and emerging technologies. Special emphasis is given to the responsible, ethical, and theologically grounded use of technology as a means of fostering meaningful, transformative, and contextually relevant learning within Christian education and ministry.

REP 4 FACILITATING LEARNER-CENTERED TEACHING (3 Units)

This course is designed to explore and equip pre-service teachers with the fundamental principles, processes, and practices anchored on learner-centeredness and other educational psychologies supportive of learning environments as these apply to facilitate various teaching learning delivery modes to enhance learning. It also includes the demonstration of knowledge and understanding of differentiated teaching to suit the learners' gender, needs, strengths, interests and experiences. Further, pre-service teachers will be trained to implement teaching strategies that are responsive to learners' linguistic, cultural, socio-economic and religious backgrounds.

REP 5 ASSESSMENT OF STUDENT LEARNING 1 (3 Units)

This course focuses on the traditional philosophy and practice of assessment from a Christian point of view. Emphasis is given to authentic assessment and development of tools to assess and improve performance of the learners in the cognitive, affective, and psychomotor skills, thereby promoting holistic learning.

REP6 ASSESSMENT OF STUDENT LEARNING 2 (3 Units)

This course focuses on the principles, development and utilization of alternative forms of assessment in measuring authentic learning. It emphasizes on how to assess process and product - oriented learning outcomes as well as affective learning. Students will experience how to develop rubrics and other assessment tools for performance - based and product -based assessment.

REP7 FIELD STUDY 1 (3 UNITS)

This is the first experiential course designed to immerse pre-service teachers in actual classroom settings and learning environments. It provides opportunities for direct observation of teaching-learning episodes, with emphasis on the application of educational theories from content and pedagogy courses. Special attention is given to learners' behavior, motivation, teaching strategies, classroom management, and assessment practices. To document and reflect on these experiences, students are required to develop and submit a portfolio.

REP8 FIELD STUDY 2 (3 UNITS)

A school-based course which allows pre-service teacher to participate and assist in limited actual teaching-learning activities that relate to classroom management, preparation of the learning environment and instructional materials, delivery of instruction, and assessment. A portfolio which will contain sample lesson or learning plans and demonstration teaching of at least one subject content will be required. An action research shall be encouraged to start in this course and conclude during the internship.



REP9 BUILDING & ENHANCING NEW LITERACIES ACROSS CURRICULUM (3 UNITS)

A three-unit course that introduces pre-service teachers to new and emerging literacies as evolving social phenomena and shared cultural practices across disciplines. It covers multiple literacy domains including globalization and multicultural literacy, social literacy, media literacy, financial literacy, cyber/digital literacy, eco-literacy, and arts and creativity literacy. Field-based and interdisciplinary explorations, together with varied pedagogical strategies, are employed to enhance teaching competence and learner engagement.

REP10 FOUNDATION OF SPECIAL & INCLUSIVE EDUCATION (3 UNITS)

A three-unit course that introduces pre-service teachers in Religious Education to the philosophies, theories, and legal bases that support inclusive educational practices for learners with special educational needs (LSEN). It examines both typical and atypical patterns of development, alongside the unique learning characteristics of LSEN within the context of faith, spiritual formation, and holistic education. The course emphasizes principles and strategies of differentiated instruction, accommodations, and curricular adaptations to cultivate inclusive and supportive Christian learning environments.

REP11 FOUNDATION OF VALUES EDUCATION (3 UNITS)

This course involves the discussion of theoretical foundations in the study of values integrated in the Philippine Educational System. Emphasis is given on formulation of principles consistent with Bible-based value system. Output includes production of instructional materials where Christian values are integrated in different subject areas.

REP12 THE TEACHER AND SCHOOL CURRICULUM (3 UNITS)

This course includes the fundamental concepts and principles in curriculum and curriculum development as a foundation to engage prospective teachers in planning, implementing and evaluating school curriculum as well as in managing school curriculum change vis-à-vis various context of teaching learning and curricular reforms shall be given emphasis.

REP13 THE TEACHER, THE COMMUNITY SCHOOL, CULTURE AND ORG. LEADERSHIP (3 UNITS)

This course focuses on society as a context upon which schools have been established. Educational philosophies that are related to the society as a foundation of schools and schooling shall be emphasized. The course also engages students in the study of school culture, organizational leadership, and institutional policies and procedures, equipping prospective Religious Education teachers with the knowledge and competencies necessary for effective leadership and management in Christian educational settings.

EP14 THE TEACHING PROFESSION (3 UNITS)

This course explores the historical, philosophical, socio-cultural, legal, and global contexts of the teaching profession. It examines the roles, rights, and responsibilities of professional teachers in the Philippines. It aims to deepen understanding of the teacher's identity, ethics, accountability, and commitment to learners and the nation. The course highlights teaching as a vocation guided by Christian values and transformational leadership to prepare future educators as agents of change in society and the global community.



REP15 ISSUES AND TREND OF EDUCATION (3 UNITS)

This course examines key issues and trends in Philippine and global education and their implications for Religious Education. Emphasis is placed on quality, access, equity, inclusivity, globalization, digital learning, and interreligious dialogue. Students will critically reflect on how these shape faith formation and the practice of Christian teaching and ministry.

REP16 TEACHING INTERNSHIP (3 UNITS)

This one-semester full-time internship immerses pre-service Religious Education teachers in actual classroom teaching under the guidance of a cooperating teacher. It provides opportunities to integrate pedagogy, content, and faith formation in both in-campus and, when possible, off-campus settings. A teaching portfolio and an action research project serve as the culminating requirements.

REP17 CHRISTIAN EDUCATION FOR CHILDREN (3 UNITS)

This course focuses on the principles of growth and development from conception to adolescence, the characteristics, needs, interests, and problems of children and their implications for Christian education. Attention is given to the theories and principles underlying the process of learning of children and the development of programs for children in the church.

REP18 CHRISTIAN EDUCATION FOR YOUTH (3 UNITS)

This course covers the study of the transitional period between childhood and adulthood, the characteristics, needs, interests, and problems of this age group and their implications to Christian education. Attention is given to the theories and principles underlying the process of learning youth and the development of programs for youth in the church.

REP19 CHRISTIAN EDUCATION FOR ADULTS (3 UNITS)

This course deals with the characteristics, needs, interests, and problems of adults and their implications for Christian education. Attention is given to the theories, principles, and methods of learning of adults and the development of programs for adults in the church.

PROFESSIONAL COURSES (Theology) 6 UNITS**HB10 FOUNDATION OF BIBLICAL HEBREW (3 Units)**

This course introduces Biblical Hebrew and exposes students to the basic principles of Hebrew grammar, syntax, exegesis, the Hebrew text of the Old Testament, and the major tools used in its study. Students are shown free Internet sources that will aid their study leading to sermons and Bible study preparation. They will learn how to use commentaries and reference books that use Hebrew.

GK10 FOUNDATION OF BIBLICAL GREEK (3 Units)

This course introduces New Testament Greek and exposes students to the basic principles of New Testament Greek grammar, syntax, and exegesis, the Greek text of the New Testament, and the major tools used in its study. Students are shown free Internet sources that will aid their study leading to sermons and Bible study preparation. They learn how to use commentaries and reference books that use Greek.



