



## **RULES AND REGULATIONS**

Version 1 | October 6, 2017

## 01. General Agreement

- The GM ATTC is located on the property of the Lourdes High School Complex in the town of Angat, province of Bulacan in The Republic of The Philippines. Please, observe that we are guests of the Lourdes High School facility at all times
- Female company is not allowed at the GM ATTC
- The GM ATTC administration does not require payments for accommodation at the facility
- The GM ATTC administration will not ask for a deposit from you for the use of the building, equipment, training materials or uniforms
- You have to write minimum of eight (8) successful Major Course Examinations that will be presented to you during your training at the GM ATTC
- Lighting of fires are not permitted anywhere within the GM ATTC campus.
- *No Smoking!* Is observed throughout the GM ATTC premises except at designated areas. Subject to a penalty of PHP 750.00 (each incident & according to daily rate) if not respected
- *No Spitting!* Is observed throughout the GM ATTC premises. Subject to a penalty of PHP 750.00 (each incident & according to daily rate) if not respected
- Consumption of alcohol is not allowed within the GM ATTC campus
- Zero tolerance is implemented concerning use of narcotic's, drugs and will be dealt with accordingly
- Any damages and/or defects to the GM ATTC must be reported to the Administration Office immediately upon discovery
- Use the Green (biodegradable waste) and the Black (non-biodegradable waste) garbage cans to dispose of waste, DO NOT litter the surroundings of the GM ATTC campus
- The cost for repairs required due to purposely inflicted damage (vandalism) to the general buildings such as but not limited to training vehicles, equipment, tools instruments, training desk top computers and laptops and all other facilities or assets within GM ATTC will be shared amongst all of the Students with an equal deduction from their monthly allowance/stipend
- You are to bear the cost of your own meals at the GM ATTC Canteen. The cost of the meals will be deducted from your monthly allowances/stipends
- You are not allowed to cook food anywhere within the GM ATTC campus
- If found guilty of theft of any item(s) at the GM ATTC, you will be removed from the GM ATTP & GM ATTC facility with immediate effect. You are obliged to reimburse received allowance/stipend and other incurred services paid on your behalf in connection with your entry to the GM ATTP
- If you are involved in a fight, BOTH offenders will be removed from the GM ATTP & GM ATTC with immediate effect. You are obliged to reimburse received allowance/stipend and other incurred services paid on your behalf in connection with your entry to the GM ATTP
- The GM ATTC and the GM ATTP are not responsible for the loss of any personal belongings.

## 02. Daily Schedule

| Item                    | Timing                                |
|-------------------------|---------------------------------------|
| Breakfast               | 7:00am — 8:00am (0700hrs — 0800hrs)   |
| Start of Training       | 8:30am (0830hrs)                      |
| Morning Program         | 8:30am — 10:40am (0830hrs — 1040hrs)  |
| Break                   | 10:40am — 10:50am (1040hrs — 1050hrs) |
| Morning Program cont.   | 10:50am — 12:30pm (1050hrs — 1230hrs) |
| Lunch                   | 12:30pm — 1:30pm (1230hrs — 1330hrs)  |
| Afternoon Program       | 1:30pm — 3:30pm (1330hrs — 1530hrs)   |
| Break                   | 3:30pm — 3:40pm (1530hrs — 1540hrs)   |
| Afternoon Program cont. | 3:40pm — 5:30pm (1540hrs — 1730hrs)   |
| End of Training         | 5:30pm (1730hrs)                      |
| Dinner                  | 5:30pm — 6:30pm (1730hrs — 1830hrs)   |

## 03. Security

Armed security personnel are present and on-call at the GM ATTC at all times. Please notify the Security Guard(s) immediately in case you see any suspicious activities going on

- Students from the Lourdes High School are not allowed access to the GM ATTC facility
- You have to respect and comply with the curfew from 10:00pm (2200hrs), including Saturdays & Sundays. Opening of the facility gates from 06.00am only

## 04. Attendance

- The GM ATTC Team will keep records of your attendance for all IBT courses
- You are required to personally sign for your daily attendance
- You are expected to have a 100% attendance rate for all IBT courses
- If you fall sick or unable to attend an IBT course, your teaching Instructor, Caretaker or Training Specialist must be notified before the start of the IBT course. Failure to notify of absence, absence without approval or absence without valid Medical Certificate will result in monetary penalty. The amount of SEVEN HUNDERED FIFTY PESOS (PHP 750.00) which is equal to the daily rate will be deducted from your very next monthly allowance/stipend according to day(s) of absence
- In case you fail to attend a class or part of a class, due to confirmed or valid reason, your teaching Instructor(s) will assign a replacement task for at least the same time duration

