



# PIONEER REVIEW CENTER INC.

2F National Book Store, 1921 C.M. Recto Avenue, Sampaloc, Manila

Telephone Number: 7007-3824 | [consult@perc.com.ph](mailto:consult@perc.com.ph)

## PRCI TERMS AND AGREEMENT

This AGREEMENT is executed between:

**PIONEER REVIEW CENTER INC.**, with SEC Company Registration Number 2023060104231-03, a review center, with address at 3F National Book Store, 1921 C.M. Recto Avenue, Brgy. 395 Zone 41, Sampaloc, Manila 1008, referred to as “**PRCI**” in this Agreement,

AND

Individuals and parties enrolling or enrolled at PRCI are hereinafter referred to as the “**Enrollee**,” or “**Students**,”

AND

To all “**Parents & Guardians**” of the student.

## Introduction

PRCI is constantly perfecting its ways to serve and assist its clients in achieving an essential step in their lives by passing the Licensure Board Examination. We are always a work in progress. We learn to adapt new ways and continue to refine our methods to help every coming generation of Filipino people in this profession or the next.

The enrollee chooses PRCI as their review center on his/her own volition, accepting and trusting its objectives, mission, vision, core values, support services, responsibilities over review materials and facilities, compliance with policies, and governance.

Accordingly, for and in consideration of the above premises and the conditions and stipulations in this Agreement, the parties mutually agree and covenant unto each other the Articles stated herein.

All first-person pronouns in plural form used (i.e., we, us, our) shall refer to PRCI, and all second-person pronouns used (i.e., you, your) shall refer to the “Student” or “Enrollee.”

- I. **Service Mandate.** Our staff is guided to observe a particular set of rules, from standard operating hours and procedures to customer handling in general.
  - A. *Operating hours.* Our standard office hours are from 8:00 AM to 4:00 PM, Monday through Friday. PRCI is closed on Saturday and Sunday. No service will be rendered to any customer on the two rest days.
  - B. *Processing hours:*
    1. For enrollment, processing hours are the same as our operating hours: Monday through Friday, 8:00 AM to 4:00 PM for both walk-in enrollees and online submissions. Pioneer also occasionally conducts a special processing day on Sunday before the first day of classes for late enrollees through email from 9:00 AM to 4:00 PM only.
    2. *Inquiries.* For inquiries made via PRCI's Facebook Page, our processing hours are 8:00 AM to 4:00 PM. All personal or direct messages will be handled during our operating hours.
    3. *Handouts.* Our processing hours will be from Monday through Friday, 8:00 AM to 4:00 PM, and on an emergency basis during Sunday classes only.
  - C. *Processing procedure.* PRCI processes its duties to clients on a first-come, first-served basis, and no special treatment is given.
  - D. *Customer handling.* We treat our customers with significant consideration and extended leniency; however, we reserve the right to reject service to customers who exhibit rude behavior.
  - E. *Extent of Service.* PRCI has set a list of limitations on its service, which are as follows:
    1. PRCI shall provide service to its students primarily relevant to their review.
    2. PRCI shall only provide its services to its enrolled students and shall not extend its services through charity.
    3. PRCI shall not extend nor accept contracts to conduct in-house reviews for schools, colleges, or universities.
    4. PRCI shall have limited extended service for their students' board exam applications at the PRC.

- a. PRCI can only provide students with information regarding the Professional Regulation Commission's guidelines on the LERIS application, the date of examinations, the submission deadline, guidelines on what to bring to the examination site, and other instructions that comply with the rules and regulations established by the PRC.
- b. PRCI is not to assist, nor shall it be involved in physical or financial help with students' applications for their board exams at the Professional Regulation Commission.
- c. PRCI shall take no action that shall affect the outcome of the students' board exam applications.
- d. PRCI is not a part owner of any dormitory, hotel, apartment, or rental space in nearby locations offering temporary residence for our students; therefore, PRCI shall not provide students with any service relevant to such entities.

**II. Enrollment.** All enrollees are expected to comply with our standard policy on registration, payment of tuition fees, submission of requirements, signing of this agreement, and other obligations set by PRCI.

**A. Registration.** All enrollees must register their intent to enroll with Pioneer by filling out PRCI's Registration Form with their correct and truthful information *before* enrolling. PRCI has strict policies regarding incorrect information entered into its registration process.