IX. THE STUDENT AFFAIRS AND SERVICES OFFICE

The Student Affairs and Services office of Central Philippine Nazarene College aims to provide services of assistance and support to students and other sectors of the academic community. The office seeks to provide students with wholesome and transformational school life as they embark towards the attainment of their ministerial call in line with the college's Vision, Mission and Core Values.

Objectives:

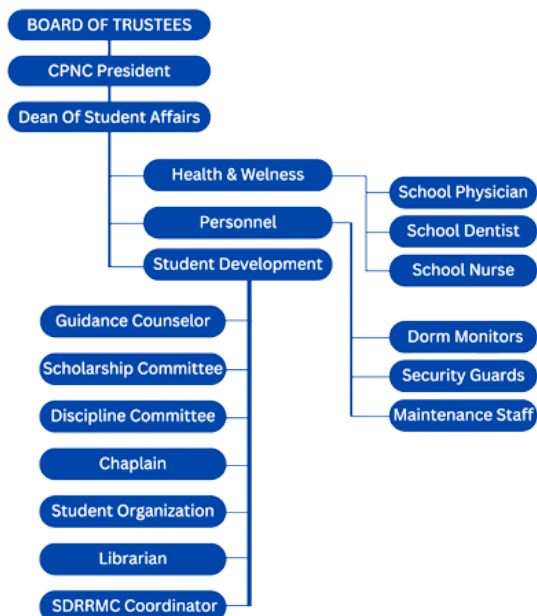
With its goal to aide the attainment of the college's mission, vision and core values, the office has the following objectives:

- To assist students in gaining awareness and deep understanding of their own personal concerns and help them make Christ-centered, intelligent decisions, which can help them grow as individuals and as future church workers.
- To help develop excellent intrapersonal, interpersonal and leadership skills among the students to help them become fully equipped for ministerial work.
- To assess the psychological wellbeing of students through a series of interviews and tests in order to guide students in dealing with life situations and making wise career decisions.
- To seek and provide financial assistance and sponsorships and academic privileges to deserving students.
- To enhance creative intelligence and cultural sensitivity through various programs and activities that showcase students' artistic skills and talents.
- To develop sportsmanship and teamwork through sport activities.
- To instill self-discipline among students and cultivate spiritual, moral and Biblically rooted values that would groom them to become responsible citizens of the country and transformational leaders in their respective places of ministry.

COMPOSITION AND ORGANIZATIONAL STRUCTURE

The Student Affairs & Services Office is headed by the Dean of Student Affairs, and is further manned by the Guidance Advocate, Student Body Representative and Chaplain. Other personnel in offices that provide students with various services include the school physician, dentist, nurse, business manager, librarian, discipline committee, scholarship committee, DRRMC coordinator, maintenance staff, housing/accommodation staff and security guards.

Office for Student Affairs Organizational Chart



Student Services Programs

The Student Affair & Service Office responds to the various needs and demands of the entire student population, specifically for the holistic and transformation development of its stakeholders, in line with the mission, vision and core values of the institution.

The following are the programs/services offered by the office: Guidance Program, Student Organizations Program, Scholarship and Financial Assistance Program, Spiritual Moral Development Program, Student Discipline and Placement Programs.

A. The Guidance Program

Offering guidance is a pivotal aspect of education. The Guidance office is responsible for assisting students with their various interpersonal, intrapersonal and spiritual needs. By providing the different guidance services, students will be able to raise their self-awareness and develop a deeper understanding of themselves, their challenges and problems, and be guided on proper and intelligent decision-making for important choices that will impact their career, ministry and the overall aspect of their lives.

The Guidance Counselor/Advocate is responsible for carrying out and/or facilitating the implementation of the different guidance services. He/she will be responsible for:

- a. Giving useful career information and help students in career decision making by providing education advising.
- b. Providing career information, career advising and career education.
- c. Facilitating the Career Guidance and Advocacy Program (CGAP), a program that aims to enlighten and assist the Filipino learners in making informed decisions regarding their careers and develop awareness in the importance of choosing a career that goes with their interests and skills in relation to the available resources and needs of the society.
- d. Acting as liaison between students, parents and teachers, helping them to work together to help the students succeed socially and academically. He/she is responsible for carrying out following up with students regarding academic or social issues.
- e. Recognizing the worth and dignity of each and every student.
- f. Helping students build their self-esteem and self-confidence, develop better peer relationships, improve organizational skills, and improve behavior and anger management skills.
- g. Conducting one-on-one or group counseling for students with possible personal and/or academic difficulties. Conducting counseling for students with disciplinary violations and help the student further understand the purpose of the sanctions given by the discipline committee and the effects of such wrongdoings.
- h. Implementing other necessary guidance services such as:

h.1. Counseling

As mentioned, the SAS office, specifically the Guidance Advocate is tasked with conducting individual or group counseling sessions to students as needed. Vocational, emotional, social, moral and personal concerns will be addressed in the counseling process to be conducted. The counseling services can be availed or rendered through:

- a. Walk-ins – The guidance office under the SAS office is open from 8:00am to 4:00pm, Mondays thru Fridays. Students can avail counseling as the need arises or can also be by appointment.
- b. Call-ins – The guidance advocate may call the attention of students referred to the office for counseling. Referrals can be made by:
 1. Parents of students
 2. Faculty/Teachers



3. Other pertinent individuals such as other relatives of students
4. Other students

REASONS FOR REFERRAL.

A student may be referred to the Guidance Office for the following reasons:

- a. Excessive unexcused absences
- b. Excessive unexcused tardiness
- c. Poor academic performance
- d. Dropping subjects/course
- e. Disrespect towards others
- f. Withdrawal from group activities
- g. Observed maladjustments
- h. Those with other violations as cited in the student handbook

PROCEDURES ON REFERRALS.

The procedures on referring students to the Guidance Office are as follows:

1. The referent must write a formal letter to the guidance office, narrating the observed concern or fill out the referral form in the guidance office.
2. The Guidance Counselor/Advocate will call the attention of the referred student with his/her parent/guardian.
3. The Guidance Counselor/Advocate will carry out the necessary actions to deal with the reported concern. If the case or behavioral concern is beyond the professional qualifications of the guidance advocate, he/she may make referrals to a specialist/licensed professional or pertinent institutions/centers. This should be done with the approval of the student's parents/guardians.
4. The Guidance Counselor/Advocate shall prepare his/her counseling report for each case.

h.2. Testing Services

Students may undergo testing to help assess their abilities, interests, aptitudes, personality etc. These tests will be administered to students if and when necessary. By the use of these tests, the students' self-awareness will be increased and it can also help in the counseling process.

h.3. Follow-up Services

The office will be conducting follow-up activities to evaluate the effectiveness of each guidance service.

H.4 Other Services

- a. Issuance of Admission Slips. Admission slips are given to students who were absent and/or tardy for class. The following procedures should be done:
 1. The student must present a valid excuse letter/medical certificate to the guidance advocate.
 2. The guidance advocate will determine if the student is Excused/ Unexcused and affix his/her signature in the admission slip.
 3. The student presents the admission slip to the professor/teacher for their perusal.
- b. Issuance of Good Moral Certificate.
 1. Fill up request form from the Guidance Office
 2. Pay the fee at the Business Office
 3. Present proof of payment to the Guidance Office and receive the requested document.



B. Information and Orientation

The SAS office is also responsible for providing important information to students through the conduct of orientations, seminars, and postings. It is necessary for students to be well informed about relevant topics that would help them in the academic and personal life.