## 05. Identification Card (ID-Card)

- Shortly after your arrival at the GM ATTC facility, a personal Identification Card will be issued to you by the GM ATTC Team
- Always make sure to wear your personal Identification Card on your shirt its left side chest pocket; otherwise, access to the GM ATTC facility will be prohibited
- Visitors to the GM ATTC facility are required to wear an Identification Card indicating: VISITOR

## 06. Fire Extinguishers

- Fire extinguishers are available outside the dormitories, in and outside the classrooms, outside the Administration Office and at the workshop's
- Upon usage of a fire extinguisher, it requires replacement. Please, inform the Caretaker without any delay for the replacement of the unit(s)

## 07. First Aid kits

- First Aid kits are available at four locations: Workshop, Canteen, Classrooms and Administration Office
- Each FAK has a list with the responsible person for that area, a FAK content list and the nearest emergency support person(s)
- Please feel free to submit your suggestion/suggestions to the *Suggestion Box* on items you think should be further included in the First Aid kits

## 08. Virtual Data Room (PC room)

The Virtual Data Room is located on the ground floor and is likewise air-conditioned. This room is equipped with 12 PCs. These PCs are first of all, intended to provide online access to your WBT courses. The PCs in this room can also provide a means of communication with your family and friends, but only after you have completed your prerequisite WBT courses in preparation for your next IBT course.

| Computer Room Opening Hours |                                      |
|-----------------------------|--------------------------------------|
| Morning                     | 5:00am – 8:00am (0500hrs – 0800hrs)  |
| Evening                     | 5:30pm – 11:00pm (1730hrs – 2300hrs) |

- The Security Guard on duty will lock the computer room outside the opening hours
- The original settings of the PC's must not be altered at any time
- You are not allowed to install any personal software / data on any of the PC's
- No files are to be stored on the hard disk of a PC, except if ordered so during the class sessions
- If you encounter a problem with a PC and/or Internet connection in the computer room, you must report the problem to the IT Supervisor or Training Specialist immediately with reference to the PC number being reported
- You must sign in to the Log Book before using any PC in the computer room and sign in the Log Book when you have finished with the session (maximum of three hours utilization)
- If a CPU has been corrupted and/or manipulated and cannot be restored anymore, it will be destroyed and made useless with immediate effect by the IT Supervisor. A new CPU will be purchased and the total amount of the new CPU will be equally deducted from each Student's very next allowance/stipend

## 09. Dormitories

The air-conditioned dormitories are located on the second floor. There are five (5) dormitories available for accommodation at the GM ATTC facility.

| Dormitories                                  |         |
|--|---------|
| Dormitory 1 (reserved for GM ATs in transit) | 8 beds  |
| Dormitory 2                                  | 8 beds  |
| Dormitory 3                                  | 8 beds  |
| Dormitory 4                                  | 8 beds  |
| Dormitory 5                                  | 22 beds |

- You will share a dormitory with your classmates and all of you shall share the responsibility of keeping the dormitory in good order throughout your stay at the GM ATTC facility
- If any damage is done purposely (vandalism) to a dormitory, the cost(s) for the repairs will be deducted from the monthly allowance/stipend of all of the Students sharing the concerned dormitory
- Upon the arrival and check-in, you will be assigned to a dormitory, bed and a personal locker. The number on the locker corresponds to the number on the assigned bed
- You will only have access to the dormitory assigned to you
- Please, do not leave valuables unattended in the dormitory. The GM ATTC Team is not responsible for any loss of personal belongings as well as Student Work Guides (SWG's)
- A bed and/or dormitory can be re-assigned only upon request to the Caretaker who assesses the situation and reason
- The Training Center Manager reserves the right to relocate a student to another dormitory at any time if so required
- You are required to bring your own padlock for your assigned lockers
- You are responsible for keeping the immediate surroundings of your bed and locker clean and tidy at all times
- Furniture and fittings inside a dormitory are not allowed to be altered, moved or removed without prior permission from the Caretaker
- Installation of furniture and/or fittings of any kind in the dormitories are forbidden
- A pin-board is provided next to each bed. Please, use this pin board to personalize the area next to your bed
- Pictures showing nudity or other obscene behavior will be removed
- Writing on the walls, beds etc. will not be tolerated. The cost for required special cleaning and/or repair will be deducted from the violator's monthly allowance/stipend. If a perpetrator/perpetrators cannot be found, all occupants of the concerned dormitory will share the cost of repair/repaint of this concerned dormitory