- A. PRCI shall not accept pencil reservations. All registered individuals with incomplete requirements are not considered enrolled or reserved.
- B. PRCI shall only put permanent records with truthful and accurate information into its central database of enrollees.
  - 1.1 No enrollee with false, inaccurate, or incorrect information shall be accepted.
  - 1.2 If the enrollee has mistakenly provided incorrect information and has already paid in full or a partial amount, he/she must provide the following to be able to reiterate his/her incorrect data supplied:
    - a. Birth Certificate issued by PSA.
    - b. Current College School ID.
    - c. Transcript of Records.
    - d. Letter from the College Department Dean supporting the enrollee's true identity.
    - e. Physical copy of their proof of payment.
    - f. Enrollee must present all required documents in person.

Once all of the above requirements have been successfully submitted and processed, PRCI shall admit the enrollee and resume his/her enrollment.

- C. PRCI shall have the right to interview, screen, and process the enrollee accordingly.
  - 2.1 PRCI shall only accept enrollees who intend to use the review center for their licensure board examinations, MTAP review or advanced studies, Final Coaching, and for ASCPi Certification review.
  - 2.2 PRCI shall have the right to decline its services to enrollees who intend to use the review center for the following reasons:
    - a. Copying the styles of PRCI lecturers for their personal use.
    - b. To procure handouts and produce imitation versions of them.
    - c. Copy and imitate PRCI's review style and establish a review center similar to PRCI's.

**B. Requirements.** All enrollees are required to submit proof of their educational attainment, graduation records, or school ID if they are undergraduates. This purpose is part of our screening process in admitting enrollees.

Requirements are based on the categories the enrollee belongs to, and they are as follows:

1. College credentials according to category:
  - a. Fresh Graduates, Medical Students, and Working Students reviewing for the Local Licensure Board Examinations or ASCPi: ToR or Diploma.
  - b. Undergrads or Fresh Graduates without ToR or Diploma reviewing for the local Licensure Board Examinations or MTAP: Current School ID or admission form from their college.

- c. Latin Honor Graduates: ToR, Diploma, or any supporting document authenticating their Latin honor status (an authentication letter written and signed by their Dean of College).
  - d. Former Reviewee: old PRCI receipt or PRCI ID.
2. Furnished Registration Form.
    - a. For ASCPi review visit: <https://forms.gle/KNXKEzccaArAdQ4X9>
    - b. For MTLE local board review visit: <https://forms.gle/Vj5nBwZm3GU9kkQz8>
    - c. For MTAP online review visit: <https://forms.gle/iha1vLuwm7u8Sbz29>
    - d. For Final Coaching only review visit: <https://forms.gle/vVe3ynQsvH7CGJ9Z8>
  3. 2x2 ID Photo in .jpg or .png format.
  4. Signature Specimen in .png format to indicate agreement.
  5. Proof of payment, which contains the following:
    - a. Indicates “Successful Transaction”. “Being Processed” shall not be accepted.
    - b. Date of payment
    - c. Amount paid
    - d. Last four digits of PRCI’s account or the name of our account
    - e. Reference Number
- C. Tuition Fee.** PRCI earns the reservation or registration fee upon the enrollee’s submission of the required documents stated in Article II, Enrollment Section D of this agreement. PRCI has rules in place for accepting, declining, and considering payment terms submitted by enrollees.

1. *Pricing.* Please see the table below for the current Tuition Fees.

| Review Program          | Mode of Payment Allowed                                                                                         | Tuition Fee Amount |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------|
| MTLE Local Board Review | Full                                                                                                            | ₱ 18,000.00        |
|                         | Installment:                                                                                                    |                    |
|                         | Down Payment                                                                                                    | ₱ 9,000.00         |
|                         | Balance Payment                                                                                                 | ₱ 9,000.00         |
| Applicable Discounts    | Any of the following but not both:<br>Group of Ten Discount<br>Former Reviewee Discount<br>Latin Honor Discount |                    |
| MTAP Online Review      | Full                                                                                                            | ₱ 12,000.00        |
|                         | Installment:                                                                                                    |                    |
|                         | Down Payment                                                                                                    | ₱ 7,000.00         |
|                         | Balance Payment                                                                                                 | ₱ 5,000.00         |
| ASCPi Online Review     | Full                                                                                                            | ₱ 7,000.00         |
| Applicable Discount     | Former Reviewee                                                                                                 | ₱ 6,300.00         |
| Final Coaching Only     | Full                                                                                                            | ₱ 5,000.00         |
| Applicable Discount     | None                                                                                                            |                    |

2. *Mode of Payments.*  
 PRCI shall only accept payments made by enrollees in two types: Full payment and Installment basis.
  - a. Full Payment. Suppose the enrollee pays in full and submits his/her complete requirements. PRCI will permanently record the enrollee in their central database and provide him/her with admission instructions.
  - b. Installment. A 50% down payment of the tuition fee is required to get a reservation at PRCI’s review program. Then, the balance payment should be made at least a week before classes start.
3. *Accepted forms of payment.*  
 PRCI shall only accept payment in cash, bank-to-bank transfer, bank deposit, Gcash, and online banking. PCRI shall not, under any circumstances, accept payments made through check or credit card.