- a. Orientation Program – This activity is done at the beginning of the first semester of each school year to prepare students for another academic year, give updates on policies and changes done by the institution, inform students of the rules and regulations, facilities, scholarships and other important information and acquaint themselves with other students.
- b. Internship Orientation Program – The office also seeks to orient graduating students about the different internship opportunities to choose from.
- c. Values Enhancement and Leadership Seminars – The office seeks to provide students knowledge and skills that would help them enhance their values and leadership potential. Inviting internal and external speakers to conduct the necessary trainings can do this.
- d. SAS Bulletin Board and Use of Social Media Platforms – Information can be relayed to students quicker by using the online platforms such as the official website of the school and/or the official Facebook page of CPNC. Announcements, Reminders, and readings will be shared through these media.

C. Student Organization

These are groups of bonafide students united for purposes not contrary to law or the rules and policies of CPNC. CPNC recognizes and encourages the students to exercise the right to organize and associate with organizations. Students may freely form or join student organizations provided that these are duly accredited by the SAS Office. All student organizations are directly under the charge, regulation, and supervision of the SAS Office.

Prohibited in the campus are activities and organizations (e.g. fraternities/ sororities) which:

- make use of violence;
- maintain the secrecy of their existence or activities;
- disrespect and disregard the rights and dignity of members and non- members of the community;
- perform campus-based establishment, recruitment, and initiation of members makes use of the school's name in any manner, and
- utilize the CPNC's resources in the conduct of "left-leaning activities" that may lead to insurgency, internal disturbance, subversion, rebellion, and sedition.

Requirements for Accreditation/ Reaccreditation of Student Club/ Organization

- Filled-out application form accreditation/re-accreditation of clubs/ organization available at the SAS Office.
- List of officers and a photocopy of the school ID and specimen signature.
- List of members to include the course and section
- Proposed Calendar of Activities of the organization for the coming academic year
- Constitution and By-Laws of the club/organization with provision for participation in activities on Anti-drug Abuse, Awareness and Drug Abuse Prevention
- Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization.
- Accomplishment Report (Re-accreditation)
- Financial Report (Re-accreditation)
- Profile of Club/Organization Adviser

*Note: All documents must be submitted in duplicate copy and properly fastened.



- a. The Student Body Organization (SBO) is the highest governing body of the students. It is created to serve as the link between the administration, the faculty and the students. The SBO officers are elected every school year. The officers, together with the SAS director plans and implements various activities that will help attain the objectives of the office and the institution as a whole.
- The SBO shall have the Constitution and By-Laws drafted and ratified by the members, who shall be approved by the College President. This will guide the operation of the SBO through its set of duly elected officers.
- All activities to be pursued/sponsored by the SBO and will have to be coursed through the Student Affairs and Services Office and finally to the office of the College President.
- b. The Societies
- Light Bearers
 - Soul Seekers.

D. SCHOLARSHIP/STUDY PRIVILEGES

Tuition fees constitute only a part of the actual funding of the college. Gifts from the General Budget of the Church of the Nazarene, contributions from Alabaster funds, endowments and funds raised by the president and partners of the institution make up most of the school's funding.

The scholarship program of the college aims to provide students with financial assistance to enable them to enjoy the life-changing Christian and academic experience at CPNC. Financial aid will be granted to deserving students based upon the guidelines set and deliberation made by the Scholarship Committee.

- a. Academic Scholarships – granted to students who meet the following requirements:
- 85% Grade in English and Bible Content Examinations
 - Recommended by the Pastor and the District Superintendent
 - GPA of 85% upon entry
 - Exemplary Christian Life and Ministry Involvement in the Local Church
- b. President's List Scholarship – is awarded to full-time students who earn a grade point average of 96.9% to 100% in one semester. The scholarship will be applied to the student's account in the following semester (excluding the summer session), in which the student is enrolled.
- c. Dean's List Scholarship - is awarded to full-time students who earn a grade point average of 93.9% to 96.8% in one semester. The scholarship will be applied to the student's account in the following semester (excluding the summer session), in which the student is enrolled.
- d. Howard H. Hamlin Scholarship Fund – distributed by the International Board of Education in the amount of \$200 per school year.
- e. Work Scholarship - To help prepare more pastors and to be fair to all applicants, CPNC will grant work scholarships to three (3) Pastoral Ministries candidates and one (1) AB Religious Education candidate per district per year. We can only grant 27 scholarships and we have 6 districts, the scholarship committee will decide the other 3 available slots.



Work Scholarship Requirements:

1. Clear sense of calling
2. Nazarene church membership
3. Active ministry involvement
4. GPA of at least 75%
5. Passing of written and oral English exams
6. Highly recommended by the local Church Board (signed By the Pastor and Secretary of the Church Board).
7. No financial capabilities to sustain educational needs.

Maintaining of the scholarship:

1. Maintain active and responsible involvement in assigned church or campus-based ministry.
 2. Spiritual discipline in attending Dawn Prayer, Chapel and other activities required by the school.
 3. GPA of at least 75%, no grade below 75% in any subject.
 4. Minimum of 18-units load per semester.
 5. Satisfactory work performance- the student will work 18hours. a week plus 3 donated hours during the school year and will work during December and semester breaks.
 6. No record of discipline due to non-observance of school rules.
 7. Attitude that is pleasing to the LORD.
- The student may take two-week vacation in consultation with the person assigning work.
 - To give the student wide exposure to the campus, it is recommended that the student experience all areas of work assignments- library, canteen, cafeteria, office, cleaning of classrooms and on the ground areas.
 - During the 3rd year and 4th year, the person assigning work should consult with the student as to their preferred place of working with the approval of scholarship committee.
 - From previous guidelines, this scholarship can be availed for five years. The rationale is due to limitation of units taken each semester.
- f. NMI International Student Scholarship Fund – distributed through the International Bureau of Education. The General NMI Council established and endowed a scholarship fund for students in the Africa, Asia-Pacific, Eurasia, Mesoamerica, and South America Regions in celebration of the 80th anniversary of NMI in 1995. The fund was named the NMI International Student Scholarship.

Guidelines for the NMI International Student Scholarship Fund

- a. Scholarships may be granted to ministerial students for tuition, fees, books, and related educational expenses.
- b. Scholarship awards may be given in varying amounts starting with a minimum of \$300 USD.
- c. As funds become available, students from the Africa, Asia-Pacific, Eurasia, Mesoamerica, and South America Regions who attend Nazarene institutions in the USA and Canada may receive assistance.



- d. When funds are available, and with the approval of the regional education coordinators, regional directors, and the Global Mission director, upper division and graduate level students from the five regions coming to study at a Nazarene institution in the United States and Canada may be included.
 - e. Applicants must be members of the Church of the Nazarene in good standing and will be required to complete applications provided by the International Scholarship Selection Committee through the International Board of Education (IBOE). Clear statements of personal goals and expectations that harmonize with the Church of the Nazarene will be required. Applicants must also provide three recommendations from Nazarene leadership from within their geographic areas to include three of the following: their pastor, district superintendent, field director, regional educational coordinator, Regional Advisory Committee, or institutional leader.
 - f. Following initial scholarship grants, application may be made for assistance up to four years of required study programs. Support evidence for continuing assistance may include transcript of grades, specific program, and study objectives toward degree completion. New applications must be submitted each year.
 - g. It is a reasonable expectation that scholarship recipients will serve the Church of the Nazarene in some form of ministry for a minimum of one year for each year of assistance awarded.
 - h. Applications and recommendations shall be sent each year to every regional education coordinator to be distributed to the IBOE theological institutions on their region.
 - i. If the student fails to attend one or more terms during the year, the remaining unused portion of the scholarship award must be returned to the IBOE.
 - j. Scholarships will generally be awarded in advance of the academic year and will be sent to the head of the educational institutions.
 - k. The Guidelines for this scholarship shall be reviewed periodically by the General NMI Council and International Scholarship Selection Committee and revised as needed.
- g. Tertiary Education Subsidy (TES) - TES is a program developed by CHED UniFAST to support the cost of tertiary education by providing book allowance, transportation, and supplies, among others.

Qualifications

In order to be eligible for the TES benefits, a student:

- Must be a Filipino citizen and
- Must be qualified under the existing admission and retention requirements of CPNC, and must not have exceeded the maximum residency policy of the CPNC.

Procedure for Availing Scholarship Grants/Privileges

1. Student fills out application form given by the office.
2. Student fulfills and submits pertinent documents to the office.
3. The scholarship committee reviews and evaluates student's application based on the established guideline.
4. Once approved, the committee forwards confirmation to the business office for the discount/scholarship.

D. Student Moral and Spiritual Development

Chapel Services are done every Tuesdays and Thursdays in the morning. Prayer meetings are also held every Wednesday evenings. The Basic Education department also has a scheduled chapel service every Monday of the week.



E. Other Programs and Services

- a. Medical / Dental Services - The college aims to provide medical and dental services thru the designated school physician, nurse and dentist.
- b. Library Services - The college library is located on the first floor of the Ward Building. Numerous books in various disciplines are found in the college library to provide reference materials to students and faculty.
- c. Canteen Services - The college kitchen is open for use for CPNC college students. Etiquettes and manners in dining must be observed in respect of one's culture and personal diversity preferences. Students must observe schedules when meals are served.
- d. Accommodation Services - The college offers separate dormitories for ladies and men. Since CPNC students are expected to hail from different regions and others sent by their own respective local churches, students are provided the option to stay within campus grounds provided that they will be strictly following the dormitory rules and regulations indicated in the student handbook.
- e. Sports Area and Equipment
 - CPNC believes in holistic health. It is dedicated to provide the recreational opportunities that improve the mental, socio-emotional, physical well-being and total wellness of the CPNC community. In support of this endeavor, the Institution prepares the students to balanced lives that are personally satisfying, globally informed, and social aware on sportsmanship and healthy use of free time.
 - Game and Sports are the testing ground of character and the values of a person. Therefore, in the name of Sportsmanship, it shall be observed. This describes, fair play, respect for opponents and officials, polite behavior by someone who is competing and the game rule itself.
 - The use of basketball court, volley ball area, badminton area and other open spaces that can be used for indoor / outdoor sports are subject to the Policies to maintain order and consideration with the other departments.
 - There is a prescribed schedule on the use of the Basketball Court in consideration of ongoing classes, chapel activities, and dormitory tenants.
 - Playing time on weekdays begins at 5:00 p.m. to 6:00 p.m.
 - This can be adjusted on special arrangements and on occasions when there is no chapel service and classes going on.
 - The Student Body Organization (SBO) has to assign a Sports Committee Chairperson who will be in charge of the use of the Court and other Sports equipment. The said chairperson must be a resident student.
 - In case of damages of the court and Sports Equipment, the VNBC Maintenance (or if SBO is designated) will assess the extent of the damage and will charge it to persons or group responsible.
 - The court will be opened to non-VNBC student only on Saturday 8:30 - 11:00 a.m. and 3:00 - 5:00 p.m.
 - A Php 35/hr. fee for using their sound system equipment will be charged.



f. Security Services

- Designated security personnel are assigned in order to ensure safety and promote peace and order within the CPNC community. Security personnel are tasked to check each and every individual going in and out of the campus.
- Safety and risk reduction drills are conducted in partnership with the DRRMC office.
- Various earthquake and fire drills, safety seminars and workshops are organized in cooperation with the BFP and/or PNP to ensure that personnel and students are well equipped in times of crisis.

g. Student Handbook Development

- The student handbook is reviewed and revised by Administrative Committee comprised of the president, academic dean, dean of student affairs and services, business manager, registrar and basic education principal.
- Review and revisions are done yearly or as needed.

h. Payment of Fees

- All students are expected to settle their accounts before they can be admitted to the following semester.
- Promissory note is allowed upon discretion of Business Manager.
- No signing of clearance during enrolment.
- Secure permit and have it signed by the business manager every term exam.
- Registration fee is 1,500.00 Pesos (Subject to change without prior notice) for each student.
- Statement of Student account may be requested from the Business Office (BO) two weeks before the term exam.
- All questions and complaints should be addressed directly to the Business Office (BO) personnel.
- Students may settle their fees through online means using the official GCash Account of the school or through online bank transfer.

i. Recognition Program

This gives honor to students who have performed well in both curricular and extra-curricular activities in the following categories:

1. Academic Achievement
2. Outstanding Practice Teacher
3. Leadership Award,
4. Campus Life Award
5. Outstanding Student for Exemplary Service to the School, Journalism, Outstanding Student in Arts and Culture, Music, Dance, Drama, Public Speaking, Sports, Evangelism, Preaching and others.



X. CODE OF CONDUCT

The CPNC Campus policy is provided to inform, guide and raise awareness of what is expected in all aspects of every student's life in the fulfillment of the vision and mission of the institution.

A. SPIRITUALITY

CPNC is established to nurture and disciple students. This is to take part in their spiritual growth and development.

CPNC student is expected to be a Christian and a member of a local church and under a responsibility of a pastor. A student applying for admittance without membership of any local church must seek recommendation from College Church Pastor or CPNC Chaplain. As a student, you are expected to live a high standard of Christian ideals. Hence, We observe an attitude of worship in every area of activity inside and outside the campus. In the dormitory, dining hall, classrooms, chapel and office. All should be done with the consciousness of upholding Christ like testimony according to His purpose and will. "In everything you do, whether you eat or drink, do it for the glory of God." (Colossians 3:23)

- **Be a good testimony to all.** It is always easier to find fault with others but so hard to watch our own faults. good testimony means being conscious of your being and doing and not critical of other people. Regardless of your level in CPNC you are expected to uphold Christ like testimony.
- **Respect your Leaders.** CPNC is an organization with leaders having subordinates, not for superiority but for order and efficiency of the organization. Hence, you are to respect the persons in position. Department Heads are assigned in every area for your accountability. Dorm Monitors are assigned as school assistants to monitor and enforce the rules outlined in this manual. You should give them due respect.
- **Maintain a positive attitude.** Even if things go wrong, you are expected to maintain good and positive attitude. Remember God is more concerned of building us up than changing the circumstances around us. He wants to see change in us first before He changes situations. God is a positive God and sinful people cannot please Him.
- **Be spiritually disciplined.** CPNC is full of spiritual exercises but they count less to students who do not have eagerness for personal discipline. A student must display a wholehearted devotion to God in Chapel services, morning devotions, and local church involvements. A spiritually disciplined student comes to chapel before time and cultivates personal and group devotion every morning.

B. SOCIAL BEHAVIOR

Mutual respect for each other is expected of every student. It may be in the dorm or dining hall or anywhere on campus your behavior is expected to be done in the context of respect for other's rights. We always uphold the dignity of human person and well guided freedom.

- **Boy – girl relationship should consistently conform to our Christian witness.** The holistic equipping process in ministerial formation includes the establishment of good social relationship within God's framework. Thus, finding a lifetime partner should be coherent with the overall training program and policy of CPNC to achieve its desired outcome.
- **Be cooperative in school and SBO activities.** Social activities are designed to build better relationship, exposure, and development. Therefore, do not lose the opportunity of getting part of the activities. Get involved!!!



C. SOCIAL ACCOUNTABILITY

It is best expressed that mutual respect will be observed in the way we treat each other as Christian community:

- Respect
- Encourage Serve
- Preserve & Protect Empower
- Compliment
- Trust

D. DESIRED OUTCOMES

(REFLECTING THE KNOW, BE, DO, LIVE OBJECTIVES)

- Self-discipline in prayer and Bible reading. We desire to see students making the most of every opportunity for spiritual formation
- Can create a material for Bible Study, discipleship, exhortations, Sunday school, cell group, teaching, and preaching opportunities.
- Boldness in personal evangelism
- The soul winning spirit and the ability to evangelize one on one in all open opportunities and the courage to evangelize small or big group.
- The ability to contact home Bible Study prospects and lead them to study the Word.
- The ability to organize Bible Study contacts to a cell gathering or to a church.
- Anointed and able teachers and preachers of the Word ready in season or out of season, ready to answer the inquiry relating the faith, able to defend the faith against antagonists, students who do not need to be ashamed of the Gospel, with the spirit of power and love rightly dividing the Word of truth.

Note: The above outcomes need to be reflected in your day-to- day life on and off the campus. Make the most of very opportunity to grow in being, wisdom and grace that you may fulfill God's best purposes in you and through you.

E. STUDIES

You are expected to give serious attention to your studies. Excessive absences, failures, unbecoming classrooms behaviors may cause student's refusal for admittance the next semester. (see academic policy)

- Respect your Teachers. They may be full – time or part – time but each should be given due respect.
- Be on time every class session. Remember tardiness does not only affect you but the whole team. When you are late you actually waste the time of others and disturb the class session. Late means stealing other people's time.
- The Library exists to resource your study needs. Use it with diligence, discipline and honesty. (see the library handbook).

F. DORMITORY

The CPNC Dormitory is your home away from home. House rules are set must be observed with strict compliance. Each dormitory has an assigned Dorm Monitor entrusted with authority to implement the house rule. In such, Dorm Monitor/s are responsible and accountable for the Dorm Life concerns and issues

CPNC students hail from different regions, thus it is expected that the diversified culture is observed. Thus, each one has to give value on one's differences with much consideration and propriety.



Dormitory Rules

- The Platinum Rule: “I will treat others better than myself”
- Each dormitory has assigned Monitor/s. They are tasked to safeguard the rules and regulations under the guidance and supervision of the Dean of students. Should dorm-related issues arise, He/ She will coordinate with the Dean of students.
- You are expected to make your dorm clean and tidy. It is your home in CPNC. It should reflect your character and values.
- You are expected to be in the dorm during siestas and 30 minutes before lights off in the evening. Siesta time is 1:00 – 1:45 p.m. Lights off is 10:00 p.m. Lights on at 4:50 a.m. Only assigned person is allowed to turn off/on the lights.
- For students who cannot be back due to ministry involvement or and other reasonable necessities, proper arrangement should be done between the dean of students and the pastor or DS. In cases when the student has personal emergencies beyond what is stated in the outing form, a student should communicate with the Dean of Students for special arrangement. This is to protect each dormitory resident from occasional ins and outs of the dormitory. Remember you don't stay in the dorm alone. We live as a family and the dorm is your home on campus. We want you to be home on time.
- Ministry schedule should be balanced with curfew in the dorm. To help regulate the orderly fashion of our resident structure, our rules should take priority. We do not prohibit students from getting involved in the ministry. As a matter of fact, supervised ministry experiences enhance the creative combination of theory and practice. We want you to be part of our system to foster efficient growth. As a resident student, the school serves as your second family and is accountable for your spiritual formation, wellbeing and safety away from home. Therefore, make every effort to observe the protocol.
- In times when the Dean of Students is not accessible to sign the outing form during emergencies, a student may seek the signed approval of ADCO members present in the following priority sequence: Academic Dean, HR, Business Manager, Principal, and President. Furthermore, the student should inform the dean of students through a text or call.
- You are expected to observe off limits for both ladies and gentlemen in dorm parameters. Ladies are not allowed to cross at least THREE (3) meters from men's dorm and front and back walls. Same principles apply to gentlemen. This is to give each other respect for privacy. This policy applies even on SEMESTER BREAK, CHRISTMAS BREAK, and SUMMER, VACATIONS and Holidays. However, should the school- initiated activities call for it, arrangement of the schedule should be placed for everyone's information. (E.g., Open House, Operation Clean-up, etc.)
- Visitors must seek permission and approval from the Dean of Students to stay overnight. A reasonable rate given to anyone who wants to stay in the dormitory: Php200/person/night; Php150/pax for student's visitors or Nazarene Alumni or church member. This policy applies to all at all times even on school breaks. Payments should be made in advance to the business office. Official receipt should be presented to the dorm monitor for check in.
- All visitors including nonresident faculty and staff, should be first channeled through the Dean of students who will be responsible to process through the Business Office (BO).
- If the Business Office receives arrangements from outside, they still have to be channeled through the dorm monitors. Should there be inquiry for the needed information the Business office coordinates with the Dean of students.
- No students are allowed to sleep together in one single bed. Each bed is designed for individual student.



- Eating of meals is strictly prohibited except for valid reason/s
- Storage of food must be placed in sealed containers.
- Washing of clothes inside the dorm is strictly prohibited.
- Each student must strictly observe garbage segregations and disposal. Observe the 5S principle at all times especially on Personal Belongings.



- Sort
- Sweep
- Sanitized
- Systematized
- Self-discipline



- Excessive Noise during siesta and lights off time is subject to disciplinary action.
- Clean-as-you-go-habit. (dishes, cups every meal, bathroom use and other areas)
- Permission should be secured first if one needs to go out the campus and/or going home by 6:30PM or beyond 12 midnight. Permission should be obtained if there is a Sleepover outside the campus.
- Conservation of water and electricity must be practice at all times.
- Appropriate use of gadgets, appliances and other related tools/ equipment.
- Use study are responsibly and must be kept clean and in order at all times.

*Non-compliance of the stated expectations shall be subject to DA.

G. Dining Hall

This area is where we attend our basic needs for food. Etiquettes and manners in dining must be observed in respect of one's culture and personal diversity preferences. Students must observe schedules when meals are served.

- Taking turns during the distribution should be in proper order.
- Gentlemen observe chivalry. Ladies observe courtesy.
- Each one is expected to maintain cleanliness and orderliness on their preferred area of eating.
- Wholesome conversation is encouraged with consciousness that it will not create noise to others.
- Utensils and other kitchen tools must be washed right after use. Taking out of these items without the permission from the assigned Staff will be reprimanded.
- Observed self-service, first comes first serve and clean as you go policy.
- When the area will be used for gathering events, ensure that the assigned committee shall make arrangements on schedule. The before and after care should be observed.
- Treat others better than yourself is the best rule that applies to everyone. You are expected to respect our dining hall staff.
- Complaints must be dealt with in a Christian manner with the proper persons.
- Dress Code must be observed in the dining hall. No "sando" or sleeveless and shorts allowed. Meal times are scheduled by the dining hall staff. Students are expected to be on time.

H. Chapel

The Price Chapel is a sanctuary of praise and worship. It serves as a venue for spiritual formation, leadership development and discipleship. These are realized through various activities such as: Worship Service, Prayer Meetings, Devotions, Other spiritual related gatherings.

- Part of your commitment as enrolled students in CPNC constitutes essential elements for spiritual formation.
- Attendance and Punctuality on CHAPEL services and other required training 7/ or meetings.
- CPNC Chapel is primarily for worship. College Students are expected to be models of Christian spirituality to others in the campus.
- Maintaining spiritual demeanor in terms of reverence when we are in the sanctuary Observe schedule of rehearsals for praise and worship teams. The use of our music instruments must be approved by the chaplain.
- Assigned teams shall be responsible and accountable with the instruments and equipment.
- CLAYGO must be observed.
- Spirit of voluntarism is highly encouraged to render God's given gifts and graces for personal growth and corporate edification. Active participation in all areas of worship experience such as; Worship and Song leading, bible reading special songs and the like afford students meaningful opportunities to develop the ministerial skills. Make yourself available in proper coordination with the Chaplain/s and Dean of Student.

I. School Library

1. All students should read and know the regulations on the use of School Libraries.
2. Students who violates any of the library rules may be subjected to fines and, or suspension of library privileges at the discretion of the Director of Libraries or his or her representative. Serious offenses which may merit suspension, exclusion, or expulsion are referred to the Office of Student Affairs.
3. The following offenses are considered serious inclusive of prevailing Library Policy:
 - a. Deliberate marking, mutilation or defacing of any library material in any way.
 - b. Unauthorized withdrawal of library materials. Such withdrawal will be considered as theft.
 - c. Misrepresentation or use of another person's ID to gain entrance to the libraries or borrow library materials. (Specific guidelines available at the Library)

J. Work Donation

This work system is integral part of CPNC's curriculum for ministerial training and geared towards the development of student's activity engaged in spirit of volunteerism, stewardship and development of work ethics and values. It's our humble intent that each student will develop the character of diligence and strong sense of accountability. Therefore, you are encouraged to make it as an act of worship to the Lord by helping keep the campus clean, since this is now your home while away from home to reflect who and what we are as a community

All CPNC fulltime residential students are required to render a three-hour donation per week on designated work assignment inside the campus. It should accomplish with the use of Worksheet monitored by assigned Work Supervisor. The three-hour donation should be added to the number of workloads for those under any forms of work scholarship.



K. MALE-FEMALE RELATIONSHIP

As mentioned, “The holistic equipping process in ministerial formation includes the establishment of good social relationship within God’s framework. Thus, finding a lifetime partner should be coherent with the overall training program and policy of CPNC to achieve its desired outcome.”

- Courting and courted as First Year students is strictly discouraged. First year students who are in a relationship before coming to CPNC and students in a relationship with non-CPNC students are still subject to the same rule.
- A ONE (1) hour privilege is given to courting students and students in relationship inside the campus on MONDAY and FRIDAY 5:00-6:00 p.m. Male student must seek guidance and approval from the Dean for such privilege.
- Students are not allowed to have dates outside the campus.
- In cases when the students desire to celebrate special occasions such as birthday, the Dean of students reserves the right to appoint a faculty or staff chaperon or withhold the privilege to students when he/she thinks necessary.
- Students-staff/faculty relationship must be guided according to CPNC’s expectations. Please refer to Faculty/Staff handbook.
- Male-female relationship must notify DOSA of their relational status.
- Having Two (2) RELATIONSHIP (two persons) at the same time is subject to DA.
- Male-female couple spotted in restricted are (i.e. dark places, back door, and exclusive in the room/ offices/ work place of the campus) is subject to DA
- Couple expressing inappropriate public display of affection is subject to DA
- Physical touch and/or too much closeness in public area by male and/or female is strictly prohibited.

L. OFF-CAMPUS RULES (OUTING DAY)

- Schedule for “off-campus or outing day” is set as follows: **WF- Girls Day TTH- Boys Day**
- Student outing form must be duly signed by the authorized signatory and should be filed within the day.
- Saturday and Sunday are ministry and worship. Outing form must be signed on Saturday morning. No signing of outing form on Sunday.
- Student/s is/are expected to be in the agreed/ given time.
- Non-compliance of the stated expectations shall be subject to DA.

M. PART- TIME AND NON- RESIDENTIAL STUDENTS

CPNC students full-time and residential living within Cebu City are subject to all rules outlined above. Going home is discouraged except on emergency cases and requires approval from the Dean of students with form properly filled out and signed.

- Non- Residential and part- time students are subject to all rules except with those who are not applicable to non- residential, e.g., dorm policies, etc.
- School may call the attention of non-residential and part-time students for behavior not consistent with CPNC mission and principles.
- Part-time students taking NINE (9) or TWELVE (12) units must log in at least an HOUR of supervised library study and research.
- Students shall comply the required library study hours (Refer to library handbook)



N. Gender and Development

Students should be provided with a non-discriminatory, violence-free, and gender-responsive quality environment conducive for learning. They should receive equal access to education, scholarships, training, and other opportunities for growth and development regardless of sex, race, religious affiliation, social and economic status, and cultural background

O. Dress Code

- CPNC uniform must be worn from Monday- Thursday paired with prescribed footwear. Official school uniform must be worn from Monday to Thursday and society T-shirt on Fridays even if the students is with or without class. Ladies must wear skirt uniform during chapel services. Students are expected to have at least (2) set of uniforms.
- Friday is set as wash day.
- Practice teachers must wear agreed uniform for internship.
- Observed modesty in dressing at all times in all places in the campus. Modern styles of clothing (e.g., fitting shirts, shorts and skirts that crosses beyond Christian testimony and T- SHIRTS with unbecoming slogans or vulgar messages) are not allowed.
- Athletic attire is intended only for athletic activities as approved by the school
- Wearing of slippers are strictly prohibited in the ADMINISTRATION BUILDING, LIBRARY, and CHAPEL.
- All students must subscribe to the prescribed dress code of the school, especially during the non- uniform day (wash day or civilian day). Attires that are inappropriate with the academic environment of the College are:

A. For Male Students

- Sleeveless shirts
- Rubber slippers
- Shorts/hip hop/cycling pants
- Mutilated pants/tattered
- Walking shorts/cycling shorts
- Sandos or sando type sleeveless shirts
- Leggings/jeggings
- See-through shirts
- Pony-tailed hair
- Putting on make-up
- Wearing of earrings
- Loud colored hair
- Nail polish
- Cross-dressing

B. For Female Students

- See-through blouses/dresses
- Spaghetti-strapped blouses/dresses
- Haltered/sleeveless blouses
- Shirts/blouses that expose the navel
- Micro/mini skirt (mid-thigh length skirt)
- Short/hip hop/cycling pants
- Rubber slippers/slip-on
- Leggings
- Mutilated pants/tattered
- Wearing multiple or dangling earrings
- Loud colored hair

*Non-compliance with CPNC uniform and dress code is due for DA.



P. Gadgets and other Electronic devices

- While technology has brought us to the 21st century innovations in teaching and learning. It is also with high regard that proper use of such be considered in a manner of decency and of accountability. This is to endure that “propriety” by all means shall be observed and complied.
- Turn off and / or switch to silent mode during class hours, meetings, church services, programs / events and when visiting other offices for appointment.
- Ask permission when snapping pictures in respect of others privacy and personal preferences.
- Refrain from texting (phone/tablet) or typing from your computers while classes / chapel time / meetings are going on. Unless otherwise it requires the use thereof.
- Refrain from downloading games, movies and other entertainments. Unless otherwise requested for the purpose thereof.
- Refrain from downloading and/ or uploading classes/ chapel time/ meetings. Unless otherwise requested for the purpose thereof.
- Be responsible in using your social media accounts. Think before you click. Be guided that we have anti-cybercrime Law. RA 10175.

Q. BUSINESS OFFICE

- All students are expected to settle their accounts before they can be admitted to the following semester.
- Promissory note is allowed upon discretion of Business Manager.
- No signing of clearance during enrollment.
- Secure permit and have it signed by the business manager every term exam.
- Registration fee is 1,500.00 pesos (subject to change without prior notice) for each student.
- Statement of Student account may be requested from the Business Office (BO) two weeks before the term exam
- All questions and complaints should be addressed directly to the Business Office (BO) personnel.
- Students may settle their fees through online means using the official GCash Account of the school or through online bank transfer.

R. SPORTS AND EQUIPMENT

- CPNC believes I holistic health. It is dedicated to provide the recreational opportunities that improve the mental, socio-emotional, physical and well-being and total wellness of the CPNC community. In support of this endeavor, the institution prepares the students to a balanced lives that are personally satisfying, globally informed, and social aware on sportsmanship and healthy use of free time.
- Game and Sports are the testing ground of character and the values of a person. Therefore, in the name of Sportsmanship it shall be observed. This describes, fair play, respect for opponents and officials, polite behavior by someone who is competing and the game rule itself.
- The use of basketball court, volley ball area, badminton area and other open spaces that van be used for indoor/ outdoor sports are subject to the Policies to maintain order and consideration with the other departments.
- There is a prescribed schedule on the use of the Basketball Court in consideration of ongoing classes, chapel, activities, and dormitory tenants.
- Playing time on week days begins at 5:00 p.m. to 6:00 p.m. This an be adjusted on special arrangements and on occasions when there is no chapel service and classes going on.

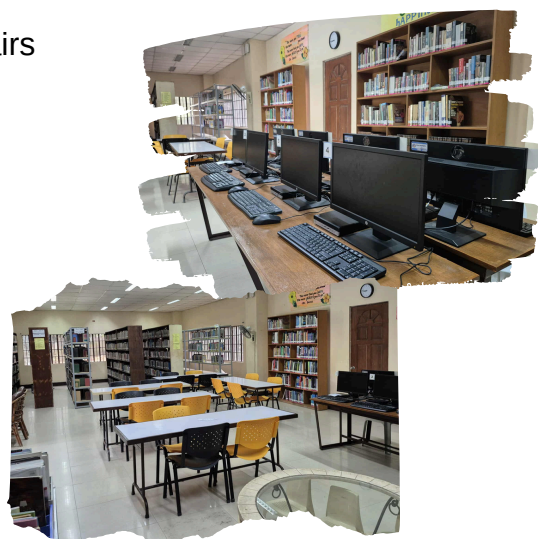


- The Student Body Organization (SBO) has to assign a Sports Committee Chairperson who will be in charge of the use of the Court and other Sports equipment. The said chairperson must be a resident student.
- In case of damages of the court and Sports Equipment, the CPNC Maintenance (or if SBO is designated) will assess the extent of the damage and will charge it to persons or group responsible.
- The court will be open to non- CPNC student only on Saturday 8:30- 11:00 a.m. and 3:00-5:00p.m.
- A Php 35/hr. fee for using their sound system equipment will be charged.

- For the Non-CPNC residents
 - Facilitator should submit the list of names who will participate in the game. In case of additional players, facilitators should update the list before entering the campus.
 - Visitors should leave their valid IDs to the guard-on-duty and must log their names in the visitor's logbook.
 - Campus Policy should be strictly observed:
 - Appropriate attire/ dress code
 - Smoke-free and Alcohol-free campus
 - Prohibition on using foul languages
 - Players should wear proper sports attire when using any sports facilities.
 - Players and visitors should stay in their designated area, i.e. benches beside basketball courts. They may use the comfort rooms at the back of the Chapel.
 - Facilitator should provide first aid kits and delegate at least two persons who will act as security personnel to assist in the oversights during the event of any untoward incident caused by negligence or accident arising from such activities.
 - Schedule of games will be prioritized according to request made and will designate time not to conflict with the schedule of the College activities. All letter of request should be addressed to the President.
 - All games scheduled must end at 8:45 in the evening.
 - No games allowed on Sundays.
 - Non-compliance on the set of rules shall be subject to DA.

S. OTHER ANCILLARY SERVICES

- President's Office
- Office of the Academic Dean
- Office of the Dean of Students' Affairs
- Guidance and Counseling Room
- HR Office
- Conference Room
- College Faculty Lounge
- Computer Laboratory
- Transportation means
- Clinic
- Mission House
- Staff House
- Canteen
- Guard House
- Cottage Waiting Area



Wilson's Library

XI. GUIDLINES ON FLEXIBLE LEARNING

Flexible Learning Defined

Flexible learning is a pedagogical approach allowing flexibility of time, place and audience, including, but not solely focused on the use of technology (CHED, 2020). It is a learner-centered approach that best promotes learning continuity in times of unfortunate circumstances such as the COVID-19 pandemic.

Rationale for Flexible Learning

The emergence of the COVID-19 pandemic brought about the need for innovative learning modalities to ensure learning continuity despite certain limitations.

The Structures of Flexible Learning

- a. **Synchronous Learning** – involves real time communication between teachers and learners through lectures and/or webinars conducted using online platforms such as Zoom Meetings and Google Meet.
- b. **Asynchronous Learning** – involves non-real time communication between teachers and learners usually done using online messaging applications (such as messenger, viber) and the Learning Management System (such as Google Classroom).
- c. **Blended Learning** – refers to the combination of face-to-face interaction and virtual learning delivery (thru electronic means)

How is this done? As you meet with your professor on the first day of classes, he/she will be providing you the links to your Google Classroom and/or Google Meet/Zoom. Make sure to use your official CPNC email address.

The Tasks and Responsibilities of Students in the Flexible Learning Modality

1. Attend Synchronous Learning Sessions as scheduled by your professor.
2. Perform Asynchronous Learning Activities given after your synchronous learning session or as posted in the Learning Management System (Google Classroom).
3. Submit Class Works on time.
4. Consult professors when certain needs or concerns arise.
5. Practice self-discipline and self-regulation.



XII. BOARD OF TRUSTEES

Central Visayas District

District Superintendent: Rev. Raffy Galarse

Lay Representative: Jed Balaod

Eastern Mindanao District

District Superintendent: Rev. Jesus Rosales

Lay Representative: Ruby Monares

Eastern Visayas District

District Superintendent: Rev. Asalim Gunda

Lay Representative: Michel Rafols Azura

Negros District

District Superintendent: Rev. Allan Dave Ginobis

Lay Representative: Josefa Nina Oberio

Panay District

District Superintendent: Rev. Danny Sison

Lay Representative: Dr. Philip Ilmar Elardo

West Mindanao District

District Superintendent: Rev. Rizalina Dialing

Lay Representative: Arhelyne Abapo-Osik

Ex-Officio Members

Dr. Bruce Alder - Regional Education Coordinator

Rev. Eddie A. Morales - Field Education Coordinator

Rev. Arnel Piliin - Field Strategy Coordinator

Philippines and Micrones

Rev. Gilbert L. Montecastro - CPNC President



XIII. FACULTY AND ADMINISTRATORS



REV. GILBERT L. MONTECASTRO, ThD

President

Bachelor of Theology, VNBC, 1987; M.Div., Asia Pacific Nazarene Theological Seminary, 1991; Th. M. Presbyterian College and Theological Seminary, 1993; Th. D., Asia Baptist Graduate Theological Seminary, 2005; Supervised Ministry Program Director, Philippine Baptist Theological Seminary, 2007-2018; President, Philippine Association of Bible and Theological Schools (PABATS), 2011-2014; President, 2022-.



REV. MERLITA P. MONTECASTRO, CPE

Dean of Students/Faculty

Bachelor of Theology, VNBC, 1989; M.A. Religious Education, Asia Pacific Nazarene Theological Seminary, 1991; Doctor of Theology (Pastoral Care and Counseling), Asia Baptist Graduate Theological Seminary, 2017; Diplomate of Clinical Pastoral Education (CPE) Training, 2022; Pre-school teacher 1992-1999; Immigration Support Specialist, 2006; Part time Professor and Staff, 2013; Hospital Chaplain, Bukal Life Care Ministries, 2020; College Instructor 1998-1999; Dean of Students and Faculty, 2023-.



REV. JOSEFIN M. ANO-OS, MDIV

Extension Education Coordinator / Faculty

Bachelor of Theology, Luzon Nazarene Bible College, 1991; Master of Divinity, Asia Pacific Nazarene Theological Seminary, 1993; College Faculty, VNBC, 1994-present, Dean of Students, 2013-2018; Senior Pastor of Solid Rock Church of the Nazarene, 2003-present; Academic Dean, 2022-2014.



REV. LEO MAHANLUD, LPT, MARE

Acting Academic Dean/ Faculty

Diploma in Computer Programming, STI, 1998. A.B. Theology Major in Pastoral Ministries, VNBC, 2005; M.A. Religious Education, Cebu Graduate School of Theology, 2016. Part-time College Instructor, 2006-2013, 2015-2017; High School Coordinator 2007-2013, 2015-2016; NCM-NDR Project Manager, 2014-2015; BGB Commissioner, 2015-2016; BGB National Vice President, 2016-2022; Basic Ed. Principal, 2016-2021, Senior pastor of Inayawan church of the Nazarene, 2024- present; College Faculty 2022-.





REV. EVAN REY T. MACASA, MDIV
College Chaplain / Faculty

Associate in Computer Technology-Multimedia Technology, USC, 2006
A.B. Theology Major in Pastoral Ministries, 2013; MST: Biblical Studies,
2021; Part-time College Professor, 2015; School Chaplain 2016-2018;
College Chaplain and Faculty, 2023-. Senior Pastor of Harvest Pointe
Church of the Nazarene, 2016 - present.



MRS. JEANICA B. BARJONA
Registrar

A.B. Religious Education, 2011; VNBC, 1995; Preschool teacher, 2012-
2014, Elem. Teacher, 2014-2016, VNBC.



MRS. AMY JO C. ROJO
Assistant Librarian

A.B. Religious Education, Major in Pre-School Administration, 2003; 15
units Mass Communication, APNTS, 2003; 24 units Bachelor of Library
and Information Science, 2011-2012; School Assistant Librarian, 2009-
2018; School Assistant Librarian 2022- present.

NON-TEACHING STAFF



MRS. MARICRIS B. DOGENO
Business Manager

B.S. Marketing Management, University of St. La Salle, 2004; Masters of
Public Administration, Cebu Normal University, in progress. Bookkeeper,
VNBC, 2011-2012; Business Manager, 2012-; Member of Administrative
Council, 2015-.



MS. NATHALIE GAY V. CABALDA
Book Keeper

B.S. Accountancy, University of San Carlos, 2009 (Undergraduate);
Bookkeeper, CPNC, 2013-.



MS. MARIE RUTH PASTOR
Cashier

A.B. Theology Major in Pastoral Ministries / A.B. Religious Education,
Major in Preschool Supervision and Administration, VNBC, 2008/2009;
Cashier CPNC, 2009-.



ADJUNCT PROFESSORS

DR. MARVIN CARDONEGARA

BS Medical Technology from Central Philippine University in 1987; Master of Arts in Education from West Visayas State University in 1999; Doctor of Divinity from Christian International School of Theology in 2020.

REV. KELLY PADGETT, PH.D.

Ph.D. Renewal Theology, Major in Church History and Theology, Reagent University, 2023. Part-time Professor, 2020-.

MISS. ESTHER MONTECASTRO, MARE

B.Th., VNBC, 1982; M.A. Religious Education, APNTS, 1987. Faculty, VNBC, 1986-; Part-Time Professor 2010-2012; Part-time 2023-.

MRS. ANNIE JEAN L. MONTECASTRO, MARE

B.Th., VNBC, 1982; M.A. Religious Education, APNTS, 1987. Faculty, VNBC, 1986-; Librarian, 1986-1990. Registrar, 1999-2010, 2018-; Academic Dean, 2000-2022; Member of Administrative Council, 2015-2022; Part-time Professor, 2023-.

REV. DOMINADOR L. MONTECASTRO JR., M Div.

BTH, VNBC, 1983; MDiv, APNTS, 1986. Pastor, Church of the Nazarene, 1993-; District Superintendent, 1995-2001; Part-time Professor, VNBC, 1997-2011; Full-time Professor, 2012-2022; Dean of Students, 2012-2013; Chaplain, 2012; Part-time Professor, 2023-.

MRS. ROSARIO JILL C. GALARIDO, LPT, MAEd

B.S. Major in Psychology, Colegio de San Juan de Letran, 1994; Associate in Ministries and Missions, Maranatha Institute of Christian Ministries, 2003; Diploma for Professional Education, Cebu Normal University, 2009 (CAR); M.A. Ed. Major in School Administration and Supervision, Cebu Technological University, 2018. Faculty, VNBC, 2012-2022; Basic Ed. Principal, 2013-2016; HR Coordinator, 2015-2022; Preschool Coordinator, 2016-2022; Part-time Professor, 2023-.

REV. SOOYONG (TIMOTHY) LEE, M.DIV., TH.M.

A.B., Hankuk University of Foreign Studies, 1985; M. Div., Gordon-Conwell Theological Seminary, 2004; Th.M., Asbury Theological Seminary, 2012. Sales Manager, Haujin Suping Co., LTD., 1985-1990; General Secretary, Global Missionary Fellowship, 1990-2000. Part-time Faculty, CPNC, 2012-.

MRS. MI HWA LEE

A.B. English Literature, Sacred Heart College for Women of Korean Catholic University, 1984; English TESOL Course, Sookmyung University, 2004; M.A. Theology, Cebu Graduate School of Theology, 2019; Part-time Professor, 2019-.





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