- Use the staircase for access to the Canteen and Lavatory from the dormitories and the second floor
- No guests are allowed to stay overnight at the GM ATTC facility. Guests must vacate the building by 10:00pm (2200hrs)
- Students accept responsibility and liability for the guests he invites into the GM ATTC facility
- Every morning (Monday through Friday) after the start of the classes, the floors of the dormitories will be cleaned. Please, ensure no items are left on the floors. If any item/items are found on the floors these will be sent to the Administration Office where the Student can collect the goods

For bed sheets and pillow cases replacement, please remove bed sheets and pillow cases from your bed and place them in your own bed for collection on the following day:

| Laundry of Bed Sheets & Pillow Cases | Laundry of Towels |
|--------------------------------------|-------------------|
| Every second Friday morning          | Every Friday      |

- Staff members from the Assistance Team will provide a clean set of bed sheets with pillow case on this day
- You are expected to make your own bed every morning as well as after receiving the new bed sheets and pillow cases
- The dormitories will be locked by the Security Guard after the floors have been cleaned

## 10. Uniforms

Upon arrival at the GM ATTC facility, a complete set of uniforms will be provided to you.

- The set contains the following:
  - Trousers x 2
  - T-shirts x 5
  - Shirt-Jack x 2
- Safety shoes will not be provided by the GM ATTC Team and are to be brought by you.
- Safety shoes are mandatory and have to be worn from 8:30am to 5:30pm (0830hrs – 1730hrs), Monday through Friday
- The uniforms are compulsory and have to be worn from 8:30am to 5:30pm (0830hrs – 1730hrs) throughout the training center

Furthermore, Students will not be provided with soap, shampoo and other toiletries. Toilet- & tissue paper is available for purchase in the Canteen.

## 11. Lavatory

The showers, toilets, urinals and washbasins are located at the lavatory zone on the ground floor at the far end of the building.

- As a courtesy to the next user, always leave the lavatory clean and in good condition

- In case of failure of the equipment or fittings, you must notify the Caretaker or Administration Office immediately to prevent any accidents or further damages
- As a hygienic practice, always have your footwear on when going to the lavatory
- Please remember to use water wisely

## 12. Laundry Area

A simple laundry facility and clothes drying area is located at the backyard of the building. This laundry area has been prepared for simple washing of personal clothes. Please, keep this area in clean condition by wiping-off the washbasin when you are finished doing your laundry.

## 13. Classrooms

The GM ATTC facility has two classrooms (Classroom 1 & Classroom 2) which are both located on the ground floor.

- You are not allowed to consume any foods in the classrooms. However, beverages and drinking water are permitted (which must be in a sealed container)
- The use of Mobile Phones during the IBT courses is prohibited and should remain switched off/silent mode during class
- It is not allowed to take pictures during any time in the training sessions or exams, you will be requested to delete any picture taken during the training sessions or taking pictures without permission
- The PC's located in the classrooms are to be switched ON only when directed by your Instructor
- The PC's in the classrooms are not to be used for personal purposes
- Settings of these PC's must not be altered under any circumstances (screen savers, passwords or other settings)
- If you encounter a problem with a PC and/or Internet connection in the classroom, you must report the problem immediately to your Instructor. Do not try to fix the problem by yourself due to dedicated educational settings of the PCs
- You are not allowed to plug-in your mobile phones, thumb drive/flash drive or any other electronic device on the PC, as it might inflict virus on the computers.

## 14. Workshop Area

- The work bays are located at the backside of Classroom 1 and are accessible through the corridor between Classroom 1 and 2
- Upon completion of the training day, all windows must be closed, all lights and ceiling fans must be switched-off, the air compressor must be switched-off and the workshop area must be locked
- At the end of each day of training, the training vehicles must be placed inside the workshop
- The workshop area with equipment shall not be used for vehicles other than the training vehicles
- Battery Chargers should not be used for overnight charging of vehicle batteries
- Fuel storage is only allowed in the Tools Room at the allocated area and in suitable containers
- All tools and equipment must be returned to their appropriate storage upon completion of the training day
- Opening and closing of the workshop doors is to be done by the Instructors only

- Lifts, vehicles and equipment are not to be operated without the presence of an Instructor

## 15. Tool Room

- The tool room is regarded as a *Restricted Area* and is not accessible for Students when not accompanied by an Instructor or other staff members
- If you find special tools or regular tools that are broken, notify an Instructor so it can be replaced without delay

## 16. Instructor Quarter

- The GM Instructors working at the GM ATTC facility and with the GM ATTP have their Instructors Quarter located on the second floor
- The Instructors Quarter is not accessible to Students. The Instructors Quarter is regarded as a *Private Area*

## 17. Kubo / Gazebo

The three (3) *kubo / gazebos* are located on the second floor next to the Administration Office and provide a means of relaxation.