PRCI shall not, under any circumstances, accept any transaction under a promissory note.

PRCI shall update its list of accepted forms of payment.

4. *Discount Policies.*

PRCI permits discounts on the following instances only:

- a. **Group of Ten Discount.** PRCI allows any group of ten students to apply for a deduction of ₱500.00 each in their tuition fee payment.
  - 1. All group members must pay at least 50% of the down payment before applying for this discount. Individuals who have already paid in full are not eligible to join the group of ten.
  - 2. No Latin Honor shall be part of the group.
  - 3. No former reviewee shall be part of the group.
  - 4. Submission of requirements shall be done individually.
  - 5. The first enrollee of the group to submit requirements shall be the representative of their group.
  - 6. Each member must include the list of their group members to indicate they belong to that group.
  - 7. PRCI will not accept additional members of the group. Any additional member must form another group of ten.
  - 8. Each group member will benefit from a ₱500.00 deduction from their total tuition fee.
  - 9. To prevent overpayment, each member will only pay their remaining balance minus the ₱500.00 discount.
  - 10. Group of Ten Discount is only applicable for MTLE Review.
  
- b. **Former Reviewee Discount.** PRCI offers a 10% discount to former reviewees on their next enrollment.
  - 1. Former reviewee must strictly comply with submitting the requirements stated in Article II, Enrollment Section B Requirements 1-d, along with his/her registration and tuition fee payment.
  - 2. Former reviewees are entitled to a 10% discount.
  - 3. The former reviewee discount does not apply to Final Coaching Only enrollment.
  - 4. If ten years have passed since the enrollee’s last enrollment, the former reviewee discount is no longer valid.
  - 5. Former reviewees cannot be part of any group of ten to earn the ₱500.00 discount.
  - 6. This discount shall be applied to any second-time enrollment and onwards, except for Final Coaching Only and MTAP Online Review.
  
- c. **Latin Honor Discount.** PRCI allows Latin Honors to enroll with considerable discounts applied.
  - 1. Latin Honor enrollees must submit requirements stated in Article II, Enrollment Section B Requirements 1-c, along with the other requirements to apply for the discount upon enrollment.
  - 2. Enrollees with Latin Honors must indicate their Latin Honor status in their registration form, whether they are running candidates or have already been bestowed.
  - 3. Summa Cum Laude Honor is only required to pay a minimum fee of ₱3,000 (F2F or Online Review)
  - 4. Magna Cum Laude Honor is only required to pay a minimum fee of ₱8,000 (F2F or Online Review)
  - 5. Cum Laude Honor is only required to pay a minimum fee of ₱13,000 (F2F or Online Review)
  - 6. If a year has passed since the enrollee’s graduation, his/her Latin Honor status is no longer valid. The enrollment fee becomes equal to that of a regular student eligible for the former reviewee discount.
  - 7. If you did not include your Latin Honor status on your registration form, you cannot apply for the Latin Honor Discount.
  
- d. All forms of discounts do not apply to “final coaching only” review.

5. *Bank Account Numbers.* All tuition fee payments can be sent to the following bank account numbers. Any bank account number not found in this list will not be accepted. Only the bank account numbers listed below will be recognized by PRCI.

|      |              |                |
|------|--------------|----------------|
| Bank | Account Name | Account Number |
|------|--------------|----------------|

|           |                                                       |                  |
|-----------|-------------------------------------------------------|------------------|
| BDO       | Nardito D. Moraleta or<br>Ronaldo Ryan B. Moraleta IV | 0000-2015-8998   |
| BPI       | Nardito D. Moraleta or<br>Ronaldo Ryan B. Moraleta IV | 0097-4500-9619   |
| Metrobank | Ronaldo Ryan B. Moraleta IV                           | 461-3-46105115-5 |
| Gcash     | Ronaldo Ryan B. Moraleta IV                           | 0915-523-9959    |
| Gcash     | Ronaldo Ryan B. Moraleta IV                           | 0969-321-5031    |

6. *Penalty.* All enrollees with incomplete payments will not be allowed to access their handouts and will not be admitted as Pioneer Reviewees or Students. PRCI will automatically move the enrollee to the next review batch by default. The enrollee may also have the choice to withdraw from the review, continue in the next batch, or reschedule his/her enrollment according to Pioneer’s validity and transfer policy.

D. **Validity.**

**Definition of Terms**

*Board Review Batch.* This refers to the entire review batch focused on the upcoming scheduled board examination (i.e., March 2025 board exams), and the next Board Review Batch will focus on August 2025 board exams.

*Batch.* This refers to the batches created within the Board Review Batch (i.e., September Batch, October Batch, and so on). PRCI often has three batches per Board Review Batch.

*Section.* This refers to the grouping of students, and each section is limited based on the number of slots or seats available per room for face-to-face and the capacity of Zoom participants.

**Enrollment Validity (For Local Boards | MTLE Review)**

A student’s enrollment with PRCI is only valid for the duration of a review program he/she is enrolled in (March or August yearXXXX), no more, no less. Any day, week, or month past the enrollment validity date, the student’s enrollment with PRCI is no longer valid and is considered expired.

**Review Handouts**

All review handouts are downloadable and accessible from PRCI’s Google Drive for up to one year. PRCI will post a notice in the Facebook group or Telegram group about the deletion of handouts from the Google Drive. This is regularly done to free up cloud storage.

**Video Lectures**

All video lectures are only accessible within the specified timeframe, as explained during class orientation—usually until final coaching begins. All video-recorded lectures during the review program will be deleted after the final coaching of that specific review batch.

**Enrollment Validity (For ASCPi Review)**

A student’s enrollment with PRCI is only valid for two review batches. The review batches for ASCPi Review are scheduled for January, June, and September. All review handouts and video-recorded lectures are accessible for up to two review batches, and students are permitted to attend the next review batch.

**Forfeiture**

Enrollees who withdrew from enrollment automatically forfeit validity.

- III. **Confidentiality and Data Protection Policy.** PRCI utilizes a centralized database system where a select number of its staff can verify the enrollee’s authenticity, information, payment, and enrollment date. No other personnel or outside entity shall be allowed to access this system.

During our Registration process, the enrollee is required to supply information primarily about themselves. All data collected will be treated sensitively with utmost care and in strict compliance with our Confidentiality and Data Protection Policy.

- A. Data to be Collected from Students

The following information is to be collected in our registration form, and stated hereby are the purposes for which they are required:

1. First name, middle name, and last name. This is for identification, checking names in the board exam results, and record tracking.
2. Age. For ratio and statistics, PRCI has admitted different age ranges into its review program, and this information helps us identify which age range the review is most effective or needs further adjustments. This portion also helps our lecturers adjust their lectures and guidelines based on the majority of our review classes' age range.
3. Gender. For your identification and biological statistics.
4. Civil Status. This helps PRCI adjust its services for married people, those with children, and those with complications. It also helps PRCI's statistical data.
5. City Address. For demographical statistics, for consideration and understanding of enrollee's absences.
6. Telephone, mobile number, and email. Used for informing the enrollee of schedules, changes, suspensions, reminders of payment balances, and all other relevant information concerning his/her enrollment with PRCI.
7. School graduates for evaluation, statistical data, and record tracking.
8. Year graduated. To determine your mental condition regarding study and stock knowledge variables, the number of board examinations taken, if applicable, or years of inactivity from either service or study.
9. Birthdate. To verify your age.
10. Name of Father and Mother, their Occupation, and Contact Numbers. For cases of emergency. The occupation is determining if you can pay the tuition fee; it also helps our review director assess the exceptional instances of giving free admission.
11. Honors. Enrollees must provide proof that they graduated with honors to apply for Latin Honor discounted fees.
12. 2x2 ID Photo. For Registration and Identification purposes.
13. Signature Specimen. By submitting a signature specimen, the enrollee equally agrees to this agreement and shall abide by all the rules stated herein.

B. Other data

All other data in our care that result from your enrollment with us will also be treated with the same security measures.

1. The enrollee's grades or scoring remarks are usually kept in PRCI records and only posted on bulletin boards to show the enrollee's standing. All remarks are also provided to the Dean of Colleges at their request to determine their students' performance and readiness to take the Board Exams.
2. The attendance log shall only be available per the Dean of Colleges' request.

C. Ramifications

For any data security breach, please report to our office in full account of the breach. We will take action based on the severity of the damage incurred according to our disciplinary measures and possibly criminal charges against perpetrators.

#### IV. Refund Policy.

- A. Excess Payments. Any excess payment shall be refunded automatically with the enrollee's signed Refund Voucher for documentation.

Situations when it is considered an excess payment.

- A. When an enrollee accidentally overpaid his/her tuition fee, any excess amount is refundable.
- B. Latin Honor excess fees can only be refunded after completion of Latin Honor requirements, and PRCI has not yet issued a sales invoice.

- B. All full or partial payments are **NOT REFUNDABLE**. PRCI has listed considerable actions an enrollee can take, or, under circumstances permitting, withdrawal from the review program.

Actions the enrollee may take instead of a refund.

1. The enrollee may move or reschedule his/her enrollment to the next review batch.
2. The enrollee can find a replacement to fill his/her spot.
  - a. The withdrawing enrollee shall inform PRCI that he/she has found his/her replacement and submit this person's full name to PRCI.

- b. The withdrawing enrollee shall then endorse his/her deposit slip/official receipt to his/her replacement, have this person submit his/her requirements separately to PRCI, and indicate that he/she is replacing the previous enrollee.
- c. Advise the replacement to contact PRCI directly.
- d. The replacement shall be responsible for paying any remaining balance.

**V. Withdrawal Policy.**

Under circumstances where the withdrawing enrollee cannot find a replacement, PRCI has a rule for consideration. We refund a decreased amount of paid fees under the list of acceptable reasons:

- A. The enrollee is physically incapable of attending the review program and prefers not to transfer to online mode. For physical disabilities, the enrollee must provide proof of disability by submitting a disability certificate from a doctor or a copy of a PWD ID card.
- B. The enrollee is medically or mentally ill. The enrollee must provide a doctor's medical certificate.
- C. The enrollee is forced to withdraw due to family or private circumstances, such as the death of a family member or a sick or dying relative.

No proof of payment, no service invoice, no refund. Upon withdrawal, a processing fee amounting to ₱2,000.00 will be deducted from the enrollee's initial payment.

**VI. Admission:** Only after full payment shall PRCI admit the enrollee. The enrollee shall now be called "student" or "reviewee". PRCI shall then give a set of instructions to the student through email that provides details on the following:

- A. *Seat Plan.* Students may reserve or select a seat number from a seat plan map, and PRCI shall follow the corresponding policy below.
  1. The service mandate of a "first come, first serve basis" shall be followed by entertaining whoever among the students responds first from the email.
  2. Transferring to a different seat number shall only be allowed once.
  3. Friends or groups of friends are allowed to become seatmates if the seats they pick are available.
  4. Students with poor eyesight may have the right to choose the front row seats and, if they are no longer available, be given special seats upon request.
- B. *FB Group.* Students shall be provided a URL link to join PRCI's Facebook Group for the current board review program.

FB Group Usage. PRCI shall discuss the usage and functions of the FB Group with students during orientation, and rules shall be posted there for reading. Usages of FB Group are as follows:

1. For announcements and declarations.
2. Information dissemination intended only for PRCI students.
3. Class schedules and plausible changes.
4. Zoom meeting invites for online classes.
5. Posting of examination scores.
6. Access hub for practice examinations, video-recorded lectures, and make-up class request forms.

PRCI shall follow the protocols set below within the hours stated in the Service Mandate.

1. PRCI staff attending the Facebook Group shall be referred to as Moderators.
2. Moderators shall prepare the FB Group accordingly before inviting new students.
3. Moderators shall screen the FB Group's member management system to admit new students. All joiners not found in our database or not fully paid shall be automatically declined.
4. Moderators shall have the right to kick or ban individuals or entities who are not supposed to be in the FB Group.
5. Moderators shall post policies for students to observe within the FB Group they joined and ensure they are implemented.
6. Moderators shall actively respond to students' concerns, complaints, and inquiries through Facebook Page Messenger or private messages.
7. Moderators shall post the Make Up Class Request Form for the students, along with instructions on how to use it and its rules. This post shall be placed in the feature tab for easy access.

8. Moderators shall post the YouTube URLs of video-recorded lectures for absentees, medical students, working students, and others. This post shall be placed in the feature tab.
9. Moderators shall post the Practice Exam URLs for the students to use. This post shall be placed in the feature tab.

Students must follow the rules set below while inside PRCI's FB Group, and the moderators shall enforce them.

1. Only PRCI students who are fully paid will be invited into the FB Group.
2. Students must rename their FB profiles to real names for verification and admittance.
3. Students should not invite anyone to the group. Only PRCI staff have the right to invite students to the FB Group.
4. Students are to respect every member of the group.
5. Students are allowed to post in the FB Group, but they are to observe and comply with the posting rules set below:
  - a. The post must be relevant to the purpose of the Group, or the topic must have something to do with the profession they are reviewing.
  - b. No advertisements in the group unless the ad is profession-related or job posting.
  - c. No spamming or flooding of posts and comments.
  - d. No repeat posts, as they are considered spamming. Students may pin a post or share an old post within the group.
  - e. No cursing, no swearing, no profanity, no rudeness, and no obscenities.
  - f. Students can post a thread of topic discussions, questions, and review-related topics or inquiries.
6. Make sure your FB settings for this group are not set to block so you can get updates and never miss a post.

- C. *Telegram Group Chat/Channel.* Once students are fully paid, PRCI shall send them a link to their Telegram Group.

Telegram Group/Channel usage. PRCI shall also discuss the usage and function of their TG GC during orientation, and rules shall be posted in the FB Group for reading. Usages of TG GC are listed below:

1. The TG GC is used to post lost and found items for immediate reclaim or return to the owner.
2. This channel shall also post announcements about suspensions, activities, events, and reschedules. This is another avenue of communication for students who do not use Facebook.
3. All documents, URLs, and possible video-recorded lectures to be shared with students shall be posted on PRCI's TG Channel.
4. The TG Group/Channel is intended for immediate and direct interaction with PRCI staff regarding all sorts of concerns regarding the review.

The rules for students' use of the TG Group/Channel shall be the same as those from PRCI's FB Group.

- D. *Google Drive access.* Once fully paid, Students shall be provided access to their softcopy handouts in PDF format. If the files are not yet available or incomplete, all students will have to wait.

There are a few rules concerning the usage of folders shared via Google Drive.

1. Once fully enrolled, all handouts shared with the student shall become their responsible ownership.
2. Students must never share their shared folder with anyone outside PRCI.
3. The shared folders are named after the student's real full name for identification. Students must never rename their shared folder, as there will be other files PRCI shall put in them.
4. After a year, all these shared folders shall be deleted for clearing and freeing up cloud storage.

**VII. General Rules.** PRCI shall impose rules and guidelines for all students, parents, visitors, and other entities to observe and follow while inside the company's premises.

- A. Respect everyone within PRCI's premises.



- B. Practice good behavior and proper conduct to avoid conflict resulting in verbal confrontations and physical violence.
- C. Behave professionally, especially when inquiring, issuing complaints, and transacting business. PRCI does not condone violence or any act of physical brutality or verbal abuse. Anyone who acts violently shall immediately be escorted out of PRCI's premises.
- D. Treat PRCI's equipment, appliances, furniture, and all items within its facility with care and respect.
  - 1. Any individual shall be accountable for any destroyed or damaged property and pay the equivalent current market value or similar grade if the item is no longer in the market.
  - 2. Any repeat violation shall be penalized twice the price of any item destroyed to possible expulsion.
- E. Everyone snacking inside our premises must clean up after themselves. They should dispose of all garbage in their respective trash bins.
- F. PRCI believes in human rights and freedom of speech, though the company firmly urges everyone to practice them within reason with due respect and discipline. PRCI does not condone anyone who will assert their rights aggressively, abusively, radically, violently, and without regard for others.
- G. All students must wear their Pioneer IDs at all times.

### **Classroom Guidelines**

- A. Students are not allowed to have someone else attend classes for them. Violation of this rule may result in expulsion and a permanent ban from PRCI.
- B. Students must observe and comply with PRCI's dress code policy and avoid the following clothing garments:
  - Gym clothing and sportswear.
  - Any clothing that is suggestive or inappropriate.
  - Dirty and smelly clothes or unwashed garments.
  - Clothing with stamps or prints that are offensive, disrespectful, discriminatory, or inappropriate.
  - Poor hygiene and lousy grooming practices are also prohibited.
- C. Once inside the classroom, students must respect the lecturer and their added personal rules and regulations, if they impose any.
- D. All questions will be entertained at the end of the lecture, before moving on to the next topic, or whenever the lecturer prompts the students if they have any questions.
- E. Students are prohibited from eating during classes except for candies and coffee beverages.
- F. Students are allowed to bring their water jugs, flasks, or disposable tankards of drinks as long as they do not spill the contents of their containers.
- G. All students are reminded to be gentle with their freedom rights. There are boundaries and peaceful ways to communicate one's needs, suggestions, recommendations, and everything else. Students can send us a message through our Facebook messenger or e-mail.
- H. In the case of power failures, students should not hold PRCI accountable. PRCI is in no way responsible or connected to the power company. Students will be reminded to remain calm and wait for the lecturer's announcement or instructions.
- I. Students are not allowed to record lectures in full or a fraction of coverage, either in video or audio format.
- J. Students may be permitted to take still shots of the lecturer's presentation slides as instructed, and these photos should only be for personal use. Students should refrain from posting photos of lectures anywhere online, publicly or privately.
- K. Students must turn off their mobile phones and tablets or set them to silent mode.
- L. Students are not allowed to answer their phone calls inside the classroom. If the call is an emergency, they must step out of the classroom.
- M. Students are welcome to a comfort room break anytime; no permission is required as long as the class discussion is not disrupted.
- N. Students cannot request to reduce the AC's cooling temperature. They are allowed to bring a jacket to keep warm.
- O. During examinations, students are not allowed to use AirPods, WiFi earphones, or similar devices.

### **Zoom Meeting Guidelines**

- A. Students must use their real names inside the Zoom meeting room. If any names are unknown to the moderators or are not found on the enrollment list, the moderators are compelled to remove unknown identities from the Zoom meeting.
- B. Students are required to open their cameras for identification and to show respect to lecturers or presenters.
- C. Students must at least dress decently while attending our online classes. T-shirts are okay.
- D. Students must carefully choose their study environment to prevent unwelcome scenarios in their background during online classes.
- E. Any incident occurring within the student's surroundings during online classes is not PRCI's responsibility.
- F. Upon entry, all participants are muted; only the speaker can use the microphone unless the review lecturer implies a rule.
- G. Students must set their view to "Speaker" or "Speaker side by side" (an option available when the host or lecturer is screen sharing).
- H. Once inside the meeting room, kindly respect the lecturer and their added personal rules and regulations if they impose any.
- I. If the lecturer gets disconnected, wait for him/her to return or for announcements. Please be patient with the lecturer, for he/she has no control over internet stability, connection issues, or power outages. In the case of an undetermined return of the lecturer, we may suspend classes for that particular subject and reschedule.
- J. All questions will be entertained at the end of the lecture, before moving on to the next topic, or whenever the lecturer prompts the students if they have any questions.
- K. If you have a question, you may send it in chat "directly" to the lecturer or to "Everyone" for the public.
- L. Students are welcome to a comfort room break anytime; no permission is required as long as the class discussion is not disrupted.
- M. Please be patient with the lecturer during internet slowdowns or disconnections. These matters are beyond anyone's control.
- N. Do not hold PRCI accountable for power failures, internet disconnection, slowdowns, or intermittent connections; PRCI is in no way responsible for operating your electricity and internet connection.
- O. Please comply if the moderator asks you to stay in the meeting room.
- P. Students are not allowed to screen-record or copy in any way PRCI's Zoom Online lectures.
- Q. Students may take still shots of presentation slides as per instructions.
- R. During examinations, students must open their cameras to prove they are the ones taking the examination.
- S. To avoid cheating during examinations, students are not allowed to use their AirPods, WiFi earphones, or similar devices.

**VIII. Transferring Policy.** Any student will be given a one-time opportunity to transfer their enrollment with PRCI to either the next batch or section, or entirely to the next board review batch.

#### **Definition of Terms**

*Board Review Batch.* This refers to the entire review batch focused on the upcoming scheduled board examination (i.e., March 2025 board exams), and the next Board Review Batch will focus on August 2025 board exams.

*Batch.* This refers to the batches created within the Board Review Batch (i.e., September Batch, October Batch, and so on). PRCI often has three batches per Board Review Batch.

*Section.* This refers to the grouping of students, and each section is limited based on the number of slots or seats available per room for face-to-face and the capacity of Zoom participants.

- A. Students are allowed to transfer once only.
- B. Once transferred to another batch, section, or board review batch, students cannot return to their previous slot unless the slot they vacated is not occupied.
- C. Students may swap or trade slots from the section, batch, or board review batch they want to switch to. Students must comply with the guidelines below for swapping:
  1. Both students must be fully paid before attempting to swap.
  2. Both students must send their request to [enroll@perc.com.ph](mailto:enroll@perc.com.ph), stating their intention to swap and mentioning each other's names for matching and reference purposes.

**IX. Review Materials.**

- A. *Handouts.* For the **MTLE Review** program, every student shall receive a copy of their handouts one week before classes start. It is imperative to have rules and policies in place for handouts to ensure the copyright protection of their authors and creators.

General Guidelines

1. Only Pioneer students or fully paid enrollees are allowed to receive a copy of the handouts. Enrollees with outstanding balances will not be able to receive their handouts until they are fully paid.
2. Handouts are free to all Face-to-face enrollees in photocopy format. But a second copy shall be paid for ₱2.00 per page.
3. All students will be provided with a softcopy version of the handouts in PDF format via Google Drive. These PDF files will be stored in a folder named after the student.
4. All PDF handouts will be watermarked for student personalization and copyright protection.
5. All PDF handouts will have a password for editing, and this password will never be shared with anyone.
6. Hardcopy handouts shall be automatically provided to F2F students.
7. Hardcopy handouts will be provided to online students by request only. Students may call +63 906 211 2260 to request a hard copy. Please note our processing hours in the Service Mandate.
8. If hardcopy handouts are to be delivered to the student's residence, shipping cost will be their responsibility.
9. All PDF handouts, except examination files, can be opened without being prompted for a password to open.
10. All PDF handouts can be printed, annotated, highlighted, have text inserted, and be drawn on, except for copy-paste, to prevent copyright infringement.
11. Removal or deletion of PDF passwords, security passwords, watermarks, and stamped student numbers on hardcopy handouts, then proceeding to scanning, printing, photocopying, and reproducing the handout, in whole or in part, for sharing or sale is illegal.

- B. *Handouts.* For **ASCPi Review**, participants will only receive soft copies of their handouts in PDF format. No printout shall be released for them due to the file size of their review materials and the mode of distance learning.

General Guidelines

1. Only Pioneer students or fully paid enrollees are allowed to receive a copy of the handouts. Enrollees with outstanding balances will not be able to receive their handouts until they are fully paid.
2. Handouts are free in PDF format. All students will be provided with a softcopy version of the handouts via Google Drive. These PDF files will be stored in a folder named after the student.
3. All PDF handouts will be watermarked for student personalization and copyright protection.
4. All PDF handouts will have a password for editing, and this password will never be shared with anyone.
5. All PDF handouts, except examination files, can be opened without being prompted for a password to open.
6. All PDF handouts can be printed, annotated, highlighted, have text inserted, and be drawn on, except for copy-paste, to prevent copyright infringement.
7. Removal or deletion of PDF passwords, security passwords, and watermarks, then proceeding to printing, photocopying, and reproducing the handout, in whole or in part, for sharing or sale, is illegal.

- C. *Handouts.* For the **MTAP Online Review**, participants will only receive soft copies of their handouts in PDF format. No printout shall be released for them due to the mode of distance learning and nationwide span. This review program shall follow the same General Guidelines in Article IX, Section B.

- D. *Handouts.* For the **Final Coaching Only Review**, participants will only receive soft copies of their handouts in PDF format. No printout shall be released for them due to the time constraint. This review program shall follow the same General Guidelines in Article IX, Section B.

- E. *Video-Recorded Lectures.* Most lectures conducted online are being recorded and made accessible to working students, medical students, and absent students so that they can catch up with the pace of PRCI's review program. However, there are restrictions regarding video-recorded lectures, access, and usage.

**General Guidelines**

1. There will be no recorded versions of Clinical Microscopy by Mr. Errol E. Coderes, ISBB by Mr. Jude Trinidad, Histopath by Mr. Alvin Flores, and Enhanced Hema by Mr. Ejer Bond Fabro. There will be counterparts for ISBB by Ms. KC Abril, Histopath by Mr. Joyson Manzanares, and Enhanced Hema by Mr. Ralph Alipio.
2. Video-recorded lectures will be under the copyright of the presenter or speaker in the video.
3. All recorded lectures will be processed the next day for students to access due to Zoom's server-side video processing.
4. All video-recorded lectures will be uploaded to PRCI's Telegram Channel with security measures applied.
5. Only PRCI students can access them.

All students must comply with PRCI's standard policy on video-recorded lectures.

1. DO NOT DOWNLOAD PRCI's video-recorded lectures; they are under the intellectual copyright of the professors.
2. DO NOT SHARE PRCI's video-recorded lectures with anyone outside Pioneer.
3. DO NOT COPY, REPLICATE, REPRODUCE, OR REDISTRIBUTE any of our video lectures, nor SELL them to anyone.
  - a. Any method of copying video lectures is prohibited. (i.e., downloading, third-party app downloading, screen recording or screen capture, audio recording and taking still photos of every slide and compiling them into one continuous video)

**X. Attendance Log & Statistical Data.**

PRCI shall use its statistical data as a reference in developing and improving its review program based on 100% student attendance. Therefore, an attendance sheet created from Google Forms shall be required for all students to log in every morning and afternoon, except for medical and working students.

There will be a separate statistical data category for absentees, medical students, and working students.

**XI. Amendments.**

PRCI is entitled to add, modify, tweak, or amend any policy set herein with or without public notice as its management sees fit. All concerned individuals and parties may read back to this file for updates and changes.

**XII. Effectivity.**

Upon submission of the Enrollee's signature specimen, completion of payment, and admission to Pioneer Review Center Inc., he/she hereby fully understands and conforms to this agreement. The student/enrollee shall be bound to this agreement, comply, and abide by the policies stated herein.