- The three (3) *kubo / gazebos* are available every day until 11:00pm (2300hrs)
- Please, ensure no garbage is left behind when leaving the *kubo / gazebos* as Guests and Visitors of the GM ATTC are also using these
- The *kubo / gazebos* are considered as *No Smoking* areas

## 18. Canteen

The Canteen is located on the ground floor at the far end of the building. The Canteen will serve local dishes with the following opening hours: (special meals / dietary meals can be obtained upon request)

| Canteen Opening Hours |                                      |
|-----------------------|--------------------------------------|
| Breakfast             | 7:00am – 8:00am (0700hrs – 0800hrs)  |
| Lunch                 | 12:30pm – 1:30pm (1230hrs – 1330hrs) |
| Dinner                | 5:30pm – 6:30pm (1730hrs – 1830hrs)  |

- You are requested to sign the meal list when having your breakfast, lunch and dinner in the canteen. The cost for these meals will be deducted from your monthly allowances/stipends
- Please return trays, plates and cutlery to the canteen counter when you have had your meal
- During the opening hours, the Canteen is selling a limited array of essentials, groceries, toiletries etc.
- There are different kinds of beverages available, ice-cream, fruits, vegetable salads and sandwiches for sales to your convenience. Prices of these food items are present at the Canteen



counter. Upon removal of a wanted food item, you must sign for the food item at the Canteen counter and the cost will be deducted from your monthly allowance/stipend

- The canteen is not open during weekend but they are allowed to cook their food at provided area only

## 19. Basketball Court

The basketball court is located near the main entrance of the GM ATTC facility.

- The use of the basketball court belongs primarily to the Students of the Lourdes High School; it is available for Students of the GM ATTC facility secondarily
- The basketball court rings are locked, the Security Guards to unlock the rings

The basketball court is available as follows:

| Basketball Court Opening Hours |   |
|--------------------------------|---|
| Monday to Friday               | 6:00am – 7:30am (0600hrs – 0730hrs)<br>12:50pm – 1:30pm (1250hrs – 1330hrs)<br>5:30pm – Sunset (1730hrs – Sunset) |
| Saturday                       | Sunrise – Sunset  |
| Sunday                         | Sunrise – Sunset  |

## 20. Transportation

Public transportations are available in Angat and Sta Maria as per below:

### Bus Terminal in Angat

The Agila and Sta. Monica is located just beside the Sta. Maria Jeepney Terminal, NFA Rice Store, and the 7 eleven at the city center in Angat. The public buses ply both the Manila and the Divisoria route. Transportation to either one of the locations takes approximately two hours.

***Please note that the last bus departs at 5:00pm every day.***

### Bus Terminal in Sta Maria (late-night service)

Del Carmen Transportation Company are providing late-night bus service. The last buses depart at 12:00 midnight. They are located at Pulong Buhangin in Sta Maria, Bulacan Province. It covers the route from Norzagaray to Ayala in Makati, Manila. Travel time takes about two hours.

## 21. Payments

You will be paid your monthly allowance/stipend of FIFTEEN THOUSAND PESOS (PHP 15,000.00) in two separate cash payments of SEVEN THOUSAND FIVE HUNDRED PESOS (PHP 7,500) every fourteen (14) days, second (2<sup>nd</sup>) Friday and fourth (4<sup>th</sup>) Friday of a month. The monthly allowances/stipends will be

paid through an Automated Teller Machine (ATM) Cash Card Account, and will be issued by the **FIRST PARTY's** accredited banking facility to the **SECOND PARTY** no more than fifteen (15) days after the Check-in process.

## 22. Glossary

Below, please find a glossary for your quick reference.

GMATTC:          General Motors Advanced Technician Training Center  
GMATTP:          General Motor Advanced Technician Training Program  
Stipend:          Monthly Earnings  
Gazebo:          Pavilion made of Bamboo

## 23. Agreement

| GROUP NO:       |           |
|-----------------|-----------|
| Name of Student | Signature |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |
|                 |           |

**Edward C. Romero**  
*Training Center Manager*

Witnessed by:

**Carlos J. Javier VIII**  
*Senior Technical Instructor*

Date: